

**GOLDSBORO CITY COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, FEBRUARY 17, 2020**

*(Please turn off, or silence, all cellphones upon entering the Council Chambers)*

**I. WORK SESSION–5:00 P.M. – CITY HALL ADDITION, 200 N. CENTER ST., ROOM 206**

**ADOPTION OF THE AGENDA**

**OLD BUSINESS**

**NEW BUSINESS**

- a. Goldsboro – Rebuild NC Buyout Program (North Carolina Office of Recovery and Resiliency)

**II. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER ST.**

Invocation (Pastor Dan Baer, St. Luke United Methodist Church)

Pledge of Allegiance

**III. ROLL CALL**

**IV. APPROVAL OF MINUTES (\*Motion/Second)**

- A. Minutes of the Work Session and Regular Meeting of January 6, 2020

**V. PRESENTATIONS**

- B. Brain Injury Awareness Month Proclamation

**VI. PUBLIC HEARINGS (\*Motion/Second)**

- C. Z-1-20 Discount Tire of Goldsboro – East side of N. Berkeley Boulevard between Langston Drive and Ridgecrest Drive (Planning)
- D. CU-1-20 Wayne Dental Center (Amendment of Preliminary Subdivision Plat and Site Plan Modification S-5-85) (Planning)

**PLANNING COMMISSION EXCUSED**

**VII. PUBLIC COMMENT PERIOD (TIME LIMIT OF 3 MINUTES PER SPEAKER)**

**VIII. CONSENT AGENDA ITEMS (\*Motion/Second--Roll Call)**

- E. Non-contiguous Annexation Petition – Renu-Life Extended, Inc. Located on the northeast side of Windsor Creek Parkway between Wilshire Way and Wayne Memorial Drive (Planning)
- F. Utility Construction Agreement for Central Heights Realignment (Project U-5724) between the City of Goldsboro and the North Carolina Department of Transportation (Planning)
- G. Establishing a Special Revenue Fund Ordinance – Federal and State Drug Forfeiture Special Revenue Fund (P3101) (Finance)
- H. Amending Special Revenue Fund Ordinance – Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) (Finance)
- I. Resolution – Authorizing the Adoption and Implementation of the City of Goldsboro Updated Title VI Program (Community Relations)
- J. St. Baldrick's "Rock the Bald" Temporary Street Closing Request (Police)
- K. Pig in the Park Temporary Street Closing Request (Police)
- L. Departmental Monthly Reports

**IX. ITEMS REQUIRING INDIVIDUAL ACTION (\*Motion/Second)**

- M. Fee Structure for Goldsboro Municipal Golf Course (Parks and Recreation)

**X. CITY MANAGER'S REPORT**

**XI. MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS**

- N. Resolution Expressing Appreciation for Services Rendered by Dennis Russell as an Employee of the City of Goldsboro for More Than 12 Years
- O. Resolution Expressing Appreciation for Services Rendered by Kennon Worrell as an Employee of the City of Goldsboro for More Than 20 Years
- P. Proclamation Honoring the Accomplishments of Apostle Dr. Norbert E. Simmons

**XII. CLOSED SESSION**

**XIII. ADJOURN**

MINUTES OF THE MEETING OF THE CITY COUNCIL HELD  
JANUARY 6, 2020

**WORK SESSION**

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:00 p.m. on January 6, 2020 with attendance as follows:

Present: Mayor Pro Tem Bill Broadaway, Presiding  
Councilmember Antonio Williams (arrived at 5:01 p.m.)  
Councilmember Taj Polack  
Councilmember Brandi Matthews  
Councilmember David Ham  
Councilmember Gene Aycock  
Ron Lawrence, Attorney  
Tim Salmon, City Manager  
Melissa Capps, City Clerk  
Jennifer Collins, Planning Director  
Scott Williams, IT Director  
Felicia Brown, Interim P&R Director  
Mike Wagner, Public Utilities Director  
Rick Fletcher, Public Works Director  
Joe Dixon, Fire Chief  
Erin A Fonseca, DGDC Marketing & Events Manager  
Bernadette Dove, HR Director  
Catherine Gwynn, Finance Director  
Shycole Simpson-Carter, Community Relations Director  
Gladys McClary, Recreation Center Leader  
Adam J. Twiss, Director of Paramount Theatre and GEC (arrived at 5:05 p.m.)  
Ken Conners, News Director, Curtis Media Group  
Eddie Fitzgerald, News Argus Reporter  
Lonnie Casey, Citizen  
Bobby Mathis, Citizen  
Della Mathis, Citizen  
Yvonnia Moore, Citizen (arrived at 5:01 p.m.)  
Carl Martin, Citizen  
LeKeshia Polack, Citizen  
Kelvin Stallings, Citizen  
Sylvia Barnes, Citizen  
Constance Coram, Citizen (arrived at 5:12 p.m.)  
Alicia Pierce, Citizen (arrived at 5:15 p.m.)

Absent: Mayor Chuck Allen

**Call to Order.** The meeting was called to order by Mayor Pro Tem Broadaway at 5:00 p.m.

**Adoption of the Agenda.** Councilmember Aycock made a motion to adopt the agenda. Councilmember Polack seconded the motion. Mayor Pro Tem Broadaway, Councilmembers Polack, Ham and Aycock voted in favor of the motion. Councilmember Matthews did not vote, therefore her vote would be counted as an affirmative vote. The motion passed.

**T.C. Coley Center Update.** Ms. Felicia Brown shared the following information:

**Purpose**

- Inform Council on the current status of the T.C. Coley Community Center, propose a way ahead, incorporate Council feedback/direction and make appropriate changes.

**Background**

- In 2016, City Council decided to renovate, not demolish what is now T. C. Coley Community Center (cost ~\$200K); more renovation needs to be done (\$TBD).

- Plans for a non-profit to operate facility did not materialize.
- In Feb 2019, City Council directed Parks and Recreation to operate the facility for one year. During this time, non-profits would be able to use the facility at no charge.

#### Usage Report

- In February 2019, there were 2 tenants in T. C. Coley Community Center
  - Ashford Boxing is located in the Gym area; 4-7pm, Mon-Fri; serves ~25 kids each day free; also serves 12 adults, \$50 per month; held 4 fundraisers (**\$8,840**); 2 Back-to-School events, ~300 people each
  - Prayer/Praise Worship Center is located in the back meeting room; hold services on Sundays
- Since P & R assumed control of the facility, there have been an additional five (5) uses by non-profits; 2 of the 5 uses were by the same non-profit on different dates
  - Delta Sigma Theta, Faith United Church (Banquet/Vacation Bible School), Tabernacle of Prayer and Creative Minds

#### Usage Requests

- There have been at least 40 other interest calls that were not granted:
  - 10 calls for baby showers
  - 20 calls for family reunions
  - 10 calls for birthday parties
- There have been more calls/interest from the community wanting to rent facility for social/family functions; not as much interest from non-profits as anticipated.

#### Facility Operational Costs

- Fiscal Year 2018-19
  - \$6,089.77 utility costs
  - \$5,460.00 interior maintenance: personnel, janitorial supplies, etc.
  - \$9,330.00 exterior maintenance: personnel, mulch, equipment, etc.
  - Total ~\$20K for < 20 hours / week
- FY 19-20 Budget
  - \$0 for T.C. Coley; demolishing Herman Park Center savings/offset TBD
  - Additional \$7,392.00 for HVAC Service Agreement
  - Additional events will increase utility and maintenance costs

#### Proposed Rates Presented in Feb. 2019

- **RECREATION ROOM** (Kitchen use included):
- \$135/2 hours
- **Non-profit rate** is \$67.50/2 hours

*\*\$100 Refundable Damage Deposit*

#### *Rentals in 2-Hr Blocks of Time*

- **GYMNASIUM:**
- \$70/2 hours
- **Non-profit rate** is \$35/2 hours
- **MEETING ROOM** (back of building):      **MEETING ROOM** (with mirrors):
- \$30/2 hours      \$30/2 hours
- **Non-profit rate** is \$15/2 hours      **Non-profit rate** is \$15/2 hours
- **COMMERCIAL EVENTS** (tickets sold/money exchanged on City property):
- \$300/2 hours
- **Non-profit rate** is \$150/2 hours
- **LONG TERM RENTALS** – organization continuously occupying space with their items, regardless if organization uses space on daily basis or not:



- **GYMNASIUM** - \$700/month
- **RECREATION ROOM** - \$1,350/month
- **MEETING ROOM** (with mirrors) - \$300/month
- **MEETING ROOM** (back of building) - \$300/month

#### Recommendations

- Allow Parks and Recreation to implement February 2019 proposed rates (same as in 2014) and market facility for community usage.
- Parks and Recreation will budget for expected increase usage with the next budget request.
- Parks and Recreation will update Council on use (benefit/cost) as part of the next budget request to include potential renovations.

Council discussed current tenants. Councilmember Ham asked to your knowledge do you know if Steve Ashford allowed someone to use the facility and charged for use. Ms. Brown stated to my knowledge, I am not aware of him charging someone to use the facility, I am aware of a couple of instances where people were in the facility but I am not aware of a charge. Monthly rental fees were discussed. Mayor Pro Tem Broadaway suggested \$450 or \$500 monthly charge for the gym.

Councilmember Matthews asked if Ashford Boxing is in the gym, would others be able to rent the gym, like would I be able to rent the gym for a couple of hours on the weekend if all of his equipment is in there. Ms. Brown replied if you all where to approve these rates as they are now, then we will of course go back to the current tenants in there and let know what Council has decided. Ms. Brown stated they would have a choice to make, do they want to stay and pay that or move out; with them being long-term renters, that means they are the only ones that can be in that facility, that's why they are having to pay that money, they would essentially be a tenant in that facility.

Councilmember Polack questioned who initially allowed the church. Ms. Brown stated I would have to lean back on the City Manager's Office and City Council as they were already in there when Parks and Recreation took it over. Mr. Octavius Murphy shared it was approved by the former city manager and the mayor and from that the board was created as they wanted to entertain all non-profits.

Councilmember Williams the bathrooms are in need of renovation. Ms. Brown stated that is correct and shared information regarding basic maintenance items Parks and Recreation has done since it took the center back over.

Councilmember Williams stated we do not have any city shelters available when there is a storm and I would like to see this used if needed.

Councilmember Ham asked what is our policy on liability insurance of renters. Ms. Brown responded for us, the way our policy is with liability insurance if someone is coming in to hold an event where they are inviting other members of the public to come in, we require them to have liability insurance, that is different for someone who is having a birthday party. It depends on the situation. Councilmember Ham asked if current tenants had presented liability Insurance. Ms. Brown stated Ashford Boxing did, the church provided their non-profit status and it was looked at how a church meeting differed from boxing.

Council continued to discuss long term rental amounts for the gym. Council consensus was \$500 for the gym. Councilmember Williams stated I would like to see a contract with some stipulations regarding use in case of an emergency for a shelter.

Councilmember Ham also requested Ms. Brown meet with the tenants to share what is going on, report back to Council in a couple of weeks and prepare a draft contract.

**Council Committees.** Mayor Pro Tem Broadway reviewed the list of Council committees. Discussion included who would fill in while the Mayor was out, the Housing Authority Board, the GWTA Board, the DGDC Board and Mayor's Committee for Persons with Disabilities. Councilmember Matthews suggested members consider moving around and getting feet wet in different areas. Councilmember Matthews shared she would be interested in serving on the DGDC Board.

Mayor Pro Tem Broadway shared he spoke with Councilmember Polack and he has expressed interest to serve on the Parks and Recreation Advisory Commission.

Councilmember Matthews stated she would serve on the Mayor's Committee for Persons with Disabilities.

Councilmember Williams stated he would serve on the Law and Finance Committee.

Councilmember Williams made a motion Councilmember Matthews serve on the DGDC Board. Councilmember Polack seconded the motion. Councilmember Aycock questioned if two councilmembers could serve. Council discussed and agreed to ask the DGDC Board if two members could serve.

Councilmember Williams withdrew his motion to allow time to ask DGDC Board if two members could serve. Councilmember Polack withdrew his second.

Council discussed appointment to the GWTA Board. Councilmember Matthews stated I think Councilmember Williams you should be on that board again if there were no findings as to why you were removed and you have a desire to sit on that board. I do not see why there would be a problem.

Councilmember Aycock stated the board was the one who requested the removal.

Discussion continued.

Councilmember Aycock made a motion Councilmember Williams be reinstated to the GWTA Board. The motion was seconded by Councilmember Matthews. Councilmembers Williams, Polack, Matthews, Ham and Aycock voted in favor of the motion. Mayor Pro Tem Broadway did not vote, his vote would be counted as an affirmative vote. The motion passed.

**Retreat Dates and Topics.** Mr. Salmon stated we have reserved the Goldsboro Event Center on February 26<sup>th</sup> and 27<sup>th</sup> to cover topics such as City Vision, Mission, Goals, and Values Strategic Plan; Council Ethics Training; Robert's Rules of Order; Economic Development Department/Plan Financial Audit and Budget Update; Personnel Policy Water Rate Study and updates on various projects. I would like Council to let me know if these dates work and if there are any additional topics they would like to add.

Councilmember Williams requested to add summer youth employment and rail trail program that I suggested for Center Street, on the north end side of town.

**Consent Agenda Review.** Each item on the Consent Agenda was reviewed. Additional discussion included the following:

**Item F. Advisory Boards and Commissions.** Councilmember Williams expressed concern regarding appointments to the Historic District Commission. Councilmember Matthews expressed concerns regarding appointments to the Commission on Community Relations and Development. Councilmember Matthews recommended Mr. Ferguson for consideration on the Commission on Community Relations and Planning Commission. Councilmember Williams recommended Ms. Lancaster for Commission on Community Relations.

Discussion continued.

Council deferred appointments to the Commission on Community Relations, Historic District and Planning Commission.

Ms. Collins shared for the Planning Commission Council has expressed they wanted membership scattered among the districts. Currently we do not have representation from District 1.

Consideration of commissions input was discussed.

Councilmember Aycock made a motion to appoint Jay Bauer to the Planning Commission. The motion was seconded by Councilmember Ham. Councilmember Williams stated I do not see a rush. Councilmember Matthews requested information regarding current board members and districts they reside in. Councilmember Polack asked about representation from his district. Mayor Pro Tem Broadaway, Councilmembers Ham and Aycock voted in favor of the motion. Councilmembers Williams, Polack and Matthews voted against the motion. The motion failed.

There being no further business, the meeting recessed until the 7:00 p.m. meeting.

### **CITY COUNCIL MEETING**

The City Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on January 6, 2020 with attendance as follows:

Present: Mayor Pro Tem Bill Broadaway, Presiding  
Councilmember Antonio Williams  
Councilmember Taj Polack  
Councilmember Brandi Matthews  
Councilmember David Ham  
Councilmember Gene Aycock

Absent: Mayor Chuck Allen

The meeting was called to order by Mayor Pro Tem Broadaway at 7:00 p.m.

Pastor Adam Street with Madison Avenue Baptist Church provided the invocation. The Pledge of Allegiance followed.

**Approval of Minutes.** Councilmember Williams stated I noticed the minutes initially stated the Mayor started the meeting but looked further down and it showed the Mayor was absent; I would like that amended. Councilmember Aycock made a motion to approve the Minutes of the Work Session and Regular Meeting of December 2, 2019. The motion was seconded by Councilmember Polack. Mayor Pro Tem Broadaway, Councilmembers Polack, Ham and Aycock voted in favor of the motion. Councilmembers Williams and Matthews voted against the motion. The motion passed 4:2.

**Public Comment Period.** Mayor Pro Tem Broadaway opened the public comment period. The following person spoke:

Susan Williams stated I know the Mayor is sick, I know what is wrong with him now, don't come to the public begging for money, he has property he can sell to pay his medical bills. Thank you Councilmember Polack, you got on my problem and fixed it. Keep up the good work and I'm glad to see you here. You to Ms. Brandi.

No one else spoke and the Public Comment Period was closed.

**Consent Agenda - Approved as Recommended.** City Manager, Timothy Salmon, presented the Consent Agenda and reminded Council during the Work Session Item F. Advisory Boards and Commissions was amended and appointments to the Commission on Community Relations, Historic District and Planning Commission were deferred. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilmember Aycock moved the items

on the Consent Agenda, Items B, C, D, E and F be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Ham and a roll call vote resulted in all members voting in favor of the motion. The items on the Consent Agenda were as follows:

**CU-14-19 Zackell Perry – Southwest corner of E. Oak Street and N. John Street Intersection. (Used Automobile Sales). Approved.** The applicant requests a Conditional Use Permit to allow operation of a used-car lot within the General Business District. The sale of used vehicles is a permitted use within the General Business zoning district after the issuance of a Conditional Use Permit approved by City Council.

The property was previously operated as a used car lot. Since the business has been closed for more than six (6) months, the applicant is required to reapply for a Conditional Use Permit for used automobile sales.

Frontage: 113.4 ft. (E. Oak St.)

109 ft. (N. John St.)

Area: 12,612 sq. ft., or 0.28 acres

Zoning: General Business (GB)

The submitted site plan indicates an existing 1,044 sq. ft. building proposed for use as a sales office. The remainder of the property is mostly paved and is proposed for employee and customer parking, as well as, the display of automobiles for sale. The applicant states there will be no outdoor storage on site.

Hours of Operation: 9:00 a. m. to 5:00 p. m.  
(Monday - Saturday)

No. of Employees: 2

Parking is required at one space per employee and five customer spaces. The applicant proposes up to 7 display vehicle spaces and the site plan indicates both customer and employee parking. No loading space will be required since all vehicles will be driven to the site.

A Type A, 10 ft. wide landscape buffer is required along the southern property line and existing vegetation fulfills this requirement.

A Type C, 20 ft. wide landscape buffer is required adjacent to residentially-developed property to the west. An existing chain-link fence with privacy slats is located between the subject property and an existing single-family dwelling. Due to limited space, the applicant is asking for a modification of the City's landscape requirement adjacent to residentially-developed property.

The applicant is requesting the following modifications of the City's landscaping requirements:

- (1) Street Trees along N. John and E. Oak Streets;
- (2) Vehicular Surface Area landscaping; and
- (3) Landscaping required for a Type C, 20 ft. wide landscape buffer

At the public hearing held on December 16, 2019, no one appeared to speak for or against the request.

The Planning Commission, at their meeting held on December 16, 2019, recommended approval of the Conditional Use Permit to allow the operation of a used-car lot with the recommended modifications.

It was recommended Council accept the recommendation of the Planning Commission and

1. Adopt an Order approving the Conditional Use Permit to allow the a operation of a used-car lot; and
2. Approved the Conditional Use permit with the following modifications;
  - (1) Street Trees along N. John and E. Oak Streets;
  - (2) Vehicular Surface Area landscaping; and

(3) Landscaping required for a Type C, 20 ft. wide landscape buffer. Consent Agenda Approval. Aycock/Ham (6 Ayes)

**Farm Lease Agreements. Approved.** The City of Goldsboro or the City and the County of Wayne jointly own several tracts of land, which have been leased in the past for farming purposes.

Prior to 2013 seven properties had been under lease for farming through one-year leases approved by City Council during December of each year. In November of 2013, the City Council contracted farm leases for these seven properties for a period of three-years. The term extension was due to the investment farmers were making in the land regarding nitrogen, lime, etc. in preparation for growing crops.

Of the seven properties, one tract is for the sole purpose of livestock due to the topsoil being stripped and not feasible for growing crops. The current farm leases expired December 31, 2019 and listed as follows:

Location	Current Lessee	Acreage	Leased Price by Acre	Total Yearly Lease
Two Tracts on the west side of NC 111 South (Farm #11693)	Jonathan Gray	56.3 Acres	\$156.00/Acre	\$8,782.80
West side of NC 111 South (Farm #8742)	Jonathan Gray	24.2 Acres	\$156.00/Acre	\$3,775.20
West side of Miller’s Chapel Road (Farm #11850)	Jonathan Gray	5.1 Acres	\$156.00/Acre	\$795.60
Northeast and Southeast corners of Arrington Bridge Road and Pecan Road (Farm #11852)	Jonathan Gray	43.4 Acres	\$156.00/Acre	\$6,770.40
Northeast corner of Arrington Bridge Road and S. John Street (Farm #12942)	Jonathan Gray	47.59 Acres	\$156.00/Acre	\$7,424.04
Northeast corner of Genoa Road and Pecan Road (Farm #6599)	Alfred Parks	25.1 Acres	\$61.50/Acre	\$1,543.65
Northwest side of Pecan Road between Genoa and Mitchell Road (Farm # 11763 - Livestock Only)	Cameron Mitchell	12.9 Acres	\$50.00/Acre	\$645.00

Staff advertised an Invitation to Bid on the City’s website beginning November 12, 2019 with bid submittals due December 2, 2019. Three farmers, all current lessees, submitted bids on one, some or all of the farm tracts.

Staff properly notified the public of the City’s intent to lease property for Crop and Livestock use per G. S. 160A-272 (a1) for the following properties and bid amounts:

Location	Alfred Parks	Jonathan Gray	Cameron Mitchell	Total Yearly Lease
Two Tracts on the west side of NC 111 South (56.3 Ac.)	\$136.50/Ac.	\$126.70/Ac. (Current Lessee)	No Bid	\$7,684.95

Location	Alfred Parks	Jonathan Gray	Cameron Mitchell	Total Yearly Lease
West side of NC 111 South (24.2 Ac.)	<b>\$136.50/Ac.</b>	\$126.70/Ac. (Current Lessee)	No Bid	<b>\$3,303.30</b>
West side of Miller’s Chapel Road (5.1 Ac.)	<b>\$80.00/Ac.</b>	\$86.70/Ac (Current Lessee) Withdrew Bid	No Bid	<b>\$408.00</b>
Northeast and Southeast corners of Arrington Bridge Road and Pecan Road (43.4 Ac.)	\$95.10/Ac	<b>\$97.70/Ac. (Current Lessee)</b>	No Bid	<b>\$4,240.18</b>
Northeast corner of Arrington Bridge Road and S. John Street (47.59 Ac.)	No Bid	<b>\$97.70/Ac. (Current Lessee)</b>	No Bid	<b>\$4,649.54</b>
Northeast corner of Genoa Road and Pecan Road (25.1 Ac.)	<b>\$73.50/Ac. (Current Lessee)</b>	No Bid	No Bid	<b>\$1,844.85</b>
Northwest side of Pecan Road between Genoa and Mitchell Road – Livestock only (12.9 Ac.)	No Bid	No Bid	<b>\$60.00/Ac.</b>	<b>\$774.00</b>

The lease term for all farm tracts excluding the livestock-only tract is for a period of three-years (January 1, 2020 to December 31, 2022). The lease term for the livestock-only tract located on the northwest side of Pecan Road between Genoa and Mitchell Road is for a period of eight-years (January 1, 2020 to December 31, 2027). Lease payments must be made prior to January 31, 2020.

All farm tracts, with the exception of the farm located on the northeast corner of Arrington Bridge Road and South John Street, are jointly-owned with the County of Wayne and the yearly proceeds are equally shared. For jointly-owned properties, lease agreements will be forwarded to the Wayne County Board of Commissioners for action at their next meeting if approved by the City Council.

It was recommended Council authorize the preparation and execution of farm lease agreements between:

- (1) The City of Goldsboro, the County of Wayne and Jonathan Gray for three years;
- (2) The City of Goldsboro and Jonathan Gray for three years;
- (3) The City of Goldsboro, the County of Wayne and Alfred Parks for three years; and
- (4) The City of Goldsboro, the County of Wayne and Cameron Mitchell for eight years.

Leases for jointly-owned property would be subject to Wayne County’s approval of said leases with Jonathan Gray, Alfred Parks and Cameron Mitchell. Consent Agenda Approval. Aycock/Ham (6 Ayes)

**Conveyance of Property to Rehab Development – Waiver of First Refusal and Amendment of Completion Date. Resolution Adopted.** Rehab Development, Inc., the Design-Build company investing over \$12M in rehabilitating six historic buildings downtown has plans to begin construction in February of this year. All properties are in need of significant rehabilitation to make them productive once again. The completed project will result in 12,000 sq. ft. of commercial, ready-to-lease space and 63 market-rate residential units, successfully repurposing 68,000 sq. ft. of vacant, non-productive space.

Four of the six historic properties – 200 E. Walnut Street, 204 E. Walnut Street, 206 E. Walnut Street and 106 S. John Street were donated by the County in 2017 with the intent of actively marketing them for reinvestment to save and rehabilitate the properties. In partnership with the City, the properties were deeded to the Downtown Goldsboro Development Corporation to facilitate the marketing of the properties, with an emphasis on intended use and rehabilitation timeline. To ensure the properties would be protected, a series of covenants were written into the deed, including right of first refusal for the City of Goldsboro to purchase the properties and a

completion date of May 31, 2020.

As per the deed, executed on December 12, 2017 between the City of Goldsboro and the Downtown Goldsboro Development Corporation, the DGDC has notified the City of Goldsboro of their intent to convey the properties to WNB Landlord, LLC, a subsidiary of Rehab Development, Inc. The City of Goldsboro is asked to waive its rights to the property at this time. Additionally, as the deed was written prior to the significant delay of the North Carolina historic tax credits, the DGDC requests the amendment of the May 31, 2020 deadline to match the agreement which states “no later than the date which is twenty-seven (27) months following the renewal date of the North Carolina Historic Tax Credit Program” WNB Landlord, LLC will need the properties conveyed before any work can begin.

It was recommended Council adopt the following entitled resolution, accepting and authorizing the Mayor to sign the waiver subject to City Attorney review, approval and based on the intent, expectations and assurances as stated herein and intended. Consent Agenda Approval.  
Aycock/Ham (6 Ayes)

**RESOLUTION NO. 2020-1 “RESOLUTION CONVEYING PROPERTY TO REHAB DEVELOPMENT-WAIVER OF FIRST REFUSAL”**

**Amending Chapter 32, Section 32.311 Mayors Committee for Persons with Disabilities of the Code of Ordinances of the City of Goldsboro. Ordinance Adopted.** The City of Goldsboro recognizes and values the importance of citizen participation in local government. The City utilizes boards and commissions as a mechanism to engage citizens in the democratic process. The Mayor’s Committee for Persons with Disabilities membership is currently composed of 30 members.

At the Mayor’s Committee for Persons with Disabilities meeting on December 19, 2019, members requested the city manager ask Council to reduce the number of members to 15 in order to have a quorum of members and active participation.

Staff recommends Council consider adopting the following entitled Ordinance amending Chapter 32, Section 32.311 Mayors Committee for Persons with Disabilities of the Code of Ordinances changing the membership from 30 members to 15 members. Consent Agenda Approval.  
Aycock/Ham (6 Ayes)

**ORDINANCE NO. 2020 - 1 “AN ORDINANCE AMENDING CHAPTER 32 BOARDS, COMMISSIONS AND DEPARTMENTS OF THE CITY OF GOLDSBORO’S CODE OF ORDINANCES”**

**Advisory Board and Commission Appointments. Resolutions Adopted.** There are currently several vacancies on Advisory Boards and Commissions. Citizen involvement is vital to the performance of City government. It is necessary that additional appointments be made in an effort to fill these vacancies.

Recommendations for appointments were requested from the respective Boards and Commissions. Applications were also solicited from the public at large.

The City Council met during the Work Session on December 16, 2019, to review vacancies and applications received to fill the current vacancies. With these appointments, one vacancy on the Goldsboro Municipal Golf Course Committee and one vacancy on the Local Firefighters Relief Fund Board of Trustees remain.

It is also customary for the City of Goldsboro to express its appreciation by Resolution to those members whose terms have expired, who have moved or resigned.

During the work session, Council deferred appointments to the Commission on Community Relations, Historic District and Planning Commission.

Staff recommended Council adopt the following entitled Resolutions:

1. Appointing members to various Advisory Boards and Commissions in the City of Goldsboro.
2. Commending those individuals whose terms have expired, who have moved or resigned.  
Consent Agenda Approval. Aycock/Ham (6 Ayes)

RESOLUTION NO. 2020-2 “RESOLUTION APPOINTING MEMBERS TO ADVISORY BOARDS AND COMMISSIONS”

RESOLUTION NO. 2020-3 “RESOLUTION COMMENDING INDIVIDUALS WHO HAVE SERVED ON VARIOUS ADVISORY BOARDS AND COMMISSIONS OF THE CITY OF GOLDSBORO AND DIRECTING THE MAYOR ON BEHALF OF THE CITY COUNCIL TO PRESENT THE INDIVIDUALS WITH A CERTIFICATE OF APPRECIATION”

**End of Consent Agenda.**

**City Manager’s Report.** Mr. Timothy Salmon stated I would just like to wish everyone a Happy New Year. I look forward to working with y’all, especially next month on the Retreat. I look forward to presenting those topics.

**Mayor and Councilmembers’ Reports and Recommendations.** Councilmember Aycock stated no comment.

Councilmember Ham stated no comment.

Councilmember Matthews stated no comment.

Mayor Pro Tem Broadaway stated no comment.

Councilmember Polack stated yesterday in church we had our new assignment where we say we are all in. My Pastor reminded me of the African proverb, “if you want to move somewhere fast, travel alone, but if you want to go somewhere far, travel together.” So that is what I think we need to do moving forward. I just want to start with y’all, everybody makes resolutions to say what they would like to try to do differently, but I am a man of consistency and I want to meet every demand of my constituents in my district. I knocked on too many doors and looked into too many faces, made too many promises to my people in my district, and the only way I am going to accomplish what I said I would for them is if we come to majority on a lot of these issues, because if we don’t we are depriving the people that we said we were going to serve. Making a point or trying to prove a point is not going to get anything accomplished in our community. It has not been done in the past and if we do not come to a majority, we are going to be a disservice to the people we promised these things too. So I want to be an integral part of that change. Thank you.

Councilmember Williams stated I want to wish everyone a Happy New Year. It is a new year, new things. We have a lot we need to accomplish here in the City and the County. So let’s get started. Happy New Year and God bless.

Mayor Pro Tem Broadaway stated our Mayor is doing very well and I would like for everyone to continue to pray for him and pray for his recovery.

There being no further business, the meeting adjourned at 7:10 p.m.

---

Bill Broadaway  
Mayor Pro Tem

---

Melissa Capps, MMC/NCCMC  
City Clerk





## City of Goldsboro

P.O. Drawer A  
North Carolina  
27533-9701

### 2020 BRAIN INJURY AWARENESS PROCLAMATION

WHEREAS, Traumatic Brain Injury (TBI) is a serious, national public health epidemic resulting in long-term or permanent disability or death, which is one form of an Acquired Brain Injury (ABI); and types of Acquired Brain Injury (ABI) include strokes, brain aneurysms, brain tumors, brain infections, anoxic brain injury and Traumatic Brain Injury (TBI); and

WHEREAS, An estimated more than 2.8 million Americans sustain Traumatic Brain Injury (TBI) every year, and of them: 50,000 die, 282,000 are hospitalized, and approximately 5.3 million Americans live with a TBI- related disability; and

WHEREAS, TBI results from an external force such as a significant blow, jolt, or penetrating injury to the brain and can lead to a lifetime of physical, emotional, cognitive, and/or behavioral challenges; the leading causes of TBI are falls, motor vehicle accidents, and assaults; and

WHEREAS, Over 80,000 people in North Carolina will sustain a TBI this year, and many survivors will be left permanently disabled; public awareness and understanding of the dangers, prevention, and treatment of these injuries and effects on the family are critical to help protect the people of our state; and

WHEREAS, Some reports estimate that more than 10 percent of all contact-sport athletes sustain a concussion yearly, and a concussion is a brain injury and that as many as 50 percent of all concussions go unreported due in part to a lack of understanding of the signs and dangers of brain injury; and

WHEREAS, Active duty and reserve service members are at increased risk for sustaining a TBI compared to their civilian peers, due in part to the specific demographics of the military, in general, young men between the ages of 18 and 24 are at greatest risk for TBI; and

WHEREAS, Between 11 and 23 percent of American soldiers who served in Iraq or Afghanistan have suffered a TBI, and treatment is often complicated by higher rates of post-traumatic stress injury, depression, anxiety, chronic pain and suicidal ideation; and 1 in 5 Iraq and Afghanistan veterans suffer from PTSD or major depression; and

WHEREAS, 10% of the general population has a substance misuse disorder, and according to the Brain Injury Association of America, the opioid epidemic has produced "toxic brain injury," which is the result of oxygen deprivation on the brain caused by prolonged substance misuse and nonfatal overdose.

NOW THEREFORE, I, Chuck Allen, Mayor of the City of Goldsboro, North Carolina, do hereby proclaim March 2020 as BRAIN INJURY AWARENESS MONTH in Goldsboro, North Carolina, and call upon our citizens and interested groups to observe the month with appropriate ceremonies and activities that promote awareness and prevention of brain injuries.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro this the 17<sup>th</sup> day of February, 2020.

---

Chuck Allen  
Mayor

**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 21, 2020 COUNCIL MEETING**

**SUBJECT: PUBLIC HEARING**

Z-1-20 Discount Tire of Goldsboro – East side of N. Berkeley Boulevard between Langston Drive and Ridgecrest Drive

**BACKGROUND:** The applicant requests to amend the existing General Business Conditional District (GBCD) zoning district for the operation of a tire retail center in conjunction with auto repair and service.

The requested zoning is associated with three private individual lots described as follows:

**Lot 1: 700 N. Berkeley Boulevard**

Frontage: 100 ft. (N. Berkeley Boulevard)  
185 ft. (Langston Drive)  
Area: 18,241 sq. ft., or 0.41 acres

**Lot 2: 702 N. Berkeley Boulevard**

Frontage: 100 ft. (N. Berkeley Boulevard)  
Area: 18,692 sq. ft., or 0.42 acres

**Lot 3: 704 N. Berkeley Boulevard**

Frontage: 100 ft. (N. Berkeley Boulevard)  
Area: 18,640 sq. ft., or 0.42 acres

**Surrounding Zoning:**

North: Shopping Center (SC);  
South: Residential (R-16);  
East: Office and Institutional (O&I-CD); and  
West: Office and Institutional (O&I-CD)

Existing Use: Each lot is occupied by an existing single-family dwelling.

DISCUSSION:

As previously stated, the applicant is requesting a zoning change to amend the existing General Business Conditional District (GBCD) zoning district for the operation of a tire retail center in conjunction with auto repair and service.

On March 6, 2017, Council approved a rezoning for the subject properties, from O&I-1 (Office and Institutional) and R-16 (Residential) to GBCD (General Business Conditional District). At that time, the use for the property allowed for the construction of a “multi-tenant commercial center” with separate approval required for site development plans. Development of the property never commenced.

On May 7, 2018, Council denied a rezoning to allow the addition of a car wash operation as an allowable use within the General Business Conditional District zone.

Now, in addition to the request for a zoning amendment, the applicant has submitted a site plan that indicates the recombination of all three private lots into one lot for commercial development.

Building and Lot: The submitted site plan shows a proposed 8,192 sq. ft. oriented to face Berkeley Boulevard with full driveway access from Langston Drive and a right-end, right-out only from N. Berkeley Boulevard. Approval of the Berkeley Boulevard access will be required from NCDOT. Driveway permits must be obtained prior to construction.

Days/Hours of operation: Hours of operation are being proposed as Monday thru Friday 8:00 a.m. to 5:00 p.m. and Saturdays from 8:00 a.m. to 5:00 p.m. 15 employees are expected to be associated with the operation on a daily basis.

Parking: The proposed 3-bay tire retail, auto and service center requires 1 space per working bay, plus 1 space per employee and 1 space per 200 sq. ft. of retail area. A total of 40 parking spaces have been provided and only 25 are required.

A loading space for the delivery of goods has been provided along the northern exterior wall of the facility measuring 18 ft. wide by 60 ft. in length. Applicant has been informed that in no case shall a loading space be arranged or located in any way so that it is necessary to use the public right of way for maneuvering space

for any purpose that may restrict the free movement of vehicles or persons in such right of way.

Interconnectivity: Interconnectivity has not been shown on the site plan. The applicant is requesting a modification of this requirement due to existing site conditions and limited parking provisions in the adjacent property north of the subject property and located at the corner of N. Berkeley and Ridgecrest Drive.

Landscaping: The submitted site plan indicates a 10 ft. Type A Landscape buffer along the northern property line. A 20 ft. Type C buffer is required along the eastern property line adjacent to residentially-developed property.

Street trees will be required along Langston Drive and N. Berkeley Boulevard. Vehicular surface buffers will be required.

City staff is working with applicant to ensure that landscape plantings are approved in accordance with the City's landscape ordinance.

Sidewalks: Sidewalks will be required along N. Berkeley Boulevard and Langston Drive. Five (5) ft. wide interior sidewalks have been provided from the parking lot to the building entrances through handicap accessible walkways and ramps.

Lighting Plan: A commercial lighting plan will be required in accordance with the City's commercial lighting code since the proposed development is located adjacent to residentially-developed property.

Building Elevations: Proposed building elevations have been submitted. The exterior of the structure will consist of an anodized aluminum storefront, split-faced CMUs, brick-veneer, EIFS (stucco), metal copings and steel doors. Staff is working with applicant to ensure that roof top appliances and HVAC equipment are properly screened from off-site views.

Engineering: City water and sewer are available to serve the property. Subject area is not located in a Special Flood Hazard Area.

Grading and drainage plans have not been submitted. City Engineering will require grading and drainage plans to be compliant with City regulations before construction permits are issued.

Commercial Dumpsters: A dual commercial garbage dumpster has been shown adjacent to the southeast corner of the property. The coral will be built to City standards and properly screened from public view.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends commercial development for the properties.

As previously stated, a modification of interconnectivity is requested due to existing site conditions and limited parking provisions in the adjacent property located north of the subject property at the corner of N. Berkeley and Ridgecrest Drive.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on March 2, 2020.

Date: 2/10/20

  
\_\_\_\_\_  
Planning Director

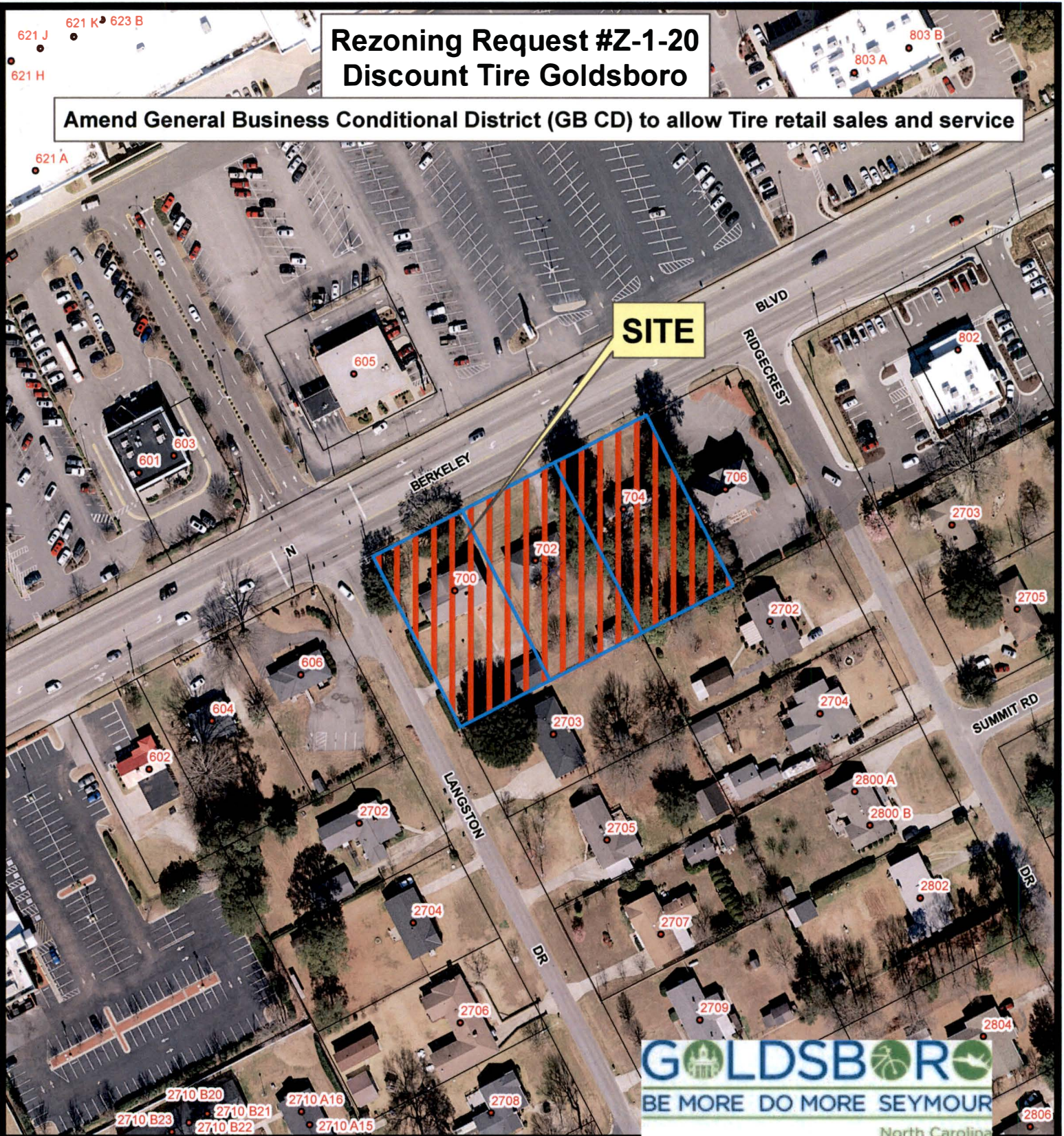
Date: 2/11/20

  
\_\_\_\_\_  
City Manager



# Rezoning Request #Z-1-20 Discount Tire Goldsboro

Amend General Business Conditional District (GB CD) to allow Tire retail sales and service



## REZONING REQUEST

**OWNER(s):** Linda Gottuso; Larry T. Head; Cheryl Allman  
**REQUEST:** Amend General Business Conditional District (GB CD) to allow Tire retail sales and service  
**PROJECT:** Commercial  
**PARCEL #(s):** 3519-53-7434; 3519-53-8429 and 3519-53-9515  
**LOCATION:** 700 N. Berkeley Blvd.

0 300 Feet

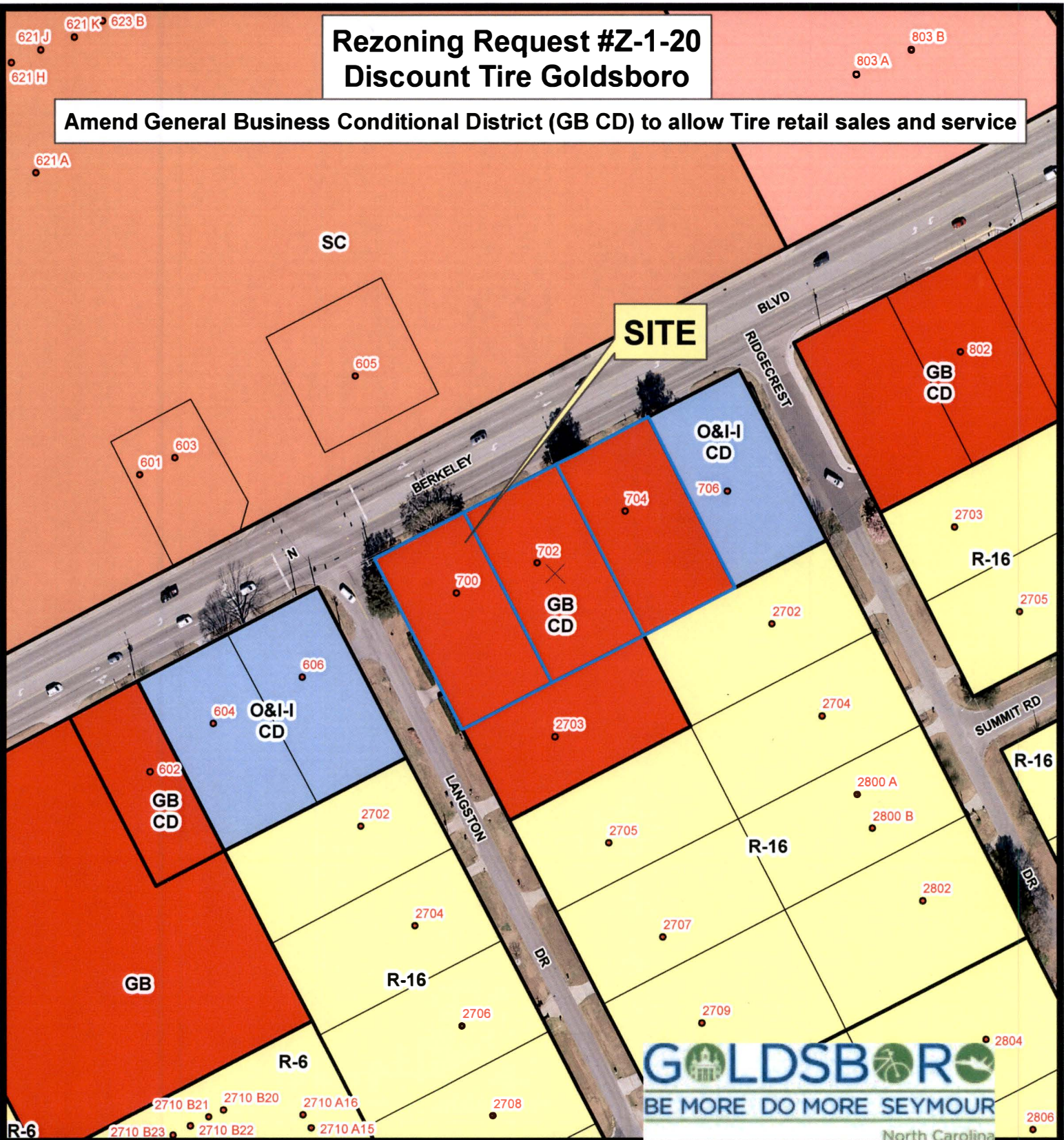


The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.



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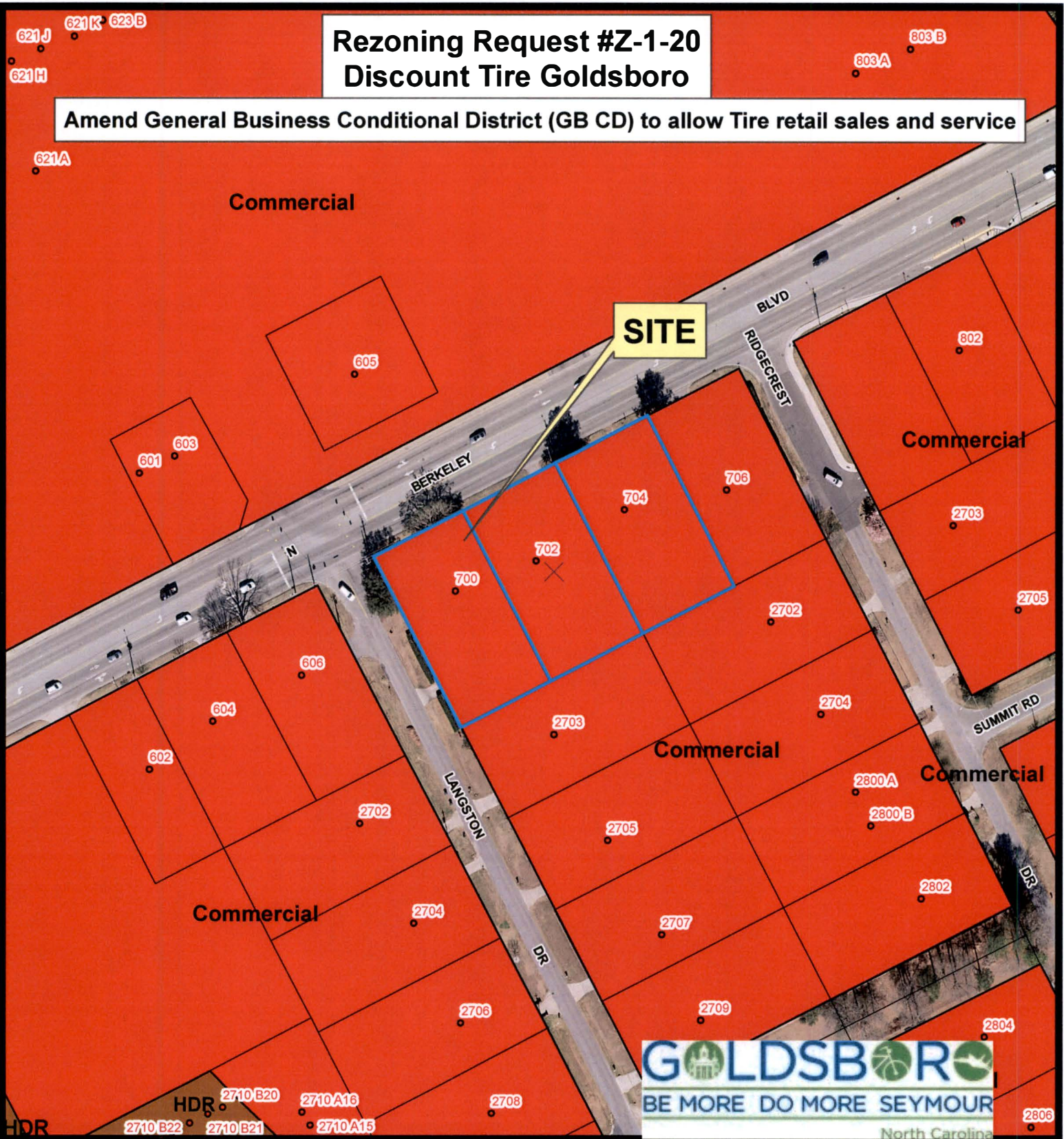
0 300 Feet





# Rezoning Request #Z-1-20 Discount Tire Goldsboro

Amend General Business Conditional District (GB CD) to allow Tire retail sales and service



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THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGNS PRESENTED HEREIN, AS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE EXACT PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED. REUSE OF AN IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KIMLEY-HORN AND ASSOCIATES, INC. SHALL BE WITHOUT LIABILITY TO KIMLEY-HORN AND ASSOCIATES, INC.



N BERKELEY BOULEVARD  
(SR-1579)

**PARKING SUMMARY:**  
PARKING PROVIDED = 40 STALLS

\*ADDITIONAL COORDINATION NEEDED WITH  
CITY OF GOLDSBORO TO CONFIRM USE AND  
PARKING REQUIREMENTS.

**NOTE:**  
THIS CONCEPT PLAN WAS  
GENERATED BASED ON GIS DATA  
PROVIDED BY WAYNE COUNTY

LANGSTON DRIVE

10' LANDSCAPE BUFFER

20' BUILDING  
SETBACK

20' BUILDING  
SETBACK

10' LANDSCAPE  
BUFFER

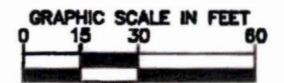
DISCOUNT TIRE  
± 8,192 SF

18' X 60'  
LOADING AREA

10' LANDSCAPE BUFFER

DUMPSTER ENCLOSURE

20' LANDSCAPE BUFFER



**DISCOUNT TIRE (NCC 12063) - GOLDSBORO, NC - CONCEPT PLAN (w/ AERIAL)**

DATE: 12-05-2019

**Kimley»Horn**

Kimley-Horn and Associates, Inc.  
1000 North Salisbury Street, Suite 200  
Charlotte, NC 28204  
Phone: 704.366.1111  
Fax: 704.366.1112  
www.kimley-horn.com





**EAST ELEVATION**

SCALE: 1/8" = 1'-0"

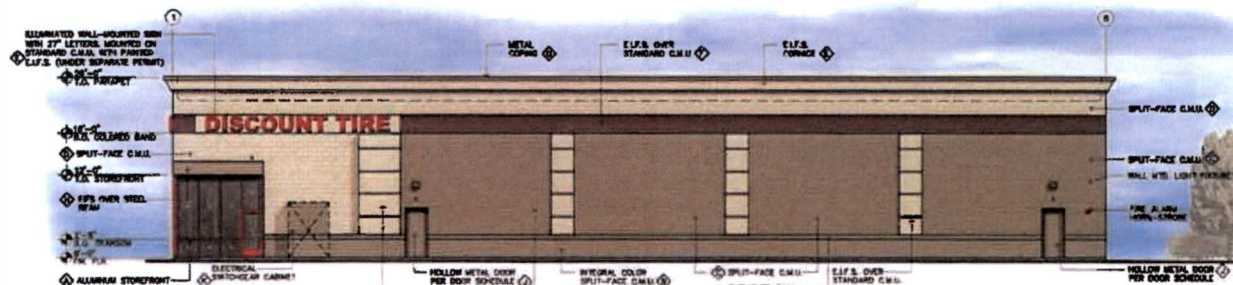


**WEST ELEVATION (Langston Dr.)**

SCALE: 1/8" = 1'-0"

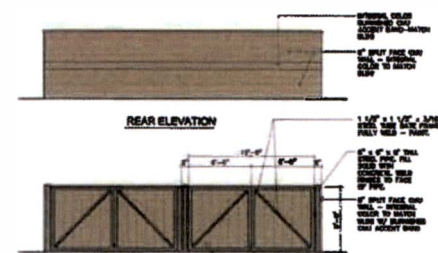
**FINISH LEGEND**

- ◆ FINISH ALUMINUM EXTERIOR SYSTEM (COMPARTMENT) FINISHES COLOR TO MATCH "DISCOUNT TIRE"
- ◆ EXTERIOR COLOR C.M.U. (SPLIT-FACE OR STANDARD AS NOTED) COLOR TO MATCH FINISH "COLONIAL REYNOLDS STONE"
- ◆ SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)
- ◆ PAINT - EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)
- ◆ E.A.F.S. OVER STANDARD C.M.U. - PAINTED EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)
- ◆ METAL CORNING - FACTORY FINISH / EXTERIOR COLOR TO MATCH EXTERIOR "DISCOUNT TIRE" COLOR
- ◆ EXTERIOR CORNICE / SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)
- ◆ EXTERIOR CORNICE / SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)
- ◆ EXTERIOR CORNICE / SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)
- ◆ EXTERIOR CORNICE / SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS (SPLIT-FACE C.M.U. - PAINTED EXTERIOR WALLS)



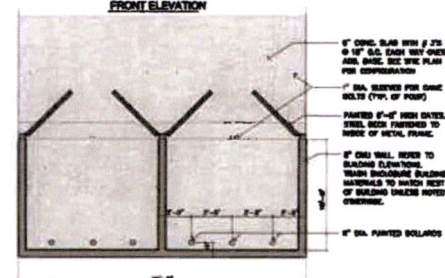
**SOUTH ELEVATION**

SCALE: 1/8" = 1'-0"



**REAR ELEVATION**

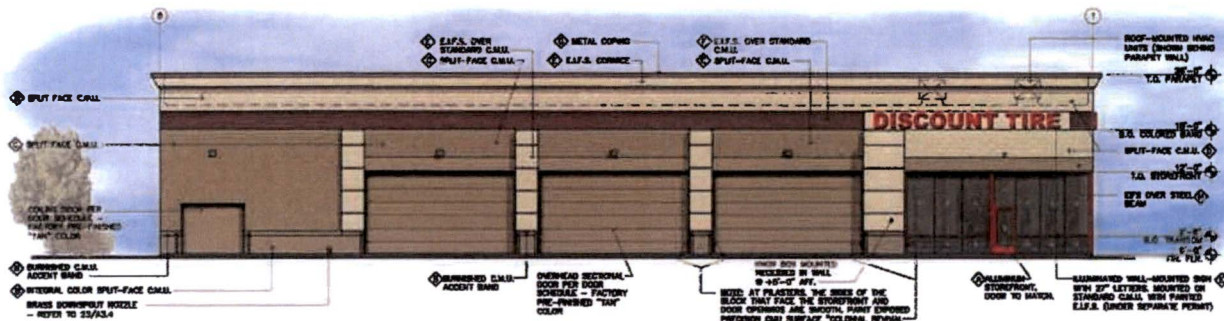
SCALE: 1/8" = 1'-0"



**FRONT ELEVATION**

**TRASH ENCLOSURE PLAN / ELEVATIONS**

SCALE: 1/8" = 1'-0"



**NORTH ELEVATION**

SCALE: 1/8" = 1'-0"

**DISCOUNT  
TIRE**

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**CONCEPTUAL ELEVATIONS**

704 N. Berkeley Blvd.  
GOLDSBORO, NC 27534



**Ei Design Inc.**  
1500 Central Expressway  
Suite 201  
Chapel Hill, NC 27514  
(919) 487-0100  
www.eidesign.com

BUILDING NO.	ALT-1R.A
REVISION	
DATE	10.04.19
SCALE	AS NOTED
PROJECT NUMBER	70.0061957

Sheet No.  
**A.3**

**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING**

**SUBJECT:**                   **Public Hearing**  
CU-1-20 Wayne Dental Center (Amendment of Preliminary Subdivision Plat and Site Plan Modification S-5-85)

**BACKGROUND:**       The property is located on the southeast corner of Wayne Memorial Drive and Lockhaven Drive. Subject property is identified as building and lot #7 of the Wayne Dental Center.

On February 20, 1989, Wayne Dental Center converted the existing medical office complex into a condominium office development (PUD) where each individual unit was sold for use as offices.

The following modifications were approved by City Council:

1. Modification of the minimum 5 acre lot area requirement to 2.28 acres
2. Modification of the minimum open space requirement from 2 acres to 0.467 acres.
3. Modification of the exterior sidewalk requirement along Lockhaven Dr.

In 2018, applicant obtained a commercial building permit for interior renovations to the existing owner-occupied dental office facility. In addition, City Council approved a building setback modification from 25 ft. to 20 ft. for the construction of a 122 sq. ft. enclosed exterior staircase addition to be located at the rear of the facility. Applicant intended to provide access to a proposed second floor attic to office renovation totaling 350 sq. ft. However, the exterior staircase addition and upstairs renovation never commenced.

The applicant states that the proposed outside staircase for access to the second floor is not practical or cost effective. In addition, applicant believes that the additional office space would be more advantageous on the first floor for accessibility and office efficiency.

**DISCUSSION:**       Now, the applicant has decided that in lieu of the 20 ft. building setback modification originally requested and approved by Council in 2018, an additional 5 ft. is needed for a proposed first floor 488 sq. ft. building addition to the rear of her dental office facility.

According to the City's Planned Unit Development (PUD) Design Standards, a minimum distance of 25 ft. shall extend around the entire PUD development. The applicant's proposed building addition would be approximately 15 ft. from the southern property line. A building setback modification from 25 ft. to 15 ft. is necessary.

No changes to parking or landscaping are required for the building addition.

Applicant is requesting a withdrawal of the proposed Conditional Use Permit request. After further review, City staff determined that a public hearing was not required for the proposed 488 sq. ft. building addition to the rear of the existing dental facility. However, amendment of the existing preliminary subdivision plat and site plan modification must be approved by Goldsboro City Council.

RECOMMENDATION: By motion, accept the applicant's request to withdraw the Conditional Use Permit as a Public Hearing is not required for the building addition. An amendment of the existing preliminary subdivision plat and site plan modification is necessary and the Planning Commission will have recommendation for the Council's meeting on March 2, 2020.

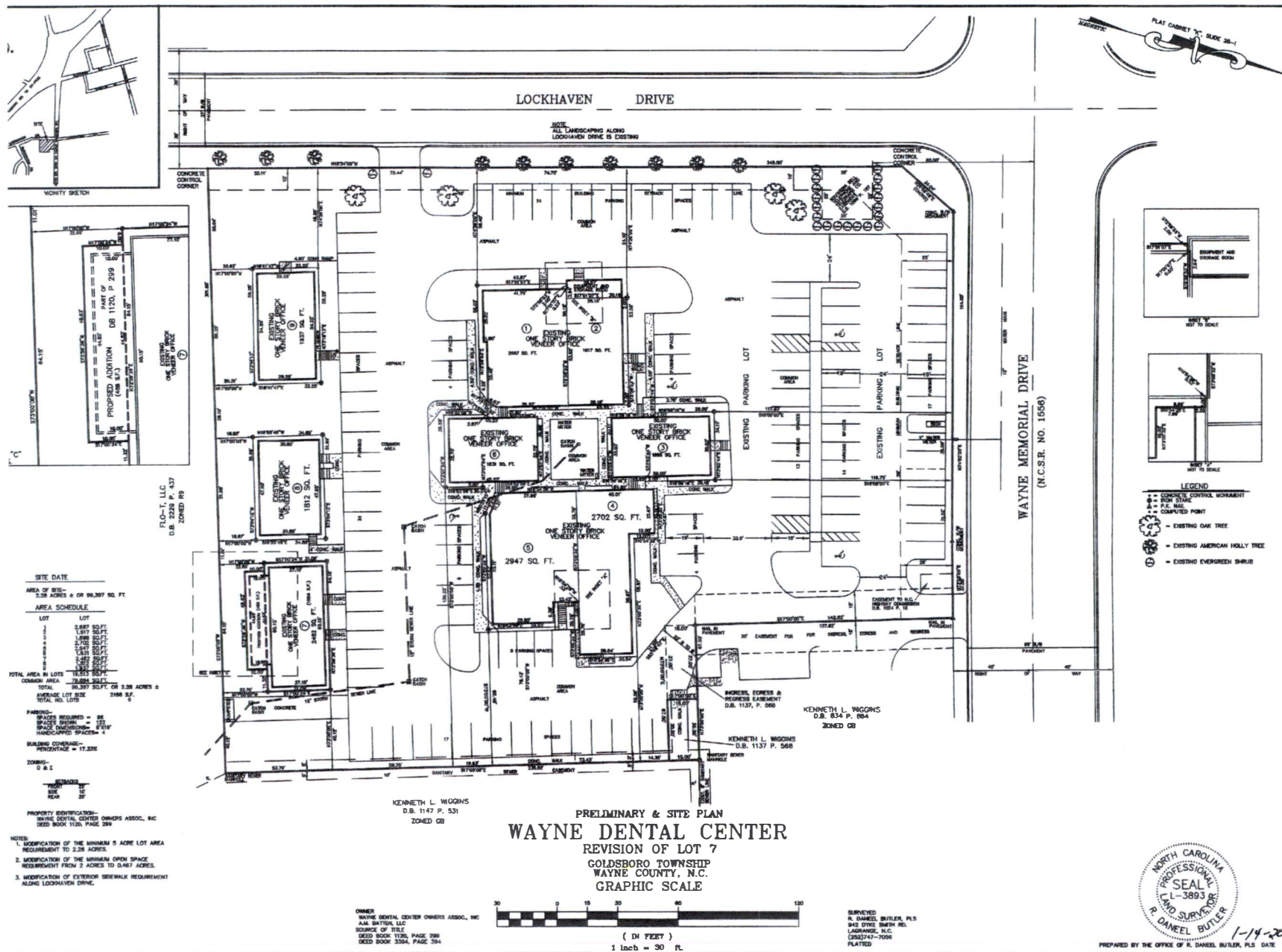
Date: 2/10/20

  
\_\_\_\_\_  
Planning Director

Date: 2/11/20

  
\_\_\_\_\_  
City Manager





PREPARED BY THE OFFICE OF R. DANIEL BUTLER, PLS. DATE

**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
February 17, 2020 COUNCIL MEETING**

**SUBJECT:** Non-contiguous Annexation Petition – Renu-Life Extended, Inc.  
Located on the northeast side of Windsor Creek Parkway between  
Wilshire Way and Wayne Memorial Drive

**BACKGROUND:** The applicant is requesting that non-contiguous property  
described by metes and bounds in Item 2 of the attached petition  
be annexed to the City of Goldsboro. Also attached are the maps  
showing the property proposed to be annexed.

**DISCUSSION:** Pursuant to G.S. 160A-31, Council shall fix a date for public  
hearing on the proposed annexation if the petition is considered  
sufficient by the City Clerk.

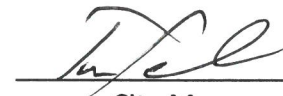
The City Council, at their meeting on February 17, 2020 would  
request the City Clerk to determine the sufficiency of the petition.  
If the petition is determined to be sufficient, a public hearing  
would be scheduled and a report would be prepared by the  
Planning Department, in conjunction with other City departments,  
for submission to the Council.

**RECOMMENDATION:** By motion, request that the City Clerk examine the annexation  
petition to determine its sufficiency.

Date: 2/10/20

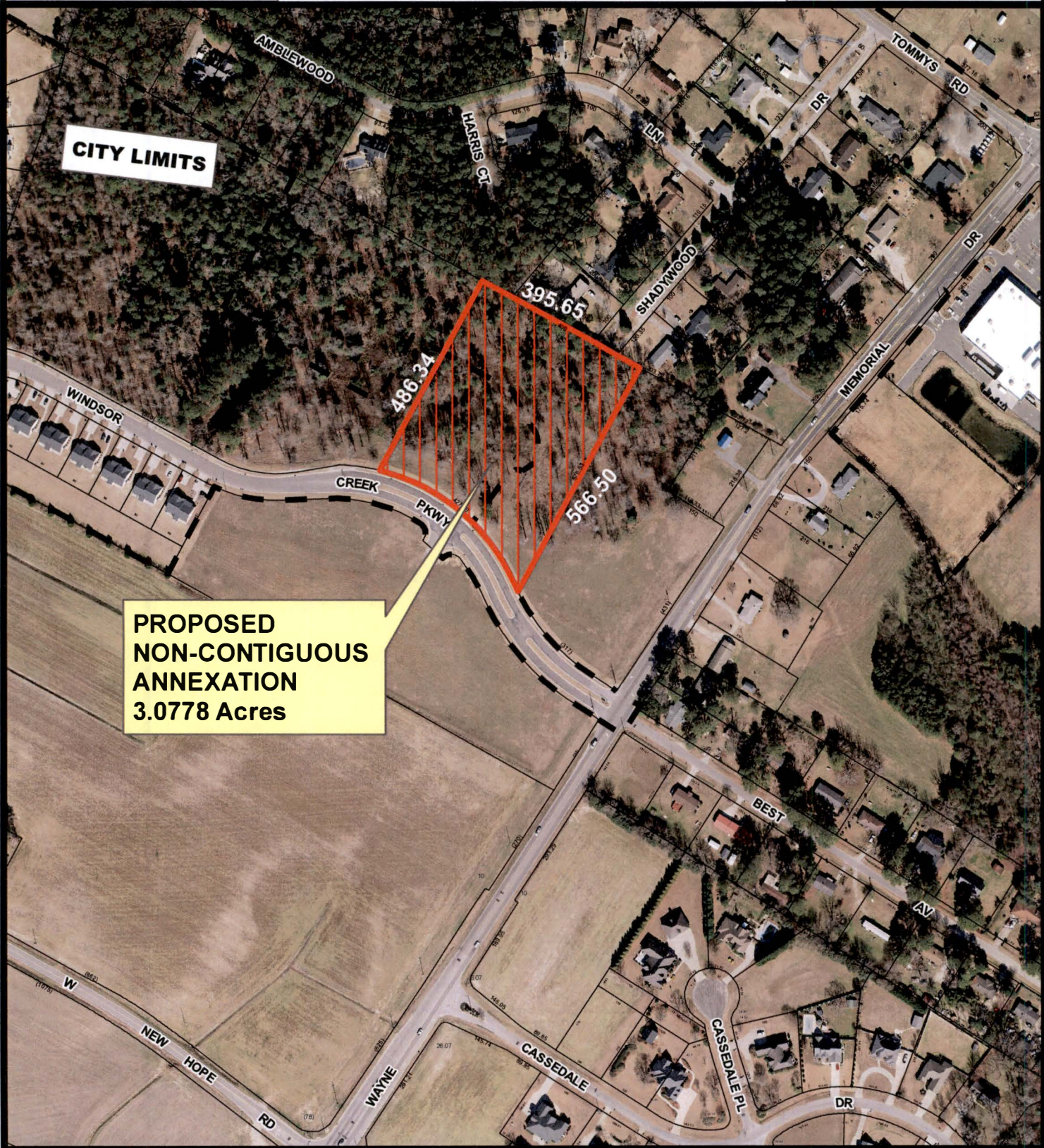
  
\_\_\_\_\_  
Planning Director

Date: 2/11/20

  
\_\_\_\_\_  
City Manager



**NON-CONTIGUOUS ANNEXATION  
RENU LIFE**





**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING**

- SUBJECT:** Utility Construction Agreement for Central Heights Realignment (Project U-5724) between the City of Goldsboro and the North Carolina Department of Transportation.
- BACKGROUND:** The realignment of Central Heights Road at Berkeley Boulevard is a funded transportation highway project with right-of-way and final design currently in progress with construction scheduled for this fiscal year. This project will align Central Heights Road with Royall Avenue at Berkeley Boulevard by relocating Central Heights Road from south of the railroad to north of the railroad.
- The project will include the extension of Fallin Boulevard at Berkeley Boulevard to Central Heights Road and the realignment and extension of Oak Forest Road over Norfolk Southern Railroad to Central Heights Road. The project will also include the widening of Oak Forest Road to Gateway Drive.
- DISCUSSION:** The City shall participate in the construction of utilities at a cost share of 25% and the NCDOT shall participate in 75% of the actual cost of the utility construction. The estimated cost of the utility construction is \$1,232,645.00 and the estimated cost to the City is \$308,161.25. The breakdown of the total cost of construction for utilities and the amounts responsible by NCDOT and the City of Goldsboro are as follows:
- |                                  |                |
|----------------------------------|----------------|
| NCDOT Cost (75%):                | \$924,483.75   |
| City Cost (25%):                 | \$308,161.25   |
| Total Utility Construction Cost: | \$1,232,645.00 |
- Upon completion of the Project, NCDOT will invoice the City for their share of the actual costs of utility construction. The project let date is estimated for June 26, 2020 with a completion date in FY 2023. The cost estimate falls within Engineering's 10-year Capital Improvement Plan and funds will be appropriated during the FY 2023 budget.
- RECOMMENDATION:** By motion, adopt the attached Resolution authorizing the Mayor and City Clerk to execute an Agreement with the North Carolina

Department of Transportation for utility construction cost share  
under Project U-5724 Central Heights Realignment.

Date: 2/10/20

  
\_\_\_\_\_  
Planning Director

Date: 2/11/20

  
\_\_\_\_\_  
City Manager

RESOLUTION NO. 2020 -

RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK  
TO EXECUTE AN AGREEMENT WITH THE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
FOR THE CONSTRUCTION UTILITIES WITHIN THE CITY UNDER PROJECT  
U-5724 REALIGNMENT OF CENTRAL HEIGHTS ROAD

WHEREAS, the Department of Transportation and the City have agreed to participate in the construction of utilities for project U-5724; and

WHEREAS, the NCDOT shall be responsible for the preparation of design and project plans, acquisition of any required right-of-way, and construction of the utilities; and

WHEREAS, the City shall be responsible for the relocation and adjustment of any city-owned utilities in conflict with the project; and

WHEREAS, the City shall participate in the utility construction at a cost share of 25% (\$308,161.25); and

WHEREAS, the NCDOT shall participate in the utility construction at a cost share of 75% (\$924,483.75).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina, that:

1. The Construction Agreement with NCDOT (WBS Element \_\_\_\_\_), is hereby formally approved; and
2. The Mayor and City Clerk are hereby authorized and directed to execute an agreement with the Department of Transportation for construction of utilities for Project U-5724 Central Heights Road Realignment; and
3. This Resolution shall be in full force and effect from and after its adoption this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Attested by:

\_\_\_\_\_  
City Clerk









January 30, 2020

Mr. Jake Green, P.E., P.L.S.  
Project Engineer  
NCDOT Division 4  
509 Ward Boulevard  
Wilson, NC 27895

**RE: Project U-5724 Wayne County  
Royall Avenue, Central Heights Road, Berkeley Boulevard, Oak Forest Road and Fallin  
Boulevard Roadway Improvements**

Dear Mr. Green:

As requested, the total wet utility construction cost for the U-5724 project has been estimated. This estimate is based on the 90% utility construction plans that were submitted on December 20, 2019. See the attached OPCC for a breakdown of the line items, quantities and unit costs. It is our understanding that there will be a cost share of the wet utilities between NCDOT (75%) and City of Goldsboro (25%). The breakdown of the total cost of construction for the wet utilities and the amounts responsible by NCDOT and the City of Goldsboro is as follows:

**U-5724 Total Wet Utility Construction Cost..... \$ 1,232,645.00**

**Wet Utility Construction Cost Responsibility of NCDOT (75%).....\$ 924,483.75**

**Wet Utility Construction Cost Responsibility of City of Goldsboro (25%)..... \$ 308,161.25**

Please review the attached documents and provide comments as necessary. Please feel free to contact me directly at 704-319-5683 if you would like to discuss.

Sincerely,

Jason Lawing, P.E.  
Project Manager  
KIMLEY-HORN AND ASSOCIATES, INC.

North Carolina Department of Transportation  
Wet Utility Estimate

TIP No. U-5724  
Route SR 1560 (Royall Avenue) and SR 1709 (Central Heights Road)  
From North Park Drive to US 13 (Berkeley Boulevard) and  
US 13 (Berkeley Boulevard) to SR 1711(Oak Forest Road)  
Typical Section Three-Lane with Curb and Gutter

**FINAL**

County: \_\_\_\_\_

**CON**  
**\$1**

Priced By: Karen Lovering, P.E. Date: 5/22/2019  
Prepared By: Jason D. Lawing, P.E. Date: 1/30/2020  
Requested By: Jake Green, P.E. Date: 1/30/2020

**OPCC for Wet Utilities**

Line Item	Item No.	Sec No.	Description	Quantity	Unit	Price	
	5325600000-N	1510	6" Water Line	30	LF	\$ 85.00	\$
	5325800000-N	1510	8" Water Line	1,100	LF	\$ 85.00	\$
	5326000000-E	1510	10" Water Line	400	LF	\$ 100.00	\$
	5326200000-E	1510	12" Water Line	4,100	LF	\$ 65.00	\$
	5326600000-E	1510	16" Water Line	10	LF	\$ 175.00	\$
	5329000000-E	1510	Ductile Iron Water Pipe Fittings	7,200	LB	\$ 9.00	\$
	5540000000-E	1515	6" Valve	12	EA	\$ 1,800.00	\$
	5546000000-E	1515	8" Valve	2	EA	\$ 1,800.00	\$
	5552000000-E	1515	10" Valve	1	EA	\$ 2,500.00	\$
	5558000000-E	1515	12" Valve	10	EA	\$ 3,000.00	\$
	5572200000-E	1515	12" Tapping Sleeve and Valve	4	EA	\$ 12,000.00	\$
	5606000000-E	1515	2" Blow Off	1	EA	\$ 3,000.00	\$
	5648000000-N	1515	Relocate Water Meter	11	EA	\$ 3,000.00	\$
	5649000000-N	1515	Reconnect Water Meter	3	EA	\$ 1,060.00	\$
	5656100000-E	1515	Relocate 1" RPZ Backflow Prevention Assembly	2	EA	\$ 5,000.00	\$
	5656210000-E	1515	Relocate 2" RPZ Backflow Prevention Assembly	1	EA	\$ 5,000.00	\$
	5666000000-N	1515	Fire Hydrant	12	EA	\$ 5,500.00	\$
	5672000000-N	1515	Relocate Fire Hydrant	2	EA	\$ 3,500.00	\$
	5673000000-E	1515	Fire Hydrant Leg	200	LF	\$ 75.00	\$
	5686000000-E	1515	2" Water Service Line	103	LF	\$ 55.00	\$
	5686500000-E	1515	Water Service Line	200	LF	\$ 35.00	\$
	5882000000-N	1515	Generic Utility Item - 12" x 8" Tapping Sleeve and Valve	1	EA	\$ 10,000.00	\$
	5882000000-N	1515	Generic Utility Item - 12" x 10" Tapping Sleeve and Valve	1	EA	\$ 13,000.00	\$
	5882000000-N	1515	Generic Utility Item - 12" Insertion Valve	1	EA	\$ 22,000.00	\$
	5691300000-E	1520	8" Sanitary Gravity Sewer	500	LF	\$ 175.00	\$
	5691500000-E	1520	12" Sanitary Gravity Sewer	900	LF	\$ 200.00	\$
	5768000000-N	1520	Sanitary Sewer Clean-Out	8	EA	\$ 2,500.00	\$
	5768500000-E	1520	Sewer Service Line	160	LF	\$ 75.00	\$
	5775000000-E	1525	4' Dia Utility Manhole	8	EA	\$ 4,000.00	\$
	5781000000-E	1525	Utility Manhole Wall, 4' Dia	60	EA	\$ 500.00	\$
	5672000000-N	1530	Remove Fire Hydrant	9	EA	\$ 1,500.00	\$
	5801000000-E	1530	Abandon 10" Utility Pipe	400	LF	\$ 10.00	\$
	5804000000-E	1530	Abandon 12" Utility Pipe	4,700	LF	\$ 15.00	\$
	5815000000-N	1530	Remove Water Meter	4	EA	\$ 1,000.00	\$
	5816000000-N	1530	Abandon Utility Manhole	3	EA	\$ 1,500.00	\$

Wet Utility Contract Cost .....	\$ 1
E. & C. 10% (State Funded) .....	
Wet Utility Construction Cost .....	\$ 1
Wet Utility Construction Cost Responsibility of NCDOT (75%) .....	\$
Wet Utility Construction Cost Responsibility of City of Goldsboro (25%) .....	\$
Wet Utility Construction Cost Check .....	\$ 1

Notes:

- Quantities are based on the 90% plans submitted 12/20/19.
- Unit costs for pay items (except items in red) provided by Karen Lovering on 5/22/19.
- Unit costs in red obtained from NCDOT bid averages.

CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING

**SUBJECT:** Establishing a Special Revenue Fund Ordinance – Federal and State Drug Forfeiture Special Revenue Fund (P3101)


**BACKGROUND:** In order to create more transparency in the collection and disbursement of funds received from federal and state drug forfeitures for the police department; it is our recommendation to create a special revenue fund to account for the inflows and outflows of resources.

Previously these revenues and expenditures were processed through a liability account on the balance sheet of the General Fund, which has always been the standard practice here at the City, and is used by many similar entities. The proposed special revenue fund will provide a better way to track the use of these funds. The nature of these revenue sources tends to be very sporadic in nature, and not a steady or consistent revenue stream.

**DISCUSSION:** The Police department has received a cumulative total of \$173,417.35 in federal drug forfeiture funds, and \$6,090.91 in state drug forfeiture funds. The City has received the funds noted, and in order to comply with G.S §159-28 that requires all expenditures to be budgeted, it is necessary to appropriate the expenditures and revenues to establish this fund. This fund will be amended as needed to account for the receipt of revenues and corresponding disbursements.

**RECOMMENDATION:** It is recommended that the attached Special Revenue Fund Ordinance for the Federal and State Drug Forfeiture Special Revenue Fund (P3101) be adopted for \$179,508.26.

Date: 2/10/2020

  
Catherine F. Gwynn, Finance Director

Date: 2/11/20

  
Timothy M. Salmon, City Manager

ORDINANCE NO. 2020-

AN ORDINANCE ESTABLISHING THE SPECIAL REVENUE FUND  
FOR FEDERAL AND STATE FORFEITURE ACCOUNTS (P3101)

WHEREAS, the City of Goldsboro Police Department receives revenues from federal and state forfeiture programs to help provide safety for the citizens and community and reduce criminal activity; and

WHEREAS, there is a need to establish a fund to account for the forfeiture monies obtained through these sources to provide more accountability, transparency and a more efficient means to track and manage these funds; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of supplies, equipment, software, training and other eligible expenditures, and this will be funded with an appropriation of federal and state forfeiture revenue.

THEREFORE BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina that the following special revenue project budget ordinance is hereby adopted:

<b><u>Federal and State Forfeiture Special Revenue Fund (P3101)</u></b>	
	<b><u>Current Budget</u></b>
Revenues:	
Federal Forfeiture Revenue	\$ 173,417.35
State Forfeiture Revenue	6,090.91
Total Revenues	<u>\$ 179,508.26</u>
Expenditures:	
Federal Forfeiture Expend.	\$ 173,417.35
State Forfeiture Expend.	6,090.91
Total Expenditures	<u>\$ 179,508.26</u>

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Attested by:

\_\_\_\_\_  
City Clerk



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING


SUBJECT: Amending Special Revenue Fund Ordinance – Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102)

BACKGROUND: On September 23, 2019 Council approved a resolution to allow the Goldsboro Police Department to apply for the 2019 Justice Assistance Grant in the amount of \$47,003.

DISCUSSION: The U.S. Department of Justice Office of Justice Programs officially awarded the City of Goldsboro the grant on September 25, 2019 in the amount of \$47,003. The City of Goldsboro Police Department will share the grant funding with the Wayne County Sheriff in accordance with the signed Memo of Understanding. There is no local match required.

RECOMMENDATION: It is recommended that the attached Special Revenue Fund Ordinance for the Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) be amended for \$47,003.00 for the 2019 JAG Grant.

Date: 2/20/2020

  
Catherine F. Gwynn, Finance Director

Date: 2/11/20

  
Timothy M. Salmon, City Manager

ORDINANCE NO. 2020-

AN ORDINANCE AMENDING A SPECIAL REVENUE PROJECT FOR THE EDWARD  
BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) (P3102)

WHEREAS, the Office of Justice Programs at the Department of Justice has awarded a grant (2019-DJ-BX-00708) in the amount of \$47,003 to the City of Goldsboro Police Department and the Wayne County Sheriff Department; and

WHEREAS, it is agreed the City of Goldsboro will administer the spending of the funds according to the Memo of Understanding between the City of Goldsboro and County of Wayne; and

WHEREAS, grant funds will be used to fund the purchase of equipment that will improve the safety and security of its law enforcement officers and citizens; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of equipment to fulfill the terms of the grant agreement. This will be funded with federal grant proceeds requiring no local match.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the following special revenue project budget is hereby amended:

**Edward Byrne Memorial Justice Assistance Grant (P3102)**

	<b><u>Current Budget</u></b>	<b><u>Amended Budget</u></b>	<b><u>Increase (Decrease)</u></b>
Revenues:			
Grant Revenue Federal Prior	\$ 1,277.64	\$ 1,277.64	\$ -
Grant Revenue Federal 2017	44,985.00	44,985.00	-
Grant Revenue Federal 2018	48,372.00	48,372.00	-
Grant Revenue Federal/GCC	21,365.64	21,365.64	-
Grant Revenue Federal 2019		47,003.00	47,003.00
Interest Income	25.00	25.00	-
Total Revenues	<u>\$ 116,025.28</u>	<u>\$ 163,028.28</u>	<u>\$ 47,003.00</u>
Expenditures:			
JAG Expenditures 2017	\$ 44,985.00	\$ 44,985.00	\$ -
JAG Expenditures 2018	48,372.00	48,372.00	-
GCC Expenditures 2017	21,365.64	21,365.64	-
JAG Expenditures 2019		47,003.00	47,003.00
Transfers to Fund Balance	1,302.64	1,302.64	-
Total Expenditures	<u>\$ 116,025.28</u>	<u>\$ 163,028.28</u>	<u>\$ 47,003.00</u>

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Attested by:

\_\_\_\_\_  
City Clerk



**U.S. Department of Justice**

Office of Justice Programs

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Office of the Assistant Attorney General

*Washington, D.C. 20531*

September 25, 2019

Mr. Timothy A. Salmon  
City of Goldsboro  
PO Drawer A  
204 S. Center Street  
Goldsboro, NC 27533-9701

Dear Mr. Salmon:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$47,003 for City of Goldsboro.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Ludmila Hago, Program Manager at (202) 598-9104; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katharine T. Sullivan".

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

Enclosures



**U.S. Department of Justice**  
**Office of Justice Programs**  
*Office of Civil Rights*

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*Washington, DC 20531*

September 25, 2019

Mr. Timothy A. Salmon  
City of Goldsboro  
PO Drawer A  
204 S. Center Street  
Goldsboro, NC 27533-9701

Dear Mr. Salmon:

Congratulations on your recent award! The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

A handwritten signature in black ink that reads "Michael L. Alston".

Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 30

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Goldsboro  
PO Drawer A 204 S. Center Street  
Goldsboro, NC 27533-9701

4. AWARD NUMBER: 2019-DJ-BX-0708

5. PROJECT PERIOD: FROM 10/01/2018 TO 09/30/2022  
BUDGET PERIOD: FROM 10/01/2018 TO 09/30/2022

6. AWARD DATE 09/25/2019

7. ACTION

2a. GRANTEE IRS/VENDOR NO.

566000228

8. SUPPLEMENT NUMBER

00

Initial

2b. GRANTEE DUNS NO.

140240545

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

2019 Goldsboro Wayne Justice Assistance Project

10. AMOUNT OF THIS AWARD

\$ 47,003

11. TOTAL AWARD

\$ 47,003

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY19(BJA - JAG State and JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.738 - Edward Byrne Memorial Justice Assistance Grant Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Timothy A. Salmon  
City Manager

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT
X	B	DJ	80	00	00		47003

21. UDJGT1364



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 30

PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period - - may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 30

PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2017, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2017, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 4 OF 30

PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).





U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 5 OF 30

PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2019)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.





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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.



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31. Noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance

1. With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), throughout the period of performance, no State or local government entity, -agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in either 8 U.S.C. 1373(b) or 1644. Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.

2. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

3. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

4. Rules of Construction

A. For purposes of this condition:

(1) "State" and "local government" include any agency or other entity thereof, but not any institution of higher education or any Indian tribe.

(2) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).

(4) "Immigration status" means what it means under 8 U.S.C. 1373 and 8 U.S.C. 1644; and terms that are defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa.

(5) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 and 1644 are to be read as references to particular components of the Department of Homeland Security (DHS).

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

**IMPORTANT NOTE:** Any questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.





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32. No use of funds to interfere with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance

1. Throughout the period of performance, no State or local government entity, -agency, or -official may use funds under this award (including under any subaward, at any tier) to prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in either 8 U.S.C. 1373(b) or 1644. Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.

2. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

3. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

4. Rules of Construction. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance" condition are incorporated by reference as though set forth here in full.



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33. Authority to obligate award funds contingent on noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373 and 1644; unallowable costs; notification
1. If the recipient is a "State," a local government, or a "public" institution of higher education:
- A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction."
- B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the program or activity of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that would be reimbursed in whole or in part with award funds was subject to any information-communication restriction.
- C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) that is a State, local government, or public institution of higher education, is in compliance with the award condition entitled "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance."
- D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient at any tier that is either a State or a local government or a public institution of higher education, may be subject to any information-communication restriction. In addition, any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.
2. Any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.
3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the "Noninterference ... 8 U.S.C. 1373 and 1644; ongoing compliance" award condition.
4. Rules of Construction
- A. For purposes of this condition "information-communication restriction" has the meaning set out in the "Noninterference ... 8 U.S.C. 1373 and 1644; ongoing compliance" condition.
- B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference ... 8 U.S.C. 1373 and 1644; ongoing compliance" condition are incorporated by reference as though set forth here in full.



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34. Authority to obligate award funds contingent on no use of funds to interfere with federal law enforcement: 8 U.S.C. 1373 and 1644; unallowable costs; notification

1. If the recipient is a "State," a local government, or a "public" institution of higher education:

A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction."

B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the program or activity of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that would be reimbursed in whole or in part with award funds was subject to any information-communication restriction.

C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) that is a State, local government, or public institution of higher education, is in compliance with the award condition entitled "No use of funds to interfere with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance."

D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient at any tier that is either a State or a local government or a public institution of higher education, may be subject to any information-communication restriction. In addition, any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.

2. Any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.

3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the "No use of funds to interfere ... 8 U.S.C. 1373 and 1644; ongoing compliance" award condition.

4. Rules of Construction. The "Rules of Construction" set out in the "Authority to obligate award funds contingent on noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373 and 1644; unallowable costs; notification" condition are incorporated by reference as though set forth here in full.





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35. Noninterference (within the funded "program or activity") with federal law enforcement: No public disclosure of certain law enforcement sensitive information

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference: No public disclosure of federal law enforcement information in order to conceal, harbor, or shield

Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no public disclosure may be made of any federal law enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12 -- without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

- A. For purposes of this condition--

(1) the term "alien" means what it means under section 101 of the Immigration and Nationality Act (see 8 U.S.C. 1101(a)(3));

(2) the term "federal law enforcement information" means law enforcement sensitive information communicated or made available, by the federal government, to a State or local government entity, -agency, or -official, through any means, including, without limitation-- (1) through any database, (2) in connection with any law enforcement partnership or -task-force, (3) in connection with any request for law enforcement assistance or -cooperation, or (4) through any deconfliction (or courtesy) notice of planned, imminent, commencing, continuing, or impending federal law enforcement activity;

(3) the term "law enforcement sensitive information" means records or information compiled for any law enforcement purpose; and

(4) the term "public disclosure" means any communication or release other than one-- (a) within the recipient, or (b) to any subrecipient (at any tier) that is a government entity.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.



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*SPECIAL CONDITIONS*

36. No use of funds to interfere with federal law enforcement: No public disclosure of certain law enforcement sensitive information

SCOPE. This condition applies as of the date the recipient accepts this award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward (at any tier).

1. No use of funds to interfere: No public disclosure of federal law enforcement information in order to conceal, harbor, or shield

Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no funds under this award may be used to make any public disclosure of any federal law enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12 -- without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction.

The "Rules of Construction" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: No public disclosure of certain law enforcement sensitive information" award condition are incorporated by reference as though set forth here in full.



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*SPECIAL CONDITIONS*

37. Noninterference (within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by this award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance for the award. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference with statutory law enforcement access to correctional facilities

Consonant with federal law enforcement statutes and regulations -- including 8 U.S.C. 1357(a), under which certain federal officers and employees "have power without warrant ... to interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States," and 8 C.F.R. 287.5(a), under which that power may be exercised "anywhere in or outside the United States" -- within the funded program or activity, no State or local government entity, -agency, or -official may interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose of "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. For purposes of this condition:

(1) The term "alien" means what it means under section 101 of the Immigration and Nationality Act (INA) (see 8 U.S.C. 1101(a)(3)).

(2) The term "correctional facility" means what it means under the title I of the Omnibus Crime Control and Safe Streets Act of 1968 (see 34 U.S.C. 10251(a)(7)).

(3) The term "impede" includes taking or continuing any action, or implementing or maintaining any law, policy, rule, or practice, that—

(a) is designed to prevent or to significantly delay or complicate, or

(b) has the effect of preventing or of significantly delaying or complicating.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.





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38. No use of funds to interfere with federal law enforcement: Interrogation of certain aliens

SCOPE. This condition applies as of the date the recipient accepts this award, and throughout the remainder of the period of performance for the award. Its provisions must be among those included in any subaward (at any tier).

1. No use of funds to interfere with statutory law enforcement access to correctional facilities

Consonant with federal law enforcement statutes and regulations -- including 8 U.S.C. 1357(a), under which certain federal officers and employees "have power without warrant ... to interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States," and 8 C.F.R. 287.5(a), under which that power may be exercised "anywhere in or outside the United States" -- no State or local government entity, -agency, or -official may use funds under this award to interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose of "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction.

The "Rules of Construction" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens" award condition are incorporated by reference as though set forth here in full.



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39. Noninterference (within the funded "program or activity") with federal law enforcement: Notice of scheduled release

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts the award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward at any tier.

1. Noninterference with "removal" process: Notice of scheduled release date and time

Consonant with federal law enforcement statutes -- including 8 U.S.C. 1231 (for an alien incarcerated by a State or local government, a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien from the U.S. "begins" no later than "the date the alien is released from ... confinement"; also, the federal government is expressly authorized to make payments to a "State or a political subdivision of the State ... with respect to the incarceration of [an] undocumented criminal alien"); 8 U.S.C. 1226 (the federal government "shall take into custody" certain criminal aliens "when the alien is released"); and 8 U.S.C. 1366 (requiring an annual DOJ report to Congress on "the number of illegal alien[ felons] in Federal and State prisons" and programs underway "to ensure the prompt removal" from the U.S. of removable "criminal aliens") -- within the funded program or activity, no State or local government entity, -agency, or -official (including a government-contracted correctional facility) may interfere with the "removal" process by failing to provide -- as early as practicable (see para. 4.C. below) -- advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. The "Rules of Construction" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens" award condition are incorporated by reference as though set forth here in full.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity or individual to maintain (or detain) any individual in custody beyond the date and time the individual otherwise would have been released.

- C. Applicability

(1) Current DHS practice is ordinarily to request advance notice of scheduled release "as early as practicable (at least 48 hours, if possible)." (See DHS Form I-247A (3/17)). If (e.g., in light of the date DHS made such request) the scheduled release date and time for an alien are such as not to allow for the advance notice that DHS has requested, it shall NOT be a violation of this condition to provide only as much advance notice as practicable.

(2) Current DHS practice is to use the same form for a second, distinct purpose -- to request that an individual be detained for up to 48 hours AFTER the scheduled release. This condition does NOT encompass such DHS requests for detention.



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40. No use of funds to interfere with federal law enforcement: Notice of scheduled release

SCOPE. This condition applies as of the date the recipient accepts the award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward at any tier.

1. No use of funds to interfere with "removal" process: Notice of scheduled release date and time

Consonant with federal law enforcement statutes -- including 8 U.S.C. 1231 (for an alien incarcerated by a State or local government, a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien from the U.S. "begins" no later than "the date the alien is released from ... confinement"; also, the federal government is expressly authorized to make payments to a "State or a political subdivision of the State ... with respect to the incarceration of [an] undocumented criminal alien"); 8 U.S.C. 1226 (the federal government "shall take into custody" certain criminal aliens "when the alien is released"); and 8 U.S.C. 1366 (requiring an annual DOJ report to Congress on "the number of illegal alien[ felons] in Federal and State prisons" and programs underway "to ensure the prompt removal" from the U.S. of removable "criminal aliens") -- no State or local government entity, -agency, or -official (including a government-contracted correctional facility) may use funds under this award to interfere with the "removal" process by failing to provide -- as early as practicable (see para. 4.C. below) -- advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction.

The "Rules of Construction" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: Notice of scheduled release" award condition are incorporated by reference as though set forth here in full.

41. Requirement to collect certain information from subrecipients

Except as provided in this condition, the recipient may not make a subaward to a State, a local government, or a "public" institution of higher education, unless it first obtains from the proposed subrecipient responses to the questions identified in the program solicitation as "Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)." All subrecipient responses must be collected and maintained by the recipient, consistent with document retention requirements, and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.





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42. Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

43. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

44. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

45. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

46. Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [https://it.ojp.gov/gsp\\_grantcondition](https://it.ojp.gov/gsp_grantcondition). The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects information, or provide detailed justification for why an alternative approach is recommended.



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47. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

48. Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

49. Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

50. Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

51. Verification and updating of recipient contact information

The recipient must verify its Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.



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52. Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

53. Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

54. Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.



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55. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

a. New construction;

b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;

c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;

d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and

e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

56. Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.





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57. Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

58. Certification of body armor "mandatory wear" policies

If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that law enforcement agencies receiving body armor purchased with funds from this award have a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

59. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with JAG award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

60. Body armor - impact on eligibility for other program funds

The recipient understands that the use of funds under this award for purchase of body armor may impact eligibility for funding under the Bulletproof Vest Partnership (BVP) program, a separate program operated by BJA, pursuant to the BVP statute at 34 USC 10531(c)(5).

61. Reporting requirements

The recipient must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through OJP's GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

62. Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 28 OF 30

PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

63. Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

64. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2018

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2018), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through a Grant Adjustment Notice, the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds in violation of the recipient's certification (executed by the chief executive of the State or local government) that federal funds will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

65. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS.

No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA.

Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

66. Encouragement of submission of "success stories"

BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to a My BJA account at [https:// www.bja.gov/ Login.aspx](https://www.bja.gov/Login.aspx) to access the Success Story Submission form. If the recipient does not yet have a My BJA account, please register at [https:// www.bja.gov/ profile.aspx](https://www.bja.gov/profile.aspx). Once registered, one of the available areas on the My BJA page will be "My Success Stories." Within this box, there is an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the BJA Success Story web page at [https:// www.bja.gov/ SuccessStoryList.aspx](https://www.bja.gov/SuccessStoryList.aspx).



U.S. Department of Justice  
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**AWARD CONTINUATION  
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PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

67. Withholding of funds: Required certification from the chief executive of the applicant government

The recipient may not obligate, expend, or draw down any award funds until the recipient submits the required "Certifications and Assurances by the Chief Executive of the Applicant Government," properly-executed (as determined by OJP), and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

68. Withholding of funds: Budget narrative or information

The recipient may not obligate, expend, or draw down any award funds until the recipient submits, and OJP reviews and accepts, the required budget information or narrative for the award, and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

69. Withholding of funds: Program narrative

The recipient may not obligate, expend, or draw down any award funds until the recipient submits, and OJP reviews and accepts, the program narrative for this award, and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

70. Withholding - DHS question attachment

The recipient may not obligate, expend or draw down funds until the Office of Justice Programs has received and approved the required application attachment(s) described in the program solicitation as "Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)," and has issued a Grant Adjustment Notice (GAN) releasing this special condition.

71. Withholding of funds: Disclosure of lobbying

The recipient may not obligate, expend, or draw down any funds under this award until it has provided to the grant manager for this OJP award a complete Disclosure of Lobbying Activities (SF-LLL) form, and OJP has issued a Grant Adjustment Notice to remove this special condition.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

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PROJECT NUMBER 2019-DJ-BX-0708

AWARD DATE 09/25/2019

*SPECIAL CONDITIONS*

72. Withholding of funds: Subrecipient monitoring policies

The recipient's response to the Subrecipient Management and Monitoring question(s) of the Financial Management and System of Internal Controls Questionnaire indicates that the recipient may not have controls in place to monitor the activities of any subrecipient, as necessary, to ensure that the subaward is used for authorized purposes in compliance with Federal laws, regulations, and the terms and conditions of the subaward and that subaward performance goals are achieved. (See 2 CFR 200.331(d)). The recipient agrees to submit a copy of its subrecipient monitoring policies and procedures to the OJP program office.

If the recipient anticipates that it will not make a subaward under this award then, instead of submitting subrecipient monitoring policies and procedures, the recipient agrees that it must advise OJP in writing that it does not intend to make a subaward under this award.

The recipient may not obligate, expend, or draw down funds under this award until either-- (1) the OJP program office has received, and OJP has reviewed and approved, the subrecipient monitoring policies and procedures, or (2) the OJP program office has received and considered the recipient's written communication and has agreed (for purposes of federal grants administrative requirements) that no subawards are anticipated under this award – and a Grant Adjustment Notice has been issued to remove this condition.

The recipient understands and agrees that it is obligated to immediately notify the OJP grant manager in writing of any later change in its plan to make or not make a subaward under this award.

73. Withholding of funds: Disclosure of pending applications

The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued to remove this condition.

74. Withholding of funds: Memorandum of Understanding

The recipient may not obligate, expend, or draw down any award funds until OJP has reviewed and approved the Memorandum of Understanding (MOU), and a Grant Adjustment Notice (GAN) has been issued to remove this condition.





**U.S. Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for City of Goldsboro


The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

	U.S. Department of Justice Office of Justice Programs  Bureau of Justice Assistance		<b>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</b>	
			<b>Grant</b>	
		PROJECT NUMBER 2019-DJ-BX-0708	PAGE 1 OF 1	
This project is supported under FY19(BJA - JAG State and JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).				
1. STAFF CONTACT (Name & telephone number)  Ludmila Hago (202) 598-9104		2. PROJECT DIRECTOR (Name, address & telephone number)  Lee Szatkowski Police Major PO Drawer A 204 S. Center Street Goldsboro, NC 27533-9701 (919) 580-4249		
3a. TITLE OF THE PROGRAM BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation			3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)	
4. TITLE OF PROJECT  2019 Goldsboro Wayne Justice Assistance Project				
5. NAME & ADDRESS OF GRANTEE  City of Goldsboro PO Drawer A 204 S. Center Street Goldsboro, NC 27533-9701		6. NAME & ADDRESS OF SUBGRANTEE		
7. PROGRAM PERIOD  FROM: 10/01/2018 TO: 09/30/2022		8. BUDGET PERIOD  FROM: 10/01/2018 TO: 09/30/2022		
9. AMOUNT OF AWARD  \$ 47,003		10. DATE OF AWARD  09/25/2019		
11. SECOND YEAR'S BUDGET		12. SECOND YEAR'S BUDGET AMOUNT		
13. THIRD YEAR'S BUDGET PERIOD		14. THIRD YEAR'S BUDGET AMOUNT		
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)  The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation) and 8) mental health programs and related law enforcement and corrections programs.  This JAG award will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Funded programs or initiatives may include multijurisdictional drug and gang task forces, crime prevention and domestic violence programs, courts, corrections, treatment, justice information				

sharing initiatives, or other programs aimed at reducing crime and/or enhancing public/officer safety.

NCA/NCF

CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
February 17, 2020 COUNCIL MEETING

SUBJECT: Resolution – Authorizing the Adoption and Implementation of the City of Goldsboro Updated Title VI Program

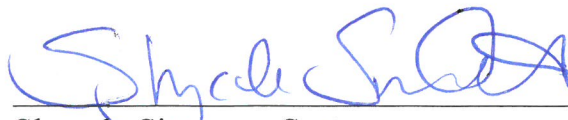
Title VI Programs must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to final submission to Federal Transit Administration (FTA).

BACKGROUND: As a recipient of FTA Funds, associated to the \$6,755,751 TIGER VIII Goldsboro Main Street Revitalization Transportation Investment Project — the City of Goldsboro (City) is required to comply with Title VI of the Civil Rights Act of 1964 and the implementing regulations. Which provides that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program, activity or service that receives Federal financial assistance.

DISCUSSION: The City initially implemented the Title VI Program on March 17, 2014 and revised it on December 5, 2018. On November 21, 2019, the City retained Milligan & Company, LLC to update the City's revised Title VI Program in accordance to FTA Office of Civil Rights current standards and recommendations. As a recipient of FTA funds, the City is required to ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) and FTA Title VI regulations. The City is also required to review the Title VI program every three (3) years to confirm compliance with all regulations. The proposed updated Title VI program includes provisions required for compliance with FTA Circular 4702.1B. The updated Title VI program prepared by Milligan & Company, LLC has been reviewed by City's Title VI Coordinator. The document has been sent to FTA for its' preliminary records.

RECOMMENDATION: By motion, staff recommends authorizing the attached Resolution for the implementation of the updated Title VI Program, and authorizing the Mayor to execute all documents necessary for implementation of the updated Title VI Program.

Date: 2-12-20



Shycole Simpson-Carter  
Community Relations Director

Date: 2/11/20



Timothy A. Salmon  
City Manager



RESOLUTION NO. 2020 – \_\_\_\_

RESOLUTION – AUTHORIZING THE ADOPTION AND IMPLEMENTATION OF  
THE CITY OF GOLDSBORO UPDATED TITLE VI PROGRAM

WHEREAS, the City of Goldsboro is a recipient of Federal revenues and is required to meet federal regulatory requirements for Title VI of the Civil Rights Act of 1964, established by 49 CFR part 21.7; and

WHEREAS, the City of Goldsboro has or will provide all annual certifications and assurances to the Federal Transit Administration (FTA) required for the Title VI Program; and

WHEREAS, the City of Goldsboro assures that no person or group of persons on the basis of race, color, or national origin, including limited English proficient persons are subjected to discrimination in the level and quality of transportation services, programs and activities provided, whether federally funded or not;

WHEREAS, City of Goldsboro assures that all residents and visitors of the Goldsboro are afforded meaningful access to our programs, activities and services;

WHEREAS, the City of Goldsboro updated Title VI Program meets current Federal Transit Administration (FTA) Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Goldsboro, North Carolina approves and adopts the City of Goldsboro Title VI Program.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE CITY OF GOLDSBORO at a regular meeting of the City Council held on the 17th day of February, 2020 and this Resolution shall be in full force and effect from and after this date.

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Chuck Allen, Mayor

Attested by:

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City Clerk

# City of Goldsboro

## Title VI Program



**Submitted to the  
Federal Transit Administration**

**February 2020**



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## INTRODUCTION

It is the policy of the City of Goldsboro to comply with the requirements of **Title VI of the Civil Rights Act of 1964** and all related nondiscrimination statutes, regulations, and laws (49 CFR part 21). All recipients of federal funds must ensure that they are in full compliance with Title VI and all related regulations and directives in all programs and activities. To that end, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of the City of Goldsboro's programs, policies or activities.

## CERTIFICATIONS AND ASSURANCES

The City of Goldsboro's Certifications and Assurances are executed annually in FTA's Transit Award Management System (TrAMS). The 2020 Certifications and Assurances were executed on February 17, 2020.

## DESCRIPTION OF THE CITY OF GOLDSBORO

The City of Goldsboro (City) is a transportation policy-making agency responsible for planning and prioritizing transportation projects within the City's target project service area, as defined by the US Census Bureau. The City works with the public, planning organizations, government agencies, elected officials, and community groups to develop transportation plans and programs through a continuing, cooperative, and comprehensive planning process. This planning process guides the use of Federal and State dollars spent on existing and future transportation projects and programs. Although the City is a recipient of Federal Transit Administration (FTA) funding, the City does not provide transit service. However, the City does serve as the lead planning agency by providing the staffing for the Goldsboro Metropolitan Planning Organization (Goldsboro MPO), the regional planning organization responsible for developing locally developed transportation plans. The Goldsboro MPO is a subrecipient of the City of Goldsboro and is responsible for developing and implementing its own Title VI Program.

The City is an incorporated municipality and the county seat of Wayne County, North Carolina with an estimated population of 35,432 as of 2017<sup>1</sup>.

Population by Race or Ethnicity	Number	Percent
Total population	35,432	100%
White	12,965	36.6%
Black or African American	17,648	49.8%
American Indian and Alaska Native	93	0.3%
Asian	741	2.1%
Native Hawaiian and Other Pacific Islander	28	0.1%
Some other race	25	0.1%
Two or more races	1,574	4.4%

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<sup>1</sup> U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates



Population by Race or Ethnicity	Number	Percent
Hispanic or Latino (of any race)	2,358	6.7%
Not Hispanic or Latino	33,074	93.3%

According the 2017 American Community Survey (ACS) data, the City's population is predominately Black or African American, 49.8 percent, and an estimated 6.7 percent of the population is Hispanic or Latino. Approximately 3.8 percent of the City's population speaks English less than "very well."

This program was developed to guide the City in its administration and management of Title VI-related activities. The Title VI Program is developed by the City's Planning Department and managed by the City's Community Relations Office.

#### **TITLE VI PROGRAM APPROVAL DOCUMENTATION**

The Title VI Program received Goldsboro City Council approval on February 17, 2020.

**PLACEHOLDER FOR APPROVED & EXECUTED CITY  
COUNCIL RESOLUTION**

## **TITLE VI NOTICE TO THE PUBLIC**

The Public Notice of Title VI Rights is posted on the City's website ([www.goldsboronc.gov](http://www.goldsboronc.gov)), at Historic City Hall (214 North Center Street), and at City Hall Annex (200 North Center Street). The notice is translated into Spanish, a copy is included in [Appendix I](#).

### **CITY OF GOLDSBORO**

#### **TITLE VI NOTICE TO PUBLIC**

The City of Goldsboro hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964 and all related acts and statutes. Title VI and related statutes prohibiting discrimination in Federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

#### **It is the City of Goldsboro's objective to:**

- 1) Ensure that the level and quality of transportation service is provided without regard to race, color, national origin sex, age, or disability
- 2) Promote the full and fair participation of all affected populations in transportation decision- making
- 3) Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations
- 4) Ensure meaningful access to programs and activities by persons with limited English proficiency.

The City is committed to a policy of non-discrimination in the conduct of its business, including adherence to Title VI responsibilities and the delivery of equitable and accessible transportation services. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color, national origin, sex, age, or disability by the City of Goldsboro Transit program may file a Title VI complaint with the City of Goldsboro.

Any such complaint must be in writing and submitted to the City of Goldsboro Title VI Coordinator within 180 days following the date of the alleged discrimination. A Title VI Civil Rights Complaint Form is available online at [www.goldsboronc.gov](http://www.goldsboronc.gov) or by calling 919-580-4359. Complaints should be addressed to: Title VI Coordinator, P.O. Drawer A, Goldsboro, NC 27533-9701.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Any person who would like more information regarding the City of Goldsboro's Title VI Program may contact the City's Title VI coordinator at the phone number or address above.

The City of Goldsboro will provide a free language interpreter to help you conduct your transit business. If you require a language interpreter, please contact the City Manager's Office, City Hall Annex, by calling (919) 580-4330 or online at [www.goldsboronc.gov](http://www.goldsboronc.gov) under "Citizen Requests" and state the language you speak. The office will schedule you an appointment and an interpreter to be arranged via telephone or in person at the time of your appointment.



## TITLE VI COMPLAINT PROCEDURES

The Title VI Complaint Procedures and Form are available in English and Spanish on [www.goldsboronc.gov](http://www.goldsboronc.gov). Copies of the translated procedures and form are included in [Appendix II](#).

### CITY OF GOLDSBORO TITLE VI PROGRAM COMPLAINT PROCEDURES

Any person who believes she or he has been discriminated against on the basis of race, color or national origin by the City of Goldsboro (hereinafter referred to as “City”) may file a Title VI complaint by completing and submitting the City’s Discrimination Complaint Form. The City investigates complaints received no more than 180 days after the alleged incident.

Once the complaint is received by the City’s Title VI Coordinator, the City will review it to determine if the complaint is within the City’s jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City or, if determined to be outside the City’s jurisdiction, will be forwarded to the appropriate agency.

The City of Goldsboro will make every effort to obtain early resolution of complaints at the lowest level possible. Complaints of alleged discrimination will be investigated by the appropriate authority. Upon completion of each investigation, City staff will inform every complainant of all avenues of appeal.

#### **Purpose**

The purpose of the discrimination complaint procedures is to describe the process used by the City of Goldsboro for processing federally-funded transportation related complaints under Title VI of the Civil Rights Act of 1964, related statutes and authorities.

#### **Filing of Complaints**

**Applicability:** The complaint procedures apply to the beneficiaries of the City of Goldsboro’s programs, activities, and services, including but not limited to the public, contractors, subcontractors, consultants, and other sub-recipients of federal and state funds.

**Eligibility:** Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities, based upon race, color, sex, age, national origin, or disability may file a written complaint with City of Goldsboro. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.

**Time Limits and Filing Options:** A complaint must be filed no later than **180 calendar days** after the following:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

**Format for Complaints:** Complaints shall be in writing and signed by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing (see "Complaint Form"). Complaints will be accepted in other languages and in Braille.

**Complaint Basis:** Allegations of discrimination must be based on issues involving race, color, national origin, sex, age, or disability. The term "basis" refers to the complainant's membership in a protected group category.

**Title VI complaints may be submitted to the following entities**

<b>City of Goldsboro</b> Title VI Coordinator P.O. Drawer A Goldsboro, NC 27533-9701  <i>or physical address</i>  Community Relations Office Historic City Hall 214 North Center Street Goldsboro, NC 27530	<b>Federal Transit Administration</b> Office of Civil Rights, ATTN: Title VI Program Coordinator East Bldg. 5th Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590
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**Complaint Review Process**

**Initial Contact:** The Goldsboro Title VI Coordinator will provide complainants with an explanation of the filing options, information concerning the discrimination complaint process and a Title VI Discrimination Complaint Form.

**City Responsibility:** The Title VI coordinator or designee, will review complaints upon receipt to ensure that relevant information is provided, the complaint is timely, and satisfies jurisdictional requirements.

All complaints shall be investigated unless:

- The complaint is withdrawn;
- The complainant fails to provide required information in a timely manner;
- The complaint is not filed timely; and
- Any issues that do not involve discrimination, or are not based on a protected basis will be directed to the appropriate entity.

Under no circumstances will complainants be discouraged from filing a complaint.

The Title VI Coordinator or designee, will investigate all complaints filed against the Goldsboro's contractors, subcontractors, consultants, and other sub-recipients. These complaints will be forwarded to NCDOT upon request.

Complaints filed against Goldsboro will be forwarded to NCDOT for processing investigation.

Upon determination that the complaint warrants an investigation, the complainant is sent a certified letter acknowledging receipt of the complaint within 10 days of receipt of the complaint. The name of the investigator is provided as well as the complainant's rights under Title VI and related statutes.

The respondent is notified by certified mail that he/she has been named in a complaint and is provided with his/her rights under Title VI and related statutes. The letter identifies the investigator's name and informs the respondent that he/she will be contacted for an interview.

### **Complaint Investigation**

The investigator shall prepare an investigative plan that includes, but is not limited to the following:

- Complainant(s) name and address;
- Respondent(s) name and address;
- Applicable law(s);
- Basis for the complaint;
- Allegations, events or circumstances that caused the person to believe that he/she has been discriminated against;
- Appropriate information needed to address the issue;
- Name of persons to be interviewed and issues of which they have first-hand knowledge;
- Questions for the complainant, respondent, and witness(es);
- Evidence to be obtained during the investigation; and
- Remedy sought by the complainant.

### **Conducting the Investigation**

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained to the fullest extent possible.
- Interviews will be conducted to obtain the facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case that the witness can provide firsthand information.
- Interviews are taped/recorded with the interviewee's consent.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- The investigation working papers are completed, cross-referenced and indexed.
- The interviewee may have representation of his/her choice at the interview.

### **Informal Resolution**

The Alternative Dispute Resolution (ADR) process is offered as an alternative for resolving Title VI complaints. During the investigative process, the investigator will make every effort to assist the parties with reaching a voluntary, negotiated resolution.

During the initial interviews with the complainant and respondent, the investigator will request information regarding specifically requested relief and settlement opportunities. The attempts to resolve complaints using ADR are required by the Alternative Dispute Resolution Act of 1998.

### **Investigation Reporting Process**

Within 60 days of conducting the investigation, the investigator will prepare an investigative report and submit the report and supporting documentation to the Title VI Coordinator, or designee for review. The investigative report should include recommended decisions.

The investigative report should outline the following complaint details: Date of written complaint, contract number, contractor and/or subcontractor name, and the complaint basis (race, color, national origin, etc).

The Title VI Coordinator or designee will review the file and investigative report. If a designee conducts the review, then subsequent to the review, the designee will submit the investigative reports, investigative files, and recommended decisions to the Title VI Coordinator.

Upon the Title VI Coordinator's approval, the investigative report and recommended decisions shall be forwarded to NCODT.

### **Complaint Tracking and Records**

The Title VI Coordinator will track and record all Title VI investigations, complaints, and lawsuits to ensure these procedures are being followed. All records and investigative working files will be maintained within the Title VI Coordinator's offices, or at a location as directed by the Title VI Coordinator. Records are kept for four years internally.



**TITLE VI COMPLAINT FORM**



**City of Goldsboro  
Discrimination Complaint Form**

<b>Last Name:</b>		<b>First Name:</b>	
<b>Mailing Address:</b>		<b>City:</b>	<b>State:</b>
<b>Home Telephone:</b>		<b>Work Telephone:</b>	<b>Zip Code:</b>
<b>Email Address:</b>			

**Identify the Category of Discrimination:**

- ☐ RACE                      ☐ COLOR                      ☐ NATIONAL ORIGIN                      ☐ AGE  
☐ RELIGION                      ☐ DISABILITY                      ☐ SEX/GENDER

Date of Alleged Discrimination (Month, Day, Year): \_\_\_\_\_

Names of individuals responsible for the discriminatory action(s), if known:

--

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).

--

Names of persons (witnesses, employees, or others) whom we may contact for additional information to support or clarify your complaint: (Please provide name, address, and telephone for each witness and attached additional page(s), if necessary).

--

**Title VI Discrimination Complaint Form**  
**Page 2**

Have you previously filed a Title VI complaint with the City of Goldsboro? ☐ No ☐ Yes

Have you previously filed this complaint with any other Federal, State, or Local agency, or with Federal or State court? ☐ No ☐ Yes

☐ Federal Highway Administration

☐ US Department of Transportation

☐ North Carolina DOT

☐ Federal or State Court

☐ US Equal Employment Opportunity Commission

Please provide information about the contact person at the agency/court where the complaint was filed and included the filing date. (Attached additional page(s), if necessary).

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**The City of Goldsboro cannot accept an unsigned complaint.**

**Please sign and date the complaint form below.**

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

**Mail Complaint Form To:**

Title VI Coordinator City of Goldsboro  
Community Relations Office Historic City Hall  
214 North Center Street  
Goldsboro, NC 27530

**For Office Use Only**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to: \_\_\_\_\_

Date: \_\_\_\_\_

Referred: \_\_\_\_\_

## **TRANSIT RELATED TITLE VI INVESTIGATIONS, COMPLAINTS & LAWSUITS**

From January 2017 to the present, the City of Goldsboro is not named in any lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to its transit services or transit benefits. The City has not had any compliance reviews or investigations conducted related to Title VI.

## PUBLIC INVOLVEMENT PLAN

The City of Goldsboro, as the lead planning agency for the Goldsboro MPO, has developed this Public Involvement Plan (PIP). The PIP provides guidelines for establishing and maintaining optimum public involvement in the transportation planning process. Exemplary public involvement begins early in the planning process and continues throughout each of the planning stages, helping to avoid, minimize, and mitigate project impacts while providing the best engineering solutions.

The objectives of the City's Public Involvement Plan are to:

- 1) **Inform** the public of transportation meetings and other events.
- 2) **Educate** the public regarding their role in the transportation planning and decision-making process.
- 3) **Involve** a diverse and representative cross-section of the public by providing meaningful opportunities early and often in the transportation planning and decision-making process.
- 4) **Reach out** to all communities in the planning area to inform, educate, and involve.
- 5) **Improve** the public involvement process by updating this document in accordance with federal guidelines.

This PIP is reviewed periodically, at least every five years, to ensure our planning process provides full and open access to all segments of the population serviced by the City. Contained herein are the City's current public involvement objectives, policies, and techniques. The public's comments are always welcome. This document is available on the City's website at [www.goldsboronc.gov](http://www.goldsboronc.gov) or by calling (919) 580-4359 for a copy, or you may visit the City of Goldsboro's Community Relations Office, Historic City Hall, 214 North Center Street, Goldsboro, NC 27530 to pick up a copy.

### Intent of Public Involvement Plan

The awareness and involvement of interested persons in governmental processes are integral to successful transportation planning. The Public Involvement Plan (PIP) of the City of Goldsboro sets forth specific measures to heighten citizen education and responsiveness. It should be noted that the City of Goldsboro provides the staff for the Goldsboro Metropolitan Planning Organization (Goldsboro MPO) and therefore has responsibility for the implementation of the functions of the Goldsboro MPO, including implementation of the PIP.

Public involvement helps avoid, minimize, and mitigate project impacts while providing the best engineering solutions. Therefore, to be effective, it is important that government agencies

understand a given community's values and, it is equally important for the community to understand the tradeoffs and constraints associated with project planning.

This mutual understanding can only be achieved through early, frequent and continued communication. When the public is engaged in the process, their insight helps assure projects suit community needs, simultaneously complementing the movement of people and goods. This Plan identifies the methods the City of Goldsboro currently uses and will implement in the future to optimize public participation in developing transportation projects.

### **Transportation Planning Process**

As the lead planning agency for the Goldsboro MPO, the City of Goldsboro oversees the Local Transportation Improvement Program (LTIP), the Long Range Transportation Plan (LRTP), and the metropolitan area Transportation Improvement Program (TIP).

Goldsboro MPO is government by the Transportation Advisory Committee (TAC) which includes elected and non-elected members representing the Goldsboro Urban Area (City of Goldsboro, Village of Walnut Creek, and Wayne County). The TAC is responsible for approving the LTIP and the LRTP.

Goldsboro MPO is also comprised of a Technical Coordinating Committee (TCC). The TCC is responsible for supervising and coordinating the comprehensive transportation planning process and for making transit-related recommendations to the TAC for review and approval.

Local stakeholders may present proposed transportation-related projects to the TCC for inclusion in the LRTP. The TCC reviews, comments, and recommends projects for inclusion in the LRTP. The draft of the LRTP is presented to the TAC for review. The TAC determines when draft plans are ready to be presented to the public for review and input.

Following approval of the draft document by the TAC, the draft version of the LRTP will be available for public comment for at least thirty (30) calendar days. The document(s) are once again presented to the TCC along with a summary of public comments. The TCC will revise the draft as necessary and consider recommending the document(s) for TAC adoption. The final document(s) are presented to the TAC for their consideration and adoption.

The City of Goldsboro shall provide for an additional public comment period of at least ten (10) calendar days if the final LRTP differs significantly from the version that was made available for public comment by the City and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts. The final adopted version of the LRTP shall be made available to the public and on the City's web site.

The City of Goldsboro uses Geographical Information System (GIS) technology to create maps and proper visualization tools to describe transportation plans to the public. Meeting agendas



and any technical information, such as regularly-issued products from the City or project- specific information will be available from the City's web site.

### **Public Meeting Times and Locations**

TCC and TAC meeting notices will be advertised in the Goldsboro News Argus newspaper at least fourteen (14) days prior to the meeting. Information concerning transportation issues and processes is publicly available at the City of Goldsboro Title VI Coordinator office located at Historic City Hall, 214 N. Center Street, Goldsboro NC, 27534 and/or is available on the City's web site.

TCC and TAC meetings are typically held at the City of Goldsboro's City Hall Addition Large Conference Room. This facility is ADA-compliant and is conveniently located near a bus stop. TCC and TAC meetings are held during regular office hours from 8 am to 5 pm.

Other meetings, such as informational workshops or open-house events, may be held from late afternoon through early evening and could be held as a single drop-in session to allow those with traditional work schedules to attend as well as allowing those who work in the evenings or on weekends to attend.

Any presentation to City Council will be held at the Council's regularly - scheduled date and time for its Council work session.

### **Public Comments**

Draft plans shall have a minimum of a thirty (30) calendar day public comment period before TAC final review and adoption. Documents shall be posted on the City's website and distributed to any interested persons upon request.

Public comments will be taken into consideration with the appropriate plan/project. A summary of public comments and staff response will be provided to the TAC and the TCC. Any comments received during a meeting of the City's TCC or TAC will be included in the meeting.

When significant written and oral comments are received on the LRTP and on the TIP (including the financial plans), a summary of the comments will be provided within those documents (or in an appendix therein) along with any disposition to comments.

### **Encouraging Participation of Minority, Limited English Speaking, and Low-Income Populations**

As part of the transportation planning process and to better serve the community, the City of Goldsboro will reach out to members of the low- income, the minority, and the Spanish speaking communities to ensure participation. Whenever practicable, public open-house meetings to discuss transportation issues will be held at the Herman Park Center, which is transit accessible and ADA-compliant to encourage maximum participation.

Public notifications, upcoming meetings, and public workshops outlined in this document will be advertised via a number of methods and media. Citizens that express interest will be put on a mailing list to be notified of other meetings and any proposed actions. For those without transportation or who are disabled, the City of Goldsboro will hold meetings and public workshops during times when public transit and para-transit service is available. Meetings held at the City of Goldsboro's City Hall Addition Large Conference Room, or Herman Park Center are all serviced by para-transit and public transit with bus stops located conveniently nearby each location.

When possible, public meetings and open-house workshops are held at facilities offering free public parking and accessibility to transit. All meetings and workshops of the City are held in ADA-compliant venues. If an interpreter is needed for limited English speakers, deaf or hearing impaired citizens, please call the City Manager's Office, City Hall Annex, by calling (919) 580-4330 or online at [www.goldsboronc.gov](http://www.goldsboronc.gov) under "Citizen Requests" and state the language you speak or the accommodation needed. The office will schedule you an appointment and an interpreter to be arranged via telephone or in person at the time of your appointment.

#### **Additional Opportunity for Public Comment**

The City of Goldsboro shall provide for an additional public comment period of at least ten (10) calendar days if the final LRTP or Transportation Improvement Plan (TIP) differs significantly from the version that was made available for public comment by the City and raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts.

#### **Coordination with the Statewide Transportation Planning Public Involvement Processes**

The City of Goldsboro regularly consults with agencies and officials responsible for other planning activities within the target project service areas that are affected by transportation, such as State officials, local government representatives, local economic development representatives, local municipal planning agency representatives, local transit planning agency representatives, etc.

#### **Periodic Review of PIP Procedures and Strategies**

To ensure the effectiveness of the PIP strategies and procedures in encouraging a full and open participation process, this public involvement plan shall be reviewed at least every five (5) years. The City of Goldsboro will consider comments on this plan at any time as part of a periodic and ongoing review of its effectiveness. Other data that might be used for evaluation purposes include attendance at meetings, the quantity of comments, and Web site usage statistics.

### List of Transportation Planning Public Outreach Activities 2017-2019

Type of Outreach	Location Held	Date (Mo/Year)
Annual Draft UPWP Development/Public Comment Period	Via City's website and Goldsboro City Hall	2/20/2017
Annual Draft UPWP Development/Public Comment Period	Via City's website and Goldsboro City Hall	2/20/2018
DBE Goal and Methodology/Public Comment	Via City's website and Goldsboro City Hall	3/5/2018
Prioritization Methodology/Public Comment/Public Hearing	Goldsboro City Hall	3/15/2018
Prioritization 5.0 Pre-Assignment of Points to Local Regional Projects/30-Day Public Comment Period	Via City's website and Goldsboro City Hall	4/12/2018
Prioritization 5.0 Point Assignment to Local Regional Transportation Projects/Public Comment/Public Hearing	Via City's website and Goldsboro City Hall	6/14/2018
Prioritization 5.0 Pre-Assignment of Points to Local Division Projects/30-day Public Comment Period	Via City's website and Goldsboro City Hall	9/11/2018
Prioritization 5.0 Point Assignment to Local Division Transportation Projects/Public Comment/Public Hearing	Goldsboro City Hall	10/11/2018
MTP 2045 Update Public Workshop	Goldsboro Event Center	6/6/2019
MTP 2045 Update Public Workshop	Goldsboro Event Center	9/17/2019
MTP 2045 Update Public Comment/Public Hearing on Draft Document	Goldsboro City Hall	10/17/2019

## LIMITED ENGLISH PROFICIENCY ASSESSMENT

### ***Limited English Proficiency***

Limited English Proficiency (LEP) refers to individuals who cannot speak, read, write or understand the English language at a level that permits them to interact effectively.

### ***Authority***

Title VI of the Civil Rights Act of 1964 and its implementing regulations require that recipients of federal funds take responsible measures to ensure meaningful access to benefits, services, information and other important portions of programs and activities are available for individuals who are LEP.

***Title VI of the Civil Rights Act of 1964*** states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

***Executive Order (EO) 13166 - Improving Access to Services or Persons with LEP*** (August 11, 2000) sets forth the compliance standards that recipients of federal funds must follow to ensure that the program and activities they normally provide in English are accessible to LEP persons and thus does not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964, as amended, and its implemented regulations. Recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

### ***Limited English Proficiency Policy Statement***

It is the policy of the City of Goldsboro to take reasonable steps to provide meaningful access to its programs, activities, and services for persons with Limited English Proficiency (LEP). The City is committed to complying with federal requirements in providing meaningful access to its programs, activities, and services for LEP persons.

### ***Purpose of the LEP Plan***

The purpose of this Limited English Proficiency (LEP) Plan is to demonstrate compliance with Title VI of the Civil Rights Act of 1964, and to fulfill the requirements of Executive Order 13166. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the grounds of race, color, or national origin by any entity receiving federal financial assistance. The purpose of Executive Order 13166 is to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. The purpose of the LEP Plan is to address access needs of persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.

### ***Reasonable Steps to Provide Access***

Executive Order 13166 directs recipients of federal financial assistance to take reasonable steps to provide LEP persons with meaningful access to their programs, activities and services. The key to providing meaningful access for LEP persons is to ensure that effective communication exists between the recipient and the LEP person. It is critical that the City be proactive in informing and engaging individuals from different cultures and backgrounds in transportation-related community meetings and planning activities. To accomplish effective communication, the City will perform the following actions:

- Conduct a needs assessment
- Provide for oral and written language assistance
- Notify LEP customers of the availability of language assistance services
- Translate vital documents in languages other than English
- Train staff
- Monitor and update the LEP Plan

### **FOUR-FACTOR ANALYSIS**

To identify the City's LEP needs, a four-factor analysis was conducted that analyzed the following:

1. The number and proportion of LEP persons served or encountered in eligible service populations.
2. The frequency with which LEP individuals come into contact with programs, activities or services.
3. The importance of the programs, activities and services to LEP persons.
4. The resources available to recipients and the costs.

### **Factor 1: LEP Persons Served**

The American Community Survey (ACS) 2015 five-year estimates<sup>2</sup> show the population of persons over the age of five in the City who speak a language other than English is 9.3 percent or 3,038. Of the 9.3 percent population that speaks a language other than English, 1,408 persons or 4.3 percent speak English less than "very well".

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<sup>2</sup> 2013-2017 American Community Survey 5-Year Estimates, Table C16001, Goldsboro City, NC: *Language Spoken at Home For the Population 5 Years and Over*



**Proportion of LEP Population in the City of Goldsboro**

<b>Languages Spoken</b>	<b>Number</b>	<b>% of Pop</b>
Total Population	32,680	100%
Speak only English	29,642	90.7%
Speak a Language Other than English	3,038	9.3%
Total - Speak English less than "very well"	1,408	<b>4.3%</b>
<b>LEP Population by Language Spoken</b>		
Spanish or Spanish Creole	684	2.09%
Chinese	227	0.69%
French, Haitian, or Cajun	115	0.35%

DOT's Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. None of the languages other than English spoken exceeds 1,000 persons or five percent of the total population. However, Spanish is noted as being the most frequently spoken language.

**Factor 2: Frequency of Contact with LEP Persons**

Staff reported that they very rarely had contact with LEP individuals. On the few instances where staff had contact with LEP individuals, the language spoken by the LEP individual was Spanish. It was also noted that it is common for Spanish speaking individuals to be accompanied by another person with bilingual abilities.

The small size of the LEP population in this region is not expected to increase disproportionately to the general population. However, to date, no requests have been made by either individuals or groups directly to the City for Spanish or other language interpreters or publications. Any future requests for language assistance will be monitored and used in future updates to this document.

**Factor 3: Level of Importance**

The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process for the use of federal funds in four (4) major work products for the City (each of the following bullet points represents a document created by the Goldsboro Metropolitan Planning Organization (MPO) within the Planning Department):

- Long Rang Transportation Plan
- Transportation Improvement Plan
- Unified Planning Work Plan

**Factor 4: Available Resources**

Given the small population of LEP individuals, the City does not have specified language resources. The City does have access to a language line, if needed. The City also collaborates with federal, state, and local agencies to provide language translation and interpretation services. Spanish language outreach materials from organizations such as federal, state, and local transportation agencies are used when possible.

**Conclusion**

The four factor analysis indicates that there are no significant LEP populations in the City. However, there have been a few encounters with the Spanish speaking population, which is the most frequent LEP population present.

## LANGUAGE ASSISTANCE PLAN

### ***Ensuring Access for People with Limited English Proficiency***

Although the four factor analysis indicates that there are no significant population of limited English speakers, the City has developed this Language Assistance Plan (LAP) to help identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to City services.

### ***Notification of Language Assistance***

Information regarding free language assistance will be posted in public areas, on the City's website, and is included on the Title VI Notice. The Title VI Notice is has also been translated into Spanish.

### ***Identifying LEP Individuals Who Need Language Assistance***

When the City of Goldsboro sponsors an event, it will have a staff person greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. In addition, during the first encounter of a LEP individual in a face-to-face situation, the City staff plans to use language identification "I Speak" flashcards developed by the U.S. Census Bureau. These cards have the phrase, "Mark this box if you read or speak 'name of language,'" translated into 38 languages. The Census Bureau's Language Identification Flashcard can be downloaded for free at <http://www.lep.gov/ISpeakCards2004.pdf>. The City plans will make the "I Speak" cards available at public meetings and other community input events. Once a language is identified, a relevant point of contact will be notified to assess feasible translation or oral interpretation assistance.

### ***Language Assistance Measures***

Given the small size of the LEP population within the City's planning area full multi-language translations of large transportation plan documents, agenda packages, programs, and maps are not considered as warranted at this time. However, the City will seek to include the LEP community and is committed to including all residents in the transportation planning and decision-making process.

The City will take the following action to ensure access to language assistance and participation of LEP persons in transportation-related activities:

#### **City activities:**

- 1) The City has translated the Title VI Notice, Discrimination Compliant Form, and Complaint Procedures into Spanish. The Title VI Notice is posted is posted on the City's website, in Historic City Hall and in City Hall Annex.
- 2) City staff will utilize the services of the language line when encountering an LEP person on the telephone.

- 3) City staff will continue to seek partner organizations proficient in Spanish to provide information about the City plans and programs. Translation and/or interpretation services, for Spanish and other languages, will be considered upon request and in coordination with partner agencies in the area. Furthermore, public hearing notices include references to translation and/or interpretation services upon request by contact the City Manager's Office.
- 4) If City of Goldsboro staff knows that they will be presenting a topic in a geographic location with a known concentration of LEP persons, City staff will make a concerted effort to have meeting notices, fliers, advertisements, or agendas printed in the alternative language. As well, City staff will coordinate with local community groups to have someone available who can help interpret information at the meeting.
- 5) When running a general public meeting notice in a geographic location that could be of potential importance to LEP persons or if staff will be hosting a meeting or a workshop, City staff will, to the extent possible, insert the following clause: "An interpreter will be available" in the predominant language. City staff will seek to coordinate with local community groups to have someone available who can help interpret information at the meeting and/or workshop.
- 6) The City will include this statement when running general public meeting/hearing notices: "The City of Goldsboro will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. Contact the Title VI Coordinator at (919) 580-4359 for more information." Coordination with local community groups is a key outreach component as City staff identifies and seeks to engage LEP persons in the City's programs and activities.

**Planning-specific activities:**

- 1) The City is committed to gathering input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the planning process. As a result of the long range transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

### ***Staff Training***

The City of Goldsboro staff and agency members will be trained to understand their obligations to provide meaningful access to information and services for LEP persons to ensure that staff knows about LEP policies and procedures and is able to implement the LAP. The City will include training as part of Title VI training and refresh procedures and policies prior to conducting public outreach for any project or program in likely LEP areas. For staff with more frequent contact with LEP persons, in-depth training will be provided. All staff, even if they do not interact regularly with LEP persons, will be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation.

The following training will be provided, but not limited to, all City's staff:

- Information on Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Use of the *Language Identification Placards*
- Documentation of language assistance requests
- Use of the City's Language line service
- How to handle a potential Title VI/LEP complaint

### ***Monitoring the LEP Plan***

As stated under the four factor analysis, the small size of the LEP population in the City is not expected to increase disproportionately to the general population. To date, the City has not received any requests for translation of documents or for interpretive services. Any future requests for language assistance will be monitored and used in future updates to this document. At a minimum, the City will update the four factor analysis and Language Assistance Plan every three (3) years.

The City will review records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events. The City will determine whether new documents, programs, services, and activities need to be made accessible for LEP individuals, and will provide notice of any changes in services to the LEP public and to employees. City staff will reevaluate changes in demographics, types of services, or other needs of the LEP plan during the Long Range Transportation Plan and Transportation Improvement updates. Any suggested updates will be brought before the City's technical and policy committees for consideration of adoption.

### ***Dissemination of the Language Assistance Plan***

City staff will post the LAP on its website at [www.goldsboronc.gov](http://www.goldsboronc.gov). Any person with Internet access will be able to view the plan. Copies of the LAP will also be provided to any interested parties upon request. LEP persons may obtain copies/translations of the plan upon request.



Any questions or comments regarding this plan should be directed to:

Title VI Coordinator  
City of Goldsboro Community Relations Office Historic City Hall  
214 North Center Street  
Goldsboro, NC 27530  
[ssimpson@goldsboronc.gov](mailto:ssimpson@goldsboronc.gov)  
919-580-4359 Phone

## **NON-ELECTED ADVISORY COUNCIL**

The City of Goldsboro does not have any transit-related non-elected advisory councils, commissions, or boards.

## **PROVIDING ASSISTANCE TO SUB-RECIPIENTS**

The City of Goldsboro has one sub-recipient, the Goldsboro MPO. Because City employees provide the staffing for the MPO, the City is responsible for developing, implementing, and monitoring the MPO Title VI Program. The MPO Title VI Program is updated triennially in conjunction with the City's Title VI Program.

## **DETERMINE SITE OR LOCATION OF FACILITIES**

No such projects were conducted during the reporting period and no planned activities require land acquisition or the displacement of persons from their residence or place of business.

## **APPENDIX I: TITLE VI NOTICE SPANISH TRANSLATION**

### **CITY OF GOLDSBORO TÍTULO VI AVISO AL PÚBLICO**

La ciudad de Goldsboro por la presente da aviso público de su política de mantener y asegurar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964 y todos los actos y estatutos relacionados. El Título VI y las leyes conexas que prohíben la discriminación en los programas con asistencia federal exigen que ninguna persona en los Estados Unidos de América, por motivos de raza, color, origen nacional, sexo, edad o discapacidad, sea excluida de la participación en negar los beneficios de, o ser objeto de discriminación bajo cualquier programa o actividad que reciba asistencia federal.

#### **El objetivo de la ciudad de Goldsboro es:**

- 1) Asegurar que el nivel y la calidad del servicio de transporte se proporciona sin tener en cuenta la raza, el color, el sexo de origen nacional, la edad o la discapacidad
- 2) Promover la participación plena y justa de todas las poblaciones afectadas en la toma de decisiones sobre el transporte
- 3) Evitar la negación, reducción o retraso en los beneficios relacionados con programas y actividades que benefician a las poblaciones minoritarias o poblaciones de bajos ingresos
- 4) Garantizar un acceso significativo a los programas y actividades de las personas con un dominio limitado del inglés.

La ciudad está comprometida con una política de no discriminación en la conducta de su negocio, incluyendo el cumplimiento de las responsabilidades del Título VI y la prestación de servicios de transporte equitativos y accesibles. Cualquier persona que crea que ha sido objeto de discriminación bajo el Título VI por motivos de raza, color, origen nacional, sexo, edad o discapacidad por el programa City of Goldsboro Transit puede presentar una queja del Título VI ante la Ciudad de Goldsboro.

Dicha queja debe ser por escrito y enviarse al Coordinador del Título VI de la Ciudad de Goldsboro dentro de los 180 días siguientes a la fecha de la supuesta discriminación. Un Formulario de Queja de Derechos Civiles del Título VI está disponible en línea en [www.goldsboronc.gov](http://www.goldsboronc.gov) o llamando 919-580-4359. Las quejas deben ser dirigidas a: Title VI Coordinator, P.O. Drawer A, Goldsboro, NC 27533-9701.

Un reclamante puede presentar una queja directamente con el Federal Transit Administration presentando una queja ante el Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Cualquier persona que desee más información sobre el Programa Título VI de la Ciudad de Goldsboro puede comunicarse con el coordinador del Título VI de la Ciudad en el número de teléfono o dirección anterior.

La ciudad de Goldsboro le proporcionará un intérprete de idiomas gratuito para ayudarle a llevar a cabo su negocio de tránsito. Si necesita un intérprete de idiomas, comuníquese con el City Manager's Office, City Hall Annex, llamando (919) 580-4330 o en línea en [www.goldsboronc.gov](http://www.goldsboronc.gov) debajo "Citizen Requests" y indicar el idioma que habla. La oficina le programará una cita y un intérprete para ser arreglado por teléfono o en persona en el momento de su cita.

## APPENDIX II: TITLE VI COMPLAINT FORM AND COMPLAINT PROCEDURES SPANISH TRANSLATION



**City of Goldsboro**

### **Título VI Discriminación Forma Obediente**

<b>Apellido:</b>		<b>Nombre:</b>	
<b>Dirección postal:</b>	<b>Ciudad:</b>	<b>Provincia/estdo:</b>	<b>Código postal:</b>
<b>Teléfono de la casa:</b>	<b>Teléfono del trabajo:</b>	<b>Dirección de correo electrónico:</b>	

**Identificar la categoría de discriminación:**

- |                                   |                                       |                                       |                               |
|-----------------------------------|---------------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> RAZA     | <input type="checkbox"/> COLOR        | <input type="checkbox"/> NACIONALIDAD | <input type="checkbox"/> EDAD |
| <input type="checkbox"/> RELIGIÓN | <input type="checkbox"/> DISCAPACIDAD | <input type="checkbox"/> SEXO/GÉNERO  |                               |

Fecha de supuesta discriminación (mes, día, año): \_\_\_\_\_

Names of individuals responsible for the discriminatory action(s), if known:

--

¿Cómo fue discriminado? Describa la naturaleza de la acción, decisión o condiciones de la supuesta discriminación. Explique lo más claramente posible lo que sucedió y por qué cree que su estado protegido (base) fue un factor de la discriminación. Incluya cómo otras personas fueron tratadas de manera diferente a usted. (Adjunte páginas adicionales, si es necesario).

--

Nombres de personas (testigos, empleados u otros) con quienes podamos contactar para obtener información adicional para apoyar o aclarar su queja: (Proporcione nombre, dirección y teléfono para cada testigo y página(s) adicional(es) adjunta(s), si es necesario).

--

**Título VI Discriminación Forma Obediente**  
**página 2**

¿Ha presentado previamente una queja del Título VI ante la Ciudad de Goldsboro? ☐ No ☐ Si

¿Ha presentado previamente esta queja ante cualquier otra agencia federal, estatal o local, o ante un tribunal federal o estatal? ☐ No ☐ Si

☐ Federal Highway Administration

☐ US Department of Transportation

☐ North Carolina DOT

☐ Tribunal Federal o Estatal

☐ US Equal Employment Opportunity Commission

Proporcione información sobre la persona de contacto en la agencia/tribunal donde se presentó la queja e incluyó la fecha de presentación. (Página(s) adicional(es) adjunta(s), si es necesario).

Explicar brevemente qué remedio, o acción, está buscando para la supuesta discriminación.

**La ciudad de Goldsboro no puede aceptar una queja sin firmar.**  
**Por favor, firme y fecha el formulario de queja a continuación.**

\_\_\_\_\_  
del demandante

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma

**Formulario de queja por correo a:**  
Title VI Coordinator City of Goldsboro  
Community Relations Office Historic City Hall  
214 North Center Street  
Goldsboro, NC 27530

**Sólo para uso de oficina**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to: \_\_\_\_\_

Date: \_\_\_\_\_

Referred: \_\_\_\_\_



## CIUDAD DE GOLDSBORO

### TITLE VI PROCEDIMIENTOS DE RECLAMO DEL PROGRAMA

Cualquier persona que crea que ha sido discriminada por motivos de raza, color u origen nacional por la Ciudad de Goldsboro (en adelante, "Ciudad") puede presentar una queja del Título VI completando y presentando la Queja por Discriminación de la Ciudad Forma. La ciudad investiga las quejas recibidas no más de 180 días después del supuesto incidente.

Una vez recibida la queja por el Coordinador del Título VI de la Ciudad, la Ciudad la revisará para determinar si la queja está dentro de la jurisdicción de la Ciudad. El denunciante recibirá una carta de acuse de recibo informándole si la queja será investigada por la Ciudad o, si se determina que está fuera de la jurisdicción de la Ciudad, será enviada a la agencia correspondiente.

La ciudad de Goldsboro hará todo lo posible para obtener la resolución temprana de las quejas en el nivel más bajo posible. Las denuncias de supuesta discriminación serán investigadas por la autoridad competente. Una vez finalizada cada investigación, el personal de la ciudad informará a cada reclamante de todas las vías de apelación.

#### Propósito

El propósito de los procedimientos de quejas por discriminación es describir el proceso utilizado por la Ciudad de Goldsboro para procesar quejas relacionadas con el transporte financiados por el gobierno federal bajo el Título VI de la Ley de Derechos Civiles de 1964, estatutos y autoridades relacionados.

#### Presentación de Quejas

**Aplicabilidad:** Los procedimientos de quejas se aplican a los beneficiarios de los programas, actividades y servicios de la Ciudad de Goldsboro, incluidos, entre otros, el público, contratistas, subcontratistas, consultores y otros subreceptores de Fondos.

**Elegibilidad:** Cualquier persona o clase de personas que crea que ha sido objeto de discriminación o represalia prohibida por cualquiera de las autoridades de derechos civiles, basada en la raza, color, sexo, edad, origen nacional o discapacidad, puede presentar una queja por escrito con City of Goldsboro. La ley prohíbe la intimidación o represaliade cualquier tipo. La queja puede ser presentada por la persona afectada o un representante y debe ser por escrito.

**Límites de tiempo y opciones de presentación:** Una queja debe presentarse a más tardar 180 días calendario después de los siguientes:

- La fecha del presunto acto de discriminación
- La fecha en que la(s) persona(s) tuvo conocimiento(s) de la supuesta discriminación
- Cuando haya habido un curso de conducta continuado
- La fecha en que se interrumpió dicha conducta o el último caso de la conducta.

**Formato para quejas:** Las quejas serán por escrito y firmadas por el/los reclamante(s) o un representante e incluirán el nombre, la dirección y el número de teléfono del reclamante. Las quejas recibidas por fax o correo electrónico serán confirmadas y procesadas. Las denuncias recibidas por teléfono se reducirán a la escritura y se proporcionarán al reclamante para su confirmación o revisión antes de su procesamiento (ver "Formulario de Queja"). Las quejas serán aceptadas en otros idiomas y en Braille.

**Base de quejas:** Las denuncias de discriminación deben basarse en cuestiones relacionadas con la raza, el color, el origen nacional, el sexo, la edad o la discapacidad. El término "base" se refiere a la pertenencia del reclamante a una categoría de grupo protegido.

### Las reclamaciones del Título VI podrán presentarse a las siguientes entidades

<b>City of Goldsboro</b> Title VI Coordinator P.O. Drawer A Goldsboro, NC 27533-9701 <i>o dirección física</i>  Community Relations Office Historic City Hall 214 North Center Street Goldsboro, NC 27530	<b>Federal Transit Administration</b> Office of Civil Rights, ATTN: Title VI Program Coordinator East Bldg. 5th Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590
--	--

### Proceso de Revisión de Reclamos

**Contacto inicial:** El Coordinador del Título VI de Goldsboro proporcionará a los reclamantes una explicación de las opciones de presentación, información sobre el proceso de queja por discriminación y un Formulario de Queja por Discriminación del Título VI.

**Responsabilidad de la ciudad:** El coordinador o designado del Título VI, revisará las quejas al recibirla para asegurarse de que se proporciona información relevante, la queja es oportuna y cumple con los requisitos jurisdiccionales.

Todas las quejas serán investigadas a menos que:

- La queja sea retirada;
- El reclamante no proporciona la información requerida de manera oportuna;
- La queja no se presenta a tiempo; y
- Cualquier problema que no implique discriminación, o que no se base en una base protegida se dirigirá a la entidad apropiada.

En ningún caso se desalentará a los reclamantes de presentar una queja.

El Coordinador del Título VI o designado, investigará todas las quejas presentadas contra los contratistas, subcontratistas, consultores y otros subreceptores de Goldsboro. Estas quejas se enviarán al NCDOT previa solicitud.

Las quejas presentadas contra Goldsboro serán enviadas a NCDOT para su investigación de procesamiento.

Al determinar que la queja justifica una investigación, se envía al reclamante una carta certificada en la que se confirma la recepción de la queja en un plazo de 10 días a partir de la recepción de la queja. Se proporciona el nombre del investigador, así como los derechos del reclamante en virtud del Título VI y los estatutos conexos.

El demandado es notificado por correo certificado que ha sido nombrado en una queja y se le proporcionan sus derechos bajo el Título VI y los estatutos relacionados. La carta identifica el nombre del investigador e informa al encuestado que será contactado para una entrevista.

### Investigación de Queja

El investigador preparará un plan de investigación que incluya, pero no se limite a lo siguiente:

- Nombre y dirección del reclamante;
- Nombre y dirección del demandado;
- Ley(s) aplicable(s);
- Base para la queja;
- Alegaciones, eventos o circunstancias que hicieron que la persona creyera que ha sido discriminada;
- Información adecuada necesaria para abordar el problema;
- Nombre de las personas a entrevistar y cuestiones de las que tengan conocimiento de primera mano;
- Preguntas para el denunciante, demandado y testigo o testigos;
- Pruebas que se obtendrán durante la investigación; y
- Remedio buscado por el reclamante.

### Conduciendo la Investigación

- La investigación abordará únicamente las cuestiones pertinentes a las alegaciones de la denuncia.
- La confidencialidad se mantendrá en la mayor medida posible.
- Se realizarán entrevistas para obtener los hechos y pruebas con respecto a las acusaciones en la queja.
- El investigador hará preguntas para obtener información sobre aspectos del caso que el testigo puede proporcionar información de primera mano. Las entrevistas se graban/graban con el consentimiento del entrevistado.
- Se mantiene una hoja de contacto cronológica en el expediente del caso durante toda la investigación.
- Los documentos de trabajo de investigación se completan, se hacen referencias cruzadas e indexan.
- El entrevistado puede tener representación de su elección en la entrevista.

### Resolución informal

El proceso de Resolución Alternativa de Controversias (ADR) se ofrece como alternativa para resolver las reclamaciones del Título VI. Durante el proceso de investigación, el investigador hará todo lo posible para ayudar a las partes a llegar a una resolución voluntaria y negociada. Durante las entrevistas iniciales con el reclamante y el demandado, el investigador solicitará información sobre las oportunidades específicas de socorro y liquidación. Los intentos de resolver las reclamaciones mediante ADR son requeridos por la Ley Alternativa de Resolución de Controversias de 1998.

### Proceso de informe de investigación

Dentro de los 60 días siguientes a la realización de la investigación, el investigador preparará un informe de investigación y presentará el informe y la documentación justificativa al Coordinador del Título VI, o designado para su revisión. El informe de investigación debe incluir las decisiones recomendadas.

El informe de investigación debe describir los siguientes detalles de la queja: Fecha de la queja por escrito, número de contrato, nombre del contratista y/o subcontratista, y la base de la queja (raza, color, origen nacional, etc.).

El Coordinador del Título VI o el designado revisarán el expediente y el informe de investigación. Si un designado lleva a cabo la revisión, después de la revisión, el designado presentará los informes de investigación, los archivos de investigación y las decisiones recomendadas al Coordinador del Título VI.

Una vez aprobado el Coordinador del Título VI, el informe de investigación y las decisiones recomendadas se remitirán al NCODT.

### **Seguimiento de quejas y registros**

El Coordinador del Título VI rastreará y registrará todas las investigaciones, quejas y demandas del Título VI para asegurarse de que se siguen estos procedimientos. Todos los registros y archivos de trabajo de investigación se mantendrán dentro de las oficinas del Coordinador del Título VI, o en un lugar según las instrucciones del Coordinador del Título VI. Los registros se mantienen durante cuatro años internamente.

## APPENDIX III: TITLE VI ASSURANCE

The City of Goldsboro (hereinafter referred to as the “Recipient”) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the US Department of Transportation and North Carolina Department of Transportation (NCDOT) it will comply with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation. Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, age, national origin or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal-Aid Highway Program:

- 1) That the Recipient agrees that each “program” and each “facility” as defined in subsections 21.23 (b) and 21.23 (e) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
- 2) That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal-Aid Highway Program and, in adapted form in all proposals for negotiated agreements:

The City of Goldsboro in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- 3) That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
- 4) That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
- 5) That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.



- 6) That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
- 7) That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with )and, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal-Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal-Aid Highway program.
- 8) That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is sued for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
- 9) The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
- 10) The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the Federal-Aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program.

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Chuck Allen, Mayor  
City of Goldsboro

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Date

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- 1) **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- 2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, age, sex, color, disability, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on grounds of race, color, or national origin.
- 4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Goldsboro, the North Carolina Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the City of Goldsboro, North Carolina Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the City of Goldsboro, the North Carolina Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b) Cancellation, termination or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as the City of Goldsboro, the North Carolina Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the City of Goldsboro to enter into such litigation to protect the interests of the City of Goldsboro, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### **(GRANTING CLAUSE)**

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the City of Goldsboro will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal-Aid for Highways and the policies and procedures prescribed by Federal Highway Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the state of North Carolina all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### **(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto state of City of Goldsboro and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the City of Goldsboro, its successors and assigns.

The City of Goldsboro, in consideration or the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, age, sex, color, disability, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,] [and]\* (2) that the City of Goldsboro shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above- mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.

## APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits or similar instruments entered into by the City of Goldsboro pursuant to the provisions of Assurance 6(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the CITY shall have the right to terminate the {license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

That in the event of breach of any of the above nondiscrimination covenants, the CITY shall have the right to re- enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the CITY and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the City of Goldsboro pursuant to the provisions of Assurance 6(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add “as a covenant running with the land”) that (1) no person on the ground of race, sex, age, color, disability, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, sex, age, color, disability, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964), and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, CITY shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

That in the event of breach of any of the above nondiscrimination covenants, the CITY shall have the right to re- enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the CITY and its assigns.

CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING

**SUBJECT:** St. Baldrick's "Rock the Bald" Temporary Street Closing Request

**BACKGROUND:** An application was received from the Goldsboro Elks Lodge requesting permission to close a certain street for the St. Baldrick's "Rock the Bald" Event to be held on Chestnut Street between Center Street and John Street from 2:00 p.m. to 8:00 p.m. on March 14, 2020.

**DISCUSSION:** The St. Baldrick's "Rock in the Bald" event is a fundraising event for Children's Cancer Research and is sponsored by the Goldsboro Elks Lodge.

Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is maintained in the center of the street to provide access for fire and emergency vehicles.
3. All activities, changes in plans, etc. will be coordinated with the Police Department.
4. The Police, Fire, Public Works and Downtown Goldsboro offices are to be involved in the logistical aspects of this event.

**RECOMMENDATION:** It is recommended that the City Council by motion, grant a temporary street closing on Chestnut Street between Center Street and John Street on March 14, 2020 from 2:00 p.m. to 8:00 p.m. in order that the St. Baldrick's "Rock the Bald" event may take place, subject to the above conditions.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mike West, Police Chief

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tim Salmon, City Manager



**CITY OF GOLDSBORO**  
**SPECIAL EVENTS/PARADE/STREET CLOSING**  
**PERMIT APPLICATION**

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

**I. General Information**

**Type of Event:** (please check all that apply)

Parade Run/Walk Festival Street Closure Other (explain): \_\_\_\_\_

**Event Name:** St. Baldrick's "Rock the Bald"

**Event Date(s):** March 14, 2020 **Event Website:** www.stbaldricks.org/events/Goldsboro 2020

**Inclement Weather/Rain Date(s):** N/A

**Description of Event** (Please briefly describe the event.)

Childrens Cancer Research Fundraiser

**Requested Event Location:** in front of Goldsboro Elks Lodge

**Event Start Time/End Time:** 3:00 - 8:00

**Set-Up:** Date & Time (start/end): 3/14/2020 1:00 - 3:00

**Dismantle** (Completion): Date & Time (start/end): 3/14/2020 5:00 - 9:30

**Estimated Daily Attendance:** 200

**Will this event require street closures?** yes ☒ **No** ☐ **Closure Times** 2:00 - 8:00

**If yes, please list the streets that you are requesting to be closed:** Chestnut between Center St. & John St.

**II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** Goldsboro Elks Lodge

**Are you a non-profit?** ☒ **Yes** ☐ **No** **If yes, are you:** ☐ 501c (3) ☐ 501c (6) ☐ Place of worship

**Applicant Name:** Tonya Jarrett **Title:** Grant co-chair, PER

**Address:** 8012 Summit Drive

**City:** Goldsboro **State:** NC **Zip:** 27530 **Phone:** 919 738 5626

**Cell Phone:** 919 738 5626 **Email:** talane74@aol.com

**Day of Event Contact:**

Name: Tonya Jarrett Phone: 919 738 5676

**III. Event Map**

For Run/Walk/Parades - FORMATION AREA LOCATION: N/A

For Run/Walk/Parades - STARTING POINT: N/A

For Run/Walk/Parades - ENDING POINT: N/A

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**

See attached

**IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)**

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

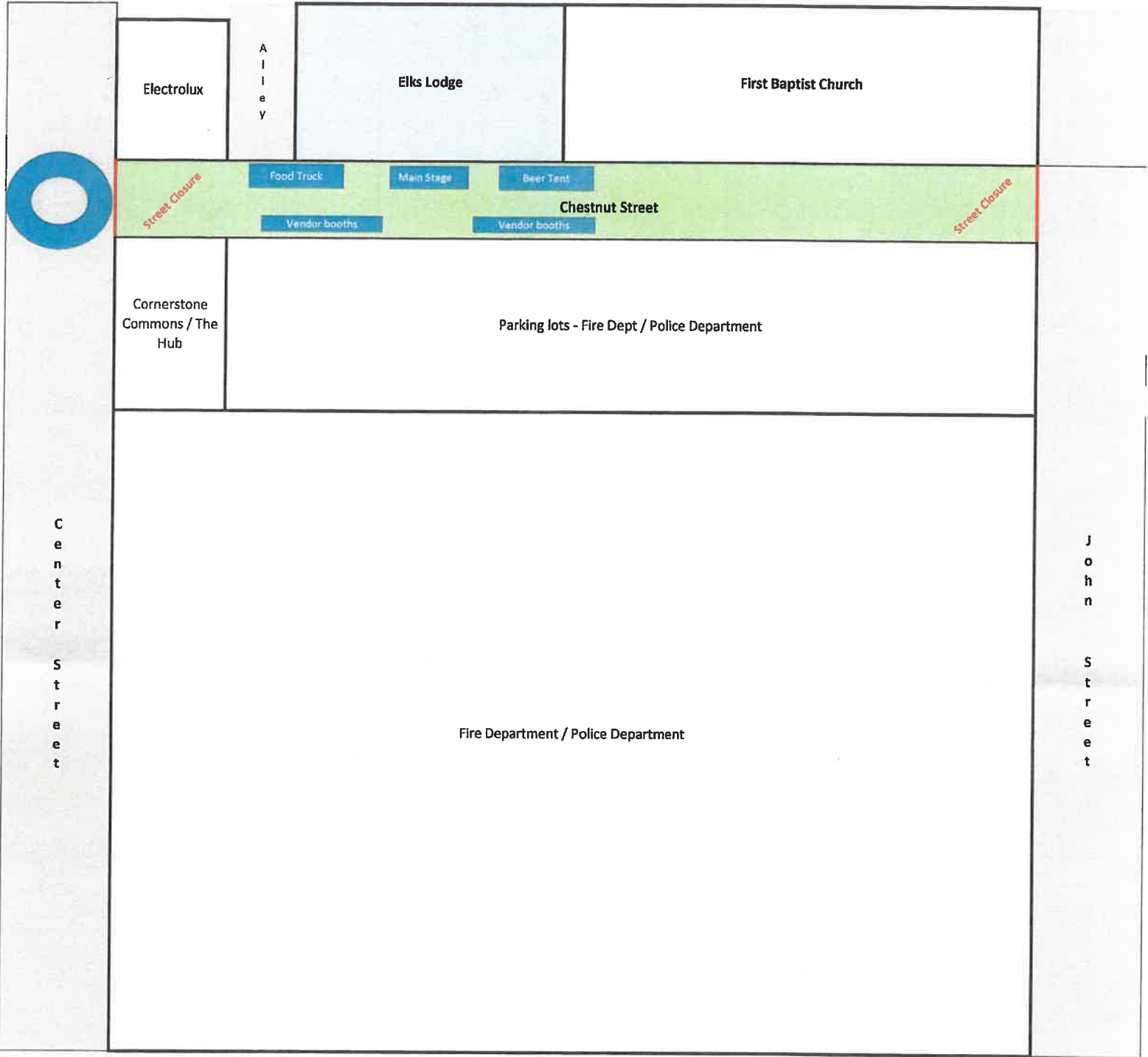
How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other  
If portable toilets will be provided, please list the name/contact of the company:

\_\_\_\_\_  
If no portable toilets will be provided, how will these requirements be handled?

\_\_\_\_\_  
How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

Dumpster provided by the Goldsboro Elks

Wings of Wayne  
Site Map



**V. Event Details:** Please answer the following questions regarding your event.

☒ Yes  
☐ No

Does the event involve the sale of food?

Does the event involve the sale of alcohol?

If "YES", has the health department been notified?

- For events with food, a letter from the health department must be submitted 30 days prior to the event.
  - Health Department: (919) 731-1000
- The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
  - NC ABC Commission: (919) 779-0700

☒ Yes  
☐ No

Will there be **musical entertainment** at your event?

If "YES", please provide the following information:

- Amplification? ☐ Yes ☐ No

**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

☒ Yes  
☐ No

Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:

- Approximate Number of tents: 6
- Approximate Sizes: 10 x 10
- Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No

**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**

▪ City of Goldsboro Inspections Department (919) 580-4385

Yes

☒ No

Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

Yes

☒ No

Will **admission fees** be charged to attend this event?

If "YES", provide the cost(s) of all tickets: \_\_\_\_\_

☒ Yes  
☐ No

Will **fees be charged to vendors** to participate in this event?

If "YES", please provide the schedule of fees: \_\_\_\_\_

☒ Yes  
☐ No

Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? Center Street!  
Vacant lot @ 207 S. Center St., Goldsboro

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**

**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Dana McCole Date: 1/15/20  
Organization: Goldsboro Elks

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
jadams@goldsboronc.gov

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

[Signature]  
Goldsboro Police Department Representative

1-30-2020  
Date

Erin Fonseca  
Downtown Goldsboro Representative

2/4/2020  
Date

\_\_\_\_\_  
City Manager's Signature  
(Use of City Owned Lots and Non-Street Closings)

\_\_\_\_\_  
Date





## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

Goldsboro Elks

from the City of Goldsboro and hereby agrees to indemnify

and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands,

expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted

against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any

acts or omissions, active or passive, related to operating an event on the city's property.

This the 15<sup>th</sup> day of JANUARY, 2020.

Donny M. C. H.

(SEAL)

(Applicant & Authorized Representative of Event)

**This form must be completed, signed and returned with the completed application.**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## PRODUCER

Aon's Affinity Insurance Services, Inc.  
The Elks Insurance Program  
200 E. Randolph, 4th Floor  
Chicago, IL 60601

## CONTACT

Elks Insurance Program

## PHONE

(A/C, No, Ext): (800) 421-3557

## FAX

(A/C, No): (312) 381-0951

## INSURERS' AFFORDING COVERAGE

## NAIC #

INSURER A: Old Republic Insurance Company

24147

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## INSURED

Benevolent and Protective Order of Elks of U.S.A  
Goldsboro NC Lodge # 139  
PO Box 1003  
Goldsboro, NC 27533

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL OF THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE			POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			MWZY 31289219	03/31/19	03/31/20	EACH OCCURRENCE	\$ 1,500,000
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					PERSON & ADV INJURY	\$ 1,500,000
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR					GENERAL AGGREGATE	\$ 1,500,000
	<input type="checkbox"/>						PRODUCTS-COMP/OPP AGG	\$ 1,500,000
	<input type="checkbox"/>							
		GEN'L AGGREGATE LIMIT APPLIES PER: OCCUR						
A	AUTOMOBILE LIABILITY			MWTB 31289119	03/31/19	03/31/20	COMBINED SINGLE LIMIT (Ea accident)	\$1,500,000
<input checked="" type="checkbox"/>	HIRED AUTOS							

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Insured Lodge: Elks Lodge # Elks Lodge # 139

Event: Wings of Wings Event

Location: Vacant Lot across the Street

Date: 3/14/2020

## THE CERTIFICATE HOLDER IS PROVIDED EVIDENCE OF COVERAGE

HIRED AND NON-OWNED AUTO COVERAGE IS SUBJECT TO THE GENERAL AGGREGATE

COVERAGE DOES NOT INCLUDE LIQUOR LIABILITY

No coverage will be afforded for claims that occur as a result of the property owner's failure to maintain the property, property defects or the property owner's negligence.

Coverage does not extend to the current or future conditions of the parking lot with the exception of damage or change in condition caused by the Elks negligence

## CERTIFICATE HOLDER

## CANCELLATION

The City of Goldsboro  
200 N. Center Street  
Goldsboro, NC 27530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

## AUTHORIZED REPRESENTATIVE

*Diacovonne Flowers*

CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING

**SUBJECT:** Pig in the Park Temporary Street Closing Request

**BACKGROUND:** An application was received from the Boys and Girls Clubs of Wayne County requesting permission to close a certain street for the Pig in the Park Fundraising Event to be held at the city owned lot on the 200 block of South Center Street from 5:30 a.m. to 4:00 p.m. on April 4, 2020.

**DISCUSSION:** Pig in the Park is a family-friendly event celebrating Wayne County's famous barbecue tradition. 20 cook teams compete in a whole-hog cook off for the title of Wayne County's Best Barbecue!

Pig in the Park is more than just a cook-off: the event features arts & crafts vendors, live music, and a whole lot of BBO for the family to enjoy! Pig in the Park is an annual fundraising event that supports the Boys & Girls Clubs of Wayne County. The sanctioned NCPC cook-off begins Friday night, and the festival is open to the public on Saturday.

Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is maintained in the center of the street to provide access for fire and emergency vehicles.
3. All activities, changes in plans, etc. will be coordinated with the Police Department.
4. The Police, Fire, Public Works and Downtown Goldsboro offices are to be involved in the logistical aspects of this event.

**RECOMMENDATION:** It is recommended that the City Council by motion, grant a temporary street closing at the 200 block of South Center Street on April 4, 2020 from 5:30 a.m. to 4:00 p.m. in order that the Pig in the Park event may take place, subject to the above conditions.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mike West, Police Chief

DATE: \_\_\_\_\_

2/11/20

\_\_\_\_\_  
Tim Salmon, City Manager

**CITY OF GOLDSBORO**  
***SPECIAL EVENTS/PARADE/STREET CLOSING***  
***PERMIT APPLICATION***

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

**I. General Information**

**Type of Event:** (please check all that apply)

☐ Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☐ Other (explain): \_\_\_\_\_

**Event Name:** Pig in the Park

**Event Date(s):** April 3-4, 2020 **Event Website:** www.piginthepark.com

**Inclement Weather/Rain Date(s):** none

**Description of Event** (Please briefly describe the event.)

Pig in the Park is a family-friendly event celebrating Wayne County's famous barbecue tradition. 20 cook teams compete in a whole-hog cook off for the title of Wayne County's Best Barbecue!

Pig in the Park is more than just a cook-off: the event features arts & crafts vendors, live music, and a whole lot of BBQ for the family to enjoy! Pig in the Park is an annual fundraising event

that supports the Boys & Girls Clubs of Wayne County. The sanctioned NCPC cookoff begins Friday night, and the festival is open to the public on Saturday.

**Requested Event Location:** the parking lot behind Well Travelled Beer, near the 200 block of Center Street

**Event Start Time/End Time:** Cook off begins Friday, April 3rd at 6:00 pm and festival begins 9:00 am Saturday, April 4th and festival ends at 4:00 pm on Saturday, April 4th

**Set-Up:** Date & Time (start/end): SET UP begins Friday, April 3, 2020 @ 8:00 AM, everything is set up by 9:00 AM Saturday, April 4, 2020

**Dismantle** (Completion): Date & Time (start/end): festival ends at 4:00 pm Saturday, April 4th

**Estimated Daily Attendance:** 3500+

**Will this event require street closures?** ☒ Yes ☐ No **Closure Times** 5:30 am - 4:00 pm April 4, 2020

**If yes, please list the streets that you are requesting to be closed:** \_\_\_\_\_

half of the street near the 200 block of Center Street

**II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** Boys & Girls Clubs of Wayne County

Are you a non-profit? ☒ Yes ☐ No If yes, are you: ☐ 501c (3) ☐ 501c (6) ☐ Place of worship

**Applicant Name:** Mary Ann Dudley **Title:** Executive Director

**Address:** PO Box 774

**City:** Goldsboro **State:** NC **Zip:** 27532-0774 **Phone:** 919-735-2358

**Cell Phone:** 919-223-4550 **Email:** maryann.dudley@bgcwayne.org

**Day of Event Contact:**

Name: Mary Ann Dudley Phone: 919-223-4550

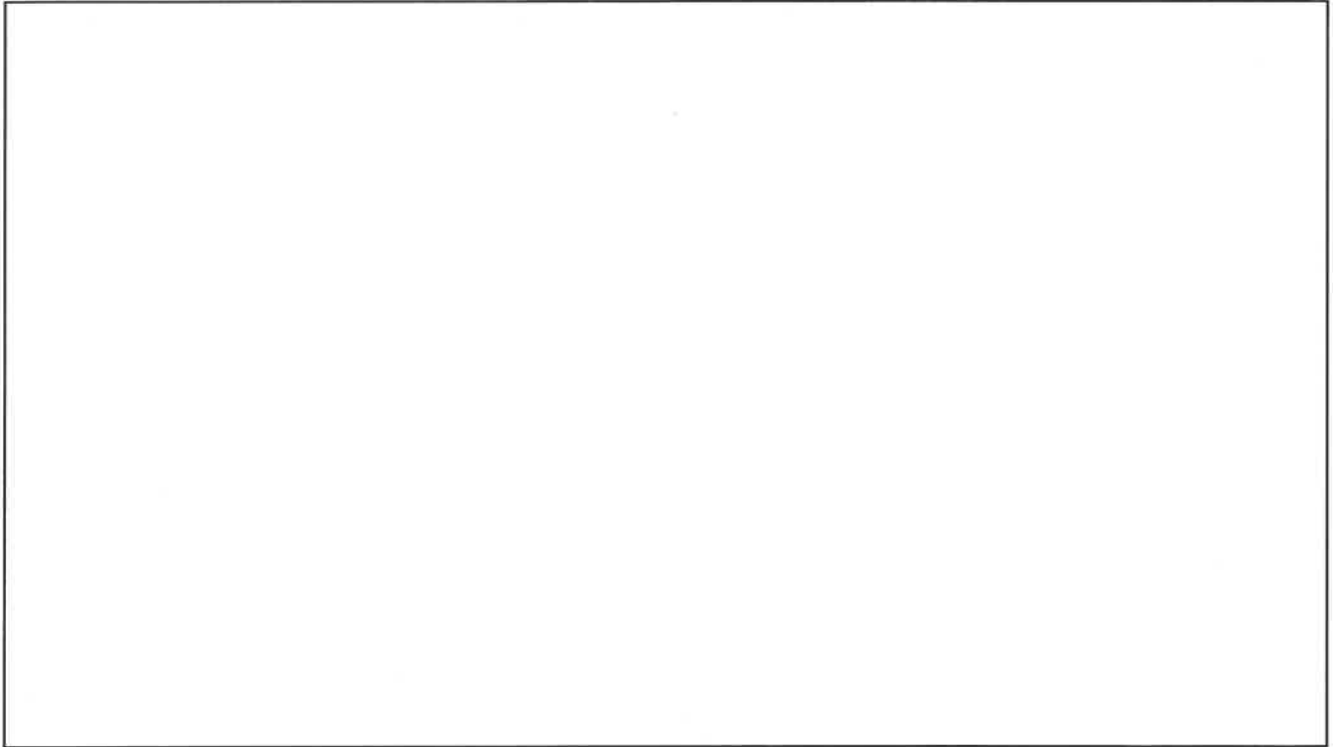
**III. Event Map**

For Run/Walk/Parades - FORMATION AREA LOCATION: Downtown Goldsboro see Attached

For Run/Walk/Parades - STARTING POINT: \_\_\_\_\_

For Run/Walk/Parades - ENDING POINT: \_\_\_\_\_

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**



**IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)**

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☐ Portable Toilets ☐ Other  
If portable toilets will be provided, please list the name/contact of the company:

Parks Portables

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

City provides dumpster and trash barrels,



**V. Event Details:** Please answer the following questions regarding your event.

☒ Yes ☐ No Does the event involve the sale of food?

☐ Yes ☒ No Does the event involve the sale of alcohol?

If "YES" has the health department been notified?

- For events with food, a letter from the health department must be submitted 30 days prior to the event.
  - Health Department: (919) 731-1000
- The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
  - NC ABC Commission: (919) 779-0700

☒ Yes ☐ No Will there be **musical entertainment** at your event?

If "YES", please provide the following information:

➤ Amplification? ☐ Yes ☐ No

**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

☐ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:

➤ Approximate Number of tents: 65

➤ Approximate Sizes: 10x10

➤ Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No

**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**

▪ **City of Goldsboro Inspections Department (919) 580-4385**

☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

☐ Yes ☒ No Will **admission fees** be charged to attend this event?

If "YES", provide the cost(s) of all tickets: \_\_\_\_\_

☒ Yes ☐ No Will **fees be charged to vendors** to participate in this event?

If "YES", please provide the schedule of fees: \$125 for non-food, \$200 for food

☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? We plan to use part of the lot for event parking  
plus street parking. Volunteers will help assist patrons with parking near the event.

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**

**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Mary Ann Daulton Date: 1/31/2020

Organization: Boys & Girls Clubs of Wayne County

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
jadams@goldsboronc.gov

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

J. Adams  
Goldsboro Police Department Representative

2-3-2020  
Date

Erin Fonseca  
Downtown Goldsboro Representative

2/3/2020  
Date

\_\_\_\_\_  
City Manager's Signature  
(Use of City Owned Lots and Non-Street Closings)

\_\_\_\_\_  
Date



## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

Boys & Girls Clubs of Wayne County

from the City of Goldsboro and hereby agrees to indemnify

and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands,

expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted

against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any

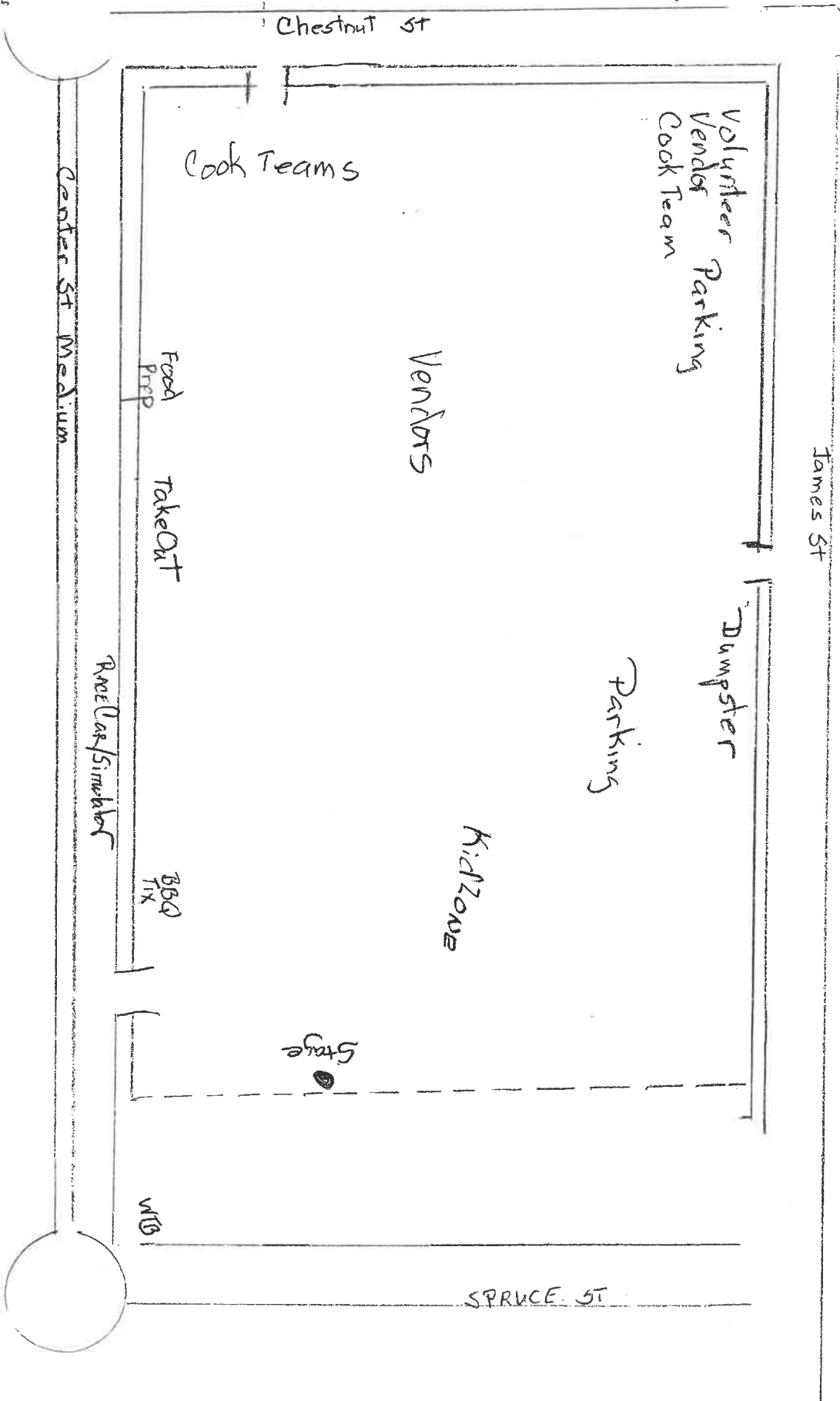
acts or omissions, active or passive, related to operating an event on the city's property.

This the 31 day of January, 2020.

Mary Ann Dooly (SEAL)  
(Applicant & Authorized Representative of Event)

**This form must be completed, signed and returned with the completed application.**

# Fig 10 THE PARK Downtown Goldsboro 2020 April 3-4





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> John Hackney Agency, Inc 3700 Nash Street N P. O. Box 998 Wilson NC 27894-0998		<b>CONTACT NAME:</b> Rhonda <b>PHONE (A/C No, Ext):</b> (252) 291-3111 <b>FAX (A/C, No):</b> (252) 291-6306 <b>E-MAIL ADDRESS:</b> rwh@johnhackneyagency.com	
<b>INSURED</b> Boys & Girls Clubs of Wayne County, Inc P O Box 774 Goldsboro NC 27533-0774		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> The North River Insurance Company <b>INSURER B:</b> United States Fire Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** Renewal 16-17 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			5068931571	3/1/2018	3/1/2019	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
				5068959219	3/1/2019	3/1/2020	MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO			5068931571	3/1/2018	3/1/2019	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS			5068959219	3/1/2019	3/1/2020	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						Underinsured motorist combined sir \$ 1,000,000
A	UMBRELLA LIAB						EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB			5821099245	3/1/2018	3/1/2019	AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			5821118073	3/1/2019	3/1/2020	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			4087334475	3/1/2018	3/1/2019	E.L. EACH ACCIDENT \$ 500,000
A	If yes, describe under DESCRIPTION OF OPERATIONS below			4087359702	3/1/2019	3/1/2020	E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			5068959219	3/1/2019	3/1/2020	1,000,000 2,000,000
A	Sexual Misconduct Liability			5068959219	3/1/2019	3/1/2020	1,000,000 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

City of Goldsboro  
P.O. Drawer A  
Goldsboro, NC 27533

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Will Faircloth/DPW *Will Faircloth*

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City of Goldsboro  
Departmental Monthly Reports  
January 2020

1. Human Resources
2. Community Relations
3. Paramount Theater-GEC
4. Inspections
5. Downtown Development
6. Information Technology
7. Public Works
8. Public Utilities
9. Finance
10. Planning
11. Engineering
12. Fire
13. Police
14. Parks and Recreation
15. Travel and Tourism

The Human Resources Department advertised 21 job vacancies this month. 258 notices were sent to applicants not selected for an interview and 19 were sent to applicants interviewed but not selected for employment. We welcomed twelve new hires this month: Nine full-time and three part-time. There were eight reductions in employment: **four (4) retirements: GiGi Eason - Fire Engineer (Fire); Reginald Hedrick - Plant Operator (Public Utilities); Roosevelt Johnson - Compost Plant Operator (Public Utilities), and Billy Langston - Solid Waste Technician (Public Works, Solid Waste); one resignation: Kassandra Dykes - Police Officer (Police), and three end of assignments** due to seasonal employment. Total employment for January was **573**: 450 full time and 123 part-time. Employee turnover rate (voluntary) was 0.87%.

#### Departmental Activities

- 381 employees received a 1% merit increase.
- The Human Resources Director met with department heads on January 14 to discuss hot topics employees submitted after reviewing the revised personnel policy draft. A final draft of the policy will be presented during the council retreat.
- HR staff provided assistance with the Police Major's assessment on January 16, 17 at the Goldsboro Event Center. Developmental Associates facilitated the process. Staff also served on interview panels for Planning Department and Public Works.
- CBD Training for supervisors was held at the Goldsboro Event Center January 21. Vernon Smith from Safe-T-Works conducted training on reasonable suspicion and the side effects of Schedule I and Schedule II drugs. Total attendance was 38.
- Evergreen Consulting conducted orientation sessions and focus group meetings January 22-24 at City Hall and the Goldsboro Event Center. One hundred ninety-one employees attended the orientation sessions and over 50 employees attended the focus group meetings. A **Job Assessment Tool (JAT)** was distributed to all employees January 27 and is due February 7. Employees will have the opportunity to list their essential duties as part of the pay and classification process.

#### Safety Highlights

- Safety Committee met to review one vehicle accident. Three at fault and one not at fault.
- Attended one appeals hearing January 23 for vehicle accident. Recommendation submitted to City Manager for final decision.
- Field inspections conducted at Compost facility, Goldsboro Event Center (two items noted for correction), and Water Reclamation Facility (possible mold issue). Also conducted field safety for City contractors.
- Researched Active Shooter Policy and met with Police Chief to discuss Police procedures. Also investigated panic buttons in City Hall.
- Conducted Safety Training at Public Works (HazComm and PPE). Forty-five employees attended the session. Defensive Driving class was held at City Hall. Five employees attended the session.
- Attended the CBD training seminar.

- Attended two planning meetings for Freedom Festival and researched entertainment.
- Conducted an Accident and Safety Review Committee meeting involving 4 employees
- Completed the OSHA 300 Logs and posted for the 2019 year-end data.

### Occupational Health

There were 95 clinic visits this month. Five random drug screens were performed (All non-DOT) and negative. No breathalyzers performed this month. Upcoming activities include ***Biggest Winner*** and ***Heart Health***.

2020	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Applications	480												480
New Hires	9												9
Separations	4												4
Vehicle Accidents	4												4
Workers' Compensation	0												0

2019	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Applications	348	320	346	542	283	203	401	247	61	274	620	276	323
New Hires	11	7	1	3	3	1	8	6	6	2	0	0	4
Separations	3	3	6	3	1	5	4	3	5	3	2	11	4
Vehicle Accidents	7	4	6	3	6	4	5	5	0	4	2	2	4
Workers' Compensation	2	4	3	0	2	2	0	0	0	0	0	0	1

***Note: Hiring and separation statistics represent full-time personnel.***

## COMMUNITY RELATIONS DEPARTMENT

January 2020

Prepared By: Shycole Simpson-Carter, Community Relations Director

Date Prepared: February 7, 2020

- The Commission on Community Relations and Development met on Tuesday, January 14, 2020 at 6:00 pm. The next scheduled meeting is Tuesday, March 10, 2020 at 6:00 pm.
- The Department received two (2) housing complaints and two (2) requests for assistance. Description of said complaints were electrical and plumbing issues, home repairs, claim of wrongful employment termination, and seeking disability services. Complaint was submitted through the 311 GIS system or rerouted for resolution to the appropriate City Department, designated community agency, or State resource.
- The Goldsboro Mayor's Youth Council (GYC) met on Wednesday, January 15, 2020. The next scheduled meetings are planned for the following Wednesdays, March 4<sup>th</sup> and 18<sup>th</sup>. For the month of January, GYC's community service activity was assisting the Goldsboro Police Department Explorer Program at First Baptist Church on January 1, 2020.

Mayor's Youth Council will facilitate a Teen Mental Health Forum on March 13, 2020 on "Vaping Dangers" and the speaker will be Brittany Devine, Wayne County Health Education Specialist. The Goldsboro Youth Council decided to host a Teen Mental Health forum for all local high school students. The Goldsboro Youth Council represents the 10 high schools in Wayne County, North Carolina.

- The Mayor's Committee for Persons with Disabilities (MPCD) met on Thursday, January 16, 2020. The next scheduled meeting is Thursday, March 19, 2020. The MCPD continues to be actively engaged in the planning process of a Special Needs Prom that First Baptist Church is sponsoring in February 2020. This event is being funded through a grant from the Tim Tebow Foundation.
- As an opportunity to promote unity between all leaders in our communities through inspirational messages that fosters community building, inclusiveness, and togetherness for all, the City of Goldsboro will once again join with Seymour Johnson Air Force Base and the Commission on Community Relations and Development to host the Annual Interfaith Breakfast on **Thursday, February 20, 2020 at 9:00 am**. The event will be held at the Goldsboro Event Center located at 1501 S. Slocumb Street, Goldsboro, NC. The theme for the Interfaith Breakfast will be "Communities of Faith Nurturing our City to Dream, Believe, Unite, and Do".

This year's keynote speakers are Pastor Aaron McNair, II of Mt. Moriah Community Church and Deeper Life Church Ministries; Chaplain Major John Bravinder, Deputy Wing Chaplain of Seymour Johnson AFB 4<sup>th</sup> Fighter Wing Chaplain Corps; and Pastor Joshua Clark of Generation Church.

2020 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	2												2
Consumer & Other	2												2
2019 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	1	4	5	2	2	4	2	2	2	1	1	0	2
Consumer & Other	3	4	3	4	3	4	6	1	4	0	4	2	3

-----PARAMOUNT THEATRE-----

- **January Activity included:** 10 event/rental use days with 3 PPAS performances, 1 Dance Studio Showcase, 1 Movie Showing, 3 outreach activities. Booking for 2020-2021 season underway.
- **Repairs and Maintenance:**
  - HVAC system and control study and repairs completed.
  - Safety Equipment Identified and ordered for use in lift and on high catwalk.
  - Wheelchair lift replacement being evaluated with help of Public Works and Public Safety.

-----FINANCIAL-----

- Expenses –\$48,009: Labor - \$19,371 /Operational – \$28,638
- Revenues - \$19,701: Rentals -\$15,537 /Tickets \$3,748 /Concession \$416

	Jan-20	Feb-20	Mar-20	April-20	May-20	June-20	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	2020 Total	2020 Average
Exp	\$48,009												\$48,009	\$48,009
Rev	\$19,701												\$19,701	\$19,701
	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	2019 Total	2019 Average
Exp	\$34,447	\$33,393	\$68,435	\$41,297	\$25,832	\$34,713	\$21,916	\$41,241	\$43,600	\$50,200	\$32,374	\$66,748	\$494,196	\$41,183
Rev	\$12,993	\$13,259	\$15,347	\$5,406	\$20,107	\$19,988	\$8,423	\$8,090	\$7,824	\$12,301	\$16,740	\$28,934	\$169,412	\$14,117

-----GOLDSBORO EVENT CENTER-----

- **January Activity included:** 6 City events and trainings (2 multi-day).
- **Note:** Traditionally slow January revenue affected by unexpected cancellation of Chamber Annual Banquet, which moved to Maxwell Center; staff will ensure there's no repeat next year.
- **Repairs and Maintenance:**
  - Boiler brought back online and successfully inspected.
  - Plumbing repairs complete to reduce frequent toilet stoppages.
  - HVAC compressor repair vs. replacement under investigation (\$16K for replacement)
  - Weather damaged façade repairs being coordinated.

-----FINANCIAL-----

- Expenses – \$7,740: Labor - \$5,537 /Operational – \$2,203
- Revenues – \$0: Rentals - \$0 /Concessions – \$0
- Value City Use – \$6,800: Value of non-revenue City use: 6 events = \$6,800

	Jan-20	Feb-20	Mar-20	April-20	May-20	June-20	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	2020 Total	2020 Average
Exp	\$7,740												\$7,740	\$7,740
Rev	\$0												\$0	\$0
City	\$6,800												\$6,800	\$6,800
	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	2019 Total	2019 Average
Exp	\$9,198	\$8,624	\$13,459	\$13,121	\$6,968	\$8,393	\$6,887	\$10,356	\$9,001	\$13,055	\$6,916	\$13,636	\$119,614	\$9,968
Rev	\$4,645	\$7,204	\$11,475	\$5,932	\$2,529	\$13,136	\$2,000	\$8,369	\$12,579	\$7,439	\$7,799	\$11,371	\$94,478	\$7,873
City	\$1,900	\$5,100	\$8,525	\$3,875	\$7,975	\$5,225	\$2,075	\$2,700	\$4,700	\$10,076	\$6,483	\$9,436	\$68,070	\$5,672



## INSPECTIONS

January 2020

Prepared By: Allen Anderson, Jr.

Date Prepared: 02/04/20

The valuation of all building permits issued during the month of January totaled \$10,895,894. Seventeen (17) of these permits were new residential single-family dwellings at a valuation of \$2,575,670.

The valuation of all miscellaneous (Mechanical, gas, insulation, electrical, plumbing, fire, sprinkler, pool, tank, demolition, signs, business inspection, & itinerant merchant) permits issued during this time period totaled \$3,016,918.

All permit fees collected for the month totaled \$44,986. Of the permit fees collected for the month, \$3,465 was collected in technology fees. Plan review fees collected during the month totaled \$1,175. Business Registration fees collected totaled \$1,560.

The Inspectors did a total of 597 inspections for the month. During the month of January, six (6) business inspections were completed. A total of 271 permits were issued for the month. Seventeen (17) plan reviews were completed for January. We now have a total of 134 residential structures in the Minimum Housing Process and 6 commercial structures in the Demolition by Neglect Process.

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Valu.													
All Bldgs (mm)	\$11												
Residential (k)	\$2.6mm												
Misc (mm)	\$3												
Permit Fee (k)	\$45												
Inspections	597												
Permits Issued	271												
Plan Reviews	17												
Min Housing	134												
In Process													
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Valu.													
All Bldgs (mm)	\$2	\$14	\$6	\$428K	\$8	\$2	\$4	\$11	\$2	\$3	\$10	\$4	\$6
Residential (k)	\$805	\$1mm	\$599	\$0	2mm	\$767	\$580	\$557	\$985	\$514	\$999	\$1mm	\$817
Misc (mm)	\$5	\$2	\$2	\$2	\$2	\$1	\$3	\$2	\$1	\$2	\$1	\$2	\$2
Permit Fee (k)	\$34	\$40	\$48	\$27	\$46	\$41	\$38	\$40	\$26	\$23	\$46	\$40	\$37
Inspections	614	603	531	497	603	488	533	663	516	447	500	453	537
Permits Issued	296	296	270	271	334	296	329	255	226	248	236	241	275
Plan Reviews	39	47	65	46	34	43	90	35	51	70	45	34	50
Min Housing	171	99	102	118	121	125	126	111	121	129	128	129	123
In Process													

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**Current Downtown Development Office Projects Staff Worked On Over the Month Include:**

- Continued to work through TIGER VIII developments.
- Met with (or conversed by email/phone) 15 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited downtown businesses 35 different times.
- Worked through updates related to the TIGER VIII grant.
- Helped to facilitate and participated in a neighborhood plan meeting on January 14<sup>th</sup>.

**Downtown Development Office Events or Activities that Staff Administered or Assisted During the Month:**

- Created ads for Go, Buzz, 107.9, Curtis Media, billboards and the News-Argus for upcoming downtown events.
- Attended multiple Merchants Association meetings throughout the month.
- Hosted the Small Business Center in Downtown event on the first Monday of the month.
- Prepared and submitted the monthly Four Square report for the TIGER Grant to FTA and began preparing for the Quarterly meeting in Atlanta to discuss our project's status.
- Attended and presented at the SJAFB Newcomer's Meeting in the month of January.
- Facilitated and hosted several LAUNCH Goldsboro interviews during January 7<sup>th</sup>-9<sup>th</sup>.
- Facilitated and hosted the LAUNCH Goldsboro kickoff on January 16<sup>th</sup>.
- Attended the Martin Luther King Jr. Luncheon at First Pentecostal Holiness Church on January 20<sup>th</sup>.
- Helped to facilitate LAUNCH Goldsboro classes at Wayne Community College during the month of January.
- Continued to work on establishing a relationship with UNC's based NC GROWTH that will lead to a feasibility study to research an incubator type facility for downtown.
- Participated in the Pay/Class Study Orientation and Focus Groups in the month of January.

**DGDC Events or Activities that Staff Administered or Assisted During the Month:**

- Facilitated and attended the following monthly meetings: DGDC Board (01/15), DGDC Executive Committee (01/08), DGDC Design (01/21), DGDC EV (01/14), DGDC Promotions (01/21) and Org. Work Plan (01/08).
- Helped assist the DGDC with six (6) DGDC boardroom rentals throughout the month of January.
- Worked with DGDC committees on the 2020 Work Plan finalization.
- Submitted the NC Main Street Assessment to maintain our status as a Main Street Community on January 3<sup>rd</sup>.
- Met with NC Idea to discuss options for Goldsboro on January 6<sup>th</sup>.
- Attended the NC Main Street Promotions Basic Training in Fuquay Varina on January 8<sup>th</sup>.
- Finalized the DGDC 2020 Work Plan at the January 15<sup>th</sup> Board Meeting.

**Upcoming Events/Activities:**

- Shop the Block Red Dot Sale February 7<sup>th</sup>-8<sup>th</sup>.
- The DGDC Sponsorship campaign will continue throughout February.

**Businesses Opening/Properties Purchased**

- Downtown Fresh Market has moved into 105 N Center Street and is set to open in late April.
- Brisas Latin Cuisine is moving across the street to 103 N Center Street; the old Ed's facility.
- Mary's Diner has reopened in the Rico's Tacos space located at 117 E Walnut Street.

**Other:**

- Downtown Goldsboro's Facebook page followers/likes grew from 11,025 to 11,294 in the month of January.

Information Technology

January 2020

Prepared By: Scott Williams

Date Prepared: February 11, 2020

- Reviewed applications and conducted interviews for vacant CSA positions.
- PADtrax training and wireless configuration updates.
- Installed new wireless access points in City Hall and City Hall Addition.
- Completed fiber run and splice to water tanks on Holly/Center Street and New Hope Road.
- Completed MDT replacements for GFD and GPD.
- Installed and configured Energov test environment.
- Upgraded streaming equipment for Council Chambers and tested live stream to YouTube.
- Completed installation of software and Officer training assistance for Mobile Field Reporting.
- Configured Internal Affairs Module for Central Square.
- Connected WRF SCADA fiber.
- Completed Microsoft Licensing Renewal for migration to a new model. Migration will take place over the next six months.
- Installed new access points at City Hall, City Hall Addition, DGDC, Public Works, Goldsboro Event Center, Golf Pro Shop/Maintenance Building, Herman Park Center, and Fire Stations 1-5.
- Started evaluating demo units for PC replacements.

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	551												551	551
Tickets Closed	524												524	521
Open Tickets	511												511	511

## Monthly Highlights

**Buildings & Grounds:** Removed Christmas decorations downtown; installed new electrical circuits—Paramount, City Hall, Fire Department, etc. Set up conference rooms for Pay Study sessions and blood Drive at PW

**Distribution & Collections:** Responded to 21 after hour calls—total of 32 hours; Cutting sewer outfalls—prep for mowing

**Streets & Storm water:** Completed Center Street DEMO—removed 28 loads of asphalt/concrete...saved city \$8,400 in tipping fees; Completed 4 concrete repair projects (94 cu yds) at 100 N Herman St, 210 Workman St and WRF; Hauled 4 loads of ABC stone to Golf course; Installed stormwater pipe and 3 drop inlets at 1106/1104 Shelley Dr; Cleared out BMP behind Harris St fire station; Removed beaver dam blockage from Billy Branch ditch (1215 Parkway Dr)

Departments		2020												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	22.3												22.3
	Lines Camera'd (1000-ft)	5.8												5.8
	Water Repairs	27												27.0
	Sewer Repairs	12												12.0
	Hydrants Replaced/Fixed	9												9.0
	Meter Install/Changed	34												34.0
Bldg & Grounds	Radio, Electrical, Bldg	42												42.0
	Sign Repairs	78												78.0
	ROW Mowing (ac)	0												0.0
	City-Owned Lots Mowing (ac)	0												0.0
Garage	Total Work Orders	228												228.0
	Total Fuel Cost (x1000)	\$ 46												46.0
Solid Waste	Refuse (x1000 tons)	0.9												0.9
	Recyclables (tons)	103												103.4
	Leaf-n-Limbs (x1000 tons)	0.4												0.4
Cemetery Funerals		5												5.0
Street & Storm	Utility Cut Repairs	0												0.0
	Pot Hole Repairs	49												49.0
	Streets Swept (miles)	48												48.0
	Pipe&Open Ditch Maint(1000-ft)	82												82.0
	Ditch mowing (1000-ft)	0												0.0
	Storm Pipe Repairs	1												1.0
2019														
Distribution & Collections	Utility Line Maint (1000-ft)	8.7	8.0	9.8	13.5	11.6	6.0	7.3	24.2	15.6	11.1	9.8	5.2	10.9
	Lines Camera'd (1000-ft)	10.8	11.3	9.8	8.6	11.9	1.6	6.3	14.3	10.2	13.8	5.7	1.9	8.9
	Water Repairs	27	20	16	28	19	30	34	26	37	27	17	22	25.3
	Sewer Repairs	31	7	9	34	10	18	22	10	44	38	27	25	22.9
	Hydrants Replaced/Fixed	37	16	19	10	16	3	17	13	8	40	13	19	17.6
	Meter Install/Changed	102	63	56	47	54	52	57	51	35	35	24	25	50.1
Bldg & Ground	Radio, Electrical, Bldg	260	219	202	193	333	234	204	324	49	59	34	33	178.7
	Sign Repairs	48	72	48	29	32	67	47	25	35	18	25	41	40.6
	City-Owned Lots Mowing (ac)	0	0	0	81	75	105	114	106	98	32	0	0	50.9
Garage	Total Fuel Cost (x1000)	\$ 61	\$ 53	\$ 55	\$ 64	\$ 56	\$ 65	\$ 66	\$ 68	\$ 61	\$ 67	\$ 55	\$ 52	60.3
Solid Waste	Refuse (x1000 tons)	1.0	0.7	0.8	0.9	0.9	1.0	1.0	1.0	0.9	0.9	0.8	1.0	0.9
	Leaf-n-Limbs (x1000 tons)	0.8	0.6	0.7	0.7	0.9	0.6	0.7	0.7	1.1	0.7	0.7	1.1	0.8
Cemetery Funerals		4	4	7	5	6	1	8	3	2	4	8	2	4.5
Storm	Utility Cut Repairs	15	12	10	11	9	12	14	13	3	21	0	0	10.0
	Pot Hole Repairs	56	49	52	18	15	20	18	19	17	7	32	55	29.8
	Streets Swept (miles)	110	143	135	16	103	64	35	45	49	109	79.2	63	79.3

PUBLIC UTILITIES DEPARTMENT

January 2020

Prepared By: Michael Wagner

Date Prepared: February 7, 2020

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Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
  - The plate settlers are expected to arrive in May and installation begin in June 2020.
- The Comprehensive Utility Rate Study is underway with an estimated draft in late February 2020.

Water Reclamation Facility

- The Water Reclamation Facility operations are proceeding smoothly.
  - Aging U.V. System and filters are impeding best treatment practices and increasing operational costs.
- The average daily flows for January were 9.71 MGD.
- All of the city's 26 pump stations are operating well.
  - With the exception of the 117 pump station bar screen.

Compost Facility

- Two-hundred and eighty three cubic yards of compost and mulch was sold in January 2020.

**Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month.**

2020 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
<b>Water*</b>	6.032												6.032
<b>Sewer**</b>	9.71												9.71
<b>Compost</b>	283												283

\*Water permit- 12.0 MGD; \*\*Wastewater permit- 14.2 MGD

2019 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
<b>Water*</b>	6.206	6.053	6.016	6.175	7.237	7.351	7.361	6.890	6.693	6.519	6.310	6.287	6.591
<b>Sewer**</b>	11.66	11.76	12.22	11.01	7.84	8.28	7.39	6.83	7.48	6.73	6.92	8.52	8.88
<b>Compost</b>	52	319	390	552	503	437	103	121	217	508	350	6	297

\*Water permit- 12.0 MGD; \*\*Wastewater permit- 14.2 MGD

FINANCE  
JANUARY, 2020  
Prepared By: Andrea Thompson  
Date Prepared: February 10, 2020

OVERALL SUMMARY				
	<b>FY 18-19</b>		<b>FY 19-20</b>	
	<b>Actual to Date</b>		<b>Actual to Date</b>	<b>YTD %</b>
<b>Revenues</b>	<b>January-19</b>	<b>Adjusted Budget</b>	<b>January-20</b>	<b>Collected</b>
General Fund	\$ 29,326,555	\$ 45,017,296	\$ 9,434,738	20.96%
Utility Fund	12,584,798	20,424,368	11,578,569	56.69%
Downtown District Fund	64,384	121,701	345	0.28%
Occupancy Tax Fund	719,404	1,113,732	674,817	60.59%
Stormwater Fund	817,841	1,467,481	893,894	60.91%
Total	\$ 43,512,983	\$ 68,144,578	\$ 22,582,363	33.14%
<b>Expenditures</b>				
General Fund	\$ 24,821,206	\$ 45,017,296	\$ 24,465,582	54.35%
Utility Fund	11,743,522	20,424,368	8,458,354	41.41%
Downtown District Fund	32,313	121,701	23,166	19.04%
Occupancy Tax Fund	531,782	1,113,732	378,529	33.99%
Stormwater Fund	445,882	1,467,481	505,274	34.43%
Total	\$ 37,574,706	\$ 68,144,578	\$ 33,830,906	49.65%

MAJOR CATEGORIES				
	<b>FY 18-19</b>		<b>FY 19-20</b>	
	<b>Actual to Date</b>		<b>Actual to Date</b>	<b>YTD %</b>
<b>Revenues</b>	<b>January-19</b>	<b>Adjusted Budget</b>	<b>January-20</b>	<b>Collected</b>
Property/Occupancy Taxes	\$ 14,875,683	\$ 18,092,380	\$ 871,342	4.82%
Charges for Services	12,471,980	22,522,489	14,549,187	64.60%
Revenue Other Agencies	13,229,119	16,382,031	5,116,524	31.23%
Other Revenues	2,936,201	11,147,678	2,045,310	18.35%
Total	\$ 43,512,983	\$ 68,144,578	\$ 22,582,363	33.14%
<b>Expenditures</b>				
Labor	\$ 16,679,697	\$ 31,024,058	\$ 17,824,348	57.45%
Non-Labor	20,895,009	37,120,520	16,006,557	43.12%
Total	\$ 37,574,706	\$ 68,144,578	\$ 33,830,906	49.65%

SELECTED OTHER INFORMATION			
	<b>FY 18-19</b>	<b>Actual</b>	<b>Total</b>
<b>Collections</b>	<b>Actual</b>	<b>January-20</b>	<b>Collected F-YTD</b>
Debt Setoff	\$ 42,896	\$ -	\$ 6,251
Surplus	\$ 160,832	\$ -	\$ 29,489



**PLANNING**

January 2020

Prepared By: Debra Creighton

Date Prepared: February 6, 2020

During the month of January, the Planning staff reviewed and signed off on all commercial and residential building and sign permits. Staff continues to prepare for upcoming meetings and has overseen contracted projects for the MTP Update, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Code Enforcement issues \$25.00 parking violation tickets within the downtown area or upon notification elsewhere in the City. During the month of January, two (2) tickets were issued.

Parked in Wrong Direction	2
Parked in Proximity to Fire Hydrant	0
Parked in a Prohibited Area (No Parking Zone)	0
Other (Bus Loading Zone, Crosswalk, Sidewalk)	0

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
<b>Site/Subdivision Plans</b>														
Planning Commission	2												2	0
Staff Level	0												0	0
Rezoning	2												2	0
<b>Historic District Commission</b>														
Commission Review	1												1	0
Staff Review	1												1	0
<b>Code Enforcement</b>														
Grass Cutting # Lots	0												0	0
Grass Cutting Payments	0												\$0	\$0
Junk Vehicles	0												0	0
Tagged Vehicles	0												0	0
Illegal Signs Removed	0												0	0
<b>Bags of Litter Picked Up</b>	292												292	0

**ENGINEERING DEPARTMENT**

**January 2020**

**Prepared by: Rama K. Chittilla, P. E.**

**Date Prepared: 02-05-2020**

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**Stoney Creek Greenway**

- Staff is awaiting authorization to construct from NCDOT;
- Project manual and final estimate are complete;
- Anticipated advertisement for bids, upon NCDOT approval, in summer 2020.

**Phase IV Sewer Collection Rehabilitation**

- Staff is processing change orders for additional work and increase in contract time;
- Project is 85% complete for original contract.

**SJAFB Sewer Outfall Improvements**

- Staff is coordinating having the sewer line CCTV work completed to determine if sewer line can be lined using CIPP;
- Anticipated advertisement for bids in February/March 2020.

**2019 Infrastructure Recovery (Goldenleaf Foundation)**

- At the preconstruction conference held on November 13<sup>th</sup> the notice to proceed date was set for November 18<sup>th</sup> with a contract completion date of May 17, 2020;
- This project is 50% complete.

**2020 Street Improvements Project**

- This paving project includes:
  1. Oak Hill Drive from North Berkeley Boulevard to Green Drive;
  2. East Chestnut Street from South Slocumb Street to South Leslie Street;
  3. Hawthorne Street from Oleander Avenue to Andrews Avenue;
  4. Mimosa Street from Claiborne Street to Randolph Street;
- An Invitation to Bid advertised on January 24, 2020 with a bid opening scheduled for February 25, 2020.

**2018 Wastewater Collection System Rehabilitation Project**

- Staff is in the process of reviewing final pay application for this project.

**2018 Virginia Street Storm Sewer Improvements**

- Staff is researching alternatives to correcting the drainage situation.

**Ash Street/Alabama Avenue Sidewalk**

- Preliminary construction plans have been started;
- Duke Energy has been contacted to relocate needed poles;
- Anticipated advertisement for bids February/March 2020.

### **2017 Wastewater System Improvements**

- Design plans and specifications are being reviewed by NCDEQ;
- Project advertisement anticipated in February 2020.

### **2017 Water System Improvements**

- Design plans and specifications are being developed;
- Design plans and specifications are anticipated to be sent for NCDEQ review in August/September 2020.

### **2019 Water System Improvements**

- Received the NCDEQ Letter of Intent to Fund;
- Staff is coordinating with the Finance Department to determine if the City of Goldsboro can afford the project;
- Once Finance Department determines affordability, staff will develop a Request for Qualifications for design services and advertise February or March 2020.

### **2019 Street Resurfacing**

- Final list was approved during the August 5<sup>th</sup> Council meeting;
- Staff is working to develop a more detailed cost estimate to determine if additional street segments can be added;
- Once the detailed estimate is developed, staff will begin putting together the contract documents and advertise for bids;
- Anticipated advertise for bids in February 2020.

### **Best Management Practices (BMPs) Inspections**

- Approximately 308 BMPs have been approved and 258 BMPs have been constructed to date;
- All BMP inspections completed through the month January 2020.

FIRE DEPARTMENT  
January 2020  
Prepared By: CL/JD  
Date Prepared: 2.10.20

### Fire Prevention and Outreach

- January/February: EMT Recertification Class. Personnel are required to obtain 28 hrs.
- 1/13 – Public Education – Truck Display – Happy Days Day Care–Preschool
- 1/15 – Community Service – Swim Program – YMCA
- 1/15 – Community Service – Car Seat Safety Check – Station 2
- 1/18 – Community Service – Sound the Alarm Event – American Red Cross

### Working Structure Fires

- 1/1 – 908 S Audubon Ave #B
- 1/12 – 612 Devereaux St (+1 Exp.)
- 1/14 – 209 Banks Ave
- 1/18 – 202 Lee St (+4 Exp.)
- 1/25 – 400 N William St

### Working Vehicle Fires

- 1/28 – 610 W Walnut St

<u>2020</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>
<b>Total Incidents:</b>	198												198
<b>Structure Fires:</b>	10												10
<b>EMS Calls:</b>	70												70
<b>Vehicle Accidents:</b>	35												35
<b>Fire Alarms:</b>	46												46
<b>Other:</b>	37												37
<b>Training Hours:</b>	2969												2969
<b>Safety Car Seat Checks:</b>	3												3
<b>Inspections:</b>	129												129
<u>2019</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Jul.</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>
<b>Total Incidents:</b>	196	191	203	209	241	207	215	199	223	235	227	209	213
<b>Structure Fires:</b>	5	3	2	4	1	1	4	2	1	10	3	3	3
<b>EMS Calls:</b>	72	84	79	76	76	79	75	74	68	84	78	85	78
<b>Vehicle Accidents:</b>	27	30	40	33	39	27	22	36	33	38	36	32	33
<b>Fire Alarms:</b>	33	33	29	40	54	54	47	46	66	47	44	41	45
<b>Other:</b>	59	41	53	56	71	46	67	41	55	56	66	48	55
<b>Training Hours:</b>	3122	3211	3263	1804	2128	1788	1885	2995	1757	2061	1963	1322	2275
<b>Safety Car Seat Checks:</b>	3	8	5	4	5	8	9	10	6	6	4	2	6
<b>Inspections:</b>	94	86	123	118	113	71	91	114	116	107	100	76	101

Note: Other Fire Calls includes Good Intent Calls, Bomb Scares, Vehicle Fires, Cooking Fires, False Alarms, Assist GPD, Service Calls, Haz-Mat Calls, Grass Fires and Unauthorized Burning.

**GOLDSBORO POLICE DEPARTMENT  
JANUARY, 2020**

Prepared By: Michael D. West

Date Prepared: February 10, 2020

Total Part I Crime (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for January 2020 were 165 compared to 211 for January 2020.

Property with an estimated value of \$233,628 was reported stolen while property with an estimated value of \$93,145 was recovered.

Officers arrested 173 people and 588 citations were issued during the month. There were 58 drug-related charges.

There was 1 report(s) of assault on an officer.

Revenue collected for January 2020 included:

Police Reports	\$	460.00
Fingerprints	\$	40.00
Special Events	\$	50.00
<b>Total</b>	\$	<b>550.00</b>

PART I CRIME COMPARISON & TREND															
2020	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rape	1	0	0	0	0	0	0	0	0	0	0	0	0		
Robbery	5	0	0	0	0	0	0	0	0	0	0	0	0		
Aggravated Assault	10	0	0	0	0	0	0	0	0	0	0	0	0		
Breaking & Entering	29	0	0	0	0	0	0	0	0	0	0	0	0		
Larceny	112	0	0	0	0	0	0	0	0	0	0	0	0		
Motor Vehicle Theft	8	0	0	0	0	0	0	0	0	0	0	0	0		
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTALS	165	0	0	0	0	0	0	0	0	0	0	0	0		
2019	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	2	0	0	0	0	0	0	2	0.2	
Rape	1	0	0	2	1	0	2	1	0	0	1	1	7	0.7	
Robbery	6	4	5	4	5	1	3	5	4	4	4	6	41	4.1	
Aggravated Assault	7	8	10	5	15	14	9	10	13	16	10	14	107	10.7	
Breaking & Entering	33	31	24	35	35	22	34	25	30	30	26	30	299	29.9	
Larceny	157	92	104	135	99	138	134	138	127	142	116	113	1266	126.6	
Motor Vehicle Theft	7	9	11	8	5	7	6	7	9	7	11	6	76	7.6	
Arson	0	1	0	0	0	0	0	0	0	0	0	0	1	0.1	
TOTALS	211	145	154	189	160	184	188	186	183	199	168	170	1799	179.9	

# Parks & Recreation

January - 2020

Prepared By: Joshua Shockley/Felicia Brown

Date Prepared: 02/05/2020



- January 17<sup>th</sup> – Wayne County Home School held their Science Olympiad at WA Foster Recreation Center
- January 21<sup>st</sup> – 23<sup>rd</sup> – Obie Agbasi & Joshua Shockley attended PGA Conference in Orlando, Florida to research NEW POS system
- January 24<sup>th</sup> – Day Ski Trip to Wintergreen Ski Resort
- January 28<sup>TH</sup> – 30<sup>th</sup> – WA Foster Recreation Center hosted Special Olympics of Wayne County Basketball Skills Competition (130+ Athletes)

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
<b>Herman Park Rec Center</b>													
Program Revenue	\$2,361												
Rental Revenue	\$260												
Facility Usage	418												
Expenditures	\$4,257												
<b>WA Foster Rec Center</b>													
Program Revenue	\$10												
Rental Revenue	\$975												
Facility Usage	4,050												
Expenditures	\$10,396												
<b>Specialized Recreation</b>													
Program Revenue	\$0												
Rental Revenue	\$0												
Facility Usage	354												
Expenditures	\$2,020												
<b>Senior Programs &amp; Pools</b>													
Program Revenue	\$280												
Rental Revenue	\$0												
Facility Usage	1,144												
Expenditures	\$2,223												
<b>Athletics, Field &amp; Picnic Shelters, BMSC</b>													
Program Revenue	\$3,262												
Field / Shelter Rental \$	\$700												
Facility Usage	12,865												
Expenditures	\$6,663												
<b>Golf Course</b>													
Revenues	\$42,254												
Expenditures	\$44,547												
Rounds of Golf	973												
Net	-\$2,293												
<b>Special Events</b>													
Sponsorships	\$0												
Participation	\$0												
Expenditures	\$332												
<b>TOTAL REVENUE</b>	\$50,102	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$



**\*\*Expenditures include part-time labor cost and facility operational cost but do not include full-time labor cost, loan/bond payments and electricity for the areas with the exception of our Municipal Golf Course. All of these costs are included for our Municipal Golf Course Expenditures.**

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
<b>Herman Park</b>													
Program Revenue	\$1,805	\$3045	\$1,826	\$2,928	\$3,225	\$7,242	\$16,676	\$8,574	\$690	\$1,141	\$412	\$452	\$4,001
Rental Revenue	\$860	\$1,390	\$2,455	\$1,770	\$2,270	\$3,490	\$2,765	\$2,545	\$1,140	\$1,470	\$1,105	\$1,210	\$1,873
Facility Usage	1,735	2,126	1,691	1,788	1,901	1,694	1,568	2,013	868	985	655	595	1,468
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$22,141	\$8,837	\$5,666	\$4,724	\$2,564	\$5,692	\$8,271
<b>WA Foster Rec Center</b>													
Program Revenue	\$200	\$1,180	\$160	\$205	\$300	\$2,890	\$4,695	\$3,235	\$90	\$40	\$30	\$50	\$1,090
Rental Revenue	\$350	\$1,275	\$350	\$1,100	\$4,600	\$1,600	\$1,200	\$2,830	\$1,180	\$1,200	\$1,135	\$837	\$1,471
Facility Usage	7899	7,848	8,320	7,525	9,663	8,624	7,452	5,007	2,570	5,081	5,526	4,729	6,687
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$32,727	\$18,189	\$9,745	\$10,914	\$10,025	\$11,261	\$15,477
<b>Specialized Recreation</b>													
Program Revenue	---	\$102	\$94	---	---	---	---	\$230	---	---	---	---	\$36
Rental Revenue	---	---	---	---	---	---	---	---	---	---	---	---	---
Facility Usage	413	388	467	348	1,675	277	368	562	365	459	516	150	499
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$1,851	\$2,436	\$1,001	\$2,641	\$4,306	\$590	\$2,138
<b>Senior Programs &amp; Pools</b>													
Program Revenue	\$242	\$264	\$277	\$309	\$2,396	\$6,124	\$7,939	\$2,621	\$2,415	\$309	\$249	\$205	\$1,946
Rental Revenue	---	---	---	---	---	\$550	\$425	\$375	---	---	---	---	\$338
Facility Usage	1,532	1,723	1,674	3,097	2,517	4,920	5,825	3,161	1,283	1,520	1,440	871	2,464
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$20,542	\$13,897	\$2,682	\$1,645	\$1,842	\$2,046	\$7,109
<b>Athletics, Field &amp; Picnic Shelters, BMSC</b>													
Program Revenue	\$5,206	\$3,573	\$8451	\$2,229	\$12,128	\$11,459	\$4,963	\$6,487	\$9,366	\$23,044	\$16,866	\$5,441	\$9,101
Field / Shelter Rental \$	\$1,600	\$150	\$610	\$890	\$1,250	\$1,480	\$1,300	\$795	\$1,755	\$898	\$1,085	\$2,438	\$1,188
Facility Usage	15,250	14,340	13,150	20,470	42,520	27,285	11,372	8,245	17,022	\$29,693	23,738	19,500	20,215
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$13,842	\$8,892	\$19,005	\$54,041	\$26,867	\$34,307	\$26,159
<b>Golf Course</b>													
Revenues	\$43,326	\$22,930	\$28,167	\$52,962	\$55,502	\$65,797	\$68,373	\$49,754	\$52,843	\$60,173	\$20,031	\$35,203	\$46,255
Expenditures	\$33,159	\$44,676	\$47,976	\$41,149	\$41,387	\$71,439	\$43,750	\$60,039	\$44,984	\$39,426	\$30,373	\$35,486	\$44,487
Rounds of Golf	808	1,088	1,741	1,799	2,528	2,812	2,511	2,659	2,316	2,139	985	1,124	1,876
Net	\$10,167	\$21,746	\$19,809	\$11,813	\$14,115	\$5,642	\$24,623	\$10,285	\$7,859	\$20,747	\$10,342	\$203	\$1,775
<b>Special Events</b>													
Sponsorships	\$0	\$0	\$0	\$0	\$0	\$1,450	\$1,990	\$0	\$0	\$0	\$0	\$0	\$166
Participation	0	0	125	3,000	0	180	256	60	40	2680	0	2500	737
Expenditures	---	---	---	---	---	---	\$2,345	---	\$1,305	\$1,538	\$510	\$3,707	\$784
<b>TOTAL REVENUE</b>	\$53,589	\$33,810	\$42,390	\$62,393	\$81,671	\$102,082	\$109,901	\$77,446	\$69,479	\$88,275	\$40,913	\$45,836	\$67,315
<b>TOTAL REVENUE FOR THE YEAR</b>													\$807,785

## Travel and Tourism

January 2020

Prepared By: Ashlin Glatthar, Amber Herring and Josie Jenkins

Date Prepared: 2/5/20

- Inquiries were fulfilled for the month of January by the TTO—378 inquiries, 110 incoming phone calls, and 49 visitors to the office.
- Total hotel revenue generated in December was \$1,521,767, which is down -2.9% YOY. January revenue not yet released.
- For the month, TTO Facebook page had 104 new page likes. Instagram page has 48 new followers. Twitter page gained 5 new followers.
- TTO attended the NCYSA Symposium in Hickory to accept the 2020 Media Award for the department's "first class" tournament guides it would create for visiting teams during tournament weekends at Bryan Multi-Sports Complex.
- TTO attended the NC Sports Association triannual member and board of director meetings in Durham to finalize the organization strategic plan and begin crafting the marketing plan for 2020-2021.
- TTO attended the Chamber of Commerce Career Fair at the Maxwell Center.
- TTO worked with DGDC to submit an application to HGTV for a Hometown Takeover, for funds to makeover selected properties locally by the TV show.
- TTO have been working with NC Pickle Fest and SJAFB to organize a Pigs, Pickles and Planes themed FAM tour, highlighting the NC Pickle Fest, for state media April 24-25<sup>th</sup>.
- TTO have created a line of merchandise using new branding 'Totally Fly' to be sold alongside the 'Jet Noise' merchandise.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
<b>2019-20</b>	\$82,004	\$88,424	\$92,348	\$85,480	\$81,911	\$72,631	\$61,017	\$	\$	\$	\$	\$	<b>\$486,833</b>	<b>\$68,554</b>
<b>2018-19</b>	\$76,448	\$71,981	\$72,429	\$89,311	\$85,534	\$49,108	\$104,633	\$73,949	\$59,855	\$98,520	\$86,921	\$141,913	<b>\$1,010,602</b>	<b>\$84,217</b>
<b>2017-18</b>	\$81,794	\$70,849	\$71,323	\$66,920	\$68,268	\$60,726	\$43,748	\$51,800	\$53,393	\$68,272	\$69,725	\$78,449	<b>\$785,269</b>	<b>\$65,439</b>

\* Tourism is also working with Finance to redesign the financial report to reflect true operating expense and income figures for the department.

CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
FEBRUARY 17, 2020 COUNCIL MEETING

SUBJECT: Fee Structure for Goldsboro Municipal Golf Course

BACKGROUND: The current rates at the GMGC do not address all the possible customer categories, including a discounted rate for City employees.

DISCUSSION: Staff are recommending a rate adjustment (see attached). Staff recommend changing to an a la carte system – this will allow members to select the best membership option for their needs. In addition, staff are also recommending adding a City employee rate option.

RECOMMENDATION: By motion, adopt the attached resolution setting the fee structure for the GMGC, including the addition of a City employee rate.

DATE: 2-11-2020

  
Interim Parks and Recreation Director

DATE: 2/11/20

  
City Manager

RESOLUTION NO. 2020-

A RESOLUTION UPDATING THE FEE SCHEDULE FOR THE  
GOLDSBORO MUNICIPAL GOLF COURSE

WHEREAS, the Parks and Recreation Department maintains and operates the Goldsboro Municipal Golf Course; and

WHEREAS, the City Council has an adopted fee schedule for the Goldsboro Municipal Golf Course; and

WHEREAS, staff recognize these adopted fees need to be updated periodically to ensure they are fair, appropriate and defined for all parties; and

WHEREAS, staff recommend a rate adjustment to include a City employee rate; and

WHEREAS, staff have provided a proposed fee schedule; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that:

1. City staff are authorized to implement the proposed fee schedule on March 1, 2020.
2. This resolution shall be in full force and effect from and after this the \_\_\_\_ day of \_\_\_\_\_, 2020.

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Mayor

Attested by:

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City Clerk

## GOLDSBORO MUNICIPAL GOLF COURSE PROPOSED FEES

### **ANNUAL PASS( MEMBERSHIPS )**

#### **Green Fee Only**

	Current	Proposed
Regular Single	\$816.00	\$785.00
Senior Single (60+)	\$684.00	\$685.00
Military (Active or Retired)	\$684.00	\$685.00
Junior (14-25)	\$684.00	\$685.00
City Employee		\$685.00
Additional Family Per Member		\$100.00

Same household under Children  
under 25 & Spouse. \$300 max

#### **Cart Fee**

Yearly Cart Plan	\$750.00
Additional Family	\$200.00

Per member Cart (\$400 max)

#### **Range Plan Active (Pass holders Only)**

Yearly Range Plan Individual	\$300.00
Yearly Range Plan family	\$400.00

#### **HCP (Open to the public)**

Yearly Handicap Plan	\$20.00	\$25.00
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### **Fee types**

	<b>City Employee</b>	
	<b>Mon - Fri</b>	<b>Weekend &amp; Holidays</b>
<b>18 Hole w/ Cart</b>	<b>\$24</b>	<b>\$30</b>
<b>9 Holes w/ Cart</b>	<b>\$17</b>	<b>\$20</b>
<b>18 Holes Walking</b>	<b>\$15</b>	<b>\$20</b>
<b>9 Holes Walking</b>	<b>\$12</b>	<b>\$12</b>



# City of Goldsboro

P.O. Drawer A  
North Carolina  
27533-9701

## RESOLUTION NO. 2020-8

### **RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY DENNIS RUSSELL AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 12 YEARS**

**WHEREAS**, Dennis Russell retires on March 1, 2020 as a Bulk Yard Waste Supervisor with the Solid Waste Division at the Public Works Department of the City of Goldsboro with more than 12 years of service; and

**WHEREAS**, Dennis began his career on April 11, 2007 as a Laborer II with the Public Works Department; and

**WHEREAS**, On August 26, 2009, Dennis was promoted to Equipment Operator II with the Public Works Department; and

**WHEREAS**, On February 8, 2016, Dennis was promoted to Yard Waste Supervisor with the Solid Waste Division at the Public Works Department where he has served until his retirement; and

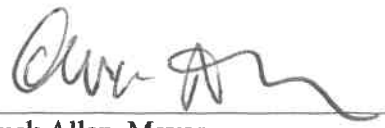
**WHEREAS**, Dennis has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

**WHEREAS**, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Dennis Russell their deep appreciation and gratitude for the service rendered by him to the City over the years.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Dennis our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 17<sup>th</sup> day of February, 2020.



  
Chuck Allen, Mayor



**RESOLUTION NO. 2020-8**

**RESOLUTION EXPRESSING APPRECIATION  
FOR SERVICES RENDERED BY DENNIS RUSSELL  
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO  
FOR MORE THAN 12 YEARS**

**WHEREAS**, Dennis Russell retires on March 1, 2020 as a Bulk Yard Waste Supervisor with the Solid Waste Division at the Public Works Department of the City of Goldsboro with more than 12 years of service; and

**WHEREAS**, Dennis began his career on April 11, 2007 as a Laborer II with the Public Works Department; and

**WHEREAS**, On August 26, 2009, Dennis was promoted to Equipment Operator II with the Public Works Department; and

**WHEREAS**, On February 8, 2016, Dennis was promoted to Yard Waste Supervisor with the Solid Waste Division at the Public Works Department where he has served until his retirement; and

**WHEREAS**, Dennis has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

**WHEREAS**, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Dennis Russell their deep appreciation and gratitude for the service rendered by him to the City over the years.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Dennis our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 17<sup>th</sup> day of February, 2020.

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Mayor

Attested by:

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City Clerk



# City of Goldsboro

P.O. Drawer A  
North Carolina  
27533-9701

## RESOLUTION NO. 2020-9

### **RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY KENNON WORRELL AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 20 YEARS**

**WHEREAS**, Kennon Worrell retires on March 1, 2020 as a Maintenance Technician with the Parks and Recreation Department of the City of Goldsboro with more than 20 years of service; and

**WHEREAS**, Kennon began his career on October 13, 1999 as a Laborer I with the Parks and Recreation Department; and

**WHEREAS**, On January 1, 2016, Kennon's position was reclassified as a Maintenance Technician with the Parks and Recreation Department where he has served until his retirement; and

**WHEREAS**, Kennon has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

**WHEREAS**, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Kennon Worrell their deep appreciation and gratitude for the service rendered by him to the City over the years.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Kennon our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 17<sup>th</sup> day of February, 2020.



Chuck Allen, Mayor

**RESOLUTION NO. 2020-9**

**RESOLUTION EXPRESSING APPRECIATION  
FOR SERVICES RENDERED BY KENNON WORRELL  
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO  
FOR MORE THAN 20 YEARS**

**WHEREAS**, Kennon Worrell retires on March 1, 2020 as a Maintenance Technician with the Parks and Recreation Department of the City of Goldsboro with more than 20 years of service; and

**WHEREAS**, Kennon began his career on October 13, 1999 as a Laborer I with the Parks and Recreation Department; and

**WHEREAS**, On January 1, 2016, Kennon's position was reclassified as a Maintenance Technician with the Parks and Recreation Department where he has served until his retirement; and

**WHEREAS**, Kennon has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

**WHEREAS**, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Kennon Worrell their deep appreciation and gratitude for the service rendered by him to the City over the years.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Kennon our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 17<sup>th</sup> day of February, 2020.

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Mayor

Attested by:

---

City Clerk



## City of Goldsboro

P.O. Drawer A  
North Carolina  
27533-9701

### PROCLAMATION HONORING THE ACCOMPLISHMENTS OF APOSTLE DR. NORBERT E. SIMMONS

WHEREAS, Apostle Dr. Norbert E. Simmons, was born in Mount Olive, North Carolina and now resides in Goldsboro; and

WHEREAS, Dr. Simmons founded Deeper Life Church Ministries, Incorporated on September 19, 1984; and

WHEREAS, Dr. Simmons' ministry has transformed the lives of individuals in the City of Goldsboro and beyond; and

WHEREAS, Dr. Simmons' construction of a mega-ministry in the City of Goldsboro has been a reservoir of spiritual wealth that has helped propel the city throughout the eastern region of North Carolina; and

WHEREAS, Dr. Simmons has helped to make the City of Goldsboro a place where lives are improved spiritually, physically, mentally, socially, and financially; and

WHEREAS, The congregation of Deeper Life Church Ministries and the citizens of the City of Goldsboro would like to thank Dr. Simmons for his accomplishments.

NOW, THEREFORE, I, Chuck Allen, Mayor of the City of Goldsboro, North Carolina, do hereby recognize and respectfully honor the retirement of Apostle Dr. Norbert E. Simmons and appreciates the contributions he has made to the City of Goldsboro and North Carolina.

WITNESS MY HAND and the corporate seal of the City of Goldsboro, North Carolina, this 17<sup>th</sup> day of February, 2020.



Chuck Allen, Mayor