GOLDSBORO
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North Carolina

GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, JANUARY 19, 2021

(Please turn off, or silence, all cellphones upon entering the Large Conference Room)

NC Gov. Cooper's Executive Order 176 restricts mass gatherings due to COVID-19; therefore, public attendance of the Work Session and Council Meeting is restricted to those who are on the agenda or who would like to speak during the Public Hearing. If you are speaking at the meeting, please enter the City Hall Addition front entrance and maintain social distance while waiting to enter the Large Conference Room one at a time. The meeting will be streamed live on the City's Facebook and YouTube pages at https://www.goldsboronc.gov/mayor-of-goldsboro/city-council-minutes/ and broadcast on the Downtown Center Street speakers.

I. WORK SESSION–*5:30 P.M*. – CITY HALL ADDITION, 200 N. CENTER STREET, ROOM 206

ADOPTION OF THE AGENDA

OLD BUSINESS

NEW BUSINESS

a. Council Retreat Dates and Topics Discussion

II. CALL TO ORDER – 7:00 P.M. – CITY HALL ADDITION, 200 N. CENTER STREET, ROOM 206

Invocation (Archbishop Anthony Slater, Tehillah Church Ministries)
Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES (*Motion/Second)

A.1 Minutes of the Work Session and Regular Meeting of December 21, 2020
A.2 Minutes of the Work Session and Regular Meeting of January 4, 2021

V. PRESENTATIONS

B. Employee Performance Awards

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

***When a public body conducts a public hearing at a remote meeting that falls under G.S. 166A-19.24, it is required that they allow for written comments on the subject of the public hearing to be submitted up to 24 hours after the public hearing before taking action thereon.*

C. CU-10-20 Jayme S. Dearing – West side of N. Center Street between W. Oak Street and W. Ash Street (Planning)

PLANNING COMMISSION EXCUSED

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

D. Bid Award Sole Source Vendor Resolution for Air Cleaning Specialist, Inc. (Fire)
E. Firehouse Subs Public Safety Foundation Grant Award (Fire)
F. 1st Annual Goldsboro Wayne Crime Stoppers "Caper Chase" Road Run—Temporary Street Closing (Police)
G. Departmental Monthly Reports

VIII. ITEMS REQUIRING INDIVIDUAL ACTION *(*Motion/Second)*

H. Professional Engineering Services for Water System Improvements Amendments No. 2 and No. 3 (Engineering)

I. Change Order 1-Wastewater System Improvements-Formal Bid 2020-2 (Engineering) ***(Information to be provided prior to the council meeting)***

IX. CITY MANAGER'S REPORT

X. MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS

XI. CLOSED SESSION

XII. ADJOURN

MINUTES OF THE MEETING OF THE CITY COUNCIL HELD
DECEMBER 21, 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 December 21, 2020 with attendance as follows:

Present: Mayor Chuck Allen, Presiding
Mayor Pro Tem Bill Broadaway
Councilmember Brandi Matthews
Councilmember David Ham
Councilmember Gene Aycock
Ron Lawrence, City Attorney
Tim Salmon, City Manager
Melissa Capps, City Clerk

Absent: Councilmember Taj Polack

Call to Order. Mayor Allen called the meeting to order at 5:00 p.m.

Adoption of the Agenda. Upon motion of Mayor Pro Tem Broadaway, seconded by Councilmember Ham and unanimously carried, Council adopted the agenda.

FY 18-19 Audit Update. Mr. Salmon introduced Mr. John Frank and Mr. Chad Cook with Dixon, Hughes & Goodman, LLC to provide Council and citizens with an update on the audit. Mr. Frank provided background information, an update on the audit and an overview of issues that needed to be addressed. Mr. Frank stated three significant areas discussed by Catherine included the City's property and equipment records. Separate listings of fixed assets that the city had maintained, did not agree with that had been previously recorded on the audited financial statements. Some assets had been duplicated and some were missing. Catherine and her team have cleaned up these records and the bottom line is the fixed assets previously recorded were probably actually under-recorded in an amount of about $2 million which will result in a prior year adjustment. The next area in which some problems were discovered was inventories. It was determined by the Finance staff that many of the inventory items were obsolete, needed to be written off and the city's policy needed to be changed. We think the inventory write-off will result in $1.1 million. The final significant area relates to accounts receivable that was discovered with the conversion of a new utility system. Catherine determined that an account receivable related to demolition charges that was previously recorded in the utility fund should have been recorded in the general fund. This is a net reclassification that amounts to about $751,000. Those are the big issues that took time to reconcile. I will point out that as a result of that, the audit process so far has not had any indication of any fraud, misappropriation of assets or anything of that nature. The issues identified are just record keeping types of adjustments. The Finance team has been working very diligently, sometimes 7 days a week. The net results of these adjustments will actually improve the city's net assets, which were reported in FY 2018. There should not be any negative impact on any type of financial performance or anything of that nature. With the holidays, we anticipate work should be finished in mid-January. I know city staff has put in a lot of time to get this corrected. The process is nearing an end.

Councilmember Aycock asked about the 19-20 audit. Mr. Frank stated with a good starting point, the audit should be able to proceed smoothly.

Mayor Allen stated thank you for your time.

Council Vacancy Discussion. Mayor Allen stated the last time we met; the attorney emailed everyone a form. Is this the form we would like to use to replace Councilmember Williams? Council discussed the application and process for filling the vacant seat. Attorney Lawrence stated there has been some dispute about how long the person would serve, I ask you give me to the next meeting to confirm.

Mayor Allen stated we should look at fixing the terms to staggered terms.

Councilmember Matthews stated I would like to see a nominating committee, a group of people from District 1.

Councilmember Matthews stated I do not think it is necessary to ask who their spouse is.

Mayor Pro Tem Broadaway stated I am ok if they do not want to list that. Mr. Salmon stated we can remove that.

Council discussed the length of time to receive applications and where to post the advertisement for the vacant seat. Discussions continued regarding a nominating committee.

Councilmember Ham stated I jotted down a few points that we might consider tonight. One, do we establish a committee to submit nominees for the District 1 vacant seat, how many would be on that committee, the criteria would be District 1 residents. Who to submit the committee names to, who will take responsibility to form committee, where and when does it meet and when do they present the results to the City Council.

Council discussed. Mr. Salmon stated NCGS 160A-63 says: "A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council." Mr. Salmon I think you need to decide on how you would like to go forward and then we will put the paperwork together. Council continued discussing procedures for filling the vacant seat.

Councilmember Ham made a motion after receiving applications, Council interview them and then elect someone from those candidates.

Councilmember Matthews stated so pretty much what we are saying, District 1 your voice does not matter. Some of you waited three months after Mark Stevens resigned before we even talked about filling his seat. I do not know what the rush is, according to our city attorney there is nothing coming up where we have to fill this seat in a rushed amount of time. I get it, we have had systems in place, those systems are old and don't work for everybody. Give people the power. We were elected by the people, I think District 1 should elect their representative just like they did before. I think what you are saying with this motion is their voice don't matter. This should be there choice, alone.

The motion was seconded by Mayor Pro Tem Broadaway. Mayor Allen, Mayor Pro Tem Broadaway and Councilmember Ham voted in favor of the motion. Councilmembers Matthews and Aycock voted against the motion. The motion passed 3:2.

Staff will bring back a resolution outlining timeline.

Mayor Pro Tem Discussion. Mayor Pro Tem Broadaway made a motion to nominate Councilmember Ham for Mayor Pro Tem for the following year.

Councilmember Matthews stated I will honor the motion but you have two new people and please do not think this is me vying for the position, each of you has served as Mayor Pro Tem, the only way for the new people to get the experience and to get the exposure is to be in those positions. Councilmember Matthews stated whether me or Councilmember Polack sit here another three years, four years or eight years, we will never get the experience or the exposure if we are allowing the same people to sit in the same seats, serve on the same board, sit in the same positions time and time, opportunity after opportunity.

Councilmember Aycock stated I hear what you are saying, I think I was on the Council for five years before I served one year. I worry about Mayor Allen's overall health. I know he is doing well right now. I want someone with experience, nothing about you or Taj neither one, but right now I think you need to serve at least another year and I can promise you come next December, I will not want to serve, and I would probably nominate one of you.

Councilmember Matthews stated with all due respect Councilmember Aycock, I do not think you or anyone knows what experience I have. I do not think you or anyone had Mayor Pro Tem experience prior to sitting in that position. I just think that this is a pattern that this board has.

Councilmember Ham stated my prior term as Mayor Pro Tem was in my third year.

Councilmember Matthews stated Councilmember Williams sat on the board for four years and I nominated him last year and he never got a chance to serve.

Councilmember Aycock seconded the motion. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Ham and Aycock voted in favor of the motion. Councilmember Matthews voted against the motion. The motion passed 4:1.

Council Committees Discussion. Council looked at the Council appointees on various committees. Councilmember Matthews asked about the GWTA Committee appointment. Mr. Salmon stated you can nominate two people as long as they live in the city.

Councilmember Aycock suggested Council wait until the new person comes on to look at the Council appointments.

Mayor Pro Tem Broadaway stated this is where you learn what is going on and get experience; when I spoke with Councilmember Polack, he was interested in Friends of Seymour.

Staff Reorganization Discussion. Mr. Salmon stated essentially on Downtown Development we would be taking that department from 3 ½ employees, 3 full-time and 1 part-time to 3 employees. We would recommend doing away with the Marketing & Events Manager position and make interim director permanent. That will save approximately $50,000 in salaries.

In the Engineering Department assign the Signs and Markings Shop to the Engineering Department and reclassify two existing positions, PG 75 to PG 80 and a PG 76 to PG 81, which will give us a Project and Grants Manager and a City Surveyor. There is no increases in positions. Something I can do internally barring no Council decision not to do that, I can make that happen. There was no Council comments regarding the changes.

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

Departmental Reports. Councilmember Matthews stated with the Community Development Department, it mentioned that the Mayor's Committee for Persons with Disabilities would not meet again until January, we actually met December 17th. Also, has anyone tried to access our report based on the website. When you go to our website it provides a lot of ways to go to the report. One is to go to the Community Relations website, but if you click that, it says page not found, the report is not there, it has been doing that for a couple of days, or you can go to CDBG and HOME Report Page, but the County of Sonoma in California comes up. That is a problem when we are expecting our citizens to access and provide comments on the report. Mr. Salmon stated I will check on that with IT, it is also available at the library and in the clerk's office.

Ms. Simpson-Carter stated the way the reports are set up, we report for prior meetings, so the December meeting would be reported in the next report.

Closed Session Held. Upon motion of Councilmember Aycock, seconded by Councilmember Ham and unanimously carried, Council convened into Closed Session to discuss personnel.

Council came out of Closed Session.

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 Large Conference Room, City Hall Annex, 200 North Center Street, at 7:00 p.m. on December 21, 2020 with attendance as follows:

Present: Mayor Chuck Allen, Presiding
Mayor Pro Tem Bill Broadaway
Councilmember Brandi Matthews
Councilmember David Ham
Councilmember Gene Aycock

Absent: Councilmember Taj Polack

Mayor Allen called the meeting to order at 7:00 p.m.

Bishop Alton A. Smith with St. Mark Church of Christ, Disciples of Christ provided the invocation. The Pledge of Allegiance followed.

Resolution Expressing Appreciation for Services Rendered By Columbus Taylor Jr. As An Employee of the City of Goldsboro for More Than 37 Years. Resolution Adopted. Columbus Taylor retires on January 1, 2021 as a Collections Supervisor in the Maintenance Division with the Public Works Department of the City of Goldsboro with more than 37 years of service. Columbus began his career on October 17, 1983 as an Equipment Operator II with the Sanitation Division at the Public Works Department. On July 4, 1988, Columbus was promoted to Equipment Operator III with the Maintenance Division at the Public Works Department. On July 1, 2016, Columbus was promoted to Collections Supervisor with the Maintenance Division at the Public Works Department where he has served until his retirement. Columbus 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. 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 Columbus Taylor their deep appreciation and gratitude for the service rendered by him to the City over the years. We express to Columbus our very best wishes for success, happiness, prosperity and good health in his future endeavors.

Upon motion of Mayor Pro Tem Broadaway, seconded by Councilmember Ham and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION 2020-82 "RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY COLUMBUS TAYLOR JR. AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 37 YEARS"

Resolution Expressing Appreciation For Services Rendered By Stasia Fields As An Employee Of The City Of Goldsboro For More Than 33 Years. Resolution Adopted. Stasia Fields retires on January 1, 2021 as a Recreation Superintendent with the Parks and Recreation Department of the City of Goldsboro with more than 33 years of service. Stasia began her career on August 5, 1987 as a Special Populations Leader with the Parks and Recreation Department. On July 17, 1996, Stasia was promoted to Recreation Supervisor with the Parks and Recreation Department. On January 1, 2016, Stasia was promoted to Special Populations Supervisor with the Parks and Recreation Department. On July 1, 2016, Stasia's position was changed to Recreation Superintendent where she has served until her retirement. Stasia has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her fellow workers and the citizens of the City of Goldsboro. 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 Stasia Fields their deep appreciation and gratitude for the service rendered by her to the City over the years. We express to Stasia our very best wishes for success, happiness, prosperity and good health in her future endeavors.

Upon motion of Councilmember Aycock, seconded by Mayor Allen and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION 2020-83 “RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY STASIA FIELDS AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 33 YEARS”

Resolution Expressing Appreciation For Services Rendered By Jon Gillis As An Employee Of The City Of Goldsboro For More Than 32 Years. Resolution Adopted. Jon Gillis retires on January 1, 2021 as a Fire Captain with the Goldsboro Fire Department of the City of Goldsboro with more than 32 years of service. Jon began his career on April 6, 1988 as a Police Officer with the Goldsboro Police Department. On May 31, 1989, Jon was transferred to Firefighter with the Goldsboro Fire Department. On April 27, 1994, Jon was promoted to Driver with the Goldsboro Fire Department. On February 12, 1997, Jon was promoted to Lieutenant with the Goldsboro Fire Department. On July 1, 2016, Jon’s position was reclassified as Captain with the Goldsboro Fire Department where he has served until his retirement. Jon 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. 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 Jon Gillis their deep appreciation and gratitude for the service rendered by him to the City over the years. We express to our very best wishes for success, happiness, prosperity and good health in his future endeavors.

Upon motion of Councilmember Aycock, seconded by Mayor Pro Tem Broadaway and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION 2020-84 “RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY JON GILLIS AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 32 YEARS”

Employee of the Year Recognition. Mr. Salmon stated Darren has done amazing things with Information Technology (IT) program development and his professionalism and resourcefulness are recognized across the state of North Carolina. During this period, the City’s fully automated ChatBot that he created became available to the public to answer frequently asked questions and provide important information. It has been the focus of numerous IT professional presentations and requests for assistance. The capability started as a desire to provide better customer service to citizens through online live chat. It quickly morphed into a ChatBot with artificial intelligence that provides an immediate response to a majority of the questions City staff are asked thereby saving residents, visitors, and employees valuable time and effort, making all more effective and efficient. The ChatBot is now available through SMS/Text messaging to everyone with a cell phone. It can also be used to deliver important public information messages to those who want to receive them for events or activities such as: hurricanes or pandemics; water main breaks or trash pickup changes. The ChatBot made over 6,000 phone calls to water customers due to the COVID-19 pandemic to notify them that City facilities were open by appointment only and that they should conduct business online in accordance with the North Carolina Governor “Stay at Home” Executive Orders to enable appropriate social distancing, help slow the spread of the virus, and potentially save lives. Darren’s exceptional commitment to excellence in government service brings credit to himself and the City of Goldsboro.

Supervisor of the Year Recognition. Don McMullen distinguished himself as the City Distribution & Collection System Superintendent from July 1 to September 30, 2019. During this period, Don acted honestly, morally, ethically and reliably to serve and represent our community exceptionally well. Don and his teams are arguably five staff short in collections and five staff short in distribution, ten total. Nonetheless, they successfully dealt with the challenges of the city’s aging underground infrastructure 24-hours a day, responding to water main breaks and sanitary sewer spills on pipes that could be 100-years old. Repair work examples include: the 20" outfall from SJAFB, the sewer line behind Waynesboro Park, the 15" line between Norwood Avenue and Woodrow Street, and the 12" water transmission line that blew on Georgia Avenue. Don notified the proper state and local authorities to ensure proper repairs were made to protect the Citizens of Goldsboro and the environment. He is an invested and committed team leader who assesses every task to ensure compliance in the collection and distribution systems. Don’s excetional leadership and commitment to excellence in government service brings credit to himself and the City of Goldsboro.

Z-11-20 – Three J's Inc. - South side of Eleventh Street between Wendell Street and Norwood Avenue. Public Hearing Held. The applicant requests to rezone subject property from Highway Business (HB) to General Business Conditional District (GBCD) in order to limit the use of the property to a commercial multi-tenant facility to include used automobile sales, a body and paint shop, automobile rentals and one additional flex space for future lease.
Used automobile sales and a body and paint shop require a Conditional Use Permit in the General Business (GB) zoning district. As such, the applicant is requesting conditional use permits for each proposed use should conditional zoning be approved for the site. Separate site plan approval is required in accordance with the City's Unified Development Ordinance.

Frontage: 849.34 ft. Lincoln Mercury Dr. (Private Road)
Area: 320,923 sq. ft., or 7.36 acres
Zone: Highway Business (HB)

Surrounding Zoning:
North: Office and Institutional (O&I-1);
East: Highway Business (HB), Residential (R-16); and
West: Highway Business (HB)

The subject property formerly operated as the Deacon Jones Ford Lincoln-Mercury Dealership until the car dealership was relocated to the new auto mall on Hwy. 70 East. and N. Oak Forest Road.

The City's Comprehensive Land Use Plan recommends the property for commercial use.

The submitted site plan indicates an existing 31,236 sq. ft. commercial building proposed for use as a multi-tenant facility. Approximately 22,313 is proposed for automotive repair, service and inspection to include paint and bodywork, 1,492 sq. ft. for automobile rentals, 1,483 sq. ft. as a used automobile sales dealership and 2,602 sq. ft. as available flex space for lease.

Two (2) concrete pads (770 sq. ft. and 1,600 sq. ft.) with canopies are proposed at the rear of the automotive repair, service and inspection facility for a wash bay area and two paint booths associated with automotive bodywork.

In addition, a 6 ft. in height chain-link security fence will provide an opaque screening buffer for outdoor storage associated with the automotive repair, service and inspection operation.
Access: The site is served by two existing driveway cuts along a private road known as Lincoln Mercury Drive and one existing 60 ft. wide driveway cut off Eleventh Street between Wendell Street and Norwood Avenue.

Parking for automobile inspection, repair and service requires 1 space per working bay plus 1 space per employee. A total of 11 working bays and 14 employees are required for a total of 24 parking spaces.

Days/Hours of Operation: Monday - Friday
8:00 am - 6:00 pm

Parking for automobile rent and lease requires 1 space per employee plus 3 customer spaces plus 1 space per vehicle stored on site. A total of 2 employees plus 3 customer spaces plus 20 rental vehicles stored on site are required for a total of 25 vehicles.

Days/Hours of Operation: Monday - Sunday
8:00 am - 7:00 pm

Parking for used automobile sales requires 1 space per employee and 5 customer spaces and parking for an office requires 1 space per 350 sq. ft. of gross floor area.

Days/Hours of Operation: Monday - Saturday
(TBD)

The submitted site plan indicates an existing parking lot for the former new car dealership. Sufficient paved vehicular surfaces are available for each proposed use. City staff is working with the site engineer to delineate required parking spaces for each proposed use in accordance with the City's off-street parking standards.

Street trees and vehicular surface area plantings are required for the site, however, there are no plantings indicated on the submitted site plan. Staff is working with the applicant to meet the intentions of the ordinance regarding street trees. A modification will be necessary for the required vehicular surface area plantings due to existing conditions.

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

Mayor Allen opened the public hearing and the following person spoke:

Richie Brady spoke in favor of the request.

No one else spoke. The public hearing was closed. No action necessary. The Planning Commission will have a recommendation for the Council's meeting on January 4, 2021.

Councilmember Aycock stepped out at 7:35 p.m.

CU-7-20 Personal Storage, LLC. (Outside Storage w/Used Automobile Sales). Public Hearing Held. Subject property is located along the west side of S. US 117 Hwy. (NCSR No. 1249) between W. Ash Street Ext. and W. US 70 Hwy.

Area:	207,875 sq. ft. or 4.72 acres
Zoning:	General Business (GB)

Currently, the property operates as a self-storage (mini-storage) operation formally known as Personal Storage Mini Warehouse Facility. The site has operated as a mini-storage facility since 1980.

Now, the owner proposes to maximize the use of the property by providing outside storage space for rent or lease. In conjunction with the request, the owner desires to operate a used car dealership and a U-Haul truck rental dealership upon the property. Outdoor storage and used automobile sales require a Conditional Use Permit approved by City Council. Separate site plan approval is also required.

The applicant has submitted a site plan that indicates seven (7) existing commercial storage buildings used for approximately 40,000 sq. ft. of storage. Currently, there are 230 personal and commercial storage spaces that are available for rent or lease

An area has been proposed north of the principle office/storage building for the outdoor storage of recreational vehicles, campers, boats and vehicle storage. This storage area will consist of approximately 60,000 sq. ft. or 1.34 acres and be surrounded by a 6 ft. in height chain link security fence with vinyl slats. The applicant is proposing gravel vehicular surface areas in lieu of required pavement for the outdoor storage area due to existing site conditions associated with the mini-storage operation. A modification will be necessary.

In addition to the outside storage area, the applicant intends to operate a U-Haul truck/trailer rental dealership upon the property. The site plan shows a U-Haul truck/trailer display area fronting the W. Grantham Street service road for approximately 125 linear ft. and approximately 12,500 sq. ft. or .3 acres of display area. The applicant is proposing gravel surfaces for the display area which will require a modification from City Council.

Lastly, the applicant is proposing used automobile sales upon the property. The submitted site plan shows an existing paved automobile display area south of the principle office/storage building, as well as, paved customer parking spaces directly in front of the building along the Grantham Street service road. The applicant states that cars will be driven to the site or delivered by nothing larger than a two-car carrier.

The applicant intends to operate the existing mini-storage facility, U-Haul rental dealership and used automobile sales utilizing the following days and hours of operation:

Hours of Operation:	Monday-Saturday 10am-6pm
Number of Employees:	2

Currently, a total of three paved curb cuts provide access to the site off W. Grantham Street which is a state-maintained service road. NCDOT officials have reviewed the applicant's proposal and are requiring the closure of the driveway closest to the southern property line.

Parking for the mini-storage facility requires 1 space per employee plus 3 customer spaces. Parking for the used auto sales requires 1 space per employee plus 5 customer parking spaces. A total of 10 parking spaces are required to include 1 handicapped parking space. Staff is working with the owner to provide an additional two customer parking spaces required for the site.

Landscaping: The applicant is proposing 6 Snow Goose Flowering Cherries to serve as new street trees for site. No other landscaping is proposed or required.

The property is located in a Special Flood Hazard Area known as the 500 and 100-year floodplain. Grading and drainage plans have not been submitted. The applicant will be required to comply with the City's floodplain and development regulations before a conditional use permit can be issued in the future.

The applicant is requesting a modification of the City's paving requirement for the proposed outside storage area and display area for the U-Haul truck/trailer rental dealership.

Mayor Allen opened the public hearing.

No one spoke. The public hearing was closed. No action necessary. The Planning Commission will have a recommendation for the Council's meeting on January 4, 2021.

Councilmember Aycock returned at 7:38 p.m.

CU-8-20 Salem Leasing Corp.-Southwest corner of US Highway 117 South and Vann Street (Amendment of existing Conditional Use Permit). Public Hearing Held. On November 6, 2017, City Council adopted an Order approving a Conditional Use Permit for the subject property to allow the outdoor storage of vehicles in conjunction with an adjacent business operation that provides commercial trucking transportation, maintenance, leasing and rental services and formally known as Salem Leasing Corporation.

The following site modifications were approved by City Council:

1. Modification to reduce security chain-link fence height from 8 ft. to 6 ft.
2. Modification to not require slatted fencing in a chain-link security fence along the western and southern property lines due to existing landscaping.
3. Modification to allow storage in the side yard of the operation.

Now, the owner of the property proposes to set-up and locate a modular office facility upon the property for lease and additional commercial space for the temporary parking of tractor-trailer trucks and automobiles for employees of CLI Transport, LP. who specialize in the transportation of petroleum products for Sheetz Convenience Stores. Since the proposed use is considered a major design modification to an existing conditional use permit, City Council approval is required.

Frontage:	817.67 ft. (US 117 South) 352 ft. (Vann Street)
Area:	8.40 acres
Zoning:	I-2 General Industry

The submitted site plan indicates a modular office facility consisting of approximately 1,680 sq. ft. to be used by employees of the business. The unit will be located along the eastern property line and front US Hwy. 117 South. It will consist of multiple office spaces, a conference room, storage areas and restrooms for employees. The unit will be required to meet the North Carolina state building code. As such, handicap accessible walkways and ramps will be incorporated into the set-up of the modular unit to provide access into and out of the building.

Hours of Operation:	M-F: 8:00 am – 5:00 pm 24 hours/7 days a week
Number of Employees:	Office dispatchers - 3 Truck Drivers – 30

According to the applicant, there will be no commercial trucks or automobiles stored on site. Commercial trucking operations will be transient in nature. Trucks and tractor trailers may be parked anywhere from a day to a week depending upon the service required of the truck/tractor-trailer or delivery schedule of petroleum products.

Currently, a 60 ft. wide curb cut is shown along Vann Street in proximity to the western property line that provides ingress and regress to the site. Other existing driveway cuts along Vann Street and Hwy 117 South have been removed and/or closed.

Parking for the site requires 1 space per employee on the maximum shift, plus 1 space per 300 sq. ft. of office area, plus one space for each truck stored on the site. A total of 25 employee parking spaces have been proposed including 1 handicapped accessible parking space. A total of 29 tractor-trailer parking spaces are proposed for the site with space to accommodate 10 additional tractor-trailer spaces in the future.

The property is located in a Special Flood Hazard Area known as the 500-year floodplain. City water and sewer are available to serve the property.

Mayor Allen opened the public hearing. No one spoke. The public hearing was closed.

No action necessary. The Planning Commission will have a recommendation for the Council's meeting on January 4, 2021.

Consent Agenda - Approved as Recommended. City Manager, Timothy Salmon, presented the Consent Agenda. 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 H, I, J, and K, be approved as recommended by the City Manager and staff. The motion was seconded by Mayor Pro Tem Broadaway and a roll call vote resulted in Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Polack, Ham and Aycock voting in favor of the motion. Councilmembers and Matthews voted against the motion. The items on the Consent Agenda were as follows:

Contract Award for Design Services for the Concourse Roof Addition at the GWTA Transfer Center. Resolution Adopted. The City of Goldsboro was awarded a 2016 Transportation Investment Generating Economic Recovery (TIGER) VIII grant to fund multiple projects, including the last phase of the Center Street Streetscape, the HUB, Wayfinding Signage Fabrication and Installation and the Construction of a GWTA Concourse.

The City of Goldsboro has previously worked with Architect David Gall to design and bid out the concourse addition at the GWTA Transfer Center here in Goldsboro. That portion of the concourse was part of an earlier round of TIGER funding that was not constructed due to budgetary constraints.

The increased costs of the GWTA Transfer Center combined with receiving a smaller TIGER grant resulted in the concourse addition being removed from the scope of the project of that

earlier round of TIGER. The current round of TIGER includes funding to construct the concourse that was previously omitted.

Using David Gall, Architect for this project is the most efficient use of the TIGER VIII grant because of his knowledge and experience of this project. Mr. Gall has already designed the GWTA Transfer Facility and the concourse, and has the background and knowledge to complete the project quicker, more efficiently and cheaper than hiring another architect to redesign the project.

The City plans to utilize the Mini-Brooks Act exemption as allowed by NC State Law GS 143-64.32 to procure Mr. Gall to complete the design work for this project.

It is recommend the City Council adopt the entitled resolution authorizing the Mayor and City Clerk to execute a contract with David Gall, Architect for the design, bidding and contract administration for the Concourse Roof Addition to the GWTA Transfer Center not to exceed $43,850 and authorize $6,150 for soil testing and to address substandard soils. Consent Agenda Approval. Aycock/Broadaway 4 Ayes:1 Nay)

RESOLUTION NO. 2020- 86 "A RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO EXECUTE A CONTRACT WITH DAVID GALL, ARCHITECT FOR THE DESIGN, BIDDING AND CONTRACT ADMINISTRATION FOR THE CONCOURSE ROOF ADDITION AT THE GWTA TRANSFER CENTER"

Approval of Amended Lease for Multi Sports Complex. On November 16, 2015, the City Council approved the signing of a lease for the development of the 62.35 acre site located off of Oak Forest Road as a multisport complex for sports including soccer, football and lacrosse. The completed project included a combination of up to eight artificial and natural turf fields, sports lighting, and spectator seating for up to 500, restrooms and parking.

As compensation for the 20 year lease with opportunities to extend in 10 year increments, the city agreed to build a 2,500 sq. feet addition to the SJAFB fitness center and also provided use of the multi sports facility for recreational use and sports programming for the Air Force Base and community.

The Air Force has agreed to an amendment to the Ground Lease Agreement extended from 20 years to a period of 49 years commencing on May 3, 2017 and expiring May 2, 2066.

As per the agreement, the City agrees to complete the construction of the splash pad and picnic shelter by December 31, 2021. These items have been funded by sponsorship money from the naming rights of the family. The City acknowledges that it will continue to provide the Government rent consideration in exchange for the leasehold interest in the leased premises each month during the term of the lease.

Additional improvements identified will be completed when funding becomes available.

It is recommended Council authorize the Mayor and City Clerk to enter into a revised agreement to extend the lease of the Multi-Sports Complex until May 2, 2066. Consent Agenda Approval. Aycock/Broadaway (4 Ayes:1 Nay)

Advisory Board and Commission Appointments 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 November 16 and December 7, 2020, to review vacancies and applications received to fill the current vacancies. With these appointments, there are no vacancies on any of the boards.

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.

It is recommended Council adopt the entitled Resolutions appointing members to various Advisory Boards and Commissions in the City of Goldsboro and commending those individuals whose terms have expired, who have moved or resigned. Consent Agenda Approval. Aycock/Broadaway (4 Ayes: 1 Nay)

RESOLUTION NO. 2020-87 "RESOLUTION APPOINTING MEMBERS TO ADVISORY BOARDS AND COMMISSIONS"

RESOLUTION NO. 2020-88 "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

Departmental Monthly Reports. Accepted as Information. The various departmental reports for November 2020 were submitted for the Council's approval. It was recommended Council accept the reports as information. Consent Agenda Approval. Aycock/Broadaway (4 Ayes: 1 Nay)

End of Consent Agenda.

Z-10-20 – Wayne Oil Company, Inc. - Northwest corner of Wayne Memorial Drive and Fourth Street (Neighborhood Business to General Business Conditional District). Ordinance Adopted. The applicant requests to rezone a portion of the subject property from Neighborhood Business (NB) to General Business Conditional District (GBCD) for the operation of an automatic car wash.

The requested zoning will be associated with the recombination of two individual lots described as follows:

Lot #1:
Frontage: 297.41 ft. (Wayne Memorial Drive)
325 ft. (Fourth Street)
Area: 141,700 sq. ft., or 3.25 acres
Zone: Neighborhood Business (NB)/General Business Conditional District (GB CD)

Lot #2:
Frontage: 83.69 ft. (Wayne Memorial Drive)
Area: 8,596 sq. ft., or 0.19 acres
Zone: Neighborhood Business (NB)

Area Proposed for Rezoning:
Frontage: 164.05 ft. (Wayne Memorial Drive)
Area: 40,355 sq. ft., or 0.926 acres
Zone: Neighborhood Business (NB)

Surrounding Zoning:
North: Residential (R-9);
South: Residential (R-9), Office and Institutional (O&I-1), Neighborhood Business (NB);
East: Neighborhood Business (NB); and
West: Neighborhood Business (NB) and Residential (R-9)

The subject properties are currently occupied by an existing business formally known as Wayne Oil Company, Inc.

The City's Comprehensive Land Use Plan recommends commercial development for the property. The proposed rezoning would be compatible with the Comprehensive Plan.

On January 3, 2017, Goldsboro City Council approved a change of zone request for a portion of the property from Neighborhood Business (NB) to General Business Conditional District (GB CD) limiting the use of the property to retail sale of auto parts and accessories. As of this date, the property has not been developed. The remaining portion is now being considered for sale and commercial development.

The submitted site plan indicates a single-story, 3,604 sq. ft. building of masonry and brick construction proposed for use as a drive-through automatic car wash facility.
A floor plan has been provided and consists of an express tunnel car wash, a lobby area, an office, restrooms and an equipment room.

In addition to the car wash, two automatic pay stations are proposed for the site, 28 parking spaces and 31 vacuum stations to be used by customers of the business.

Hours of Operation:	Monday-Saturday 8am-8pm
	Sunday 9am-8pm
Employees:	4 Employees (Shifts)

The site will be served by two new driveways off Fourth Street. Driveways are being limited to Entrance and Exit only with the Entrance Driveway being the most northern driveway. NCDOT has reviewed the proposed car wash and supports no driveway access from Wayne Memorial Drive, if the proposed site can have potential safer access elsewhere. If the City is concerned about proposed access off of Fourth Street and absolutely requires access from Wayne Memorial Drive, NCDOT would require a turn lane along Wayne Memorial Drive with right-in only access.

A total of 28 parking spaces have been provided including 2 handicap accessible parking spaces. A drive-through aisle is shown beginning at the rear of the site for stacking of an estimated 14 vehicles upon entry into the car wash bay area.

Exterior sidewalks are not shown on the submitted site plan. The applicant will be required to install sidewalks along Wayne Memorial Drive for approximately 143 linear feet and along Fourth Street approximately 228 linear feet or a modification will be necessary. If the modification is approved, the applicant will be required to pay a fee in lieu of in the amount of $6,678 to the City of Goldsboro for sidewalk construction.

The landscape plan indicates a required Type A, 5 ft. wide landscape buffer along the northern and eastern property lines. A total of 10 street trees are proposed along Wayne Memorial Drive and Fourth Street accompanied by evergreen shrubs to serve as the required vehicular surface buffer. Vehicular surface area plantings are also represented on the landscape plan and in accordance with the landscape requirements of the Unified Development Ordinance.

The proposed automatic car wash building exterior consists of a metal standing seem roof, EIFS Wall System, split-face masonry block and brick veneer columns, stacked stone veneer bases and architectural wood brackets.

Commercial lighting plans have not been submitted, however, staff will work with the applicant to ensure proposed lighting is compliant with the City's commercial lighting ordinance.

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

Storm water calculations, grading and drainage plans have not been submitted. The site plan does indicate a proposed stormwater pond to serve both the car wash and future development of adjacent property to the east. The applicant will be required to submit plans in accordance with City Engineering standards before construction permits are released.

A concrete pad is shown as the end of the parking lot to the north for the location of a commercial dumpster. The dumpster enclosure will match the elevations of the car wash facility and be screened in accordance with City standards.

At the public hearing held on November 16, 2020, the applicant came forward and spoke in favor of the request. One person came forward to speak in opposition citing noise and lighting concerns, no others appeared to speak for or against the request.

The Planning Commission, at their meeting held on November 30, 2020, recommended approval for the change of zone request from Neighborhood Business (NB) to General Business Conditional Zoning district (GB CD) for the operation of an automatic car wash.

City Council at their meeting held on December 7, 2020, deferred action until their next meeting scheduled for December 21, 2020.

Councilmember Ham made a motion to accept the recommendation of the Planning Commission and:

1. Find the request consistent with the City's adopted Comprehensive Land Use Plan and;
2. Adopt an Ordinance changing the zoning for the property from Neighborhood Business (NB) to General Business Conditional Zoning district (GB CD) for the operation of an automatic car wash.
3. Approve Site and Landscape Plan with modification to install City sidewalks along Fourth Street and pay a fee in lieu of sidewalk construction in the amount of $6,678.

The motion was seconded by Mayor Pro Tem Broadaway. Mayor Allen, Mayor Pro Tem Broadaway, Councilmember Ham and Aycock voted in favor of the motion. Councilmember Matthews voted against the motion. The motion carried 4:1.

ORDINANCE NO. 2020-33 "AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF GOLDSBORO, NORTH CAROLINA CODE OF ORDINANCES"

S-8-20 – Wayne Oil Company, Inc. (Preliminary Subdivision Plat- 2 Lot Final) - Northwest corner of Wayne Memorial Drive and Fourth Street. The applicant intends to recombine and divide portions of previously subdivided and recorded lots for the purpose of sale and commercial development.

According to the City's Unified Development Code, the applicant is required to follow the City's major subdivision approval process since the property is greater than 3 acres. City Council approval is required.

The subject properties are currently occupied by an existing business formally known as Wayne Oil Company, Inc.

Total Area:	3.46 acres or 150,717 sq. ft.
Total Lots:	2
Lot #1:	0.926 acres or 43,336 sq. ft.
Lot #2:	2.537 acres or 110,511 sq. ft.
Zoning:	Neighborhood Business/General Business Conditional District

The proposed preliminary subdivision plat is associated with a rezoning request (Z-10-20) and site plan approval (SITE-29-20). If the rezoning and site plan are approved by City Council, the use of Lot #1 would be limited to an automatic car wash.

The applicant proposes to subdivide property into two new lots for sale and commercial development.

The property is not located in a Special Flood Hazard Area. City water and sewer are available to serve the new lots. No new streets are proposed.

The Planning Commission, at their meeting held on November 30, 2020, recommended approval of the Preliminary Subdivision Plan.

City Council at their meeting held December 7, 2020, deferred action until their next meeting scheduled for December 21, 2020.

Councilmember Aycock made a motion to accept the recommendation of the Planning Commission and approve the Preliminary Subdivision Plan. The motion was seconded by Councilmember Ham. Mayor Allen, Mayor Pro Tem Broadaway, Councilmember Ham and Aycock voted in favor of the motion. Councilmember Matthews voted against the motion. The motion carried 4:1.

City Manager's Report. Mr. Timothy Salmon stated with respect to the CAPER that was discussed earlier, the link to Community Relations on the home page checked good tonight, under important information it was not good and it has been corrected. Sales tax for FY20-21, what we had reported in July and August is up 11%. I just recently got a calendar report for 20, permit applications is over 100 million so that is up about 10% from last year. I was privileged to pass out 48 employee service awards and employee bonuses of $125. Employees are very appreciative of your support for the bonus and recognition of their hard work throughout the COVID crisis. I signed an agreement with the NCHFA to extend our URP period of performance from Dec 31, 2020 to June 30, 2021. Twelve (12) homeowners have been identified to receive a portion of the $100K of suspended funding which is expected to be available once the LGC approves the FY18-19 Audit. In January, 2021 staff expect to hire a contractor to develop work write-ups which can then be bid for contract work upon Council approval. Our Community Relations Director recently had conversations with HUD; Goldsboro will not suffer a financial consequence when HUD issues the non-compliance finding after HUD receives the FY19 Single Audit. Goldsboro P&R Dept. was named the "2020 Most Outstanding P&R Dept." from USTA NC and the NC Tennis Foundation. Our unique Abilities Tennis program with the Goldsboro HS Girls Tennis Team was specifically recognized for their efforts to teach special needs children to play tennis. I'd also like to recognize the Downtown Development Dept. for sold out holiday drive-in movies. The Grinch will have two showing tomorrow. I'd like to remind everyone COVID-19 is out there, please continue to do the 3 w's, wait, wear and wash so we can keep it under control this holiday season.

Mayor and Councilmembers' Reports and Recommendations. Councilmember Aycock stated I would like to wish everyone a Merry Christmas and a safe Christmas and holiday season. Traffic is extremely heavy right now, people are out shopping.

Councilmember Ham stated 2020 has been a challenging year for all of us. COVID-19 has placed a heavy burden on us as citizens, our economy and our way of life. The situation seems to be improving, we hope that it is, and that there would be a decrease in sickness, and deaths that we have all seen. I encourage us to stay strong in these challenging times. I wish everyone a Merry Christmas and let us know forget the purpose of why we celebrate Christmas.

Councilmember Matthews stated I do want to encourage all of District 1 residents to stay tuned and watchful to our city site, Facebook page and any media outlets that we may be releasing any information on the District 1 vacant seat. Since I was not here at the last meeting, I do want to take time to bid a late farewell and well wished to Commissioner Williams, it has truly been an honor to serve with him the past last year. I look forward to more opportunities where we get to work alongside each other. I too want to wish all of Goldsboro and a special wish to District 4 residents a happy and safe holiday season.

Mayor Pro Tem Broadaway stated I would like to take this opportunity to thank all of the city employees, especially the ones we see out there working, most are out there working with masks on and protecting the community. Lastly, I would like to wish the whole community a very Merry Christmas and a safe and Happy New Year.

Mayor Pro Tem Broadaway read the following entitled Resolution:

Resolution Expressing Appreciation For Services Rendered By Dwayne Dean As An Employee Of The City Of Goldsboro For More Than 29 Years. **Resolution Adopted.**

Dwayne Dean retires on January 1, 2021 as a Major with the Goldsboro Police Department of the City of Goldsboro with more than 29 years of service. Dwayne began his career on July 24, 1991 as a Police Officer with the Goldsboro Police Department. On September 3, 1997, Dwayne was promoted to Detective with the Goldsboro Police Department. On June 15, 2011, Dwayne was promoted to Sergeant with the Goldsboro Police Department. On July 1, 2015, Dwayne was promoted to Captain with the Goldsboro Police Department. On November 23, 2016, Dwayne was promoted to Major with the Goldsboro Police Department where he has served until his retirement. Dwayne has proven himself to be a dedicated and efficient public servant who gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro. 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 Dwayne Dean their deep appreciation and gratitude for the service rendered by him to the City over the years. We express to Dwayne our very best wishes for success, happiness, prosperity and good health in his future endeavors.

Upon motion of Mayor Pro Tem Broadaway, seconded by Councilmember Matthews and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION NO. 2020-85 “RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY DWAYNE DEAN AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 29 YEARS”

Mayor Allen wished everyone a super safe and super happy Christmas. Remember those less fortunate.

There being no further business, the meeting adjourned at 7:58 p.m.

_____
Chuck Allen
Mayor

_____
Melissa Capps, MMC/NCCMC
City Clerk

MINUTES OF THE MEETING OF THE CITY COUNCIL HELD
JANUARY 4, 2021

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 4, 2021 with attendance as follows:

Present: Mayor Chuck Allen, Presiding
Mayor Pro Tem David Ham
Councilmember Bill Broadaway
Councilmember Taj Polack
Councilmember Brandi Matthews
Councilmember Gene Aycock
Ron Lawrence, Attorney
Tim Salmon, City Manager
Melissa Capps, City Clerk

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

Adoption of the Agenda. Upon motion of Councilmember Broadaway, seconded by Councilmember Polack and unanimously carried, Council adopted the agenda.

Oath of Office – Mayor Pro Tem. Ms. Melissa Capps administered the oath of office to David Ham, Mayor Pro Tem.

Closed Session Held. Upon motion of Councilmember Broadaway, seconded by Councilmember Polack and unanimously carried, Council convened into Closed Session to discuss an economic development matter.

Council came out of Closed Session.

Resolution of the Goldsboro City Council Establishing a Procedure for Filling Vacant Council Seat. Attorney Lawrence stated the application has been updated to review spouse name. Dates have been provided as previously discussed when applications are due, when applicants can come and present and the date given when you would vote. This was included in the information that was sent out over the weekend.

Antonio Williams, the duly elected council member representing District 1 of the City of Goldsboro on its City Council has tendered his written resignation dated December 7, 2020 from his seat as the council member representing said district. The City Council of the City of Goldsboro accepted his said resignation during its regularly scheduled meeting of December 7, 2020 and as a result hereby declares that the seat for the representation of District 1 is vacant. As a result of said vacancy the Code of Ordinances and the General Statutes of the State of North Carolina state that the Council, by majority vote, shall appoint a qualified candidate to fill said vacancy for the remainder of the term of said council member; i.e. until the next general election which will be held in November 7, 2023. Neither the Code of Ordinances nor the General Statutes contain a specific procedure for said appointment, therefore, it is necessary and good practice to establish a procedure so the City, all council members and potentially interested candidates, have a procedure which will guide all for the said appointment. It is necessary that a Resolution be enacted to establish procedures for such appointment, and that such are hereto as Exhibit A setting forth said procedures and is made a part hereof.

The City Council for the City of Goldsboro, North Carolina that:

1. The seat for District 1 of the Goldsboro City Council is vacant effective December 7, 2020, and shall be filled by the Council by majority vote.

2. For the proper and consistent application of the Code of Ordinances and the General Statutes of the State of North Carolina for the filling of the vacancy of said seat for

District 1 representation on the City Council, procedures for any appointment to fill said vacancy should be adopted and that such is necessary for the proper functioning of the Council.

3. Exhibit A hereto sets forth said procedure and is hereby adopted as the procedure for the appointment of the vacancy of the representative seat for District 1 of the Goldsboro City Council.

4. This resolution and Exhibit A are hereby adopted and shall be inserted into the official minutes of the City Council of Goldsboro.

Exhibit A

PROCEDURE FOR FILLING VACANT COUNCIL SEAT FOR DISTRICT 1 OF THE GOLDSBORO CITY COUNCIL

1. After the creation of a vacancy for District 1, such being effective December 7, 2020, the City Clerk will immediately cause the vacant seat to be advertised in *The Goldsboro News-Argus* and on the City of Goldsboro's Web Site indicating the appointment process and the following eligibility requirements as described in Article VI of the North Carolina Constitution and the City of Goldsboro's Code of Ordinances Section 3:5:

A. Be a qualified voter in the City of Goldsboro.

B. Be at least 21 years of age and not adjudged a felon not having had their rights restored.

C. Currently live within the boundaries of District 1 and having done so for at least the past thirty (30) days.

Interested citizens meeting these requirements can pick up the application form from the City Clerk's office in the City Hall at 200 N. Center Street, Goldsboro, NC. Any potential applicant is encouraged to check the District 1 boundaries while at City Hall to make sure they reside within District 1 before submitting an application. Completed applications must be returned to the City Clerk's office by 5:00 p.m. on Friday, January 15, 2021. **Applications not received by that date will not be considered (placing it in the mail by then does not constitute receipt by the City unless it is in the physical custody of the staff of the office of the City Clerk, located within the City Manager and Mayor's offices, 2nd floor, by 5:00 p.m. on Friday, January 15, 2021).**

2. The City Clerk will hold the sealed applications until the deadline date. After the deadline, the City Manager and City Clerk will open the envelopes and verify that each meets the qualifications addressed above. They will forward copies of the contents to each member of the City Council by 5:00 p.m. on Friday, January 22, 2021. The names of applicants shall be released to the news media upon request after the applications have been distributed to the City Council. Applicants are advised that the applications and therefore any information provided on the said applications is subject to disclosure upon a proper public records request.

3. The Mayor and City Council at the regular City Council meeting scheduled for February 1, 2021, will hear presentations by each qualified applicant. Each applicant will be given up to ten (10) minutes to make a presentation on their qualifications for the office and their vision for Goldsboro.

4. At the February 15, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so, the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only.

5. The ballots shall be passed to the City Clerk who will announce the vote by reading aloud each ballot with the name and vote of the Mayor and each council member.

6. If any candidate receives at least 4 total votes on the ballots, that person is "appointed" and shall fill the seat.

7. If no candidate gets more than 3 votes, then the 2 applicants receiving the most votes will advance to a second ballot, in the same format as the first round.

8. However, if as a result of said initial vote there is a tie that occurs between two or more candidates making it such that there are not only 2 applicants with the most votes, then if there is one applicant that receives the most votes, that applicant will move to the next round of voting, and the council will then by ballot vote on the remaining other applicants so tied and the applicant between those such applicants that receives the highest votes will move to the second round of voting.

9. If, however as a result of the first round of voting 3 applicants are tied with two votes each, then a new ballot will be issued by the Clerk to the council members with those 3 applicants thereon, the council shall vote, and follow the above procedures until there are 2 candidates with the greatest number of votes; BUT if one of those 3 receive at least 4 votes during that round of voting, then that person would be "appointed" and shall fill the seat.

10. Each round of balloting and voting shall be conducted exactly as the first round.

11. Once any candidate gets at least 4 votes, that person is the choice, and may be sworn in at the beginning of the next Council meeting.

12. At any time, if no candidate has received at least 4 votes, the Council, upon proper motion, second and majority vote, may suspend the selection process, and return to further consideration of filling this vacancy at Council's next meeting.

13. Additionally, at any time during the appointment process, upon motion, second and majority vote, the Council may vote to delay the vote on appointment to another date; and may re-open the application process to consider other interested candidates and shall set application deadlines consistent with the process above.

Councilmember Broadaway made a motion to adopt the Resolution of the Goldsboro City Council Establishing a Procedure for Filling Vacant Council Seat. The motion was seconded by Councilmember Aycock. Councilmember Polack stated once we decide on this the News Argus will be publishing this as well, as soon as this gets approval. I just want to be sure all media outlets are exposing this everybody in a timely manner. Councilmember Matthews stated it states it will go on the website and the News Argus. Mayor Allen, Mayor Pro Tem Ham, Councilmembers Broadaway, Polack and Aycock voted in favor of the motion. Councilmember Matthews voted against the motion. The motion passed 5:1 and the following entitled Resolution was adopted.

RESOLUTION NO. 2021-1 "RESOLUTION OF THE GOLDSBORO CITY COUNCIL ESTABLISHING A PROCEDURE FOR FILLING VACANT COUNCIL SEAT"

COVID-19 Emergency Paid Sick Leave Policy. Resolution Adopted. Ms. Bernadette Dove reviewed the following information. On December 31, 2020, the Families First Coronavirus Response Act (FFCRA) which required eligible Employers to provide Emergency Paid Sick Leave (EPSL) to employees affected by COVID-19 expired.

COVID-19 cases continue to rise across the country and especially in North Carolina. Additionally, the City of Goldsboro is experiencing a continued increase in the number of employees who are affected by the virus and unable to work. Reports and indicators suggest this trend will continue into 2021.

On Wednesday, December 9, 2020, the UNC School of Government recommended that public entities institute a local emergency paid sick leave policy in the event that the US Congress does not extend the FFCRA. The local policy will take steps to protect the workplace and ensure services are provided to the public during the COVID-19 State of Emergency.

Councilmember Broadaway asked if the money was already budgeted. Ms. Dove stated yes, it would be under salaries, it is already budgeted.

Upon motion of Councilmember Aycock, seconded by Councilmember Polack and unanimously carried, Council adopted the following entitled resolution approving the City of Goldsboro's COVID-19 Emergency Paid Sick Leave Policy effective January 1, 2021.

RESOLUTION NO. 2021-2 "A RESOLUTION TO ADOPT THE CITY OF GOLDSBORO EMERGENCY PAID SICK LEAVE POLICY"

Consent Agenda Review. Each item on the Consent Agenda was reviewed.

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 the Large Conference Room, City Hall Addition, 200 North Center Street at 7:00 p.m. on January 4, 2021 with attendance as follows:

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

The meeting was called to order by Mayor Allen at 7:00 p.m.

Councilmember Polack provided the invocation. The Pledge of Allegiance followed.

Approval of Minutes. Councilmember Aycock made a motion to approve the Minutes of the Work Session and Regular Meeting of December 7, 2020. The motion was seconded by Councilmember Aycock. Mayor Allen, Mayor Pro Tem Ham, Councilmembers Broadaway, Polack and Aycock voted in favor of the motion. Councilmember Matthews voted against the motion. The motion passed 5:1.

Public Comment Period. Mayor Allen opened the public comment period. The following person spoke:

Ravonda Jacobs spoke on the vacant seat for District 1 and shared concerns about residents in District 1 not having an opportunity to participate in the filling of the vacant seat.

Mayor Allen asked if Ms. Jacobs was invited to the meeting where the applicants presented would that give you what you need. Ms. Jacobs stated yes, that would be great.

Mr. Salmon shared it would be a public meeting. Ms. Jacobs stated so we would have an opportunity to hear them speak. Attorney Lawrence stated yes, they will submit a written application, then make a presentation at a public meeting. Ms. Jacobs asked who would make the decision, you all. Mayor Allen stated yes, there would be two weeks after the presentation, so if there is something you hear that night, you could contact Council to share your concern.

Councilmember Matthews asked the first meeting in February is public comment. Ms. Capps stated yes. Councilmember Matthews asked would the presentations be during the work session. Attorney Lawrence stated the agenda has not been set yet. Attorney Lawrence stated you could have it before the public comment period so people could comment. Councilmember Matthews asked if a modification could be made so to the public comment section to allow District 1 residents an opportunity to speak.

Councilmember Polack stated Ms. Jacobs would you be willing to be an ambassador or voice for your community, sit in on the meeting and be a voice for District 1. Ms. Jacobs stated yes.

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

Consent Agenda - Approved as Recommended. City Manager, Timothy Salmon, presented the Consent Agenda. 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. Mayor Pro Tem Ham moved the items on the Consent Agenda, Items B and C be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Polack 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-7-20 Personal Storage, LLC. (Outside Storage w/Used Automobile Sales). Approved. Subject property is located along the west side of S. US 117 Hwy. (NCSR No. 1249) between W. Ash Street Ext. and W. US 70 Hwy.

Area: 207,875 sq. ft. or 4.72 acres
Zoning: General Business (GB)

Currently, the property operates as a self-storage (mini-storage) operation formally known as Personal Storage Mini Warehouse Facility. The site has operated as a mini-storage facility since 1980.

Now, the owner proposes to maximize the use of the property by providing outside storage space for rent or lease. In conjunction with the request, the owner desires to operate a used car dealership and a U-Haul truck rental dealership upon the property. Outdoor storage and used automobile sales require a Conditional Use Permit approved by City Council. Separate site plan approval is also required.

The applicant has submitted a site plan that indicates seven (7) existing commercial storage buildings used for approximately 40,000 sq. ft. of storage. Currently, there are 230 personal and commercial storage spaces that are available for rent or lease.

An area has been proposed north of the principle office/storage building for the outdoor storage of recreational vehicles, campers, boats and vehicle storage. This storage area will consist of approximately 60,000 sq. ft. or 1.34 acres and be surrounded by a 6 ft. in height chain link security fence with vinyl slats. The applicant is proposing gravel vehicular surface areas in lieu of required pavement for the outdoor storage area due to existing site conditions associated with the mini-storage operation. A modification will be necessary.

In addition to the outside storage area, the applicant intends to operate a U-Haul truck/trailer rental dealership upon the property. The site plan shows a U-Haul truck/trailer display area fronting the W. Grantham Street service road for approximately 125 linear ft. and approximately 12,500 sq. ft. or .3 acres of display area. The applicant is proposing gravel surfaces for the display area which will require a modification from City Council.

Lastly, the applicant is proposing used automobile sales upon the property. The submitted site plan shows an existing paved automobile display area south of the principle office/storage building, as well as, paved customer parking spaces directly in front of the building along the Grantham Street service road. The applicant states that cars will be driven to the site or delivered by nothing larger than a two-car carrier.

The applicant intends to operate the existing mini-storage facility, U-Haul rental dealership and used automobile sales utilizing the following days and hours of operation:

Hours of Operation: Monday-Saturday
10am-6pm
Number of Employees: 2

Currently, a total of three paved curb cuts provide access to the site off W. Grantham Street which is a state-maintained service road. NCDOT officials have reviewed the applicant's proposal and are requiring the closure of the driveway closest to the southern property line.

Parking for the mini-storage facility requires 1 space per employee plus 3 customer spaces. Parking for the used auto sales requires 1 space per employee plus 5 customer parking spaces. A total of 10 parking spaces are required to include 1 handicapped parking space. Staff is working with the owner to provide an additional two customer parking spaces required for the site.

The applicant is proposing 6 Snow Goose Flowering Cherries to serve as new street trees for site. No other landscaping is proposed or required.

The property is located in a Special Flood Hazard Area known as the 500 and 100-year floodplain. Grading and drainage plans have not been submitted. The applicant will be required to comply with the City's floodplain and development regulations before a conditional use permit can be issued in the future.

The applicant is requesting a modification of the City's paving requirement for the proposed outside storage area and display area for the U-Haul truck/trailer rental dealership.
At the public hearing held on December 21, 2020, no one came forward to speak for or against the request.

The Planning Commission, at their meeting held on December 21, 2020, recommended approval of the Conditional Use Permit as submitted with the requested 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 operation of a fenced outside storage space for rent or lease associated with the Public Self Storage main operation and operation of a used car dealership/U-Haul truck rentals upon the property.
(2) Approve Site and Landscape Plans for the Conditional Use Permit with the following modification:
    a) Modification of the City's paving requirement for the proposed outside storage area and display area for the U-Haul truck/trailer rental dealership. Consent Agenda Approval. Ham/Polack (6 Ayes)

CU-8-20 Salem Leasing Corp.-Southwest corner of US Highway 117 South and Vann Street (Amendment of existing Conditional Use Permit). Approved. On November 6, 2017, City Council adopted an Order approving a Conditional Use Permit for the subject property to allow the outdoor storage of vehicles in conjunction with an adjacent business operation that provides commercial trucking transportation, maintenance, leasing and rental services and formally known as Salem Leasing Corporation.

The following site modifications were approved by City Council:

1. Modification to reduce security chain-link fence height from 8 ft. to 6 ft.
2. Modification to not require slatted fencing in a chain-link security fence along the western and southern property lines due to Existing landscaping.
3. Modification to allow storage in the side yard of the operation.

Now, the owner of the property proposes to set-up and locate a modular office facility upon the property for lease and additional commercial space for the temporary parking of tractor-trailer trucks and automobiles for employees of CLI Transport, LP. who specialize in the transportation of petroleum products for Sheetz Convenience Stores. Since the proposed use is considered a major design modification to an existing conditional use permit, City Council approval is required.

Frontage:	817.67 ft. (US 117 South)
	352 ft. (Vann Street)
Area:	8.40 acres
Zoning:	I-2 General Industry

The submitted site plan indicates a modular office facility consisting of approximately 1,680 sq. ft. to be used by employees of the business. The unit will be located along the eastern property line and front US Hwy. 117 South. It will consist of multiple office spaces, a conference room, storage areas and restrooms for employees. The unit will be required to meet the North Carolina

state building code. As such, handicap accessible walkways and ramps will be incorporated into the set-up of the modular unit to provide access into and out of the building.

Hours of Operation:	M-F: 8:00 am – 5:00 pm 24 hours/7 days a week
Number of Employees:	Office dispatchers - 3 Truck Drivers – 30

According to the applicant, there will be no commercial trucks or automobiles stored on site. Commercial trucking operations will be transient in nature. Trucks and tractor trailers may be parked anywhere from a day to a week depending upon the service required of the truck/tractor-trailer or delivery schedule of petroleum products.

Currently, a 60 ft. wide curb cut is shown along Vann Street in proximity to the western property line that provides ingress and regress to the site. Other existing driveway cuts along Vann Street and Hwy 117 South have been removed and/or closed.

Parking for the site requires 1 space per employee on the maximum shift, plus 1 space per 300 sq. ft. of office area, plus one space for each truck stored on the site. A total of 25 employee parking spaces have been proposed including 1 handicapped accessible parking space. A total of 29 tractor-trailer parking spaces are proposed for the site with space to accommodate 10 additional tractor-trailer spaces in the future.
The property is located in a Special Flood Hazard Area known as the 500-year floodplain. City water and sewer are available to serve the property.

At the public hearing held on December 21, 2020, no one came forward to speak for or against the request.

The Planning Commission, at their meeting held on December 21, 2020, recommended approval to amend the existing Conditional Use Permit as requested.

It was recommended Council accept the recommendation of the Planning Commission and adopt an Order approving the modification of Conditional Use Permit #CU-14-17, Salem Leasing outdoor storage of vehicles, to allow the placement of a modular office facility for the operation of transporting petroleum products for Sheetz Convenience Stores. Consent Agenda Approval. Ham/Polack (6 Ayes)

End of Consent Agenda.

Z-11-20 – Three J's Inc. - South side of Eleventh Street between Wendell Street and Norwood Avenue. Ordinance Adopted. The applicant requests to rezone subject property from Highway Business (HB) to General Business Conditional District (GBCD) in order to limit the use of the property to a commercial multi-tenant facility to include used automobile sales, a body and paint shop, automobile rentals and one additional flex space for future lease.
Used automobile sales and a body and paint shop require a Conditional Use Permit in the General Business (GB) zoning district. As such, the applicant is requesting conditional use permits for each proposed use should conditional zoning be approved for the site. Separate site plan approval is required in accordance with the City's Unified Development Ordinance.

Frontage:	849.34 ft. Lincoln Mercury Dr. (Private Road)
Area:	320,923 sq. ft., or 7.36 acres
Zone:	Highway Business (HB)

Surrounding Zoning:

North:	Office and Institutional (O&I-1);
East:	Highway Business (HB), Residential (R-16); and
West:	Highway Business (HB)

The subject property formerly operated as the Deacon Jones Ford Lincoln-Mercury Dealership until the car dealership was relocated to the new auto mall on Hwy. 70 East. and N. Oak Forest Road.

The City's Comprehensive Land Use Plan recommends the property for commercial use.

The submitted site plan indicates an existing 31,236 sq. ft. commercial building proposed for use as a multi-tenant facility. Approximately 22,313 is proposed for automotive repair, service and inspection to include paint and bodywork, 1,492 sq. ft. for automobile rentals, 1,483 sq. ft. as a used automobile sales dealership and 2,602 sq. ft. as available flex space for lease.

Two (2) concrete pads (770 sq. ft. and 1,600 sq. ft.) with canopies are proposed at the rear of the automotive repair, service and inspection facility for a wash bay area and two paint booths associated with automotive bodywork.

In addition, a 6 ft. in height chain-link security fence will provide an opaque screening buffer for outdoor storage associated with the automotive repair, service and inspection operation.
Access: The site is served by two existing driveway cuts along a private road known as Lincoln Mercury Drive and one existing 60 ft. wide driveway cut off Eleventh Street between Wendell Street and Norwood Avenue.

Parking for automobile inspection, repair and service requires 1 space per working bay plus 1 space per employee. A total of 11 working bays and 14 employees are required for a total of 24 parking spaces.

Days/Hours of Operation: Monday – Friday 8:00 am - 6:00 pm
Parking for automobile rent and lease requires 1 space per employee plus 3 customer spaces plus 1 space per vehicle stored on site. A total of 2 employees plus 3 customer spaces plus 20 rental vehicles stored on site are required for a total of 25 vehicles.

Days/Hours of Operation: Monday – Sunday 8:00 am - 7:00 pm

Parking for used automobile sales requires 1 space per employee and 5 customer spaces and parking for an office requires 1 space per 350 sq. ft. of gross floor area.

Days/Hours of Operation: Monday - Saturday (TBD)

The submitted site plan indicates an existing parking lot for the former new car dealership. Sufficient paved vehicular surfaces are available for each proposed use. City staff is working with the site engineer to delineate required parking spaces for each proposed use in accordance with the City's off-street parking standards.

Street trees and vehicular surface area plantings are required for the site, however, there are no plantings indicated on the submitted site plan. Staff is working with the applicant to meet the intentions of the ordinance regarding street trees. A modification will be necessary for the required vehicular surface area plantings due to existing conditions.

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

At the public hearing held on December 21, 2020, a representative for the property owner came forward in support of this request. No one else came forward to speak for or against the request. The Planning Commission, at their meeting held on December 21, 2020, recommended approval for the change of zone request from Highway Business (HB) to General Business Conditional District (GBCD) to limit the use of the property to a commercial multi-tenant facility to include used automobile sales, a body and paint shop, automobile rentals and one additional flex space for future lease with the requested modifications.

Upon motion of Councilmember Broadaway, seconded by Mayor Pro Tem Ham and unanimously carried, Council accepted the recommendation of the Planning Commission and:

1. Found the request consistent with the City's adopted Comprehensive Land Use Plan and;
2. Adopted an Ordinance changing the zoning for the property from Highway Business (HB) to General Business Conditional District (GBCD) to limit the use of the property to a commercial multi-tenant facility to include used automobile sales, a body and paint

shop, automobile rentals and one additional flex space for future lease with the following modifications:

a) A modification for the required vehicular surface area plantings due to existing site conditions.

ORDINANCE 2021-1 "AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF GOLDSBORO, NORTH CAROLINA CODE OF ORDINANCES"

City Manager's Report. Mr. Timothy Salmon stated I would like to wish everyone a Happy New Year and look forward to getting past COVID-19 and on with some of the quality of life events the city has done. The deadline for expending Coronavirus Relief Fund (CRF) funding has been extended until December 31, 2021. As of December 31, 2020, Council approved spending includes: $166K of $200K for non-profit organizations; $55K of $100K for for-profit businesses.

Mayor and Councilmembers' Reports and Recommendations. Councilmember Aycock wished everyone a Happy New Year.

Councilmember Matthews stated no comment.

Councilmember Polack stated I just want to thank all the city employees for dealing with something they have never dealt with before, in dealing with Corona as well as the citizens of Goldsboro. I also want to encourage all District 1 residents to use the city webpage and email us your concerns or who would be a good candidate to fill this seat. Everyone be safe, listen to the recommendations of the CDC, do not gather in assemble in large areas and wear a mask.

Councilmember Broadaway stated I just want to wish everyone a Happy New Year and like Councilmember Polack stated let's wear our masks.

Councilmember Ham stated I would just add one line to comments about preventing the spread; I also want to thank and commend our medical people who continue to work through this pandemic and their dedication to their profession. I commend them and thank them for their service.

Mayor Allen wished everyone a great 2021.

There being no further business, the meeting adjourned at 7:21 p.m.

_____
Chuck Allen
Mayor

_____
Melissa Capps, MMC/NCCMC
City Clerk

Item C

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 19, 2021 COUNCIL MEETING

SUBJECT: CU-10-20 Jayme S. Dearing – West side of N. Center Street between W. Oak Street and W. Ash Street

BACKGROUND: The applicant is requesting a conditional use permit to operate an automobile repair, service and inspection facility in the CBD (Central Business District).

Frontage:	149 ft. (N. Center St.)
Area:	25,165 sq. ft., or 0.57 acres
Zoning:	Central Business District w/ Historic District Overlay

Surrounding Zoning:

North:	GB (General Business);
South:	CBD (Central Business District);
East:	CBD (Central Business District); and
West:	CBD (Central Business District), and GB (General Business)

Existing Use: The existing building and lot was formerly operated as a used car business and service center known as J.D. Pike Motor Company. The site has been closed for more than six months and the owner is in the process of selling the property.

On February 3rd, 2020, City Council denied the property owner's request to rezone the property from CBD (Central Business District) to GB (General Business). The proposed zoning was inconsistent with the City's Comprehensive Land Use Plan which recommended MU DT (Mixed-Use Downtown) development for the property.

DISCUSSION: Now, the applicant is proposing to operate an automobile repair, service and inspection facility upon subject property. According to the City's Unified Development Ordinance, the proposed use is permitted in the CBD (Central Business District) however; a

conditional use permit is required and must be approved by City Council. The subject property is located on the north side of Ash Street therefore not located within the CBD (Central Business District) bounded by the south side of Ash Street, the east side of George Street, the north side of Chestnut Street and the west side of William Street where auto-oriented uses are not permitted.

Days/Hours of Operation: Monday-Friday

7:30 am – 5:00 pm

No. of Employees: 5

Access: An existing 24 ft. wide curb cut exists off of N. Center Street and provides gated access to required customer/employee parking, automobile drop-off and pick-up service.

Building and Lot: The existing building consists of approximately 10,120 sq. ft. of floor space consisting of offices, a service bay, storage/warehouse space and restrooms for customers and employees.

Since the site was developed prior to the adoption of the City's Unified Development Code, building setbacks do not comply with current regulations. A modification is required for the side-yard setback from 15 ft. to 0 ft. Also, a modification is required for the rear-yard setback from 20 ft. to 0 ft.

Parking: Parking for the site requires 1 parking space per working bay and 1 space per employee. A total of 6 striped parking spaces are required to include handicap accessible parking.

According to the City's Unified Development Code, auto repair facilities and all outdoor storage areas for vehicles other than customer parking shall be located to the rear of the property and screened from view by a six ft. opaque fence.

In addition, junked or inoperable motor vehicles shall not be parked in view of any road right-of-way or adjoining property for more than forty-eight hours. No vehicle that has been repaired and is awaiting removal, or that is awaiting repair, shall be stored or parked for more than 30 consecutive days. No vehicle shall be parked or stored as a source of parts and no vehicle shall be parked for the purpose of sale or lease/rent.

Staff is working with the applicant to ensure that the above-mentioned requirements have been completed prior to a certificate of occupancy being issued.

Landscaping: Due to existing site conditions consisting of paved surface areas, the applicant is requesting a variance of the City's landscape requirements.

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

Historic District: The subject property is located within the City of Goldsboro's Historic District. Any exterior improvements to the property including signage shall comply with the Historic District guidelines before a building permit can be issued in the future.

Modifications: The following modifications are being requested by the applicant.

1. Modification of the building side-yard setback from 15 ft. to 0 ft.

2. Modification of the building rear-yard setback from 20 ft. to 0 ft.

3. Modification of the City's landscape ordinance.

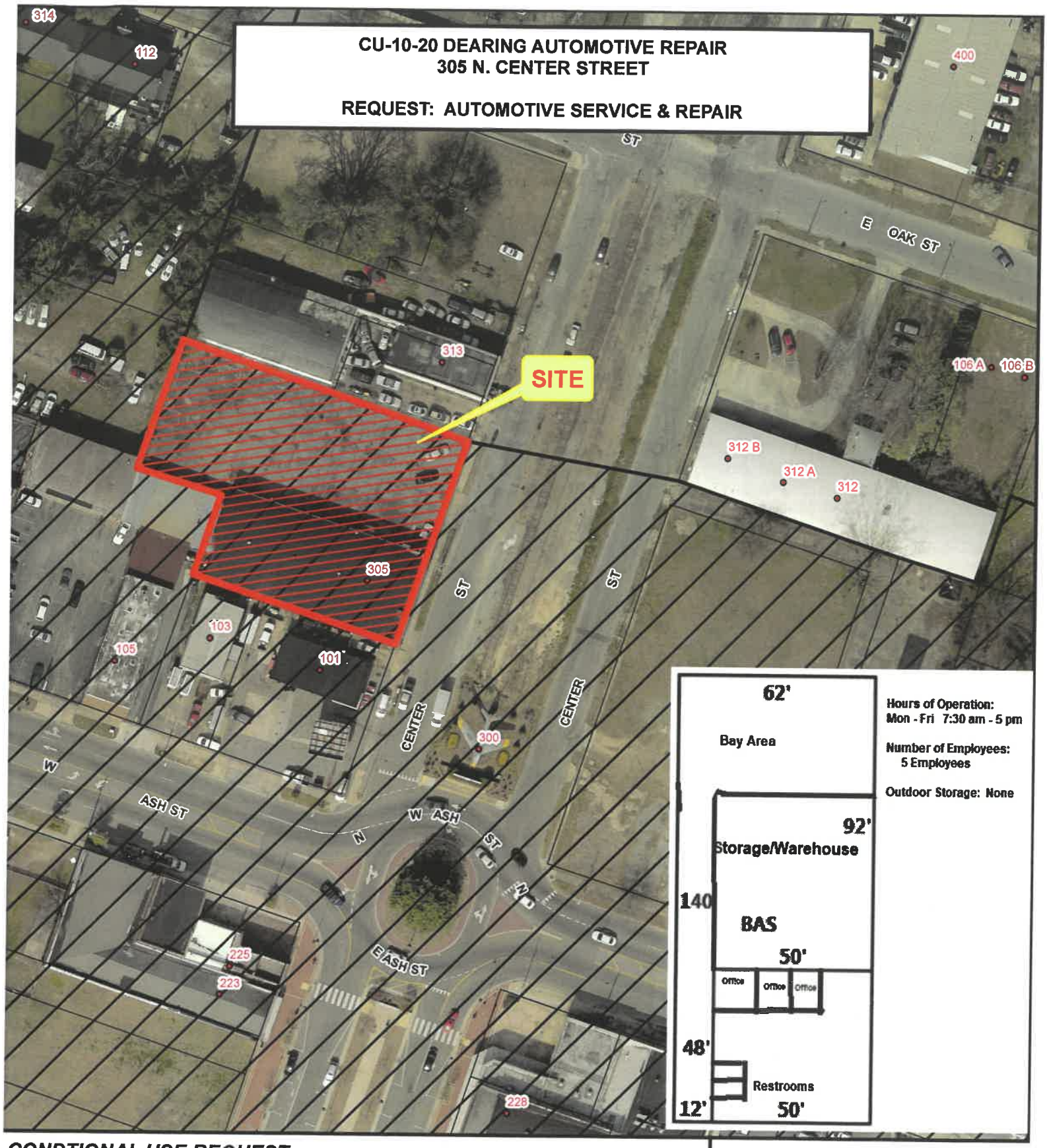
RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the City Council at their next regularly scheduled meeting on February 1, 2021.

Date: 1/12/21

Planning Director

Date: 1/13/21

City Manager



CONDTIONAL USE REQUEST:

CASE NO:	CU-10-20
REQUEST:	AUTOMOTIVE SERVICE AND REPAIR
APPLICANT:	JAYME DEARING
OWNER:	J.D. PIKE
LOCATION:	305 N. CENTER STREET
HOURS OF OPERATION:	MON - FRI 7:30 am to 5:00 pm
NUMBER OF EMPLOYEES:	5 EMPLOYEES

0 25 50 100 Feet

N W E S

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Google Maps 312 N Center St

Image capture: Jun 2012 © 2021 Google

Goldsboro, North Carolina

Google

Street View

Item: D

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 19, 2021

SUBJECT: Bid Award Sole Source Vendor Resolution for Air Cleaning Specialist, Inc.

BACKGROUND: Currently there are no fire stations in the City of Goldsboro that employ any form of vehicle exhaust removal. Diesel vehicle exhaust emissions are generally known to pose certain health risk to city employees, contractors, and citizens visiting the facilities (DHHS (NIOSH) Publication Number 88-116). NIOSH research and NFPA 1500 recommend that fire stations be equipped with diesel exhaust extraction systems to reduce exposure and potential health risks. FEMA guidelines excludes station 4 from eligibility as it was constructed after 2003.

DISCUSSION: GFD was awarded the Assistance to Firefighters Grant (AFG) for the amount of $183.711.82. Based on the prescribed 90/10 split, the cost to the city will be $18.371.18. The installation of the systems will help protect the health of employees and the public by removing harmful particulates from the air. Air Cleaning Specialist, Inc. of Raleigh submitted the winning low bid of $112.174.00 on November 3, 2020. FEMA allows the application of the remaining $89,909.00 to enhance the specified system (i.e. safety disconnects, auto returns, etc.). The staff proposes the sole source be awarded to the bid winner.

RECOMMENDATION: It is recommended that the attached Resolution for the Purchase and sole source of enhancements to the previously approved exhaust capture system be approved.

DATE: 1/13/21

Joseph W. Dixon, Fire Chief

DATE: 1/12/21

Timothy Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF CONTRACT AIR CLEANING SPECIALIST, INC. FOR DIESEL EXHAUST SYSTEM ENHANCEMENTS

WHEREAS, the City Council of the City of Goldsboro has heretofore found it in the public interest to apply for federal grant funding to install a source-capture exhaust ventilation system in four of the fire stations maintained by the City to mitigate the possible effects of noxious and poisonous fumes that expose its firefighters to long range physical illness and disease; and

WHEREAS, FEMA administers the Assistance to Firefighters Grants (AFG) to fund critically needed resources to equip and train emergency personnel, enhance efficiencies, and support community resilience; and

WHEREAS, on March 12, 2020 the City submitted an application for an AFG grant to fund a source-capture exhaust system at Station 1, 2, 3 and 5 which will further protect the health and safety of the public and firefighting personnel against fire and fire-related hazards; and

WHEREAS, a grant in the amount of $183,711.82 requiring a ten percent match of $18,371.18 was awarded on July 24, 2020, and the terms of the grant award require that the applicant officially accept the award within 30 days of notification; and

WHEREAS, the Goldsboro City Council has accepted the AFG to construct and modify said facilities in accordance with the grant guidelines, and

WHEREAS, on November 3, 2020 the City of Goldsboro received a winning responsive Request for Bid in the amount of $112,174.00 from Air Cleaning Specialist, Inc. (ACS), and

WHEREAS, FEMA allows for the $89.909.00 difference between the low bid and award amount to be applied to system enhancements, AND

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to authorize an addition to contracted services to ACS in an amount not to exceed $89.909.00

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

The City Manager is hereby authorized and directed to execute a contract with ASC, in an amount not to exceed $89.909.00 to provide system enhancements for the Source-Capture Exhaust Ventilation System Project.

This resolution shall become effective upon adoption.

This _____ day of _____, 2021.

_____
Mayor

ATTEST:

_____
City Clerk

Item: E

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 19, 2021

SUBJECT: Firehouse Subs Public Safety Foundation Grant Award

BACKGROUND: Firefighters routinely enter into environments deemed immediately dangerous to life and health (IDLH) by the Occupational Safety & Health Administration (OSHA). The International Association of Fire Chiefs (IAFC), National Volunteer Fire Council (NVFC), and the National Fire Protection Association (NFPA) recognize the need to decontaminate the gear worn in the performance of duties. Instances of firefighter cancer have been directly linked to exposure through improper PPE care. Keeping our providers safe and healthy promotes a safe and resilient Goldsboro.

DISCUSSION: The cost for installation will be absorbed within the existing GFD budget. There are no additional costs to the City. The installation of the unit will help protect the health of employees and the public by removing harmful particulates and particulates from the gear.

RECOMMENDATION: It is recommended that the council vote to approve the acceptance of this grant in conjunction with the proposed resolution 2021-.

The National Fire Protection Association (NFPA) standard 1851, *Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* recommends gross decontamination of turnout gear after exposure in an IDLH environment and advanced cleaning on a regular basis to help maintain the integrity of the turnout gear fabrics.

DATE: 1/13/21

Joseph W. Dixon, Fire Chief

DATE: 1/12/21

Timothy Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION BY GOVERNING BODY OF APPLICANT TO ACCEPT
THE FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT

WHEREAS, the City Council of the City of Goldsboro has heretofore found it in the public interest to apply for grant funding to acquire a gear dryer to assist in the mitigation of noxious and poisonous exposures to its firefighters to long range physical illness and disease; and

WHEREAS, the Firehouse Subs Public Safety Foundation provides funding for critically needed resources within the public safety community; and

WHEREAS, on November 1, 2020 the City submitted an application for a Firehouse Subs Public Safety Foundation grant to fund the purchase of a commercial grade gear dryer to assist in protecting the health and safety of the public and firefighting personnel; and

WHEREAS, a grant in the amount of $7,662.31 was awarded on January 5, 2021; AND

WHEREAS, the City intends to seek compliance with National Fire Protection Association (NFPA) standard 1851, *Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting;*

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

The Goldsboro City Council hereby approves and accepts the Firehouse Subs Public Safety Foundation for the acquisition of an NFPA 1851 compliant gear dryer.

The Goldsboro City Council further authorizes City officials and staff to execute the necessary documents on behalf of the City of Goldsboro in order to effectuate this transaction.

This resolution shall become effective upon adoption.

This _____ day of _____, 2021.

_____
Chuck Allen
Mayor

ATTEST:

_____
City Clerk

Item F

CITY OF GOLDSBORO
AGENDA MEMORANDUM
January 19, 2021 COUNCIL MEETING

SUBJECT: 1st Annual Goldsboro Wayne Crime Stoppers "Caper Chase" Road Run—Temporary Street Closing

BACKGROUND: An application was received from the Goldsboro Wayne Crime Stoppers, requesting permission to hold their 1st Annual Caper Chase Road Run on Saturday, March 20, 2021 from 8:00 a.m. to 11:00 a.m.

DISCUSSION: The race is scheduled to begin at Spruce Street on Center Street and end between Chestnut Street and Spruce Street on Center Street and runs through the downtown area of Walnut Street, Evergreen Street, and Andrews Street, Berry Street, Claiborne Street, Mulberry Street, and Pine Street. The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

The race has three race routes they will be using for the 10K, 5K, and 1-mile runs. All three routes will start and finish in the same area and will have staggered start times. The time requested for the closing is from 8:00 a.m. to 11:00 a.m.

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 Council approve the street closing of sections of Center Street at Pine Street, Spruce Street, Chestnut Street, Walnut Street, and Mulberry Street for the 1st Annual Caper Chase Road Run event 8:00 a.m. to 11:00 a.m. on Saturday, March 20, 2021.

DATE: 1-11-2021 Michael D West
Mike West, Police Chief

DATE: 1/12/21 Tim Salmon
Tim Salmon, City Manager

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Date of Application 11-5-2020
(Inner Office Use Only)

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: Wayne Crime Stoppers Caper Chase

Event Date(s): March 20, 2021 **Event Website:** _____

Inclement Weather/Rain Date(s): none

Description of Event (Please briefly describe the event.)

1 mile, 5K, 10K road race - downtown Goldsboro, with set-up on Center Street. Fundraiser for the Wayne Crime Stoppers.

Requested Event Location: downtown, with a Start/finish on Center St.

Event Start Time/End Time: 8:00am / 12 pm

Set-Up: Date & Time (start/end): 5am - March 20

Dismantle (Completion): Date & Time (start/end): 12 pm - March 20 - goal :)

Estimated Daily Attendance: 250

Will this event require street closures? (Yes) No **Closure Times** 8am - 11am

***If yes*, please list the streets that you are requesting to be closed:** Center Street north/south at Pine Street, Spruce Street, Chestnut Street, Walnut Street, Mulberry Street

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Goldsboro Wayne Crime Stoppers

Are you a non-profit? ✓ Yes ☐ No If yes, are you: ✓ 501c (3) ☐ 501c (6) Place of worship

Applicant Name: Stephanie Brown Title: Executive Director

Address: 308 N. William Street

City: Goldsboro State: NC Zip: 27530 Phone: _____

Cell Phone: 919-222-5952 Email: director@gwcrimestoppers.com

Day of Event Contact:

Name: Jennifer Strickland Phone: 919-921-0670

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: _____

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)**

see attached – 10K and 5K maps

1-mile route - Start Spruce Street at Center Street
north on Center to Mulberry Street
around circle south on Center Street
around circle at Pine Street and finish
between Chestnut street and Spruce Street on
Center Street.

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

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.)

volunteers collecting and policing for cleanup

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 amplification

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. 8
- Approximate Sizes: 8x8 and 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: _____

(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? nearby downtown parking lots/spaces

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: Stephanie W. Brown Date: 10/20/2020

Organization: Goldsboro Wayne Crime Stoppers

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.

For Inner Office Use Only:

Sgt Adams
Goldsboro Police Department Representative

Downtown Goldsboro Representative

City Manager's Signature
(Use of City Owned Lots and Non-Street Closings)

GOLDSBORO

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North Carolina

Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Goldsboro Wayne Crime Stoppers 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 20 day of October, 2020.

Stephanie W. Brown (SEAL)

(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.

Goldsboro 1-Loop 10k

Goldsboro, NC

USATF Certificate #NC18003BW
Effective Jan 22, 2018 to Dec 31, 2028

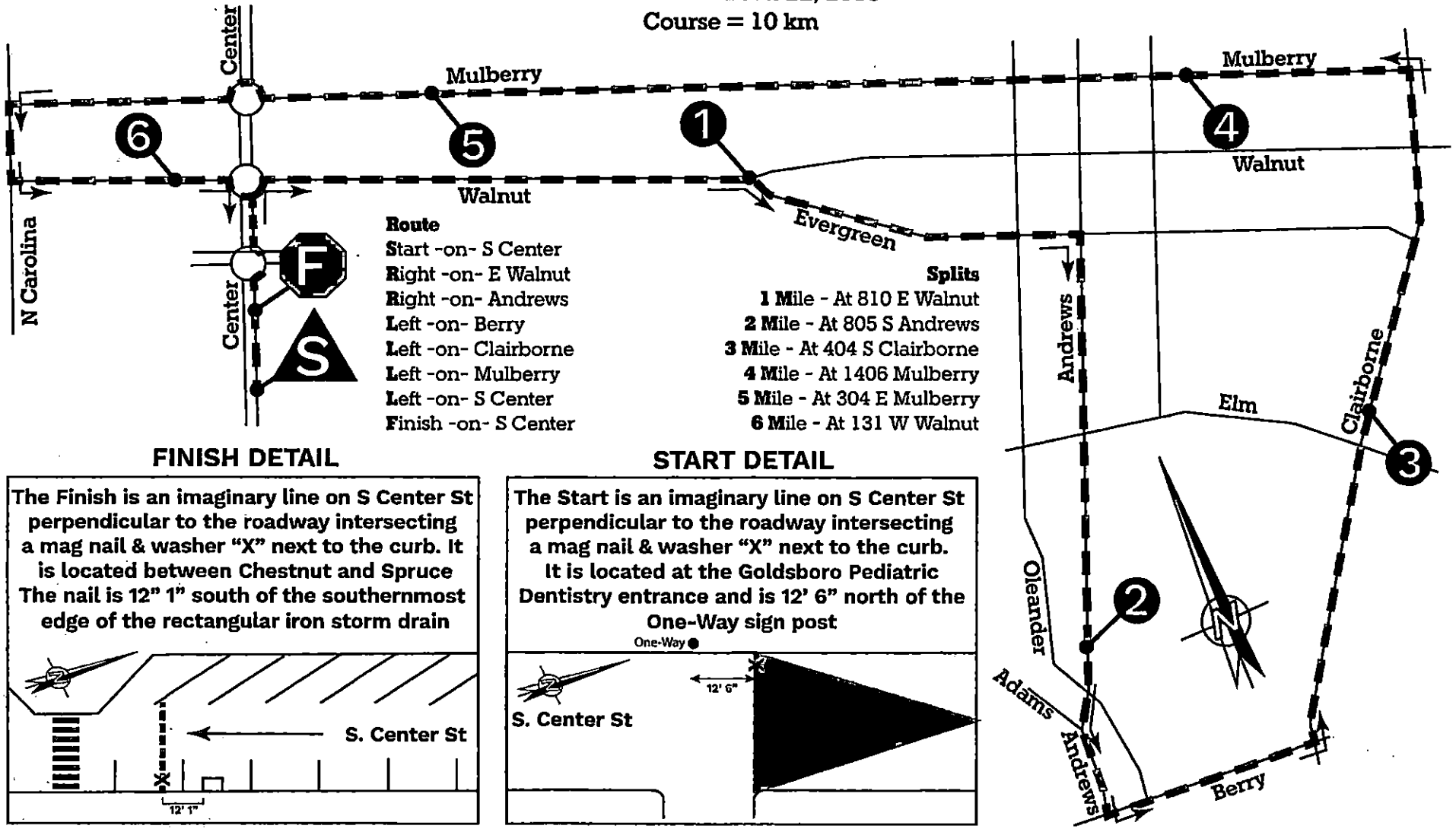
USATF CERTIFIED COURSE

Route is 100% unrestricted
Runners have full use of all roads curb-to-curb

Brandon Wilson

Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

Measured On: Jan 22, 2018
Course = 10 km



Route
Start -on- S Center
Right -on- E Walnut
Right -on- Andrews
Left -on- Berry
Left -on- Clairborne
Left -on- Mulberry
Left -on- S Center
Finish -on- S Center

Splits
1 Mile - At 810 E Walnut
2 Mile - At 805 S Andrews
3 Mile - At 404 S Clairborne
4 Mile - At 1406 Mulberry
5 Mile - At 304 E Mulberry
6 Mile - At 131 W Walnut

FINISH DETAIL

The Finish is an imaginary line on S Center St perpendicular to the roadway intersecting a mag nail & washer "X" next to the curb. It is located between Chestnut and Spruce The nail is 12" 1" south of the southernmost edge of the rectangular iron storm drain

START DETAIL

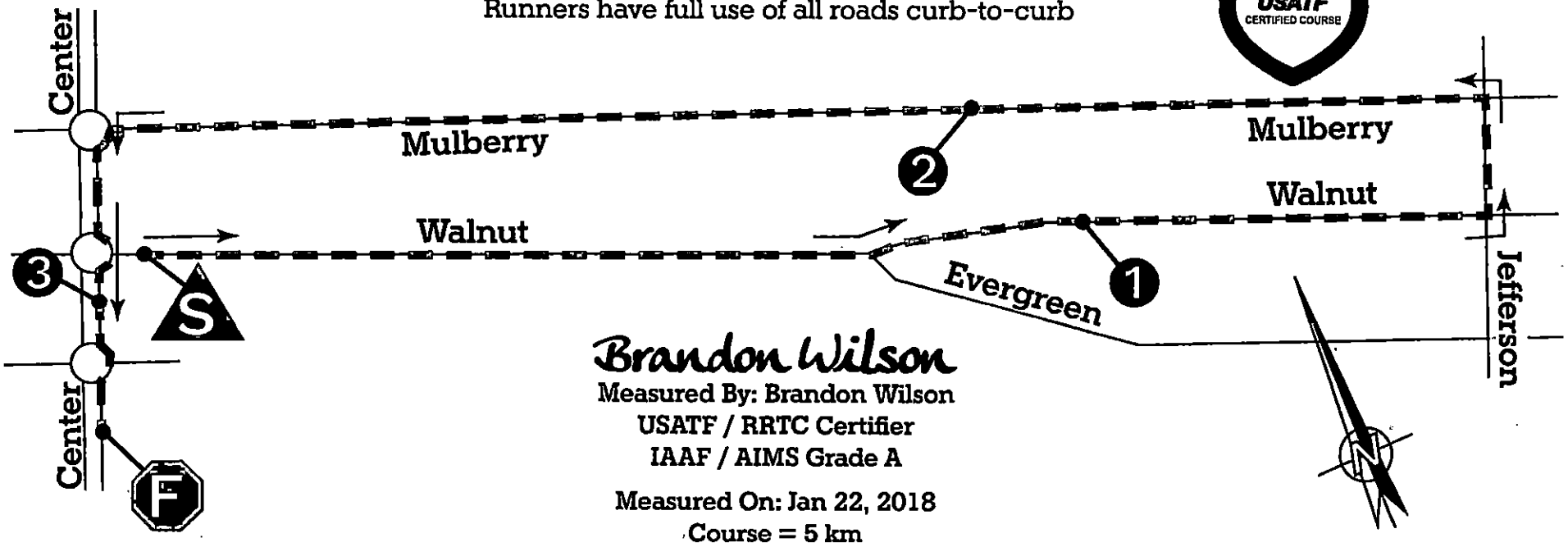
The Start is an imaginary line on S Center St perpendicular to the roadway intersecting a mag nail & washer "X" next to the curb. It is located at the Goldsboro Pediatric Dentistry entrance and is 12' 6" north of the One-Way sign post

Goldsboro 5k

Goldsboro, NC

USATF Certificate #NC18001BW
Effective Jan 22, 2018 to Dec 31, 2028

Route is 100% unrestricted
Runners have full use of all roads curb-to-curb

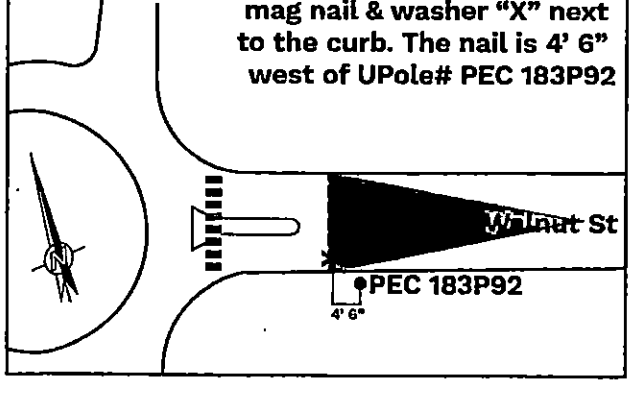


Brandon Wilson
Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

Measured On: Jan 22, 2018
Course = 5 km

START DETAIL

The Start is an imaginary line on Walnut St perpendicular to the roadway intersecting a mag nail & washer "X" next to the curb. The nail is 4' 6" west of UPole# PEC 183P92

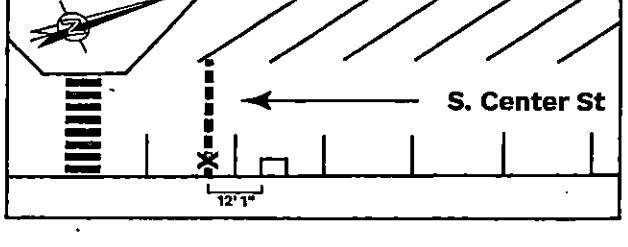


Route
Start -on- E Walnut
Left -on- Jefferson
Left -on- E Mulberry
Left -on- S Center
Finish -on- S Center

Splits
1 Mile - At 1108 B E Walnut
2 Mile - At 1000 E Mulberry
3 Mile - At 116 S Center

FINISH DETAIL

The Finish is an imaginary line on S Center St perpendicular to the roadway intersecting a mag nail & washer "X" next to the curb. It is located between Chestnut and Spruce The nail is 12" 1" south of the southernmost edge of the rectangular iron storm drain



CRIME-1

OP ID: LM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/05/2020

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 have ADDITIONAL INSURED provisions or 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 919-778-9400
Crawford-Henderson, Inc.
202 N. Spence Avenue
P.O. Box 10885
Goldsboro, NC 27532-0885
Lisa B. Musselman

CONTACT NAME: Lisa B. Musselman
PHONE (A/C, No, Ext): 919-778-9400 FAX (A/C, No): 919-751-2142
E-MAIL ADDRESS: lisam@crawhen.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: The Cincinnati Insurance Co.	10677
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Crime Stoppers of Wayne County
Inc. DBA Goldsboro-Wayne Crime
P.O. Box 1116
Goldsboro, NC 27533 116

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 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	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			ENP 0122091	03/01/2021	03/01/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Special Events Coverage-Caper Chase Road Run 03/20/2021

CERTIFICATE HOLDER GOLDS-1

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
Lisa B. Musselman

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North Carolina

200 North Center Street, 27530
P 919.580.4362

City of Goldsboro
Departmental Monthly Reports
December 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

Human Resources

- Job descriptions are being updated and imported in NeoGov.
- Annual evaluations were logged and printed. Three hundred sixty-eight evaluations have been completed as of December 31. Bonus checks were distributed to employees.
- December 10, 11 - Staff attended webinars sponsored by the School of Government on FFCRA and COVID-19 updates.
- December 21 – Staff provided assistance for the Fire Engineer promotional assessment.
- HR staff visited City facilities to present the 2020 service awards. Forty-eight employees were recognized for their years of service. Gifts of appreciation were also distributed to all City employees.
- No training was assigned this month.
- Staff is updating HR metrics for the strategic plan.

Safety

- November 30 – Department of Labor Compliance inspection of Compost Facility.
- December 1 – Teleconference with Scott Tadlock/ NC DMV.
- December 2 – Attended North Carolina Freedom Festival Committee Meeting.
- December 4 – Performed safety inspection at Parks/Golf Maintenance Warehouse.
- Assisted employees with online HazCom Training.
- Inspection with Joe Martikke at Golf course.
- Developed a Machine Guarding policy and training.
- Teleconference with Chris Jasion – NC Department of Labor.
- December 7 – Observation of crane safety and set up on old Goldsboro Bank.
- Fire Inspection and safety check at T.C. Coley Facility.
- Completed fire extinguisher inspections at City Hall.
- Finalized the yearly CDL Clearing House Queries for 2020.
- December 15 – Safety and Accident Review Committee Meeting. One case heard. Employee received two (2) points.
- December 1 and December 17 – Assisted with Meals on Wheels.
- December 21 – Six employees attended Machine Guarding Training at Compost Facility.
- Music contracts finalized for the NC Freedom Festival.
- Continuous City-wide safety observations with private contractors.

Occupational Health

There was no health beat this month. Total clinic visits: 97. The nurse continues to advise staff and provide assistance regarding COVID and CDC guidelines.

MONTHLY STATISTICS

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Total Employment	573	573	575	574	573	571	568	565	561	561	560	562	568
Vacancies	21	23	28	16	12	13	12	13	19	12	9	18	17
Applications	480	367	208	158	73	124	227	225	262	177	44	278	213
Applicant Notices	277	295	110	259	117	384	106	94	122	111	135	140	183
New Hires	9	6	5	3	1	3	3	4	2	5	3	7	4
Resignations	1	3	2	4	1	5	3	6	4	4	1	1	3
Retirements	4	2	1	0	1	0	3	1	1	1	1	4	2
Terminations	0	1	0	0	0	0	0	0	1	0	2	0	.36
Turnover Rate	.87%	.87%	.52%	.70%	.35%	.88%	1.06%	1.24%	.89%	.89%	.36%	.89%	0.79%
Vehicle Accidents	4	0	2	5	5	2	0	0	2	0	0	1	2
Workers' Compensation	0	0	0	1	0	0	1	1	0	0	0	0	0.25
FFCRA Leave			0	10	6	20	20	11	17	13	6	31	13
Telework			37	39	35	32	32	32	33	24	19	25	31

2019	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Employment	620	625	625	632	648	700	830	621	608	605	601	569	640
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 (resignations, retirements, and terminations) represent full-time and permanent part-time personnel.

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COMMUNITY RELATIONS DEPARTMENT
December 2020
Prepared by: Felecia Williams, Community Relations Specialist
Date Prepared: January 8, 2021

- On December 17, 2020 the Mayor's Committee for Persons with Disabilities (MCPD) met virtually to discuss official business towards persons with disabilities. During the December meeting, the committee welcomed Principal and Teacher from Edgewood Community Development School and discussed in which the committee and the school can work together to meet the needs of children living with disabilities. The Committee is scheduled to meet on January 21, 2021 at 12:00 pm.

- The Commission on Community Relations and Development met on December 8, 2020 at 6:00 pm. During the meeting, the Commission continued to discuss the City Council plans to establish a separate Race Relations Committee and explored resources the Commission can use to aid in any future plans. The Commission discussed other official business such as the virtual upcoming Dr. Martin Luther King, Jr. Celebration, Interfaith Breakfast, and other diversity awareness activities for 2021. The next scheduled meeting for the Commission on Community Relations and Development will be held on January 12, 2021.

- The Goldsboro Youth Council (GYC) Executive Board met virtually on December 1, 2020 at 5:30 pm, to prepare for the regular meeting, scheduled for December 2, 2020. The Goldsboro Youth Council met virtually on December 2, 2020 at 5:00 pm for a regular session. Highlights for the December meeting was an Agree/Disagree activity. The next scheduled GYC meeting will be on February 3, 2021.

- The Department has continued to work with the nonprofits awarded through the Goldsboro's Coronavirus Relief Fund (CRF) Program by ensuring Goldsboro maintains grant and finance compliance. A total of nine contractual agreements have been executed by Goldsboro with 47% of all awarded funds expended. The remaining 53% is scheduled to be expended by December 31, 2020.

- The Department received zero (0) housing complaints and zero (0) requests for assistance for the month of December.

2020 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	2	2	1	3	4	2	5	3	4	7	8	0	**3**
Consumer & Other	2	2	10	7	0	6	9	5	4	3	10	0	**5**
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 & GEC
December 2020
Prepared by: Adam Twiss
Date Prepared: 1/11/2021

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North Carolina

----------PARAMOUNT THEATRE----------

- **December activity restricted by Executive Order; limit of 25 per isolated area, 10pm curfew**
- **December COVID-19 postponements/cancellations include: 2 public perfs.**
- **December activity included 20 rental days, 13 public performances.**
- **Repairs and Maintenance**:
  - Safety inspections: one follow-up item with wheelchair lift, alarm repairs complete.
  - Roofing; temporary repairs holding, permanent repairs in discussion with contractor

----------FINANCIAL----------

- Expenses –$49,123: Labor - $32,385 /Operational – $16,738 (3 pay periods in Dec)
- Revenues - $2,260: Tickets -$469 /Rentals- $1,741 /Concession- $50 (Dec rev shows in Jan)

	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	April-21	May-21	June-21	2021 Total	2021 Average
Exp	$31,420	$29,780	$11,774	$23,883	$31,146	$49,123							$177,126	$29,521
Rev	$1,218	<$633>	$1,625	$635	$1,508	$2,260							$6,633	$1,106
	July-19	**Aug-19**	**Sept-19**	**Oct-19**	**Nov-19**	**Dec-19**	**Jan-20**	**Feb-20**	**Mar-20**	**April-20**	**May-20**	**June-20**	**2020 Total**	**2020 Average**
Exp	$21,916	$41,241	$43,600	$50,200	$32,374	$66,748	$61,859	$56,489	$65,545	$23,792	$113,559	$23,856	$598,037	$49,836
Rev	$8,423	$8,090	$7,824	$12,301	$16,740	$28,934	$83,453	$88,232	$27,544	$15,415	$43,468	$1,781	$289,574	$24,131

----------GOLDSBORO EVENT CENTER----------

- **December activity restricted by Executive Order; capacity limited to 100 with 10pm curfew**
- **December COVID-19 related cancellations/postponements include 6 event rental days**
- **December activity included 6 event rental days, 1 non-revenue City event.**
- **Repairs and Maintenance**:
  - Minor, but critical roof leaks approved for repair; façade repairs to follow.
  - Minor, critical electrical panel needs identified and resolved.
  - Bookings strong for spring; offering more space for events to social-distance.

----------FINANCIAL----------

- Expenses – $14,807: Labor - $8,990 /Operational – $5,817 (3 pay periods in Dec)
- Revenues – $12,067: Rentals - $8,905 /Amenities - $743 / Concessions – $2,420
- Value of City Use – $850:

	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	April-21	May-21	June-21	2021 Total	2021 Average
Exp	$12,499	$13,295	$16,383	$7,931	$6,727	$14807							$71,642	$11,940
Rev	$0	<$3,694>	$541	$6,894	$6,122	$12,067							$21,930	$3,655
City	$0	$0	$0	$0	$1,925	$850							$2,775	$463
	July-19	**Aug-19**	**Sept-19**	**Oct-19**	**Nov-19**	**Dec-19**	**Jan-20**	**Feb-20**	**Mar-20**	**April-20**	**May-20**	**June-20**	**2020 Total**	**2020 Average**
Exp	$6,887	$10,356	$9,001	$13,055	$6,916	$13,636	$7,740	$21,673	$19,737	$9,130	$8,164	$7,677	$134,542	$11,212
Rev	$2,000	$8,369	$12,579	$7,439	$7,799	$11,371	$9,590	$7,825	$1,383	-$548	$1,916	$2,038	$73,799	$6,150
City	$2,075	$2,700	$4,700	$10,076	$6,483	$9,436	$6,800	$4,964	$375	$0	$0	$375	$47,984	$3,999

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INSPECTIONS
Dec 2020
Prepared By: Allen Anderson, Jr.
Date Prepared 01/05/21

The valuation of all permits issued for December totaled $6,310,574. While Covid-19 is still a major concern for our local economy, development has taken an upward trend compared to the past several years.

All permit fees collected for the month totaled $29,775. Of the permit fees collected for the month, $2,655 was collected in technology fees. Plan review fees collected during the month totaled $1,110. Business Registration fees collected totaled $800.

The Inspectors did a total of 492 inspections for the month. During the month of December, six (6) business inspections were completed. A total of 227 permits were issued for the month. Thirty (30) plan reviews were completed for December. Minimum Housing program moved to Planning Department.

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	**Avg**
All Permit Valu. $ (M)	$14	$5.3	$2.7	$5.1	$3.2	$8.9	$4.7	$10.9	$28.8	$7.3	$4.6	$6.3	$8.5
All Bldgs $ (M)	$11	$2.3	$1.4	$3.8	$1.9	$7.0	$3.1	$9.1	$27.1	$1.7	$2.9	$3.5	$6.2
Residential $ (K)	$2.6M	$843	$435	$2.4M	$858	$834	$575	$1.6M	$375	$1.3	$1.1	$191	$1.1
Misc $ (M)	$3	$3	$1.3	$1.3	$1.3	$1.9	$1.6	$1.8	$1.7	$5.6	$1.7	$2.80	$2.3
Permit Fee $ (K)	$45	$48	$29	$38	$33	$53	$32	$47	$45	$37	$30	$30	$39
Inspections	597	351	612	430	474	502	619	532	709	625	484	492	536
Permits Issued	271	249	257	229	251	273	268	277	294	238	230	227	255
Plan Reviews	17	43	41	45	50	46	36	48	63	31	24	30	40
Min Housing	134	136	157	157	157	157							
In Process													
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	**Avg**
Permit Valu.													
All Bldgs $ (M)	$2	$14	$6	$428K	$8	$2	$4	$11	$2	$3	$10	$4	$6
Residential $ (K)	$805	$1M	$599	$0	2M	$767	$580	$557	$985	$514	$999	$1M	$817
Misc $ (M)	$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													

Downtown Development Department
December 2020 Monthly Report
Prepared By: Robin Gartland
Date Prepared: January 7, 2021

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Current Downtown Development Office Projects Staff Worked On Over the Month Include:

- Met with (or conversed by email/phone) 10 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited downtown businesses 8 different times.
- Continued discussions about the Neighborhood Plan and property acquisitions.
- Continued work with partners towards public use for Union Station project.
- Communicated with stakeholders about Union Station Adaptive Reuse Study.
- Worked on HUB rental details.
- Presented to council GWTA concourse roof addition, contract to hire.
- Finalized DDD Staff restructure. Approved by Council December 2020.

Downtown Development Office Events or Activities that Staff Administered or Assisted During the Month:

- Staff met with 3 developers to discuss their potential interest/involvement in developing downtown properties.
- Staff met with a property development consultant to discuss neighborhood plan needs and residential development.
- Staff continued to communicate with merchants regarding updates related to COVID-19.
- Worked with education developer to determine feasibility of schooling downtown.

DGDC Events or Activities that Staff Administered or Assisted During the Month:

- Facilitated and attended the following monthly meetings: DGDC Board Meeting (12/16), DGDC Executive Committee Meeting (12/16), DGDC Design, DGDC EV and DGDC Promotions Committee Meetings, (12/08).
- Staff continues the 2021 event schedule based on evolving crowd restrictions, and will rework Calendar of Events in response to COVID-19 for the 2021 Event Calendar year.
- Successful Downtown Drive-In Movie Series showed every Tuesday in December.
- Holiday Shopping Passport Program was active between November 24th – December 18th.

Upcoming Events/Activities:

- Critter Scavenger Hunt is active, maps can be picked up at the DGDC office, and The Cry Freedom Shoppe.
- DGDC 2021 sponsorship campaign.

Businesses Opening/Properties Purchased

- Paint and Play opened on 110 E Mulberry St.
- Accucopy moved to 322 N John St.

Other

- Downtown Goldsboro's Facebook page followers/likes grew from 11,624 to 11,776 in the month of December.

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Information Technology
December 2020
Prepared By: Scott Williams
Date Prepared: January 02, 2021

- Fixed Payroll Issue in Banner Financial.
- Banner upgrade to latest version in Production.
- Replaced three compromised workstations.
- Spliced fiber in Basement of Historic City Hall.
- Completed contract with Open Broadband for use of City water tanks and facilities.
- Prepped for Thermal Camera install and installed cameras with JCI.
- Updated three host servers and setup backup servers.
- Installed server racks for Fiber at City Hall (CARES)
- Completed orders for Learning Grant items.
- Updated Council iPads for Granicus.
- Replaced 27 phones with upgraded replacements.
- Added Cityworks Service Requests to CoDa.
- Downtown parking violations/citation/ticket tracking system is done and beta testing.
- Installed 288 fibers for CARES Project
- Upgraded host servers for our virtual environment.
- Transfer Switch changed at Public Works; Systems back working as usual.
- Completed City portion of CARES Fiber Project.
- Installed SCADA Equipment at Water Tanks.
- Assisted Open Broadband with Wi-Fi equipment at base of tanks.
- Installed a new, higher capacity UPS at the Goldsboro Event Center

2020		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened		551	656	595	618	448	578	641	533	495	532	457	414	555	6,518
Tickets Closed		524	684	560	680	425	632	705	502	447	529	427	529	556	6,644
Open Tickets		511	483	518	456	479	425	361	392	440	443	473	358	445	

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	662	536	546	519	540	424	686	708	545	734	475	441	568	6,618
Tickets Closed	551	467	575	429	496	454	942	664	503	672	498	416	556	6,667
Open Tickets	456	490	457	549	582	612	300	342	384	446	423	448	457	

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Public Works Department
December 2020
Prepared by: Chad Edge
Date Prepared: 11 January 2021

Monthly Highlights

Buildings & Grounds: Supported IT by installing necessary cables for 13 cameras at GTWA , installed cable for access point and cameras at The Hub, installed new wiring to support installation of thermal cameras at City Hall and WA Foster, rewired circuits in IT office to ensure all were on backup power.

Distribution & Collections: Mowed spray fields and around ponds at WRF; Call duty responded to 21after hour calls—total of 47.25 hours.

Streets & Stormwater: Assisted DGDC with City Movie night-placed 20 tons of stone for temporary vendor and citizen parking

Departments		2020												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	22.3	12.2	35.4	17.3	3.4	18.9	18.5	25.8	9.1	37.8	11.8	12.9	18.8
	Lines Camera'd (1000-ft)	5.8	5.2	7.6	5.1	12.6	7.6	11.8	10.8	11.0	12.5	4.7	4.2	8.2
	Water Repairs	27	22	27	19	9	16	30	24	20	26	15	26	21.8
	Sewer Repairs	12	10	29	19	12	9	17	5	16	19	5	7	13.3
	Hydrants Replaced/Fixed	9	9	2	3	2	9	3	8	9	6	4	44	9.0
	Meter Install/Changed	34	36	33	22	30	42	33	17	21	13	17	18	26.3
Bldg & Grounds	Radio, Electrical, Bldg	42	23	54	50	49	58	69	63	62	47	37	51	50.4
	Sign Repairs	78	56	54	23	24	24	51	48	53	56	31	46	45.3
	ROW Mowing (ac)	0	0	44	73	101.6	98	149	135	115	52	32.5	0	66.7
	City-Owned Lots Mowing (ac)	0	0	50	92	89	88	110	64	70	89	12	0	55.3
Garage	Total Work Orders	228	357	209	296	245	277	292	288	285	247	280	251	271.3
	Total Fuel Cost (x1000)	$ 46	$ 67	$ 52	$ 60	$ 52	$ 56	$ 70	$ 53	$ 64	$ 52	$ 52	$ 50	56.2
Solid Waste	Refuse (x1000 tons)	0.9	0.8	0.9	1.0	1.0	1.1	1.1	1.1	1.0	1.0	1.0	1.1	1.008
	Recyclables (tons)	103	79	93	88	88	88	117	18	62	107	66	115	85.3
	Leaf-n-Limbs (x1000 tons)	0.4	0.7	0.1	0.9	0.9	0.7	0.8	0.7	0.6	0.8	0.7	1.1	0.714
Cemetery Funerals		5	3	9	4	2	6	5	5	6	6	9	10	5.8
Street & Storm	Utility Cut Repairs	0	0	18	29	10	24	26	26	34	15	10	0	16.0
	Pot Hole Repairs	49	83	30	28	35	50	64	30	17	39	41	75	45.1
	Streets Swept (miles)	48	112.3	66.2	128	123.1	142.7	145.7	138.3	68.2	93	123.1	137	110.5
	Pipe&Open Ditch Maint(1000-ft)	0.08	0.50	0.05	1.73	2.07	6.96	0.70	4.71	0.15	0.08	0.01	0.24	1.439
	Ditch mowing (1000-ft)	0.00	0.00	0.00	2.51	1.17	12.27	6.12	11.30	1.52	2.28	9.30	0.00	3.872
	Storm Pipe Repairs	1	7	5	5	5	4	5	5	5	3	8	3	4.7
		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 & Grounds	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
	ROW Mowing (ac)	10	0	0	70	83	110	124	107	103	35	0	0	53.5
	City-Owned Lots Mowing (ac)	0	0	0	81	75	105	114	106	98	32	0	0	50.9
Garage	Total Work Orders	365	309	276	316	255	298	298	397	289	323	273	207	300.5
	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
	Recyclables (tons)	13	78	83	87	95	99	103	79	62	105	85	92	81.8
	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
Street & 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
	Pipe&Open Ditch Maint(1000-ft)								1.26	3.85	1.27	1.1	0.45	1.6
	Ditch mowing (1000-ft)								6.05	10.52	8	7	7	7.7
	Storm Pipe Repairs								5	6	4	2	0	3.4

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PUBLIC UTILITIES DEPARTMENT
December 2020
Prepared By: Michael Wagner
Date Prepared: January 8, 2021

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
  - Annual water production is down from 2019 to 2020. Consumption losses of 250,000-gallons per day are directly correlated to the three Wayne Water Districts and Fork Township usage.
  - The Neuse River Pump Station generator automatic transfer switch has been in manual for 14-weeks in 2020, as it is plagued with faulty controllers and displays.

Water Reclamation Facility

- The Water Reclamation Facility (WRF) operations are proceeding smoothly. The average daily flows for December were 12.87 MGD
  - Biosolids and dewatering are back online. 20-weeks of runtime have been lost due to equipment and mechanical failures at the WRF and Compost in 2020.
  - Inflow and Infiltration continues to be a major concern. Treated flows were up 2.28-million gallons per day from 2019 and exceed the highest annual recorded average by 186,150,000-gallons. The WRF treated about 1.7-billion gallons of I & I in 2020.
  - All of the city's 26 pump stations are operating well, with the exception of the 117, Little Cherry, and New Hope pump station bar screens, impacts from high flows, and communication with the obsolete telemetry system continues to be prepared for an upgrade.

Compost Facility

- Three-hundred and twenty-nine cubic yards of compost and mulch were sold in December 2020.
  - Sales averaged >250-cubic yards per month higher in 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
Water*	6.032	6.201	6.318	6.117	6.639	6.779	7.033	6.529	6.564	6.368	6.109	5.953	6.386
Sewer**	9.71	13.45	9.95	8.60	10.11	12.33	10.36	12.83	10.00	9.84	13.87	12.87	11.16
Compost	283	950	824	914	727	570	237	389	286	830	428	329	563

*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
Water*	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
Sewer**	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
Compost	52	319	390	552	503	437	103	121	217	508	350	6	297

*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

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FINANCE
DECEMBER 2020
Prepared By: Andrea Thompson
Date Prepared: January 11, 2021

OVERALL SUMMARY

	FY 19-20		FY 20-21	
Revenues	**Actual to Date December-19**	**Adjusted Budget**	**Actual to Date December-20**	**YTD % Collected**
General Fund	$ 20,938,011	$ 42,862,916	$ 16,490,156	38.47%
Utility Fund	9,759,970	18,545,322	9,310,041	50.20%
Downtown District Fund	60,757	117,898	37,643	31.93%
Occupancy Tax Fund	616,933	1,199,844	469,889	39.16%
Stormwater Fund	772,067	1,775,600	772,035	43.48%
Total	$ 32,147,737	$ 64,501,580	$ 27,079,765	41.98%
Expenditures				
General Fund	$ 20,605,425	$ 42,862,916	$ 18,995,033	44.32%
Utility Fund	8,854,493	18,545,322	6,634,334	35.77%
Downtown District Fund	19,763	117,898	13,224	11.22%
Occupancy Tax Fund	431,871	1,199,844	240,092	20.01%
Stormwater Fund	434,031	1,775,600	482,757	27.19%
Total	$ 30,345,584	$ 64,501,580	$ 26,365,439	40.88%

MAJOR CATEGORIES

	FY 19-20		FY 20-21	
Revenues	**Actual to Date December-19**	**Adjusted Budget**	**Actual to Date December-20**	**YTD % Collected**
Property/Occupancy Taxes	$ 12,904,706	$ 18,282,005	$ 8,110,362	44.36%
Charges for Services	12,520,096	24,538,399	11,988,071	48.85%
Revenue Other Agencies	4,324,916	15,014,633	4,602,019	30.65%
Other Revenues	940,753	2,850,026	855,834	30.03%
Fund Balance	-	769,560	-	0.00%
Shared Services	1,457,266	3,046,957	1,523,479	50.00%
Total	$ 32,147,737	$ 64,501,580	$ 27,079,765	41.98%
Expenditures				
Labor	$ 14,363,880	$ 31,673,986	$ 14,990,215	47.33%
Non-Labor	15,981,704	32,827,594	11,375,224	34.65%
Total	$ 30,345,584	$ 64,501,580	$ 26,365,439	40.88%

SELECTED OTHER INFORMATION

	FY 19-20	Actual	Total
Collections	**Actual**	**December-20**	**Collected F-YTD**
Debt Setoff	$ 46,538	$ 121	$ 5,349
Surplus	$ 57,818	$ 3,450	$ 45,196

PLANNING
December 2020
Prepared By: Debra Creighton
Date Prepared: January 8, 2021

During the month of December, 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 ADA Transition Plan, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas. Staff is in the process for compliance with the NCGS Legislative 160D updates, a Consultant has been selected to assist with the legislative updates to the Unified Development Ordinance (UDO) updates to become effective July 1, 2021. 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 December, eight (8) tickets were issued.

Parked in Wrong Direction	4
Parked in Proximity to Fire Hydrant	0
Parked in a Prohibited Area (No Parking Zone)	2
Other (Bus Loading Zone, Crosswalk, Sidewalk)	2

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Site/Subdivision Plans														
Planning Commission	2	4	2	3	2	1	3	3	2	1	7	3	33	3
Staff Level	0	2	1	1	1	2	2	1	2	3	3	3	21	2
Rezonings	2	1	1	0	0	1	0	0	2	3	2	1	13	1
Historic District Commission														
Commission Review	1	1	0	0	1	0	1	1	1	1	1	1	9	1
Staff Review	1	0	1	2	2	1	0	2	2	2	1	2	16	1
Code Enforcement														
Grass Cutting # Lots	0	0	0	36	53	28	82	119	53	124	35	0	530	66
Grass Cutting Payments	0	0	0	$2,115	$3,025	$2,205	$4,025	$6,850	$2,870	$5,340	$1,905	$ -	$28,335	$3,542
Junk Vehicles	0	7	2	2	27	0	0	0	2	3	10	16	69	6
Tagged Vehicles	0	43	7	47	2	5	25	50	26	21	25	25	276	23
Illegal Signs Removed	0	0	143	67	13	38	80	900	24	44	247	166	1722	144
Bags of Litter Picked Up	292	2438	261	187	224	197	211	250	737	419	209	328	5753	479

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ENGINEERING DEPARTMENT
December 2020
Prepared by: Guy M. Anderson, P. E.
Date Prepared: 01-11-2021

Stoney Creek Greenway

- The greenway extends from Royall Avenue to Quail Park along Stoney Creek, approximately 1,600 linear feet;
- Plans are being updated for submittal to NCDOT.

Phase IV Sewer Collection Rehabilitation

- This project is 95% complete;
- Staff has prepared punch list items for the contractor to complete rehab work;
- Subcontractors are onsite finishing up services and punch list work detailed by McKim & Creed;
- A final change order will be created to address overruns and underruns in the bid line items and will be taken to City Council in February/March 2021;
- Previous change orders amended the contract completion date to December 2020.

2019 Infrastructure Recovery (Golden Leaf Foundation)

- This project consists of sewer rehabilitation and storm drainage improvements in various areas;
- This project is 95% complete;
- Remaining work includes installing a manhole on Grantham Street near Franklin Bakery;
- Final completion anticipated for January 2021.

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;
- Paving project is underway with contractor performing preliminary work on each street as follows:
  Oak Hill Drive and Hawthorne Street have been paved;
  Water line has been laid and tie-ins completed for East Chestnut Street;
  Clearing on Mimosa Street has been completed.
- This project is 50% complete with a contract completion date of February 27, 2021.

2020 Street Resurfacing

- Staff is working to develop a more detailed cost estimate to determine if additional street segments can be added to include streets that were disturbed as part of the Phase IV Sewer Rehab Project;
- Once the detailed estimate is developed, staff will seek final approval from City Council prior to advertising for bids in February 2021.

2020 Wastewater System Improvements - SJAFB Sewer Outfall Improvements – FB2020-003

- City Council awarded a contract to Vortex Services, LLC on July 13th for $370,597.40;
- In addition to SJAFB Sanitary Sewer Outfall Improvements, this project includes Glen Oak Drive Sanitary Sewer Outfall Connection;
- Notice to proceed date is set for December 1, 2020 with a contract completion date of March 26, 2021.

2017 Wastewater System Improvements – FB2020-002

- City Council awarded a contract to AM-Liner East, Inc. on May 4, 2020 for $502,287;
- The project consists of sewer rehabilitation along North Carolina Street from Holly Street to Ash Street, sewer rehabilitation along the Big Ditch Outfall from George Street south to Crump Street; and sewer rehabilitation of a 200-foot segment from the Little River Outfall into old Cherry Hospital campus;
- Pre-CCTV work has been completed;
- This project is 35% complete;
- Contract completion date is March 24, 2021.

2017 Water System Improvements

- This project consists of creating a separate pressure zone in the New Hope area by installing a booster pump station at the New Hope Water Tank and a couple of pressure reducing valves at the extreme ends of the new pressure zone;
- Design plans and specifications have been sent to NCDEQ for review in June 2020;
- Design plans and specifications are anticipated to be approved by NCDEQ by March 31, 2021.

Ash Street/Alabama Avenue Sidewalk

- This project consists of installing sidewalk from the right-of-way of NC Railroad along Ash Street to Alabama Street then down Alabama Street to Oak Street;
- Construction plans are 90% complete;
- Waiting on NCDOT to install handicap ramps along the project;
- Duke Energy has relocated conflicting poles;
- Engineering and Planning staff have requested a meeting with NCDOT to get an update on project status.

Best Management Practices (BMPs) Inspections

- Approximately 308 BMPs have been approved and 258 BMPS have been constructed to date;
- All BMP inspections are temporarily on hold pending replacement of construction inspector.

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FIRE DEPARTMENT
December 2020
Prepared By: CL/JD
Date Prepared: 1.6.2021

Fire Prevention and Outreach

- 12/4, 12/5 – Community Service – Jingle in the Park
- 12/11 – Community Service - Birthday Ride-by – 1806 Evergreen Ave.
- 12/23 – Community Service - Birthday Ride-by – 413 Eleventh St.
- 12/29 – Public Education – Goldsboro YMCA Preschool

Working Structure Fires

- 12/7 – 810 Summit Rd #F
- 12/10 – 909 Hopkins St.
- 12/22 – 412 Stronach Ave.

Working Vehicle Fires

- 12/10 – 909 Hopkins St.
- 12/15 – 507 Eastgate Dr.
- 12/25 – 2908 W 70 HWY
- 12/31 – 1807 Wayne Memorial Dr.

2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	198	187	166	111	118	208	213	213	233	203	204	225	190
Structure Fires:	10	4	2	1	4	4	2	2	6	2	1	3	3
EMS Calls:	70	81	73	7	21	74	89	68	80	88	76	88	68
Vehicle Accidents:	35	22	26	25	26	29	27	42	34	34	33	35	31
Fire Alarms:	46	29	26	38	33	46	45	49	69	41	46	39	42
Other:	37	51	39	40	34	55	50	52	44	38	48	60	46
Training Hours:	2969	3061	3626	2426	2289	2254	2351	2244	2522	2514	2032	1962	2521
Safety Car Seat Checks:	3	9	2	0	2	1	0	0	0	0	2	0	2
Inspections:	129	119	143	73	108	134	151	108	119	140	124	132	123
2019	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	196	191	203	209	241	207	215	199	223	235	227	209	213
Structure Fires:	5	3	2	4	1	1	4	2	1	10	3	3	3
EMS Calls:	72	84	79	76	76	79	75	74	68	84	78	85	78
Vehicle Accidents:	27	30	40	33	39	27	22	36	33	38	36	32	33
Fire Alarms:	33	33	29	40	54	54	47	46	66	47	44	41	45
Other:	59	41	53	56	71	46	67	41	55	56	66	48	55
Training Hours:	3122	3211	3263	1804	2128	1788	1885	2995	1757	2061	1963	1322	2275
Safety Car Seat Checks:	3	8	5	4	5	8	9	10	6	6	4	2	6
Inspections:	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.

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GOLDSBORO POLICE DEPARTMENT
December 2020
Prepared By: Michael D. West
Date Prepared: January 6, 2021

Total Part I Crime (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for December 2020 were 175, compared to 170 for December 2019.

Property with an estimated value of $122,905 was reported stolen, while property with an estimated value of $30,164 was recovered.

Officers arrested 122 people and issued 342 citations during the month. There were 31 drug-related charges.

There were zero report(s) of assaults on officers.

Revenue collected for December 2020 included:

Police Reports	$	294.00
Fingerprints	$	130.00
Special Events	$	0.00
Total	$	424.00

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	1	0	1	0	0	2	.2
Rape	1	1	0	1	0	0	5	0	0	3	1	1	13	1.1
Robbery	5	7	2	0	4	6	4	5	1	4	1	7	46	3.8
Aggravated Assault	11	12	14	9	9	19	25	20	28	23	15	13	198	16.5
Breaking & Entering	29	27	21	23	18	27	30	36	25	25	38	39	338	28.2
Larceny	112	122	113	97	79	104	108	136	94	113	105	108	1291	107.6
Motor Vehicle Theft	9	8	7	6	6	11	6	10	7	5	7	6	88	7.3
Arson	0	0	0	0	0	1	0	1	0	0	0	1	3	.3
TOTALS	166	177	157	136	116	168	178	209	155	174	167	175	1979	165
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	9	0.8
Robbery	6	4	5	4	5	1	3	5	4	4	4	6	51	4.3
Aggravated Assault	7	8	10	5	15	14	9	10	13	16	10	14	131	10.9
Breaking & Entering	33	31	24	35	35	22	34	25	30	30	26	30	355	29.6
Larceny	157	92	104	135	99	138	134	138	127	142	116	113	1495	124.6
Motor Vehicle Theft	7	9	11	8	5	7	6	7	9	7	11	6	93	7.8
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	2137	178

Parks & Recreation
December - 2020
Prepared By: Joshua Shockley/Felicia Brown
Date Prepared – 1/8/2021

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

- Jingle Express – Our annual "Jingle in the Park" was converted to a drive thru only event due to Covid-19, but was a HUGE success. We had 716 registered cars that included over 3,000 passengers.
- Special Populations – 5 staff members dressed as "Santa's Elves" and delivered goodie bags to "Little Warriors Virtual Learning Academy" and to "A Small Miracle".
- Stasia Fields – Retired on December 31st, 2020 after over 33 years of service for the City of Goldsboro.

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Rec Center													
Program Revenue	$2,361	$3,933	$336	$0	$0	$0	$20	$0	$20	$275	$80	$20	$587
Rental Revenue	$260	$1,225	$1,240	$0	$0	$0	$0	$0	0	$235	$0	$137	$258
Facility Usage	418	1,082	267	0	0	0	0	0	36	97	42	69	168
Expenditures	$4,257	$5,205	$2,542	$2,270	$1,388	$641	$188	$910	$2,608	$2,593	$614	$1,459	$2,056
WA Foster Rec Center													
Program Revenue	$10	$5	$15	$0	$0	$0	$0	$0	$70	$195	$290	$275	$72
Rental Revenue	$975	$1,563	$900	$0	$0	$0	$0	$0	$1,260	$3,048	$113	$0	$655
Facility Usage	4,050	3,604	605	0	0	0	0	0	30	150	549	737	810
Expenditures	$10,396	$8,788	$5,335	$2,833	$3,216	$3,732	$2,980	$1,749	$2,781	$5,069	$2677	$3,650	$4,434
Specialized Recreation													
Program Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$460	$0	$0	$38
Rental Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	0
Facility Usage	354	339	197	0	0	0	0	0	0	126	22	10	87
Expenditures	$2,020	$2,164	$1,173	$40	$226	$58	$0	$165	$300	$694	$393	$88	$610
Senior Programs & Pools													
Program Revenue	$280	$201	$157	$0	$0	$3,469	$5,425	$1,859	$352	$140	$846	$140	$1,072
Rental Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Facility Usage	1,144	1,532	674	0	33	1,107	2,772	1,398	205	104	184	137	774
Expenditures	$2,223	$2,380	$7,343	$4,686	$1,961	$12,588	$21,173	$12,077	$6,149	$1596	$1683	$450	$6,712
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	$3,262	$5,000	$5,080	$0	$0	$2,420	$1,725	$195	$1,200	$400	$3,788	$440	$1,959
Field / Shelter Rental $	$700	$5,010	$1,200	$0	$0	$0	$0	$0	0	$750	$0	$0	$638
Facility Usage	12,865	17,845	6,585	300	644	1,522	3,425	3,724	5,130	9,781	20,274	5,839	7,328
Expenditures	$6,663	$14,564	$11,999	$13,607	$38,561	$7,269	$13,661	$9,689	$7,792	$9,321	$7,725	$8,110	$12,413
Golf Course													
Revenues	$42,254	$16,420	$48,796	$55,207	$61,268	$50,249	$71,304	$46,781	$61,011	$59,039	$46,994	$24,172	$48,625
Expenditures	$44,862	$23,671	$55,861	$43,212	$42,815	$165,446	$32,993	$43,191	$41,328	$33,101	$45,288	$43,392	$51,263
Rounds of Golf	973	557	1,421	1,805	2,227	2,158	2,137	1,867	1,930	1,871	1,542	922	1,618
Net	- $2,608	$-7,251	-$7,065	$11,995	$18,454	-$115,197	$38,311	$3,589	$19,683	$25,938	$1,706	- $19,220	-$2,639
Special Events													
Sponsorships / Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$300	$210	$0	$40
Participation	0	0	130	0	0	0	0	0	0	175	32	3,489	319
Expenditures	$332	$0	$292	$34	$0	$288	$110	$0	$0	$2,132	$1,204	$1,095	$457
TOTAL REVENUE	$50,102	$33,357	$57,724	$55,207	$61,268	$56,138	$78,474	$48,835	$63,913	$64,842	$52,291	$25,184	$53,945
TOTAL REVENUE FOR THE YEAR													$647,335

**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 Golf Course. All of these costs are included for our Golf Course Expenditures.

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park													
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
WA Foster Rec Center													
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
Specialized Recreation													
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
Senior Programs & Pools													
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
Athletics, Field & Picnic Shelters, BMSC													
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
Golf Course													
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
Special Events													
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
TOTAL REVENUE	$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
TOTAL REVENUE FOR THE YEAR													$807,785

Travel and Tourism
December 2020
Prepared By: Ashlin Glatthar, Joanna Ferrin and Amber Herring
Date Prepared: 1/11/20

- Inquiries were fulfilled for the month of December by the TTO—408 e-inquiries.
- Total hotel revenue generated in November was $1,489,554, which is down -15.3% YOY. December revenue not yet released.
- For the month, TTO Facebook page had 241 new page likes. Instagram page has 63 new followers. Twitter page gained 0 new followers.
- Year to date, the TTO has secured $113,650 of Covid-relief funding in the form of marketing credit or grant funding to help alleviate the impact of covid-19 on the local visitor economy. The deadline to use federal funds and credit expired on Dec 30, 2020 and our marketing/advertising efforts reached the eyes and ears of nearly 2 million new potential visitors, experienced a 143% increase in website traffic, and our videos were viewed over 90,000 times to full completion. The grant also allowed us to generate new video content highlighting safe social/travel practices in Goldsboro-Wayne County to be used for marketing endeavors in throughout 2021.
- TTO has secured another new sporting event, OneLax. This is a youth lacrosse tournament to take place Nov 20th 2021 weekend at the Bryan Multi-Sports Complex.
- TTO participated in a Virtual Sports Sales Mission in December, which was hosted by Visit NC. Ashlin met and presented to 8 different tournament directors/agencies of various field sports to promote Goldsboro-Wayne County as a host for their potential 2021-2023 seasons.
- After a brief hiatus, the TTO’s master plan project will commence in January. Ashlin worked with the consultant in December to form a plan of action to reignite the project before another brief hiatus in the spring of 2021.

- TTO spent the day volunteering at the Salvation Army Distribution Center on December 17th to assist with the dispersing of Angel Tree gifts to the Wayne County recipients.

City Occupancy Tax Collections

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2020-21	$63,053	$79,612	$70,672	$86,804	$58,755	$103,416	$	$	$	$	$	$	**$462,312**	**$77,052**
2019-20	$82,004	$88,424	$92,348	$85,480	$81,911	$72,631	$61,017	$71,071	$73,114	$54,362	$38,523	$54,254	**$855,139**	**$71,262**

ITEM H

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 19, 2021 COUNCIL MEETNG

SUBJECT: Professional Engineering Services for Water System Improvements – Amendments No. 2 and No. 3

BACKGROUND: The City of Goldsboro was awarded a $3,610,000 DWSRF loan from the NC Division of Water Infrastructure in March 2018 to undertake water system improvements in the City.

The City entered into a $30,000 engineering agreement with The Wooten Company on April 16, 2018 for the DWSRF Water System Preliminary Engineering Report and Environmental Information Report for the replacement of approximately 17,800 LF of 6 through 10-inch line along Salem Church Road, Ash Street, Slocumb Street, and Elm Street of the City's water distribution system.

Amendment No. 1 approved by City Council on October 18, 2018 included additional services for Field Survey, Engineering Design, Permitting, and Bidding for water system improvements detailed in the preliminary report for $187,500.

DISCUSSION: Additional services authorized by Amendment No. 2 pertains to Water Distribution System Modeling for New Hope Pressure Zone in the amount of **$52,800**.

Amendment No. 2 was initially submitted in July 2019 with the understanding that there would be no net increase in budgeted funds for engineering fees. This statement was misinterpreted as no additional purchase order funds required. Additional funds of $52,800 and Council approval is required for Amendment No. 2.

Additional services authorized by Amendment No. 3 in the amount of **$32,400** will include the results from model updates that were subsequently utilized to develop final design parameters for boosting water pressures in the New Hope Road area via a new water booster pump station to create the New Hope Pressure Zone Design.

Total Amendments No. 2 and No. 3 = $85,200

We have reviewed the financing of this project with the Finance Director and determined that the capital project budget (W1111) contains sufficient monies to authorize

Amendments No. 2 and No. 3 to this engineering agreement.

RECOMMENDATION: Recommend that the City Council, by motion, adopt the attached Resolution authorizing the Mayor to execute Amendments No. 2 and No. 3 to the Professional Services Agreement for water system improvements for an amount not to exceed $85,200 with The Wooten Company.

Date: 13 JAN 21

Guy M. Anderson, P. E., City Engineer

Date: 13 Jan 21

Timothy M. Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENTS NO. 2 AND NO. 3 TO PROFESSIONAL ENGINEERING SERVICES AGREEMENT BETWEEN THE CITY AND THE WOOTEN COMPANY FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, the City Council of the City of Goldsboro has determined that it is necessary and in the best public interest to undertake water system improvements; and

WHEREAS, the City Council of the City of Goldsboro desires to authorize Amendments No. 2 and No. 3 to Professional Engineering Services required for water system improvements based on the scope of services submitted by The Wooten Company;

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

1. The Mayor is hereby authorized and directed to execute Amendments No. 2 and No. 3 to Professional Engineering Services Agreement for an amount not to exceed $85,200 with The Wooten Company for professional engineering services required for water system improvements.

2. This resolution shall be in full force and effect from and after this _____ day of _____, 2021.

_____
Mayor

Attested by:

_____
City Clerk

AMENDMENT NO. 2
TO THE
ENGINEERING SERVICES CONTRACT
FOR THE
DWSRF WATER SYSTEM IMPROVEMENTS
BETWEEN
CITY OF GOLDSBORO
AND
THE WOOTEN COMPANY
DATED
APRIL 16, 2018
TWC #3196-E

The following Amendment shall become a part of the Contract Agreement.

1. BACKGROUND AND PURPOSE

Preliminary engineering for the Water System Improvements project identified a need to perform more detailed hydraulic modeling of the City's Water Distribution System to design improvements to increase water system pressures in the New Hope area. The City's water model, while operational, was in need of updates to reflect changes in the system such as additional demands and interconnections with other water providers since the last update. The model will be updated and calibrated with current demand data and flow testing to more closely match existing operational conditions. These model updates will be utilized to develop final design parameters for boosting water pressures in the New Hope area by evaluation of pressure zone alternatives. From these alternatives, the most efficient approach based upon current system operation will be determined and designed.

This Amendment authorizes the Engineer to proceed with updating the City's Water Distribution System hydraulic model to confirm design parameters for boosting water system pressures in the New Hope area. This amendment will increase the current engineering contract fee, but will not result in a net increase in budgeted funds for engineering fees for the project. Engineering fees for future amendment(s) for construction phase services will be reduced accordingly when applicable. This work is anticipated to be provided by a subconsultant.

2. PAYMENTS TO THE ENGINEER

Payments by Owner to the Engineer shall be modified as follows:

a. Add the following to Section 2.03 – Additional Services

   i. **Water Distribution System Modeling.....$52,800**

3. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

CITY OF GOLDSBORO

Chuck Allen Date
Mayor

LE WOOTEN & COMPANY dba THE WOOTEN COMPANY

7/16/19

W. Brian Johnson, PE Date
Vice President

Attachment: Hourly Rate Fee Schedule

THE WOOTEN COMPANY

SCHEDULE OF FEES

Hourly Rates for Wage Categories

Wage Category	Hourly Billing Rate
Engineer I	$ 106
Engineer II	$ 135
Engineer III	$ 160
Engineer IV	$ 212
Architect II	$ 135
Designer I	$ 75
Designer II	$ 90
Designer III	$ 114
Designer IV	$ 139
Construction Admin I	$ 106
Construction Admin II	$ 160
Construction Admin III	$ 212
Construction Observer / Resident Project Representative	$ 97
Utility Coordinator II	$ 119
Utility Coordinator III	$ 151
Survey Technician I	$ 50
Survey Technician II	$ 65
Survey Technician III	$ 85
Survey Technician IV	$ 115
Surveyor II	$ 109
Surveyor III	$ 129
Surveyor IV	$ 164
GIS Analyst II	$ 80
GIS Analyst III	$ 111
GIS Analyst IV	$ 124
Community Development Coordinator	$ 110
Housing Rehabilitation Specialist	$ 89
Project Assistant	$ 77

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.

Annual adjustments are made on July 1st of each year. The above hourly rates reflect current rates for the period through June 30, 2020. Hourly billing rates will change next on July 1, 2020 to reflect Direct Payroll Costs (salaries) being paid at that time.

Effective Rates July 1, 2019 through June 30, 2020

AMENDMENT NO. 3
TO THE
ENGINEERING SERVICES CONTRACT
FOR THE
DWSRF WATER SYSTEM IMPROVEMENTS
BETWEEN
CITY OF GOLDSBORO
AND
THE WOOTEN COMPANY
DATED
APRIL 16, 2018
TWC #3196-E

The following Amendment shall become a part of the Contract Agreement.

1. BACKGROUND AND PURPOSE

Preliminary engineering for the Water System Improvements project identified a need to perform more detailed hydraulic modeling of the City's Water Distribution System to design improvements to increase water system pressures in the New Hope area. The City's water model, while operational, needed updates to reflect changes in the system such as additional demands and interconnections with other water providers since the last update. The model has been updated and calibrated with current demand data and flow testing to more closely match current operational conditions. These model updates were subsequently utilized to develop final design parameters for boosting water pressures in the New Hope area via a new water booster pump station to create the New Hope Pressure Zone. From these alternatives, the most efficient approach based upon current system operation was determined and subsequently designed. The design approach for the project was revised to incorporate the following changes resulting from the modeling update:

- Addition of a 16-inch hydraulic "jumper" water line to be constructed along New Hope Road from the intersection with Cuyler Best Road to the New Hope Elevated Storage Tank site. Total length of additional plan/profile detailed design is approximately 2,500 linear feet.
- Addition of a pressure reducing valve and vault on Central Heights Road, near the intersection with Thoroughfare Road, to maintain the new New Hope Pressure Zone while also maintaining sufficient fire flows to the Park East Industrial Area. Detailed design for the valve and vault, including easement document preparation, was performed to implement these changes.
- Addition of a check valve and vault on Harding Drive to maintain sufficient fire flows south of the New Hope Pressure Zone. Detailed design for the valve and vault, including easement document preparation, was performed to implement these changes.
- Through the ongoing modeling effort to design the New Hope Pressure Zone, additional modeling above the original scope was performed for detailed design of the New Hope Booster Pump Station. Evaluation of pressure surge attenuation, operational procedures, and fine-tuning of the site appurtenances was performed by the modeling sub-consultant to assist with the final design.

In addition, during design and permitting of the water line on Ash Street (near downtown), it was realized that the new water main alignment would need to be shifted outside of the existing pavement to under the Big Ditch Canal, as the existing conditions in the paved area would not provide sufficient cover for the new water main. Therefore, the new water main alignment was shifted outside of the paved area to under the Big Ditch Canal and designed to be installed via horizontal directional drill. This revision resulted in the need for easements crossing the four (4) parcels adjacent to the Big Ditch Canal.

During detailed design for the originally scoped water system improvements, it was confirmed that Ash Street, from N. Berkeley Blvd. to US Hwy 70, is planned to be widened by NCDOT. Due to budgetary challenges, design for this widening was delayed such that final drawings were not going to be available during design of the new water main proposed for the project on this portion of Ash Street. This posed risk that the newly designed water main would potentially have to be relocated as part of the widening project. Therefore, the City of Goldsboro elected to remove this water main from the current project scope. The Wooten Company had started design on the new water main but did not perform detailed profile design. Drawings were developed to 30% design, including surveying, before deciding to put a hold on this portion of the work.

Additional design costs were incurred by The Wooten Company for the above design additions and/or changes. We recognize that detailed design for the portion of Ash Street, between N. Berkeley Blvd and Malloy Street, was not performed. We therefore offer the following breakdown of additional costs and deductions as described previously:

- Additional 16-inch hydraulic "jumper" water main on New Hope Road: $17,500
- Harding Drive check valve design/easement survey and plat: $8,600
- Central Heights pressure reducing valve station/easement survey and plat: $10,500
- Big Ditch easement survey and plat: $3,600
- Additional hydraulic modeling/design support: $7,600
- Ash Street detailed design removal (credit): ($15,400)

The resulting net additional fee is $32,400. This Amendment authorizes the Engineer to finalize the project design in accordance with final recommendations from updating the City's Water Distribution System hydraulic model. This amendment will increase the current engineering contract fee, but will not result in a net increase in budgeted funds for engineering fees for the project. Engineering fees for future amendment(s) for construction phase services will be reduced accordingly when applicable as it is understood that the City will self-perform much of this work. A portion of the work described herein is anticipated to be provided by a subconsultant.

2. PAYMENTS TO THE ENGINEER

Payments by Owner to the Engineer shall be modified as follows:

a. Add the following to Section 2.03 – Additional Services

   i. **New Hope Pressure Zone Design Revisions/Easement Needs: $32,400 (Lump Sum)**

3. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

CITY OF GOLDSBORO	**LE WOOTEN & COMPANY dba THE WOOTEN COMPANY**
	12/23/20
Chuck Allen Date	W. Brian Johnson, PE Date
Mayor	Vice President

Attachment: Hourly Rate Fee Schedule