I. WORK SESSION–5:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET

1. ROLL CALL

2. ADOPTION OF THE AGENDA

3. OLD BUSINESS
   a. Engineering Project Update (Engineering)

4. NEW BUSINESS
   b. LIHWAP Agreement Presentation (Nina Williams – DSS)
   c. Utility Rate Study (Stantec)
   d. HOME-ARP Presentation (Community Relations)
   e. Boards And Commissions Vacancies Discussion (City Clerk)
   f. Coronavirus Relief Fund Update (City Manager)

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

Invocation (Rev. Dr. Kenneth Tate, Antioch Missionary Baptist Church)
Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES

A. Minutes of the Work Session and Regular Meeting of November 15, 2021

V. PRESENTATIONS

B. Redistricting Presentation (Poyner Sprill)
C. Habitat For Humanity Presentation
D. Continental Society Proclamation Presentation

VI. PUBLIC COMMENT PERIOD

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

E. Resolution Authorizing An Installment Financing Contract For Rolling Stock And Computer Equipment And Technology For FY22 With Sterling National Bank Pursuant To N.C.G.S. §160A-20 (Finance)
F. SU-10-21 – Jose G. Morquecho – East side of South Berkeley Boulevard between Ash Street and Elm Street (Planning)
G. SU-11-21 – Sandra H. Bell (Accessory Dwelling) – Northwest of the terminus of Overbrook Road and Pine Ridge Lane (Planning)
H. SU-12-21 Wayne Co. Project Shell – (Chemical Manufacturing Facility) Located at the corner of Challen Court and Gateway Drive and within Park East of the City of Goldsboro’s Industrial Business Park (Planning)
I. Rescheduling Council Meetings for 2022 (City Clerk)
J. Updates to the Municipal Records Retention And Disposition Schedule (City Clerk)
K. Code of Ordinances Update: Criminal Ordinance Amendments (City Clerk)

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

IX. CITY MANAGER’S REPORT

X. MAYOR AND COUNCILMEMBERS’ REPORTS AND RECOMMENDATIONS

XI. CLOSED SESSION

XII. ADJOURN
Public Utilities Infrastructure Projects Update

City Engineer: Marty Anderson, PE, CFM
Interim Public Utilities Director: Bert Sherman

December 6, 2021

www.goldsboronc.gov
Utility Funding Project Overview

- $10.5M spent over the past 5 years on completing several wastewater lines replacement/rehabilitation
- $6.8M in water and wastewater lines replacement/rehabilitation under construction
- $2.4M in various utility projects
- $11.3M in water and wastewater lines replacement/rehabilitation in near-future projects to complete
- $2.5M of $3.2M in FY 21-22 budget for the WTP, WRF, pump stations and Master Utility Plan
- $187.2M in water and wastewater unfunded projects
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Comments/Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Phase IV Sewer Rehabilitation Project</td>
<td>8.4M</td>
<td>Nov 2018</td>
<td>July 2021</td>
<td>Complete</td>
<td>Downtown Area</td>
</tr>
<tr>
<td></td>
<td>• 30,000 LF Sewer reheded, 1,000 Manholes Replaced</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2018 Infrastructure Recovery Project</td>
<td>900K</td>
<td>Feb 2019</td>
<td>June 2021</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 4,000 LF Sewer reheded, 1,000 LF Storm Drainage Lines replaced</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2020 Wastewater System Improvements</td>
<td>624K</td>
<td>Dec 2020</td>
<td>May 2021</td>
<td>Complete</td>
<td>SJAFB outfall &amp; Glen Oak Drive</td>
</tr>
<tr>
<td></td>
<td>• 2,000 LF Sewer reheded, 5 Manholes Replaced</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>2017 Wastewater System Improvements</td>
<td>600K</td>
<td>Sep 2020</td>
<td>June 2021</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3,000 LF Sewer reheded, 12 Manholes Replaced</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>2017 Water System Improvements</td>
<td>3.6M</td>
<td>Jun 2018</td>
<td>Jul 2023</td>
<td>In Design &amp; DWI Approval</td>
<td>Multiple Areas Throughout City</td>
</tr>
<tr>
<td></td>
<td>• Upgrade Water Lines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>NCDOT U-2714 N. William St. Widening</td>
<td>2.2M</td>
<td>Sep 2020</td>
<td>Sep 2022</td>
<td>Under Construction</td>
<td>City Contributes 1.1M</td>
</tr>
<tr>
<td></td>
<td>• Utility relocations from US13/US70 to Goldsboro Bypass</td>
<td></td>
<td></td>
<td></td>
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</table>
# Engineering Future Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Comments/Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Water System Improvement Project</td>
<td>3.1M</td>
<td>July 13, 2021</td>
<td>TBD</td>
<td>PER/EID</td>
<td>Greater Downtown (water line leaks) DWSRF Loan, Rate Increase or Future ARP Funding?</td>
</tr>
<tr>
<td>• Replace 4,000 LF of 2” Galvanized Water Pipe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PER/EID being reviewed by DWI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combine &amp; Relocate Little Cherry/Big Cherry Pump Stations Outside Floodplain</td>
<td>3M</td>
<td>July 13, 2021</td>
<td>TBD</td>
<td>PER/EID</td>
<td>I&amp;I and Capacity issues ASADRA Loan, Rate Increase or Future ARP Funding?</td>
</tr>
<tr>
<td>• PER/EID being reviewed by DWI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phase III Sewer Rehabilitation Project</td>
<td>5.2M</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>Big Ditch Outfall Multiple Point Repairs, Rate Increase or Future ARP Funding?</td>
</tr>
<tr>
<td>• 20,000 LF Sewer, 1,000 Manholes Replacement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Potential in-house project?</td>
<td></td>
<td></td>
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## Unfunded Future Utility Projects (25.4M)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Comments/Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>US 117 Pump Station Improvements</td>
<td>14.3M</td>
<td>TBD</td>
<td></td>
<td>Over Design Capacity</td>
<td>Critical Need, Potential Building Moratorium, Project funded through Economic Development Grant</td>
</tr>
<tr>
<td>Harris St. Wastewater System Improvements</td>
<td>1.1M</td>
<td>TBD</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Jefferson St. Wastewater System Improvements</td>
<td>1.1M</td>
<td>TBD</td>
<td></td>
<td></td>
<td>Old concrete sewer lines</td>
</tr>
<tr>
<td>Big Ditch Wastewater System Improvements</td>
<td>2.2M</td>
<td>TBD</td>
<td></td>
<td></td>
<td>Critical Need, Multiple Repairs Recently</td>
</tr>
<tr>
<td>Oak St. Wastewater System Improvements</td>
<td>3.2M</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grantham St. Wastewater System Improvements</td>
<td>3.4M</td>
<td>TBD</td>
<td></td>
<td></td>
<td>Critical Need, SSOs from Dilapidated Force Main</td>
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## Public Utilities Current Projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Comments/Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>1135 Weir Project w/ US Army Corps of Engineers</td>
<td>600K</td>
<td>Jul 2021</td>
<td>Oct 2021</td>
<td>Complete</td>
<td>Non-federal Sponsor</td>
</tr>
<tr>
<td>• Rebuild &amp; Raise the Weir in the Neuse River Cutoff Channel</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Water Treatment Plant Plate Settler</td>
<td>1.8M</td>
<td>2014</td>
<td>May 21</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>• Last Project to Increase Capacity of the WTP from 12-MGD to 14-MGD</td>
<td></td>
<td></td>
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## Public Utilities Projects Scheduled in FY21-22

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Comments/Issues</th>
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</thead>
<tbody>
<tr>
<td>1. Update Utility Master Plan</td>
<td>550K</td>
<td>Aug 21</td>
<td></td>
<td>Prepare to interview approved firms Aug 21</td>
<td>ARP Funds, Most of this work will be completed as part of the AIA grant.</td>
</tr>
<tr>
<td>Assess Water/Wastewater Plants, Develop Current/ Future CIP, 80/90 Rule Evaluation, Other Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Pump Stations – 117 &amp; New Hope</td>
<td>500K</td>
<td>550K</td>
<td></td>
<td>Preparing RFP’s</td>
<td>Little Cherry barscreen deferred for Big &amp; Little Cherry relocation</td>
</tr>
<tr>
<td>Replace Bar Screens @ 225K ea.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace Westbrook Pump Station Generator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Water Treatment Plant</td>
<td>250K</td>
<td>100K</td>
<td>130K</td>
<td>Preparing RFP’s</td>
<td>Building replacement deferred (no funding)</td>
</tr>
<tr>
<td>Replace Automatic Transfer Switches WTP &amp; NRP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Replace 40 Year Old Storage Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace Cracks in Clearwall #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Water Reclamation Facility</td>
<td>1.1M</td>
<td>65K</td>
<td>122K</td>
<td>Preparing RFP for 1 of 4 Gear Drives</td>
<td>U.V., sand, and dredge deferred (no funding)</td>
</tr>
<tr>
<td>Replace UV System</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace Sand in 1 Filter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dredge Sludge in Basin #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rebuild Aerator Gear Drive (1 of 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Cost</td>
<td>Start Date</td>
<td>End Date</td>
<td>Status</td>
<td>Comments/Issues</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
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<td>-------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Replace WRF Filters</td>
<td>3M</td>
<td>FY23</td>
<td></td>
<td></td>
<td>Previously Rebuilt</td>
</tr>
<tr>
<td>Replace 2-Belt Filter Presses</td>
<td>1.6M</td>
<td>FY23 &amp; FY24</td>
<td></td>
<td></td>
<td>$800K Ea.</td>
</tr>
<tr>
<td>Life Expectancy is 20 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recent failures of Motor, Bearings, and Rollers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace Emergency Generators at WRF</td>
<td>1.3M</td>
<td>FY24</td>
<td></td>
<td></td>
<td>650K Ea.</td>
</tr>
<tr>
<td>Engineering Design - New” Water Treatment Plant</td>
<td>5M</td>
<td>FY25</td>
<td></td>
<td></td>
<td>Master Plan Eval.</td>
</tr>
<tr>
<td>Engineering Design – Water Reclamation Plant</td>
<td>1.5M</td>
<td>FY24</td>
<td></td>
<td>2021 6-months flows at 97%</td>
<td>Maybe Sooner if Plant Exceeds 80/90 Plant Capacity Rule</td>
</tr>
<tr>
<td>TBD – EQ Basin 3,4 &amp; 5 Removal &amp; Plant Upgrade</td>
<td>30M</td>
<td>TBD</td>
<td></td>
<td></td>
<td>SJAFB seeking Funds</td>
</tr>
</tbody>
</table>
Questions
LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)
WHAT IS LIHWAP?

LIHWAP is a federally funded program that provides emergency assistance to low-income households to prevent disconnection or provide assistance with reconnection of drinking and wastewater services.
LIHWAP Funding Sources

The State received $21 million from the Consolidated Appropriations Act (CAA). Wayne County was allocated $273,281 from this funding source.

The State also received $17 million from the American Rescue Plan Act (ARPA). The funds from this source have not been allocated, pending approval of the State budget. We anticipate additional funding once the State budget has been approved.
LIHWAP is a new program that was implemented on 12/1/21. As previously stated, the purpose of this program is to provide emergency assistance to low-income households. Households interested in this assistance should submit an application to DSS or contact the office as some households are exempt from the application process if they meet certain criteria. DSS will assess the household for eligibility. If found eligible, DSS will contact the water provider to pledge funding and payment will be submitted within 30 days.

Benefit amounts will vary based on the household’s needs. LIHWAP will continue until funds are exhausted or September 2023, whichever comes first.
TARGET POPULATION

- Group 1 consists of households that have had water services disconnected
- Group 2 consists of households that are in jeopardy of water services being disconnected, unless action is taken to prevent the disconnect
- Group 3 consists of households that have current water services bills and need assistance to maintain service

**To ensure the most vulnerable population has an opportunity to receive assistance, we are only serving Groups 1 & 2 for the month December. All other households, to include all groups, will be served effective January 1, 2022, depending the availability of funds.**
Vendor Responsibility

- Interested vendors must register in the Energy Provider Portal
- Follow the conditions of program participation as outlined in the vendor agreement
- Work with DSS to determine program eligibility (provide information needed to determine eligibility, etc)
- Accept payment from the county on the customer’s behalf (allow up to 30 days for payment)
- Refer customers needing assistance to DSS
COUNTY RESPONSIBILITY

- Reach out to all available water providers in Wayne County in an effort to assist as many eligible customers as possible
- Provide timely services to customers (ensuring services are authorized timely) and vendors (ensuring payments are submitted timely)
HANDOUTS

- LIHWAP poster
- Copy of the Vendor Agreement
HELPFUL LINKS

- For more information regarding LIHWAP, please visit the website at https://www.ncdhhs.gov/divisions/social-services/energy-assistance/low-income-household-water-assistance-program-lihwap

- You may also visit the county’s website at https://www.waynegov.com/418/Social-Services

- DSS contact information:
  - Nina Williams, Program Administrator, 919-731-1097, nina.williams@waynegov.com
  - Tammy Lance, Supervisor, 919-580-4075, tammy.lance@waynegov.com
Does anyone have any questions?

Thank you for your time and attention!
2021 Water and Sewer Rate Study

Agenda

• Background
• Assumptions
• Financial Planning Scenarios
• Bill Impacts
• Q&A
Stantec Financial Services

>300 Communities we have served, accounting for 25+% of the US population!

300+
Combined years of experience

1.5K+
Studies in the last 10 years

30+
Specialists in utility financial management

>500
Utilities in our benchmarking database

$4B+
Debt supported in past five years
Background

• The City provides water and sewer service to approximately 14,500 accounts located inside and outside the City.

• The extensive water and sewer system infrastructure is one of the City’s most valuable assets:
  - Water treatment plant produces 6.7 million gallons per day of treated water.
  - Sewer treatment plant treats 8 million gallons per day.
  - 4 elevated storage tanks.
  - 274 miles of water lines and 228 miles of sewer collection pipes.
Rate History

• Minimal usage rate adjustments with exception of FY21
• Goldsboro water and sewer rates are low compared to national and local utilities

Note: Annual adjustments are based on General Service rates; Industrial water rates increased 10% in FY20
Cumulative Bill Increases vs. National Average

*Water & Sewerage Maintenance Series produced by the US Bureau of Labor Statistics*
Financial Planning Assumptions - Expenditures

• Fund balance as of 7/1/2020

• FY22 budget used as starting point for modeling
  ◦ Expenditures inflated on a line-item level by expenditure type (average annual 3%)

• Total outstanding debt service of $24.5M

• Significant projected capital spending: $188M (FY 22 – FY 30)
  ◦ $35M for 3.5 MGD Water Reclamation Facility Treatment Basin (FY 2025)
  ◦ $85M for New Water Plant (FY 2028)
  ◦ Assuming majority of CIP will be debt funded
Financial Planning Assumptions - Revenues

• Projecting no future growth in accounts or changes in volume

• Non-rate revenues forecasted based on FY 22 budget (no inflation applied)

• American Rescue Plan Act (ARPA) funding of $2.6 million in FY22 budget used to fund capital
Financial Planning Targets

• Sufficient Reserve Levels
  ◦ Gradual increase of operating reserve target from 2 to 6 months by FY 30

• Structural Balance of Revenues to Expenditures

• Ratio of net income to debt payments
  ◦ Minimum = 1.00 times annual payment requirements
  ◦ Goal = 1.25 times annual payment requirements
Operating and Maintenance (O&M) and Existing Debt Forecast
## Capital Improvement Projects

<table>
<thead>
<tr>
<th>Type of Project ($ Million)*</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>FY 2027</th>
<th>FY 2028</th>
<th>FY 2029</th>
<th>FY 2030</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>$0.89</td>
<td>$4.79</td>
<td>$11.58</td>
<td>$1.34</td>
<td>$3.37</td>
<td>$7.21</td>
<td>$0.11</td>
<td>$3.14</td>
<td>$-</td>
<td>$32.42</td>
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<tr>
<td>Water Treatment Plant</td>
<td>1.98</td>
<td>1.78</td>
<td>2.54</td>
<td>5.39</td>
<td>0.35</td>
<td>0.31</td>
<td>85.29</td>
<td>0.22</td>
<td>0.87</td>
<td>98.71</td>
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<tr>
<td>Water Reclamation Facility</td>
<td>2.39</td>
<td>6.88</td>
<td>3.58</td>
<td>35.05</td>
<td>0.19</td>
<td>0.19</td>
<td>0.19</td>
<td>0.69</td>
<td>1.09</td>
<td>50.24</td>
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<tr>
<td>Compost Facility</td>
<td>-</td>
<td>0.37</td>
<td>0.50</td>
<td>0.60</td>
<td>0.20</td>
<td>0.37</td>
<td>0.20</td>
<td>0.41</td>
<td>0.62</td>
<td>3.26</td>
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<tr>
<td>Vehicles &amp; Equipment</td>
<td>0.40</td>
<td>0.40</td>
<td>0.40</td>
<td>0.40</td>
<td>0.40</td>
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<td>0.40</td>
<td>0.40</td>
<td>0.40</td>
<td>3.60</td>
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<tr>
<td>Tiger Project</td>
<td>0.20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.20</td>
</tr>
<tr>
<td>Total</td>
<td>$5.85</td>
<td>$14.21</td>
<td>$18.60</td>
<td>$42.78</td>
<td>$4.50</td>
<td>$8.48</td>
<td>$86.19</td>
<td>$4.86</td>
<td>$2.97</td>
<td>$188.43</td>
</tr>
</tbody>
</table>

*Projects shown in current dollars, financial model assumes 3% annual inflation in capital costs beginning in 2022

- CIP totals $188 million (2022 – 2030)
- Projects are primarily funded with debt
10-Year Revenue Sufficiency (Current Rates)
## 5-Year Revenue Sufficiency Full Capital Plan

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>$14,315,496</td>
<td>$15,260,126</td>
<td>$15,752,078</td>
<td>$16,292,299</td>
<td>$16,749,248</td>
</tr>
<tr>
<td>Existing and Future Debt Service</td>
<td>3,753,541</td>
<td>4,083,041</td>
<td>5,414,139</td>
<td>8,309,640</td>
<td>8,562,774</td>
</tr>
<tr>
<td>Cash Funded Capital</td>
<td>5,849,967</td>
<td>2,063,770</td>
<td>1,618,771</td>
<td>597,008</td>
<td>951,445</td>
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<tr>
<td><strong>Total Revenue Requirements</strong></td>
<td>23,919,004</td>
<td>21,406,937</td>
<td>22,784,988</td>
<td>25,198,947</td>
<td>26,263,467</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
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</thead>
<tbody>
<tr>
<td>Revenues with Existing Rates</td>
<td>$17,880,792</td>
<td>$17,880,792</td>
<td>$17,880,792</td>
<td>$17,880,792</td>
<td>$17,880,792</td>
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<tr>
<td>ARPA Funds</td>
<td>2,558,994</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Annual (Shortfall) / Surplus</strong></td>
<td>($3,479,219)</td>
<td>($3,526,145)</td>
<td>($4,904,197)</td>
<td>($7,318,155)</td>
<td>($8,382,675)</td>
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</tbody>
</table>

- Demonstrates lack of structural balance (expenditures exceed revenues in all years)
Revenue Sufficiency Analysis

Forecasted Cash Balance (Current Rates)

Forecasted Cash Balance:
- $80M (FY 2022)
- $60M (FY 2023)
- $40M (FY 2024)
- $20M (FY 2025)
- $0M (FY 2026)
- $20M (FY 2027)
- $40M (FY 2028)
- $60M (FY 2029)
- $80M (FY 2030)

Reserve Target:
## 5-Year Revenue Sufficiency Full Capital Plan – Forecasted Increases

<table>
<thead>
<tr>
<th></th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
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<td>4,083,041</td>
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<td>8,562,774</td>
</tr>
<tr>
<td>Cash Funded Capital</td>
<td>5,849,967</td>
<td>2,063,770</td>
<td>1,618,771</td>
<td>597,008</td>
<td>951,445</td>
</tr>
<tr>
<td>Total Revenue Requirements</td>
<td>23,919,004</td>
<td>21,406,937</td>
<td>22,784,988</td>
<td>25,198,947</td>
<td>26,263,467</td>
</tr>
<tr>
<td>Rate Increases</td>
<td>0%</td>
<td>15%</td>
<td>15%</td>
<td>12%</td>
<td>10%</td>
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<td>Revenues with Rate Increases</td>
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<td>-</td>
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<tr>
<td>Annual (Shortfall) / Surplus</td>
<td>($3,479,219)</td>
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<td>$862,359</td>
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<td>Residential Customer Bill</td>
<td>$67.66</td>
<td>$77.85</td>
<td>$89.51</td>
<td>$100.27</td>
<td>$110.28</td>
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</table>

Regional average current bill is approximately $83
Regional Monthly Residential Bill Comparison @ 5,000 gallons
## Five Year Capital Funding Scenarios
- Rate Increases

<table>
<thead>
<tr>
<th>Rate Increase Scenario</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Capital Plan ($89M)</td>
<td>0.0%</td>
<td>15.0%</td>
<td>15.0%</td>
<td>12.0%</td>
<td>10.0%</td>
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<tr>
<td>Resulting Residential Bill</td>
<td>$67.66</td>
<td>$77.85</td>
<td>$89.51</td>
<td>$100.27</td>
<td>$110.28</td>
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<tr>
<td>75% of Capital Plan ($67M)</td>
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<td>10.0%</td>
<td>10.0%</td>
<td>10.0%</td>
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<tr>
<td>Resulting Residential Bill</td>
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<td>50% of Capital Plan ($45M)</td>
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<td>7.5%</td>
<td>7.5%</td>
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<td>Resulting Residential Bill</td>
<td>$67.66</td>
<td>$72.73</td>
<td>$78.18</td>
<td>$84.02</td>
<td>$90.30</td>
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<td>25% of Capital Plan ($23M)</td>
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<td>5.0%</td>
<td>5.0%</td>
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<tr>
<td>Resulting Residential Bill</td>
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<td>$71.07</td>
<td>$74.62</td>
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<td>2.5%</td>
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<tr>
<td>Resulting Residential Bill</td>
<td>$67.66</td>
<td>$69.32</td>
<td>$71.09</td>
<td>$72.86</td>
<td>$74.69</td>
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</table>
Findings & Recommendations
Findings and Recommendations

- Current water and sewer rates are not sufficient to meet the needs of the utility systems.
- Rate increases will be required in the coming years.
- Level of capital investment in water and sewer systems is the significant driver for rate increases.
- Even with increases water and sewer rates will result in utility bills that are within the average utility bills in surrounding communities in North Carolina.
Thank You!
Questions?
CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 6, 2021 COUNCIL MEETING

SUBJECT: HOME-ARP Funds Overview

BACKGROUND: The City has been allocated $907,913 of HOME-ARP funds by the U.S. Department of Housing and Urban Development to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations. To date, HUD has released 5% of the 15% set-aside amount for Administrative Costs for Grantees’ immediate use.

DISCUSSION: HUD has provided guidance to Grantees to assist with planning for the use of HOME-ARP funding. This presentation will highlight the federal requirements and provide an outline for how the City should move forward with regard to HOME-ARP funding.

RECOMMENDATION: Staff is requesting that the City Council, by motion, approve the use of the 5% of HOME-ARP Administrative funds received by HUD to hire a consultant to assist with the planning process.

Date: 11-30-2021
Felecia D. Williams, Community Relations Director

Date: 12-13-2021
Timothy M. Salmon, City Manager
HOME-ARP FUNDS

OVERVIEW OF HUD GUIDANCE
The $5 billion in HOME-ARP funding provides HOME grantees, in collaboration with other community stakeholders, a chance to make targeted, strategic investments in housing and other assistance for people experiencing homelessness and other vulnerable populations.

HOME-ARP can be used to provide rental assistance, fund supportive services, develop new affordable rental housing, and acquire and develop non-congregate shelters.

HOME-ARP’s flexibility presents a significant opportunity for communities to make critical investments that can build long-term capacity of housing and homeless systems and dramatically strengthen efforts to prevent and end homelessness.
Qualifying Populations

HOME-ARP funds must target the following qualifying populations:

- Individuals and families experiencing homelessness
- Individuals and families at-risk of homelessness
- Individuals and families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Other populations for whom supportive services or assistance would prevent homelessness or serve those with the greatest risk of housing instability

*Veterans and families with a Veteran family member must also meet one of the preceding criteria.
Homeless

Defined by 24 CFR 91.5

• An individual or family who lacks a fixed, regular, and adequate nighttime residence.

• An individual or family who will imminently lose their primary nighttime residence and meet the criteria at 24 CFR 91.5.

• Unaccompanied youth under 25, or families with children and youth who would not otherwise qualify under the criteria above but meet the definition of homeless under other federal statutes as identified in 24 CFR 91.5.
At-Risk of Homelessness

An individual or family who:

• Is extremely low income (under 30% Average Median Income),
  **AND**

• Does not have support networks to prevent them from moving into shelter,
  **AND**

• Meets at least one of the conditions outlined at 24 CFR 91.5.
Fleeing or attempting to flee domestic violence, dating violence, sexual violence, stalking, OR human trafficking

An individual or family who:

• Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

• Has no other residence; AND

• Lacks the resources or support networks (i.e. family, friends, faith-based or other social networks) to obtain other permanent housing.
Other Populations at Greatest Risk of Housing Instability

Households (either individuals or families) whose:

• Annual income is ≤ 30% of area median income and are experiencing severe cost burden (i.e., paying more than 50% of monthly household income toward housing costs);

OR

• Annual income is ≤ 50% of area median income and meets one of the conditions in paragraph (iii) of “At-Risk of Homelessness” definition.
1. **Non-Congregate Shelter**: Acquire and develop for individuals/families in the Qualifying Populations

2. **Nonprofit Operating & Capacity Building Assistance**: May use up to 5% to pay operating expenses of CHDOs or other nonprofits that will carry out HOME-ARP eligible activities

3. **Rental Housing**: Acquire, construct and rehabilitate rental housing for individuals/families in the Qualifying Populations

4. **Supportive Services**: Funds can be used to assist Qualifying Populations with: Childcare costs, basic education skills, job training, meals/groceries, locate & retain housing, legal services, rental application fees, utility deposits, provide HUD-certified housing counseling, etc.

5. **Tenant-Based Rental Assistance**: For Qualifying Populations, funds may be used to provide rental assistance, security deposit, utility deposit, and utility payments.
The Planning Process: Consult Community Stakeholders
Community Stakeholders that must be consulted:

As part of the HOME-ARP planning process, the Grantee should ensure broad consultation with community stakeholders to identify unmet needs and gaps in housing or service delivery systems for the qualifying populations.

From the consultation, Grantees can start developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population.
The Planning Process: Development of the HOME-ARP Allocation Plan

Consultation & Public Participation

Grantees must provide for and encourage citizen participation and must hold at least one public hearing and public comment period before the Allocation Plan is submitted.

Gap Analysis

Data Collection

A variety of data must be collected that reflect the numbers of those in Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Other Permanent Housing, those who are Sheltered Homeless and Unsheltered Homeless.

Needs Assessment & Gaps Analysis

These steps require synthesizing information from the consultation and public participation processes to determine how to allocate HOME-ARP. An analysis of the needs of different racial and ethnic groups in the community should be included.

HOME-ARP Activities

Once the needs assessment is completed and gap analysis findings are calculated, Grantees must identify how HOME-ARP funds will be distributed in accordance with identified needs and methods to be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients.
Final Notes

HUD released 5% of the 15% set-aside for Administrative Costs in October.

The Planning process and Allocation Plan must be completed, submitted to HUD, and approved by HUD before the remaining allocation is awarded to Grantee.

Funds must be expended by the year 2030.

The Allocation Plan must be added to the FY2021 Annual Action Plan.

Using the 5% of Administrative funds to hire a consultant would be helpful.
Project to Date Update
CARES Act Funding Wayne County (R1105)
12/6/2021
Categories of Expenditures
CRF (S.L. 2020-80)

1. Medical expenses
2. Public health expenses (masks, cleaning supplies, PPE)
3. Payroll expenses (public safety payroll)
4. Expenses of actions to facilitate compliance with COVID-19 related public health measures (FFCRA pay, Broadband, thermal cameras for City facilities, bottle filling stations, P&R laptops, tv’s, dividers)
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency (small business grants)
6. Other COVID-19 related expenses reasonably necessary to the function of government to satisfy Fund’s eligibility criteria (solid waste costs)
7. Grants to businesses and nonprofits (NPO’s)
Timeline CRF Funding

- Resolution to Accept Funding 9/8/20 (Res 2020-54)
- Project Budget Approved by Council 9/21/20 (Ord 2020-22)
- Project Budget amendment 6/21/21 (Ord 2021-18)
- Total funding $966,687.69 to be spent by 12/31/21

<table>
<thead>
<tr>
<th>Category</th>
<th>Adjusted Project Budget</th>
<th>Project to Date Total</th>
<th>(Over)/Under Budget</th>
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</thead>
<tbody>
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<td>4-Pub Hlth Meas</td>
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<td>$419,527</td>
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<tr>
<td>7-NPO</td>
<td>$200,000</td>
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<td>$637</td>
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<td>3-Haz Pay</td>
<td>$196,657</td>
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<tr>
<td>5-Bus Grnts</td>
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<tr>
<td>2-PPE</td>
<td>$47,272</td>
<td>$49,663</td>
<td>(2,391)</td>
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<td>6-Solid Waste</td>
<td>$37,082</td>
<td>$37,082</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$966,687</strong></td>
<td><strong>$959,792</strong></td>
<td><strong>6,896</strong></td>
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<tr>
<td>Month &amp; YR</td>
<td>Employee Expenses (Public Safety Payroll &amp; FFCRA)</td>
<td>Contracted Labor Expenses (Broadband/Fiber Optic)</td>
<td>Other Service Expenses (e.g. supplies, PPE)</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>Mar-Jun 2020</td>
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<td>Nov-20</td>
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<td>Dec-20</td>
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<tr>
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<td>Nov-21</td>
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<tr>
<td>Dec-21</td>
<td>$ -</td>
<td>$ -</td>
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</tr>
</tbody>
</table>
County CRF Expenditures
Budget (blue) v. Actual (red)
By CRF Category
Inception to Date (12/6/21)
• 2. Public Health Expenses $36,363.00
  • Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  • Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  • Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
  • Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  • Expenses for public safety measures undertaken in response to COVID-19.
  • Expenses for quarantining individuals.
• 2. Public Health Expenses $36,363.00

- Department Breakdown

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget 9/21/20</th>
<th>Adjusted Project Budget</th>
<th>Project to Date Total</th>
<th>(Over)/Under Budget</th>
</tr>
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<tbody>
<tr>
<td>Fire</td>
<td>$22,241</td>
<td>$18,544</td>
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<td>Wtr. Tr.</td>
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<td>Fin.</td>
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<td>$973</td>
<td>$973</td>
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<td>Grand Total</td>
<td>$36,362</td>
<td>$47,272</td>
<td>$49,663</td>
<td>(2,391)</td>
</tr>
</tbody>
</table>

- Face masks, disinfectant, and other COVID related supplies.
• 3. Payroll expenses $196,692
  – for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
  – Department Breakdown
    • Public Safety (non-administrative) Police $196,692
    
    | Category                        | Original Budget 9/21/20 | Adjusted Project Budget 6/21/21 | Project to Date Total | '(Over)/Under Budget |
    |--------------------------------|------------------------|-------------------------------|----------------------|---------------------|
    | Payroll                        | $196,692               | $196,657                      | $196,657             | $                   |
    | Grand Total                    | $196,692               | $196,657                      | $196,657             | -                   |
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as: $387,737

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as: $387,737

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<th>Department</th>
<th>Project Submitted</th>
<th>Requested $</th>
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<td>Parks and Recreation</td>
<td>Samsung TV 65’ - 5</td>
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<td>Laptops - 30</td>
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<td>Microsoft LifeChat Headset - 30</td>
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<td>Konica Copier - 2</td>
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<td>Hardware to convert sinks</td>
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<td>Temperature Screening Cameras - 2</td>
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<td>1,104</td>
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<tr>
<td>Parks and Recreation</td>
<td>Outdoor Water Bottle Filling Station - 10</td>
<td>33,000</td>
</tr>
<tr>
<td>IT</td>
<td>Audio/video equipment (Remote Mtgs)</td>
<td>3,198</td>
</tr>
<tr>
<td>IT</td>
<td>Broadband (City Water Towers)</td>
<td>150,000</td>
</tr>
<tr>
<td>Finance</td>
<td>FFCRA and eFLMA</td>
<td>66,000</td>
</tr>
<tr>
<td>Paramount Theatre</td>
<td>Thermal Screening Camera - 2 (PT &amp; GEC)</td>
<td>22,000</td>
</tr>
<tr>
<td>City Hall</td>
<td>Temperature Screening Camera - 1</td>
<td>11,000</td>
</tr>
<tr>
<td>City Hall</td>
<td>Indoor Water Bottle Filling Station - 1</td>
<td>3,300</td>
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<tr>
<td>City Annex</td>
<td>Indoor Water Bottle Filling Station - 2</td>
<td>6,600</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>387,737</td>
</tr>
</tbody>
</table>

**Project to Date Data**

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget 9/21/20</th>
<th>Adjusted Project Budget 6/21/21</th>
<th>Project to Date Total</th>
<th>(Over)/Under Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>$153,198</td>
<td>$156,671</td>
<td>$156,671</td>
<td>$</td>
</tr>
<tr>
<td>FFCRA</td>
<td>$66,000</td>
<td>$122,688</td>
<td>$132,706</td>
<td>($10,018)</td>
</tr>
<tr>
<td>P&amp;R</td>
<td>$114,639</td>
<td>$96,175</td>
<td>$79,691</td>
<td>$16,484</td>
</tr>
<tr>
<td>Para.</td>
<td>$22,000</td>
<td>$26,903</td>
<td>$24,711</td>
<td>$2,192</td>
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<tr>
<td>B&amp;G</td>
<td>$20,900</td>
<td>$13,551</td>
<td>$13,508</td>
<td>$43</td>
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<tr>
<td>Police</td>
<td>$11,000</td>
<td>$12,190</td>
<td>$12,240</td>
<td>($50)</td>
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<tr>
<td>Grand Total</td>
<td>$387,737</td>
<td>$428,178</td>
<td>$419,527</td>
<td>$8,651</td>
</tr>
</tbody>
</table>
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as: $100,000

– Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.

– Expenditures related to a State, territorial, local, or Tribal government payroll support program.

– Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as: $100,000

<table>
<thead>
<tr>
<th>Small Business Grant</th>
<th>Total Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes Jewelers, Inc</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>C&amp;C Lantern Inn, LLC</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Center Street Station, LLC</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Doug Howell’s Auto Service, Inc</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>EMP Productions, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Goldsboro Brew Works, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Goldsboro Elite Physique Fitness, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>J+A Enterprises, Inc</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Legacy Dance Project</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Master Tax &amp; Accounting Service, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>MBMT, Inc Great Harvest Bread Co.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Old North State Hospitality Group</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>PL Development, LLC</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Sleepee 180 Clothing, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Strike Eagle FC, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>The Firehouse</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>The Loft Hair Studio and Spa</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Tufanos Wine Barr, LLC</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Velvet Hanger</td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$57,500.00</strong></td>
</tr>
</tbody>
</table>

• Project to Date Data

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget</th>
<th>Adjusted Project Budget</th>
<th>Project to Date Total</th>
<th>'Over)/Under Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Grnts</td>
<td>$100,000</td>
<td>$57,500</td>
<td>$57,500</td>
<td>$</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$100,000</td>
<td>$57,500</td>
<td>$57,500</td>
<td>$</td>
</tr>
</tbody>
</table>
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria. $45,897

Solid Waste Fees

Refuse Tonnage Collection Comparison 2019 vs. 2019

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>826.21</td>
<td>944.33</td>
<td>922.01</td>
<td>976.25</td>
<td>1020.6</td>
<td>978.56</td>
<td>862.15</td>
<td>897.38</td>
<td>799.07</td>
<td>952.87</td>
<td>9179.43</td>
</tr>
<tr>
<td>2020</td>
<td>937.97</td>
<td>956.95</td>
<td>995.01</td>
<td>1124.26</td>
<td>1070.29</td>
<td>1135.14</td>
<td>1016.26</td>
<td>1018.27</td>
<td>966.25</td>
<td>1136.23</td>
<td>10356.63</td>
</tr>
<tr>
<td>Tonnage Difference</td>
<td>111.76</td>
<td>12.62</td>
<td>73</td>
<td>148.01</td>
<td>49.69</td>
<td>156.58</td>
<td>154.11</td>
<td>120.89</td>
<td>167.18</td>
<td>183.36</td>
<td>1177.2</td>
</tr>
</tbody>
</table>

Tonnage Difference $3,520.44 $397.53 $2,299.50 $4,662.32 $1,565.24 $4,932.27 $4,854.47 $3,808.04 $5,266.17 $5,775.84 $37,081.80

Cost Difference $3,520.44 $397.53 $2,299.50 $4,662.32 $1,565.24 $4,932.27 $4,854.47 $3,808.04 $5,266.17 $5,775.84 $37,081.80

**NOTE:** Annual Totals DON’T include December—data not available for December 2020 until January 2021.

Project to Date Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget 9/21/20</th>
<th>Adjusted Project Budget 6/21/21</th>
<th>Project to Date Total</th>
<th>*(Over)/Under Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refuse</td>
<td>$45,897</td>
<td>$37,082</td>
<td>$37,082</td>
<td>$ -</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$45,897</td>
<td>$37,082</td>
<td>$37,082</td>
<td>$ -</td>
</tr>
</tbody>
</table>
7. Grants to businesses and nonprofits $200,000

- Total Disbursed

<table>
<thead>
<tr>
<th>Nonprofit</th>
<th>Per council</th>
<th>Approved by</th>
<th>%</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salvation Army</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>WAGES</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Three in One Family Center</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>A Lot of Direction Love &amp; Affection (ADLA)</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Rebuilding Broken Places</td>
<td>12,500.00</td>
<td>12,500.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Boys &amp; Girls Club of Wayne County</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Wayne Uplift Resource Center</td>
<td>12,500.00</td>
<td>11,863.40</td>
<td>94.91%</td>
<td>636.60</td>
</tr>
<tr>
<td>Society of Sain Vincent de Paul St. Mary Conference</td>
<td>12,500.00</td>
<td>12,500.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>YMCA</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Four Day Movement</td>
<td>12,500.00</td>
<td>12,500.00</td>
<td>100.00%</td>
<td>-</td>
</tr>
</tbody>
</table>

Grand Total $200,000.00 199,363.40 100% 636.60

- Project to Date Data

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget</th>
<th>Adjusted Project Budget</th>
<th>Project to Date Data Total</th>
<th>(Over)/Under Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Com. Rel.</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$199,363</td>
<td>$637</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$199,363</td>
<td>$637</td>
</tr>
</tbody>
</table>
# Totals by Department

**As of 12/6/21**

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget 9/21/20</th>
<th>Adjusted Project Budget 6/21/21</th>
<th>Project to Date Total</th>
<th>’(Over)/Under Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Com. Rel.</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$199,363</td>
<td>$637</td>
</tr>
<tr>
<td>Payroll</td>
<td>$196,692</td>
<td>$196,657</td>
<td>$196,657</td>
<td>-</td>
</tr>
<tr>
<td>IT</td>
<td>$153,198</td>
<td>$156,671</td>
<td>$156,671</td>
<td>-</td>
</tr>
<tr>
<td>FFCRA</td>
<td>$66,000</td>
<td>$122,688</td>
<td>$132,706</td>
<td>$(10,018)</td>
</tr>
<tr>
<td>P&amp;R</td>
<td>$114,639</td>
<td>$101,319</td>
<td>$84,835</td>
<td>$16,484</td>
</tr>
<tr>
<td>Bus Grnts</td>
<td>$100,000</td>
<td>$57,500</td>
<td>$57,500</td>
<td>-</td>
</tr>
<tr>
<td>Refuse</td>
<td>$47,719</td>
<td>$38,789</td>
<td>$38,789</td>
<td>-</td>
</tr>
<tr>
<td>Para.</td>
<td>$31,000</td>
<td>$32,617</td>
<td>$32,717</td>
<td>$(99)</td>
</tr>
<tr>
<td>Fire</td>
<td>$22,241</td>
<td>$18,544</td>
<td>$18,349</td>
<td>$195</td>
</tr>
<tr>
<td>Police</td>
<td>$14,299</td>
<td>$14,577</td>
<td>$14,627</td>
<td>$(50)</td>
</tr>
<tr>
<td>B&amp;G</td>
<td>$20,900</td>
<td>$13,551</td>
<td>$13,508</td>
<td>43</td>
</tr>
<tr>
<td>HR</td>
<td>-</td>
<td>$8,835</td>
<td>$8,835</td>
<td>-</td>
</tr>
<tr>
<td>Wtr. Tr.</td>
<td>-</td>
<td>$2,981</td>
<td>$2,981</td>
<td>-</td>
</tr>
<tr>
<td>Insp.</td>
<td>-</td>
<td>$1,283</td>
<td>$1,283</td>
<td>-</td>
</tr>
<tr>
<td>Fin.</td>
<td>-</td>
<td>$678</td>
<td>$973</td>
<td>$(295)</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$966,688</strong></td>
<td><strong>$966,688</strong></td>
<td><strong>$959,792</strong></td>
<td><strong>$6,896</strong></td>
</tr>
</tbody>
</table>
Questions?
WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Council Chambers, City Hall, 214 North Center Street, at 5:30 p.m. on November 15, 2021.

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

Roll Call.
Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilmember Hiawatha Jones
Councilmember Bill Broadaway
Councilmember Brandi Matthews
Councilmember Charles Gaylor, IV
Councilmember Gene Aycock
Ron Lawrence, City Attorney
Tim Salmon, City Manager
Laura Getz, City Clerk

Adoption of the Agenda. Mayor Pro Tem Polack made a motion to approve the agenda, seconded by Councilmember Broadaway and unanimously carried the agenda was adopted.

New Business.
2022 NC Freedom Fest Presentation. Doug McGrath, President of the NC Freedom Fest Board shared the following information.

Military & 1st Responders Appreciation Festival

Military & 1st Responders Appreciation Festival
• Successfully, brought the base and community together in a family-friendly setting downtown Goldsboro
• One community
• With strategic partnerships with the City of Goldsboro, SAFB, Goldsboro Elks, DGDL, Downtown Merchants Association, the Arts Council, the History Museum, the Chamber of Commerce & the Military Affairs Committee

NC FREEDOM FEST
• 2021 Sponsors

1
Mayor Ham discussed Freedom Fest and shared that Council was in support of the Freedom Fest in 2022. Mr. Salmon asked if there was general council support for the city to assist in the event in 2022, there were no comments in opposition.

**FY20-21 Fiscal Update.** Catherine Gwynn, Finance Director shared the following information and stated that these are unaudited numbers but thinks they are good estimates.
# FY2020-21 Financial Update

Catherine Gwynn, Finance Director  
November 22, 2021

## General Fund – Collections
Comparison Actual Current and Prior (unaudited)

<table>
<thead>
<tr>
<th></th>
<th>FY 2020-21</th>
<th>FY 2019-20</th>
<th>Incr/Decr over Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>$17,275,552</td>
<td>$16,894,382</td>
<td>$381,170</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>10,643,638</td>
<td>9,301,152</td>
<td>$1,342,485</td>
</tr>
<tr>
<td>Refuse</td>
<td>3,841,188</td>
<td>3,747,521</td>
<td>$93,667</td>
</tr>
<tr>
<td>Utility Franchise</td>
<td>2,031,608</td>
<td>2,658,959</td>
<td>($627,351)</td>
</tr>
<tr>
<td>Golf Course</td>
<td>603,133</td>
<td>559,686</td>
<td>$43,427</td>
</tr>
<tr>
<td>Permits</td>
<td>381,515</td>
<td>360,564</td>
<td>$20,951</td>
</tr>
<tr>
<td>Paramount</td>
<td>164,707</td>
<td>289,124</td>
<td>($124,416)</td>
</tr>
<tr>
<td>Recreation Fees</td>
<td>338,637</td>
<td>358,436</td>
<td>($19,799)</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>9,861</td>
<td>89,109</td>
<td>($79,248)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>6,893,282</td>
<td>6,256,755</td>
<td>$636,527</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$41,983,101</td>
<td>$40,313,689</td>
<td>$1,669,412</td>
</tr>
</tbody>
</table>

## General Fund Collections
FY 2020-21 Budget to Actual

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget</th>
<th>Actual Collections</th>
<th>YTD%</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>$17,132,830</td>
<td>$17,275,552</td>
<td>100.84%</td>
<td>100.84%</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>375,525</td>
<td>381,515</td>
<td>101.60%</td>
<td>101.60%</td>
</tr>
<tr>
<td>Revenues Other Agencies:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Option Tax</td>
<td>9,813,576</td>
<td>10,643,638</td>
<td>108.46%</td>
<td>108.46%</td>
</tr>
<tr>
<td>Utility Franchise Tax</td>
<td>2,903,873</td>
<td>2,031,608</td>
<td>69.96%</td>
<td>69.96%</td>
</tr>
<tr>
<td>PDC Revenues</td>
<td>93,000</td>
<td>93,060</td>
<td>100.06%</td>
<td>100.06%</td>
</tr>
<tr>
<td>Beer &amp; Wine Taxes</td>
<td>146,300</td>
<td>141,873</td>
<td>96.57%</td>
<td>96.57%</td>
</tr>
<tr>
<td>Powell Bill</td>
<td>909,163</td>
<td>868,303</td>
<td>95.51%</td>
<td>95.51%</td>
</tr>
<tr>
<td>Other Agency Revenues</td>
<td>1,582,262</td>
<td>1,468,352</td>
<td>92.80%</td>
<td>92.80%</td>
</tr>
<tr>
<td>Service Fees from UF</td>
<td>3,046,957</td>
<td>3,046,957</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>4,985,581</td>
<td>4,977,596</td>
<td>99.84%</td>
<td>99.84%</td>
</tr>
<tr>
<td>Capital Returns</td>
<td>1,438,908</td>
<td>155,756</td>
<td>13.00%</td>
<td>13.00%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,200,099</td>
<td>858,912</td>
<td>71.57%</td>
<td>71.57%</td>
</tr>
<tr>
<td><strong>Total Taxes &amp; Shared Revenues</strong></td>
<td>43,627,675</td>
<td>41,983,101</td>
<td>96.23%</td>
<td>96.23%</td>
</tr>
</tbody>
</table>

## Stormwater Fund – Collections
Comparison Actual Current and Prior (unaudited) and Budget to Actual FY2020-21

<table>
<thead>
<tr>
<th></th>
<th>FY 2020-21</th>
<th>FY 2019-20</th>
<th>Incr/Decr over Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Fee</td>
<td>$1,581,954</td>
<td>$1,594,767</td>
<td>($12,813)</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>9,358</td>
<td>8,568</td>
<td>$789</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,591,312</td>
<td>$1,603,336</td>
<td>($12,024)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget</th>
<th>Actual Collections</th>
<th>YTD%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Fee</td>
<td>$1,500,000</td>
<td>$1,581,954</td>
<td>105.46%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>400,000</td>
<td>9,358</td>
<td>105.46%</td>
</tr>
<tr>
<td><strong>Stormwater Fund Totals</strong></td>
<td>$1,900,000</td>
<td>$1,591,312</td>
<td>105.46%</td>
</tr>
</tbody>
</table>
Utility Fund – Collections
Comparison Actual Current and Prior (unaudited)

<table>
<thead>
<tr>
<th></th>
<th>FY 2020-21</th>
<th>FY 2019-20</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Water</td>
<td>$7,500,775</td>
<td>$7,273,021</td>
<td>$227,754</td>
</tr>
<tr>
<td>Current Sewer</td>
<td>9,549,728</td>
<td>9,073,973</td>
<td>475,755</td>
</tr>
<tr>
<td>Late Payment Fees</td>
<td>332,549</td>
<td>305,334</td>
<td>27,215</td>
</tr>
<tr>
<td>Tap Fees</td>
<td>35,150</td>
<td>34,125</td>
<td>1,025</td>
</tr>
<tr>
<td>Compost Fees</td>
<td>61,738</td>
<td>48,617</td>
<td>13,121</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>1,858</td>
<td>40,936</td>
<td>(39,078)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>3,421,317</td>
<td>3,553,511</td>
<td>(132,194)</td>
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<tr>
<td>Total</td>
<td>$20,906,095</td>
<td>$20,333,517</td>
<td>$572,578</td>
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Utility Fund Collections
FY 2020-21 Budget to Actual

<table>
<thead>
<tr>
<th>Charges for Services:</th>
<th>Adjusted Budget</th>
<th>Actual Collections</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Water Charges</td>
<td>$7,599,101</td>
<td>$7,500,775</td>
<td>99.49%</td>
</tr>
<tr>
<td>LR/SAEB</td>
<td>766,771</td>
<td>1,232,197</td>
<td>159.40%</td>
</tr>
<tr>
<td>Current Sewer Charges</td>
<td>6,886,051</td>
<td>6,549,728</td>
<td>98.67%</td>
</tr>
<tr>
<td>Late Payment/Sec. Fees</td>
<td>351,170</td>
<td>343,648</td>
<td>97.86%</td>
</tr>
<tr>
<td>Applied Deposits</td>
<td>203,633</td>
<td>50,204</td>
<td>24.65%</td>
</tr>
<tr>
<td>Reconnections Fees</td>
<td>15,153</td>
<td>1,956</td>
<td>12.67%</td>
</tr>
<tr>
<td>Water/Sewer Taps</td>
<td>35,794</td>
<td>35,150</td>
<td>98.20%</td>
</tr>
<tr>
<td>Compost Revenues</td>
<td>46,403</td>
<td>62,718</td>
<td>141.25%</td>
</tr>
<tr>
<td>Total Charges</td>
<td>$18,068,818</td>
<td>$18,768,195</td>
<td>103.87%</td>
</tr>
<tr>
<td>Capital Returns &amp; Misc. Revenue</td>
<td>$20,801</td>
<td>$3,858</td>
<td>18.55%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>72,059</td>
<td>72,059</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total Capital Returns</td>
<td>$92,860</td>
<td>$75,920</td>
<td>82.30%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>509,647</td>
<td>2,001,480</td>
<td>256.53%</td>
</tr>
<tr>
<td>Utility Fund Revenue Totals</td>
<td>$18,721,325</td>
<td>$20,906,095</td>
<td>111.67%</td>
</tr>
</tbody>
</table>

Downtown MSD &
Occupancy Tax Collections
Comparison Actual Current and Prior (unaudited)

<table>
<thead>
<tr>
<th></th>
<th>FY 2020-21</th>
<th>FY 2019-20</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown MSD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>$94,941</td>
<td>$92,325</td>
<td>$2,616</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>38</td>
<td>686</td>
<td>(648)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$94,979</td>
<td>$93,011</td>
<td>$1,968</td>
</tr>
<tr>
<td>Occupancy Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Collections</td>
<td>$1,034,175</td>
<td>$995,009</td>
<td>$39,166</td>
</tr>
<tr>
<td>Investment Earnings/Misc. Revenues</td>
<td>274</td>
<td>4,487</td>
<td>(4,213)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>8,923</td>
<td>13,615</td>
<td>(4,692)</td>
</tr>
<tr>
<td>Total</td>
<td>$1,043,372</td>
<td>$1,013,111</td>
<td>$30,261</td>
</tr>
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</table>

Downtown MSD &
Occupancy Tax Collections
FY 2020-21 Budget to Actual

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Budget</th>
<th>Actual Collections</th>
<th>YTD%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown MSD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>$97,075</td>
<td>$94,941</td>
<td>97.80%</td>
</tr>
<tr>
<td>Investment/Misc.</td>
<td>20,833</td>
<td>38</td>
<td>0.18%</td>
</tr>
<tr>
<td>Total</td>
<td>$117,908</td>
<td>$94,979</td>
<td>80.16%</td>
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<tr>
<td>Occupancy Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy Tax - Civic Ctr.</td>
<td>686,100</td>
<td>684,806</td>
<td>99.81%</td>
</tr>
<tr>
<td>Occupancy Tax - T &amp; T</td>
<td>175,700</td>
<td>174,993</td>
<td>99.00%</td>
</tr>
<tr>
<td>County of Wayne Occ Fx</td>
<td>170,000</td>
<td>174,376</td>
<td>103.57%</td>
</tr>
<tr>
<td>Invest. Earnings/Misc.</td>
<td>172,578</td>
<td>9,197</td>
<td>5.33%</td>
</tr>
<tr>
<td>Total</td>
<td>$1,204,378</td>
<td>$1,049,372</td>
<td>86.63%</td>
</tr>
</tbody>
</table>
Council discussed the budget. Councilmember Aycock asked for a breakdown of how the Stormwater Fund has been used in the past year. Ms. Gwynn explained the current funds used for Stormwater. Council also discussed ARPA money, fund balance and council knowledge of the budget.
Low Income Household Water Assistance Program. Catherine Gwynn, Finance Director shared the following information:

Low Income Home Water Assistance Program (LIHWAP) is a federal funded program implemented by Administration of Children and Families. LIHWAP provides funds to assist low-income households with water and wastewater bills. Help them either reconnect or avoid disconnection.

Total of $38M allocated to North Carolina. That will be distributed to each county by NCDHHS.

The proposed agreement between the City, as a water and sewer provider, and Wayne County through DHHS administering a program to help LMI families pay their water and sewer bills through this newly created program (LIHWAP). This was a result of the COVID-19, and trying to help families keep safe drinking water and wastewater services. There is an old program called LIHEAP (low income home energy assistance program from the 1980’s) that helped families with energy bills, and the new LIHWAP program is modeled after LIHEAP. These are federal grant award funds that are being given to County DHHS to administer. As a provider of water and sewer services, the City is eligible to enter into an agreement with the County so that eligible customers can receive the LIHWAP benefits.

Part of the agreement includes a data share agreement where the City will share personal utility account information to Wayne Co DSS/NCDHHS to help the agency match customer’s with assistance. This will allow DSS to notify customers that they are eligible. As I understand this information is just for those customers that are disconnected or in danger of being disconnected. This does not include all of our customers.

LIWHAP will be made available to groups on a priority basis.

Group 1 – disconnected water
Group 2 – in jeopardy of being disconnected without further action
Group 3 – current water services but need assistance to maintain service

Will work similarly to other assistance programs that the City currently participates in where by we will receive checks/direct deposit and will apply to the appropriate account. We are required to refund any credit balances on a customer’s account back to DSS up to the amount of the assistance received from the program.

Councilmember Matthews made a motion to approve the Low Income Household Water Assistance Program Vendor Agreement with the Department of Social Services, Human Services. Mayor Ham added “and for the Finance Director to sign the agreement”. The motion was seconded by Councilmember Jones and unanimously approved.

Council Committees Discussion. Mayor Ham and council discussed council committees. Council further discussed the GWTA board and the DGDC board. The following nominations were discussed:

DGDC Board- Councilmember Matthews submitted her name to be considered for the board.
Transportation Advisory Committee (TAC), alternate position-Councilmember Gaylor volunteered for the position.
Law and Finance Committee-Mayor Ham nominated Councilmember Gaylor for the position.
Military Liaison Committee- Mayor Ham nominated Mayor Pro Tem Polack for the position.

Herman Park Center (Current Projects)-Council discussed the project. Councilmember Gaylor made a motion to table the committee until it becomes relevant, the motion was seconded by Councilmember Jones and unanimously carried.

A motion was made by Councilmember Broadaway, seconded by Mayor Pro Tem Polack and unanimously carried to appoint Councilmember Gaylor to the Transportation Advisory Committee (TAC) alternate position, Councilmember Gaylor to the Law and Finance Committee, Mayor Pro Tem Polack to the Military Liaison Committee and a recommendation of Councilmember Matthews to the DGDC Board.

Council Meeting Dates for 2022. Laura Getz, City Clerk shared the following proposed Council meeting dates for 2022.

PROPOSED--2022 Goldsboro City Council Meeting Dates
*Work Session-5:00 p.m. --- Council Meeting-7:00 p.m.*
Monday, January 10  
Monday, January 24  
(2nd and 4th Monday of the month due to Holidays)

Monday, February 7  
(One meeting in February due to Council Retreat)

Monday, March 7  
Monday, March 21

Monday, April 4  
Monday, April 18

Monday, May 2  
Monday, May 16

Monday, June 6  
Monday, June 20

Monday, July 11  
(One meeting in July due to the Holiday)

Monday, August 1  
Monday, August 15

Tuesday, September 6 (Monday, September 5th is a holiday – Labor Day)  
Monday, September 19

Monday, October 3  
Monday, October 17

Monday, November 7  
Monday, November 21

Monday, December 5  
Monday, December 19

Proposed Retreat Dates 2022
February 21 and 22 (Monday and Tuesday) or February 23 and 24 (Wednesday and Thursday)

Ms. Getz asked Council to review and let her know if there are any suggested changes. Staff will bring an agenda item to the next meeting to adopt the dates for 2022.

Consent Agenda Review. Each item was reviewed. Council briefly discussed property as related to Item H, Accept Final Upset Bids for 412 East Walnut Street (Oliver Design). Council also discussed road closures as related to Item J, Goldsboro Christmas Parade – Temporary Street Closure.

Councilmember Aycock stepped out of the room at 6:37 pm.

Closed Session Held. Upon motion of Mayor Pro Tem Polack, seconded by Councilmember Gaylor and unanimously carried, Council convened into Closed Session to discuss a personnel matter.

Council came out of Closed Session.

CITY COUNCIL MEETING

The City Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on November 15, 2021.

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

Jimmy Bryant with The Bridge Church provided the invocation. The Pledge of Allegiance followed.

Roll Call.
Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilmember Hiawatha Jones
Councilmember Bill Broadaway
Councilmember Brandi Matthews
Councilmember Charles Gaylor, IV
Councilmember Gene Aycock

**Approval of Minutes.** Mayor Pro Tem Polack made a motion to approve the minutes of the Work Session and Regular Meeting of November 1, 2021. The motion was seconded by Councilmember Aycock and unanimously carried.

**Presentations.**

**Warm Body Warm Soul Presentation.** Ms. Virdy Bizzelle and Ms. Evelyn B. Sutton presented the following information.

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**MISSION STATEMENT**

To empower and uplift individuals of all walks of life by offering hope, showing compassion, and spreading love throughout the community.

**About Us**

We are “End Time Crusaders for Christ Ministries:” Warm Body Warm Soul, a nonprofit organization was birthed from this ministry. We have witnessed families and individuals throughout our community, homelessness, hunger, drug addiction, mental illness, and those that have fell upon hard times. Our passion is to “Help the helpless help themselves.” We want to effectively create growth and a positive change in our communities by partnering with those that share our passion, vision, and concern. We understand and believe that “Together Everyone Accomplishes More!”

**Warm Body Warm Soul Help Center Services**

- F.E.D. (Feed, Empower, Deliver)
- Wash With Care Laundry
- Dress My Way Clothing Center/Toiletries/Blankets/Sleeping Bags
- Housing and Job Resources

_F.E.D. (Feed, Empower, Deliver)_

Pre-packed lunches served Mon., Wed., & Fri. (12:00 p.m.-1:00 p.m.)

---

We deliver meals to the homeless
Wash With Care Laundry
Cards are distributed 1st and 3rd Thursdays

Individuals are able to wash and dry their clothes

Toiletries, blankets, and sleeping bags are available upon the individuals’ needs.

Dress My Way Clothing Center
Individuals can choose what they need from the clothing center

Housing and Job Resources
We assist in searching for jobs, emergency shelters, and housing

2021 Events

The Veteran Stand Down 2021 Serving Veterans in need

Back To School Drive/National Senior Citizens Day/Fish Fry/Clothing Giveaway
Employee Performance Awards.

Mr. Salmon read the following:

The Employee of the Quarter Award was presented to David Grice. David is the absolute definition of a star employee. He gives his heart and soul on a daily basis for the betterment of his company and his department. He displays exceptional leadership qualities and an infectious work ethic that spreads throughout his company and his station. Above his normal duties as an engineer, David is also the team leader for the Fire Explorer program, taking young individuals and allowing them to experience the team concept of the fire service. He serves as leader, mentor, and role model, teaching these young individuals a range of skills, from properly rolling a fire hose, to effective job interview skills. David volunteers for the betterment of the children involved, and because he feels so passionate about the fire service and his community. David serves as the leader of the annual breast cancer t-shirt fundraiser program, overseeing the entire process, from design development to the presentation of the check to the Cure for Colors director. David is also in charge of the car seat safety program working closely with Safe Kids of Wayne County. He single-handedly oversees the training and certification maintenance for the entire department because of his passion for helping the community and the fire department. David is an outstanding employee, always setting the bar higher for himself and others. David’s work ethic and accomplishments reflect well on himself and the City of Goldsboro.

The Supervisor of the Quarter Award was presented to Lee Peter. Lee consistently exhibits patience, understanding, and empathy to everyone that she encounters. She handles every customer issue with care and concern, and works quickly to resolve the issue in a fair and expedient manner. Lee manages to handle many customer concerns and problems; supervise the billing and collections and meter staff; and monitor the AMI system and the utility billing system with effortless grace and skill. Lee played a critical role in the transition to the new utility billing and AMI systems, and the department would not be as far along today if it had not been for her tenacity and dedication. Lee continues to expand her knowledge and goes beyond what is required to seek solutions to problems without being asked. It is an honor and pleasure to work with Lee each day. Lee is a great example of true professionalism to staff and coworkers, and always shares the best of herself with others. Lee’s work ethic and accomplishments reflect well on herself and the City of Goldsboro.

Public Hearings.

SU-10-21 Jose Morquecho – East side of South Berkeley Boulevard between Ash Street and Elm Street. Public Hearing Held. The applicant is requesting a Special Use Permit for the operation of a tattoo parlor.

Frontage: 168.89 ft.
Depth: 272.56 ft.
Area: 45,085 sq. ft. or 1.04 acres
Zoning: General Business

The site is located within a strip commercial center which contains nine individual units. The unit that will be occupied by the applicant contains 1,500 sq. ft. (25 ft. by 60 ft.) and addressed as 112-I S. Berkeley Boulevard.

The applicant operates an existing tattoo parlor at 112-Q S. Berkeley Boulevard. He provides tattoo services by appointment only and caters to professionals, including servicemen from the SJAFB. He desires to relocate his business within a new tenant space which has greater visibility for attracting new customers.

The site is accessed by one 20 ft. wide, two-way curb cut from S. Berkeley Boulevard.

The applicant has submitted a floor plan for the tattoo parlor identifying a total of 5 workstations, a breakroom and lobby area and restrooms for customers and employees of the facility.

There are a total of 45 parking spaces (including two handicapped spaces) on the site. Based on the existing uses within the commercial strip center, a sufficient amount of parking spaces are available to serve the entire commercial development.
Days/Hours of Operation:  M-F: Noon-6 p.m.
No. of Employees:  5

Since the building on the lot is existing and only one unit is to be leased for the proposed tattoo parlor, the applicant will not be required to retrofit the site to meet current requirements as they relate to landscaping.

Mayor Ham opened the public hearing and no one spoke. The public hearing was closed.

No action necessary. The Planning Commission will have a recommendation for City Council at the December 6, 2021 meeting.

SU-11-21- Sandra H. Bell (Accessory Dwelling) – Northwest of the terminus of Overbrook Road and Pine Ridge Lane. Public Hearing Held. The applicant is requesting a Special Use Permit for the construction of an accessory dwelling located at 127 Overbrook Rd.

According to the City’s Unified Development Code, accessory dwellings are permitted in all single-family zoning districts or developed lots with the exception of the Agriculture (AG) zoning district only after the obtainment of a Special Use Permit approved by City Council.

Approval criteria for accessory dwellings are as follows:
1. Accessory dwellings/apartments must comply with all applicable local, state and federal housing codes. Only one accessory dwelling or apartment may be permitted per lot.
2. The accessory dwelling or accessory apartment shall not exceed forty percent (40%) of the square footage of the livable area of the principle structure or one thousand one hundred square feet of gross floor area, whichever is less.
3. An accessory dwelling shall be sited to the rear of the principle structure. All accessory dwellings shall meet the setback requirements established for the principle structures of the district in which they are located.
4. The exterior of the accessory dwelling shall be compatible with the principle residence in terms of color, siding, roof pitch, window detailing, roofing materials and foundation or skirting appearance. Manufactured homes shall not be pulled up to or attached to the principle residence and be considered an accessory dwelling or accessory apartment.
5. Where there is no public sanitary sewer service to the accessory dwelling, the County Health Department shall approve sanitary sewer services provided to such accessory dwelling before construction begins.

According to the submitted application, the applicant is requesting a Special Use Permit for the construction of a 12 ft. wide by 20 ft. deep (240 sq. ft.) accessory dwelling to be located in the rear yard of the property. Currently, the property is occupied by a single-story 3,182 sq. ft. single-family dwelling.

The applicant is proposing to initiate a complete remodel of her principle dwelling and desires to reside in a tiny home until the renovation is complete. Afterwards, only members of her immediate family would be allowed to utilize the accessory dwelling.

Frontage:  61 ft.
Area:  41.189 sq. ft. or .95 acres
Zone:  (R-16) Residential

Staff has informed applicant of the fact that the proposed accessory dwelling must be constructed to meet the minimum requirements of the North Carolina Building Code, as well as, the supplemental regulations of the City’s Unified Development Code for accessory dwellings.

If the applicant’s request for a special use permit is approved, building elevations, a site plan, floor plan and construction specifications shall be submitted and approved by City staff before building permits can be issued.

Mayor Ham opened the public hearing and no one spoke. The public hearing was closed.

No action necessary. The Planning Commission will have a recommendation for the Council’s meeting on December 6, 2021.

SU-12-21 Wayne Co. Project Shell – (Chemical Manufacturing Facility) Located at the corner of Challen Court and Gateway Drive and within Park East of the City of Goldsboro’s Industrial Business
Park. Public Hearing Held. The applicant is requesting a Special Use Permit for the operation of a chemical manufacturing facility in the Industrial Business Park (I&BP-1) zoning district.

Frontage: 775.49 ft. (Gateway Drive)  
791.34 ft. (Challen Court)
Depth: 966 ft. (average)
Area: 18.94 acres
Zoning: Industrial Business Park-1

On August 6, 2018, Goldsboro City Council approved site, landscape and building elevation plans for the County of Wayne to construct a commercial shell building at the proposed site for industry recruitment purposes. Once a specific use was determined for the site, complete and detailed site plans would be required and approved by City officials before construction permits would be issued.

On September 20, 2021, a public hearing was conducted to consider proposed minor text amendments to Article 5 of the City’s Unified Development Code to reflect the addition of chemical products, manufacturing and processing; and, the storage or treatment of hazardous materials or chemical uses as a special use within the Industrial Business Park (I&BP-1) zoning district.

Specifically speaking, minor changes for the proposed text amendment included:
1. Amending Section 5.4 Table of Permitted Uses by allowing both Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemical uses as a special use in the Industrial and Business Park (I&BP-1) zoning district;
2. Amending Section 5.5 Supplemental Use Regulations by adding to Subsections 5.5.4M and 5.5.4EE, Industrial and Business Park (I&BP) zoning district, as a permitted district for the use of Community Sensitive Heavy Industrial Uses (5.5.4M) and Storage or Treatment of Hazardous/Chemical Materials (5.5.4EE).

On October 4, 2021, City Council accepted the recommendation of the Planning Commission and adopted an ordinance amending the Unified Development Code to reflect the addition of chemical products, manufacturing and processing; and, the storage or treatment of hazardous materials or chemical uses as a special use within the Industrial Business Park (I&BP-1 zoning district and the associated minor text amendments pertaining thereto. According to the City’s UDO, chemical manufacturing facilities are classified as Community Sensitive Heavy Industrial Uses. As such, the following supplemental regulations are required for the proposed use:

1. The entire area of the site shall be enclosed by a six foot high opaque fence set back one hundred feet from any public right of way or residentially developed or zoned property and/or fifty feet from any other adjacent property.
2. The yard area between the fence and the property line, not used for parking, shall be planted with grass and have landscaping composed of large trees spaced not more than forty feet apart and not less than one row of shrubs thirty inches in height, spaced so that they will form a continuous visual screen six feet in height within three growing seasons.
3. No loading or unloading of materials shall occur outside of the fenced area.
4. A statement shall be submitted with the plans indicating whether any manufacturing or processing operation will create smoke, offensive odor, dust, noise, fumes or vibrations beyond the lot lines of the proposed use. If one or more of such conditions exist, the developer shall explain what measures will be taken to mitigate such conditions to acceptable levels.
5. The uses shall be located a minimum of one thousand feet from any residentially developed or zoned property. The one thousand foot separation distance shall be measured in a straight line from property line to property line, with no consideration as to intervening structures, roads or landforms.

The applicant has submitted site, landscape, storm water, grading and drainage plans for the proposed use, as well as, a floor plan for the existing 50,277 sq. ft. commercial shell building. The building will consist of offices, a conference room, a lobby, break room, locker room, and restrooms for employees of the facility. Approximately 47,225 sq. ft. of space will be reserved for chemical manufacturing processes. Additional acreage is available for future expansion purposes.

Two existing access drives front Challen Court. The southernmost access drive is paved and leads to a parking lot containing 18 parking spaces. The northernmost access drive is graveled and leads to a four-bay loading dock. Paved surfaces will be required for the northernmost access drive.
Manufacturing operations require 1 space per 2 employees on the maximum shift, plus 1 space for each vehicle stored on site. Currently, 12 employees will occupy the facility. The existing 18 parking spaces will provide sufficient parking for the proposed use. Additional acreage is available for future parking expansion purposes.

Existing street trees have been provided along Challen Court. Additional street trees will be required along Gateway Drive.

A storm water detention pond is located east of the principle building. Evergreen shrubs will be required to be installed around the pond for screening purposes.

City Engineering will require approval of storm water calculations and drainage plans prior to the issuance of construction permits.

Currently, the property is not located within Goldsboro’s corporate limits. City water and sewer are available to serve the property. In accordance with the Goldsboro Code of Ordinances, Section 53.17, the proposed use is classified as industrial. As such, a formal agreement shall be executed by the applicant for voluntary annexation on or before the expiration of seven years from the date a certificate of occupancy has been issued for the facility.

The site is not located in SJAFB’s Accident Potential Zone or within the Noise Overlay Contour. Base officials have commented that they do not foresee any concerns with the proposed use with regards to emergency hazards and do not anticipate it impacting the bases’ Hazard Assessments.

A commercial dumpster coral has not been shown on the submitted site plan. The coral will be required to be built to City standards and screened from public view.

Lastly, if Council approves the Special Use Permit and associated site plans, the property will be subject to compliance with the City’s subdivision review ordinance and the North Carolina State Building Code before construction permits can be issued.

Mayor Ham opened the public hearing and the following people spoke after being properly sworn in:

1. Willie Smith, citizen and Rob Voorhees, President of Hosokawa Custom Processing Services, LLC. had the following conversation with council:

   Willie Smith stated, Well, first of all, I had no intentions of even saying anything about, I didn’t know anything was going on tonight, actually I’m an observer for AARP Chapter 3381 here in Goldsboro but when I hear about what you’re talking about the chemical plant, I’m from Mobile, Alabama and I’m a resident there since I was born and I don’t know if you guys are familiar with it or not but they’ve got an issue going for years. Africa town, where they found they had slaves at Mobile, Alabama, the problem was we had national paper company, Scout Paper Company. I don’t know if this in that depth or not, but any time I hear the word chemicals, it bothers me because I don’t have any facts and statistics about what this plant is going to be doing but the fact there is chemicals and any time you have chemicals, you’ve got to have a place to dump chemicals. Now I don’t particularly knowledgeable about Goldsboro water but I don’t drink Goldsboro water because when I turn my faucets on, all I smell is chlorine and other stuff. So, my concern, right at the bat when I hear chemicals is that you’ve got to have some place and ways to deal with the waste and stuff coming from it and me being here in Goldsboro I observe something for the last 20 years I’ve been here. The cancer rate in Goldsboro for some reason seems to be higher than other places around other communities. I don’t know why that is but my assumption is and this might not be agreeable as a fact. Anyway, you have a military base, especially when you have airplanes flying around you got issues where you got. So, my concern is I’m in objection to it because the fact it’s a chemical plant. Right now, I’m battling cancer, which probably have nothing to do with chemicals, but the thing is I’m going to just ask that you all would, I guess one of the questions I have is, in reference to the way it is dumping from the waste from the chemicals, where is going to be done at?

   Mayor Ham stated he could not answer that and asked if Mr. Voorhees was representing the shell building.

   Rob Voorhees stated he is the president of Hosokawa Micron International, the potential of the facility, stated I can answer your questions, I think. He stated our basic business is, we are a global equipment manufacture that makes industrial milling machines and dryers and things like that. We also operate a
business that processes dry powder materials so we are not a chemical manufacturer, what we intend to do at this facility is, we process materials for people like ASF or Dupont. They ship us materials and our business is mainly size reduction. We reduce them in size and to specific particle size and shape and they take the material back and use it within their process, whatever. So, there is no residual chemical waste that you are concerned about. 100% comes in and 100% goes back to the customer. We don’t manufacture any chemicals here, we don’t dispose of any chemicals here. In fact, customers want all the chemicals back because they are paying for them all to be processed. So, what we propose to install here are several milling stations and blending stations where we will take material in, we will process it and we will ship it back to the end customer. And that is what this business is about. It is not a true chemical manufacturing site. So, hopefully that answers some of your questions.

Willie Smith stated the following: I hear what you’re saying but my ears heard waste something about waste disposal, so what you’re saying is and what I thought I heard, what you’re saying and what I heard doesn’t seem to match up. But again, it says you all manufacturing. That’s different manufacturing and what you are talking about doing. So which one is it because on this paper it says that you all are a chemical manufacturing facility so what you’re telling me but what you describing out of manufacturing is, this is wrong or what you’re saying is wrong, so which one is it.

Kenny Talton, Interim Planning Director stated that just based off the research our staff has done with regards to the facility, I think it may come down to semantics, in regards to manufacturing versus processing. It is like Mr. Voorhees has told you tonight, he is taking a raw material and processing it into a dust or powder type application. At this point and time, our ordinance for what we have for classifying this use was manufacturing. But there again, if it’s manufacturing or processing, we are still classifying it as an industrial use nonetheless and we feel that is the proper application for coming before the board tonight and asking for a special use permit.

Willie Smith stated as I stated earlier, I had no intention of coming up and I still have concerns and my hope is that, because it seems like this has already been approved, based on what I am hearing, just about its almost like it’s 90 percent it is going to be done regardless but I still feel that as a citizen of Goldsboro, for some reason, I’m not saying nobody’s lying but from what I’m hearing, I don’t hear it being said from this gentleman what I heard from the gentleman that presented so I am asking you all to consider, I guess get some more in depths about what is really going to be happening here because something as long as this milk ain’t clean and I’m just not, I don’t know what’s going on. I don’t want to do what I’ve heard because the two, what they are saying, they’re not matching up.

Mayor Ham stated that tonight we are just listening, we are not voting. You are going to have an opportunity to attend the Planning Commission meeting the last Monday of this month. This matter will come up to the Planning Commission for discussion and they will make a recommendation back to the Council.

Willie Smith stated thank you and by that time I will do some more research on my own and hopefully I will be able to come with some facts and figures instead of just my accusations and opinions.

Mayor Pro Tem Polack stated do you have any ventilation protocols. I heard you say you were going to be converting a raw material into a dry powder. Will there be any case where, I think his concern is something seeping into the ground water, any particulates that may exit that factory or shell building. Is there any protocols in place as far as manufacturing or processing standpoint that may go into the environment from the outside of that structure?

Rob Voorhees stated this type of industry is heavily regulated by the state. So, we have already gone through the process of getting the operating permits from the State of North Carolina. And they are very strict. We had to fill out forms about what the potential omissions are, the amount of material that could potentially escape from the facility, how it’s contained, so that’s all been done. The reason I came tonight was to answer questions for like this gentleman has so that everyone feels comfortable with what we are doing. The last thing I want to do is to move my business to North Carolina here in Goldsboro and have problems with the local community or with the town. So, I’m perfectly willing to give you any information you would like to have in order to evaluate this new business potential at the industrial park. I don’t have anything else for tonight.

No one else spoke and the public hearing was closed.
No action necessary. The Planning Commission will have a recommendation for the Council’s meeting on December 6, 2021.

Contiguous Annexation Request–Tiffany Gardens Phase I–Located on the south side of Central Heights Road between N. Oak Forest Drive and Thoroughfare Road. The property consists of 8.63 acres.

Public Hearing Held. Ordinance Adopted. The City Council, at their meeting on November 1, 2021, scheduled a public hearing for the proposed annexation of the subject property. A public hearing notice was properly advertised stating the time, place and purpose of the meeting.

Pursuant to G. S. 160A-31, at the public hearing all persons owning property in the area proposed to be annexed, as well as the residents of the municipality, shall be given an opportunity to be heard on the proposed annexation.

If the Council determines that the proposed annexation meets all the requirements of G. S. 160A-31, it has the authority to adopt an annexation ordinance.

A report prepared by the Planning Department in conjunction with other departments, concerning the subject annexation area was provided in the agenda packet. All City services can be provided to the property.

It was recommended that Council, after the public hearing, adopt the following entitled Ordinance annexing Tiffany Gardens Phase I effective November 30, 2021.

Mayor Ham opened the public hearing and no one spoke. The public hearing was closed.

Upon motion of Councilmember Aycock, seconded by Councilmember Broadaway and unanimously carried, Council adopted the following entitled ordinance annexing Tiffany Gardens Phase I effective November 30, 2021.

ORDINANCE NO. 2021-37 “AN ORDINANCE ANNEXING CERTAIN CONTIGUOUS REAL PROPERTY TO THE CITY OF GOLDSBORO, NORTH CAROLINA”

Public Comment Period. Mayor Ham opened the public comment period. No one spoke and the public comment period was closed.

Consent Agenda - Approved as Recommended. City Manager Tim 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 Polack moved the items on the Consent Agenda, Items H-K be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Gaylor and a roll call vote resulted in all members voting in favor of the motion.

The items on the Consent Agenda were as follows:

Accept Final Upset Bids for 412 East Walnut Street (Oliver Design). Resolution Adopted. Council authorized the staff to advertise for upset bids (G.S. 160A-266 and 160A-269) at the July 12, 2021 meeting. Staff advertised and received a total of six upset bids through October 25, 2021.

The following final upset bid has been received for the sale of surplus real property under Negotiated offer, advertisement, and upset bid process (G.S. §160A-266(a) (3))

412 East Walnut Street
Offeror: Oliver Design Group, LLC
Offer: $9,500.00
Bid Deposit: $475.50
Parcel #: 50440  Pin #: 3509057190
Tax Value: $6,210.00  Zoning: R-9

The offer is at least 50% of the tax value of the property. The bid deposit of 5% has been received in the form of multiple cashier checks and money order. The original offer was $3,210.00, and the fifth upset bid amount was $8,800.00. The upset bid amount was a minimum of $9,290.00 which is 10% of the first $1,000.00 and 5% after
the first $1,000.00, so the final upset bid of $9,500.00 was satisfactory. There were no further bids received when the final upset period ended on October 25th.

It was recommended that Council adopt the following entitled resolution to accept upset bid offer on 412 East Walnut so that staff may request consensus from Wayne County Board of Commissioners and authorize city officials to execute documents to transfer ownership to the high bidder. Consent Agenda Approval. Polack/Gaylor (7 Ayes)

RESOLUTION NO. 2021-77 “RESOLUTION AUTHORIZING AWARD AND FINAL SALE OF REAL PROPERTY”

Authorization of sale of jointly owned property for 400 and 402 Miller Avenue (Bogan Properties, LLC). Resolution Adopted. Wayne County has requested concurrence by the City Council for jointly owned city/county-owned property at 400 and 402 Miller Avenue which was obtained through tax foreclosure. The County conducted the sale under the upset bid process (NCGS §160A-269), and approved at the October 5, 2021 meeting.

400 and 402 Miller Avenue
Offeror: Bogan Properties, LLC
Offer: $6,000.00
Bid Deposit: $300.00
Parcel #: 46398, 46397
Pin #: 2599459295, 2599459159
Tax Value: $11,260.00

It was recommended that Council adopt the following entitled resolution declaring the property surplus and authorizing City officials to execute instruments necessary to transfer ownership to Bogan Properties, LLC. Consent Agenda Approval. Polack/Gaylor (7 Ayes)

RESOLUTION NO. 2021-78 “RESOLUTION AUTHORIZING SALE OF SURPLUS REAL PROPERTY UNDER NCGS § 160A-269”

Goldsboro Christmas Parade – Temporary Street Closure. Approved. The annual Goldsboro Christmas Parade is one of the many local traditions helping to usher the holiday season into the Goldsboro area. The parade is organized, coordinated, and sponsored by the Wayne County Chamber of Commerce.

The street closing request for Saturday, December 4, 2021 is as follows: Parade Route: South on Center Street beginning at Ash Street to Pine Street; going around the traffic circle heading north on Center Street back to Ash Street, ending at Ash Street.

Staging Areas (streets closed for staging): Oak Street between James Street and William Street; Vine Street between Center Street and William Street; Beech Street between John Street and William Street; and Center Street from Oak and Ash Street.

Additional streets closed for the Staging Area: Center Street from Holly Street to Ash Street; and John Street from Holly Street to Ash Street.

Additional Closures recommended by the Police Department to manage traffic flow will encompass: James Street from Oak Street to Ash Street; Ash Street from James Street to John Street; Mulberry Street from James Street to John Street; Walnut Street from James Street to John Street; Chestnut Street from James Street to John Street; Spruce Street from James Street to John Street; Pine Street from James Street to John Street; and Center Street at Elm Street.

No parallel parking on Center Street from Pine Street to Ash Street.

The time requested for the street closing is from 8:00am to 8:00pm. Police have indicated that traffic will be restricted from 8:00am until 3:30pm and all traffic stopped at 3:30pm. The actual parade will begin at 4:00pm and end at approximately 7:00pm.

As with all downtown events, affected city departments will be contacted and the following concerns are to be addressed:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments and Public Works Departments are to be involved in the logistical aspects of the Event.

It was recommended that Council grant the requested temporary street closures of the sections of Pine Street, Spruce Street, Center Street, Walnut Street, John Street, Mulberry Street, Ash Street, James Street, Chestnut Street, Oak Street, Vine Street, and Beech Street for the Veterans Day Parade route and staging area from 8:00am to 8:00pm on Saturday, December 4, 2021, as stated above. Consent Agenda Approval. Polack/Gaylor (7 Ayes)

**Departmental Monthly Reports. Accepted as Information.** The various departmental reports for October 2021 were submitted for Council’s approval. It was recommended that Council accept the reports as information. Consent Agenda Approval. Polack/Gaylor (7 Ayes)

**End of Consent Agenda.**

**City Manager’s Report.** Tim Salmon thanked city employees for their help with the State of the City presentation last week. He also thanked the participants and citizens that attended the Veterans Day Parade and Wreath Laying Ceremony. Lights Up will be held on November 23, 2021. He shared that Council members have requested that he share comments concerning employee resignations and read a prepared statement.

**Mayor and Councilmembers’ Reports and Recommendation.**

**Resolution Expressing Appreciation to Jerry Artis for Service to the City of Goldsboro for More than 27 Years. Resolution Adopted.** Jerry Artis retires on November 30, 2021 as a Solid Waste Heavy Equipment Operator with the Public Works Department of the City of Goldsboro with more than 27 years of service. Jerry began his career on February 16, 1994 as an Equipment Operator II with the General Services Department. Jerry’s position was reclassified to Equipment Operator with the Public Works Department. Jerry’s position was reclassified as Solid Waste Heavy Equipment Operator with the Public Works Department where he has served until his retirement. Jerry 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 Jerry Artis their deep appreciation and gratitude for the service rendered by him to the City over the years. Express to Jerry our very best wishes for success, happiness, prosperity and good health in his future endeavors. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 15th day of November, 2021.

Upon motion of Councilmember Broadaway, seconded by Councilmember Jones and unanimously carried, Council adopted the following entitled Resolution.

*RESOLUTION NO. 2021-79 “RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY JERRY ARTIS AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 27 YEARS”*

**Small Business Saturday Proclamation.** Read by Councilmember Gaylor, Mayor David Ham proclaimed November 27, 2021 as SMALL BUSINESS SATURDAY in the City of Goldsboro and urged the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Councilmember Jones wished everyone a grateful Thanksgiving and ended her comments with a quote from Maya Angelou.

Councilmember Broadaway congratulated the Employee of the Quarter and the Supervisor of the Quarter.

Mayor Pro Tem Polack thanked his colleagues for their prayers in his absence at the last council meeting due to illness. He also acknowledged the Veterans Day parade and recognized Mr. Thomas Rice and MLFL.

Councilmember Matthews announced that District 4 is doing a Love thy Neighbor Toy Drive. She thanked Ms. Kimberly McGuire, Director at the Department of Social Services for her assistance. Councilmember Matthews shared details on how to participate in the Toy Drive.
Councilmember Gaylor encouraged everyone to shop local and wished everyone a Happy Thanksgiving.

Councilmember Aycock shared he was glad we could give employees a Christmas bonus this year and thinks we need to look hard in the next budget to give employees a raise.

Mayor Ham shared comments about the Veterans Day Parade and encouraged citizens to shop local. Mayor Ham also encouraged people to travel safely during the holiday.

**Closed Session Held.** Upon motion of Councilmember Jones, seconded by Mayor Pro Tem Polack and unanimously carried, Council convened into Closed Session to discuss a potential litigation matter.

Council came out of Closed Session.

The meeting adjourned at 8:32 p.m.

David Ham
Mayor

Laura Getz, MMC/NCCMC
City Clerk
• Non-partisan redistricting expertise for local governments that use districts to elect members
• An open, public, and non-partisan process
  • No election data
  • Open meetings
• NC4RR
  • Co-chaired by former Rep. Chuck McGrady (R-117) and former UNC System President and current Volker Alliance President Tom Ross
  • Led by a bipartisan board of directors
LRS Package

• 3 meetings with lawyers and 2 meetings with demographer
  • All meetings with LRS should be open and public
  • Additional meetings billed at $275/hour
• 2-3 alternative plans
  • Suggestion: 2 initial alternative plans, with 3rd plan to be presented following review and input by Council
  • Additional plans: $2500/plan
• Preparation of final resolution and export of final plan to board of elections and other entities
The Basics

• Why do you need to redistrict?
• Demographic changes
• Legal considerations
• An overview of the process
• Timeline
Do you need to redistrict?

- Does Goldsboro use true election districts? (Yes – 6 districts)
- Are those districts outside of the permissible deviation range? (Yes)
City of Goldsboro Charter Sec. 3.2:

The city shall be divided into six (6) single-member electoral districts and the qualified voters of each district shall elect one council member who resides in the district, for the seat apportioned to that district.
Redistricting

Determining whether there is substantial equality

• +/- 5% rule: Using total population from the 2020 Census, are the current districts within +/- 5% of the ideal district population?
Redistricting

Current City Council Districts
### Goldsboro Current City Council Districts in Official 2020 Census

<table>
<thead>
<tr>
<th>District</th>
<th>Total Population</th>
<th>Ideal District Pop</th>
<th># Dev from Ideal</th>
<th>% Dev from Ideal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4,406</td>
<td>5,610</td>
<td>-1,204</td>
<td>-21.46%</td>
</tr>
<tr>
<td>2</td>
<td>6,347</td>
<td>5,610</td>
<td>737</td>
<td>13.14%</td>
</tr>
<tr>
<td>3</td>
<td>5,669</td>
<td>5,610</td>
<td>59</td>
<td>1.05%</td>
</tr>
<tr>
<td>4</td>
<td>5,532</td>
<td>5,610</td>
<td>-78</td>
<td>-1.39%</td>
</tr>
<tr>
<td>5</td>
<td>6,024</td>
<td>5,610</td>
<td>414</td>
<td>7.38%</td>
</tr>
<tr>
<td>6</td>
<td>5,679</td>
<td>5,610</td>
<td>69</td>
<td>1.23%</td>
</tr>
<tr>
<td>County Total</td>
<td>33,657</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Who draws the new districts?

Council + staff + consultants.

The governing body for the local government is responsible for enacting new districting plans every 10 years. N.C.G.S. § 160A-23

One caveat: The General Assembly retains the power to redistrict for the board by local act.
N.C.G.S. § 160A-23(b)

The council shall have authority to revise electoral district boundaries from time to time. If district boundaries are set out in the city charter and the charter does not provide a method for revising them, the council may revise them only for the purpose of (i) accounting for territory annexed to or excluded from the city, and (ii) correcting population imbalances among the districts shown by a new federal census or caused by exclusions or annexations. When district boundaries have been established in conformity with the federal Constitution, the council shall not be required to revise them again until a new federal census of population is taken or territory is annexed to or excluded from the city, whichever event first occurs. In establishing district boundaries, the council may use data derived from the most recent federal census and shall not be required to use any other population estimates. (1969, c. 629; 1971, c. 698, s. 1.)
Race and Redistricting

• Racial gerrymandering/Equal protection clause of the 14th amendment:

Race cannot be the predominant factor in redistricting unless the use of race is narrowly tailored to a compelling governmental interest

• What does predominant mean?
  • The race of voters better explains the boundary of a district than traditional criteria
  • Example: precincts are split based on race

• What is a compelling governmental interest?
  • Section 2 of the Voting Rights Act, if the preconditions are met
Redistricting

Race and Redistricting

• Section 2 of the Voting Rights Act
  • The VRA was enacted in 1965 to protect minority citizens from voting methods that dilute their votes
  • 3 preconditions under *Gingles* (1983):
    • Is the minority group sufficiently large and geographically compact to form a majority in a district?
    • Is the minority group politically cohesive?
    • Does the majority vote sufficiently as a block so that it usually defeats the minority-preferred candidate?
Guiding Principles

• Some examples:
  • Equal population (required)
    • Total population, not voting age population or registered voters
  • Contiguity
  • Consideration of certain administrative boundaries (using whole precincts as building blocks, e.g.)
  • Recognizing communities of interest (prioritizing the intactness of neighborhoods, or other historical, cultural, or economic communities)
  • Seeking to have boundaries follow visible physical features like roads, waterways, and other geographic features
Guiding Principles (cont.)

• Some examples:
  • Preserving the core of existing districts AND/OR ignoring existing districts (i.e., clean slate)
  • Compactness
  • Avoiding pairing incumbents (also known as “double bunking”)
  • Planning for population growth
  • No political considerations
Redistricting

Process

1. Determine necessity of redistricting based on population disparities

2. Reach consensus on criteria/guiding principles
   • Possible public hearing on criteria

3. LRS consultants to draw 2 alternative plans
   • Contract: 3 plans included

4. Public hearing
   • Can include receipt of plans from members of the public
5. Review/revision of plan(s) or draft additional plan(s)
   • All meetings to review plans should be open
6. Adoption of resolution
7. Export of plans to Board of Elections, GIS department, etc.
Timeline

• New districts should be adopted in ample time for necessary preparation and implementation by the Wayne County Board of Elections and in order to give citizens familiarity with the boundaries of the new districts.

• Candidate filing period: July 2023

• Review and approval of a new districting plan in early 2022 will meet all necessary milestone dates well in advance of 2023 deadlines
Habitat for Humanity of Goldsboro-Wayne

Serving Wayne County since 2001
**Vision**

A community in which everyone has a decent place to live.

**Mission**

To work with our neighbors in Wayne County to share God’s love by building homes, communities & hope through affordable housing.
WHAT WE DO

- New Home Construction
  “Building Foundations”
- Simple Home Repair
  “Brush With Kindness”
- Habitat ReStore
- Financial Counseling Resources
- Homeowner Learning Lab
- Homeowner Support
Habitat’s Impact in FY20-21

3 families closed on their new homes thanks to our new home construction program, Building Foundations

11 families improved their living conditions thanks to our home repair program, A Brush With Kindness
Habitat’s Impact in FY20-21

1,823 volunteers spent 11,527 hours on construction & in the ReStore

DONATIONS & OTHER LOCAL CONTRIBUTIONS

$339,833 was generously given by local individuals, churches, businesses & organizations to help purchase the necessary land and construction materials to build and repair homes

UNRESTRICTED $119,604
RESTRICTED $220,229
Habitat’s Impact in FY20-21

$1,273,207
estimated economic impact of Habitat's investments in operations, construction and repair in FY20-21

24 JOBS SUPPORTED
IN WAYNE COUNTY (EST.)

$1.60 INJECTED INTO LOCAL ECONOMY FOR EACH $1 INVESTED BY HABITAT
Habitat’s Impact since 2001

- New Homes Built: 85
- Homes Repaired (2018): 25
- Families Served (Home & Abroad): 170
- Estimated Amount Paid in Property Taxes by New Habitat Homeowners since 2001: $1,086,111
- Property Taxes Paid: $\text{\$\$\$}$
Where are building in 2022 & beyond?
Contact us

Office: 131 E. Walnut St.  919-736-9592
ReStore: 124 E. Mulberry St.  919-736-9550

www.habitatgoldsboro.org  executive@habitatgoldsboro.org

To donate, volunteer or for more information, including about our Building Foundations Annual Partner Campaign, contact volunteer@habitatgoldsboro.org or 919-736-9592 x4.
WHEREAS, in 1956, the Continentals were founded by a group dedicated service-oriented women that envisioned an organization structured to foster, promote and develop the welfare of underprivileged children and youth; and

WHEREAS, as the determined efforts of these women increased, their work became known across the United States, encouraging groups of women in other cities joined them; and

WHEREAS, in 1961, the Goldsboro Chapter of the Continental Societies, Inc. was established; and

WHEREAS, in 1972, the organization was nationally incorporated as it is now known as the Continental Societies, Incorporated; and

WHEREAS, for sixty years, the ladies of the Goldsboro Chapter have made significant contributions of time and talent to the children and youth of the City of Goldsboro and Wayne County; and

WHEREAS, Continental women strive to adhere to the humanitarian precept of sharing with those in need through Health, Education, Employment, Recreation, and Arts and Humanities.

NOW, THEREFORE, I, David Ham, Mayor of the City of Goldsboro, North Carolina, do hereby proclaim December 11, 2021 as

GOLDSBORO CHAPTER OF THE CONTINENTAL SOCIETIES, INC. DAY

in Goldsboro, North Carolina, and commend this observance to our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 6th day of December, 2021.

[Signature]

David Ham, Mayor
December 6, 2021

Continental Societies, Inc.®
Goldsboro Chapter
P.O. Box 1012
Goldsboro, North Carolina 27533

Dear Members of the Continental Societies, Inc.® Goldsboro Chapter:

On behalf of the Goldsboro City Council, it is my pleasure to offer you our most sincere congratulations on the 60th Anniversary of the Goldsboro Chapter of Continental Societies, Inc.®

I understand the Goldsboro Chapter of Continental Societies, Inc.® has won numerous awards at all levels, and is vital to the national organizations mission "To create environments within our communities that empower children to have access to quality and appropriate opportunities to reach their optimal potential." We value the contributions you have made to the children and youth of Goldsboro and Wayne County through outreach and mentoring programs, as well as the hundreds of scholarships you have awarded over the years. We are certain that every member continues to make a difference in those young lives, and serves as an additional tool to help them reach their fullest potential.

In closing, we thank the Goldsboro Chapter of Continental Societies, Inc.® for the years of commitment of time and talent to the youth of this community. We thank each member for their continued service and participation in this excellent organization.

Again, we congratulate you on this 60th Anniversary and thank you for all your group does to serve the children and youth of Goldsboro. We look forward to celebrating your 61st Anniversary next year.

Most sincerely,

David Ham, Mayor
City of Goldsboro, North Carolina
CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 6, 2021 COUNCIL MEETING

SUBJECT: Resolution authorizing an installment financing contract for rolling stock and computer equipment and technology for FY22 with Sterling National Bank pursuant to N.C.G.S. §160A-20.

BACKGROUND: On September 9, 2019, Council adopted a resolution designating the City Manager or the Finance Director as authorized to declare the City’s official intent to reimburse expenditures. On July 1, 2021, the Finance Director issued the declaration of intent for the FY21-22 rolling stock and computer equipment and technology in the amount of $1,865,065.

DISCUSSION: Staff worked in conjunction with our financial advisors, Davenport, to issue an RFP to secure a commitment for a direct bank loan. The City received 10 responses, and each proposal was evaluated on interest rate, prepayment provisions, and bank closing fees. You will find attached an analysis of the top three rated financial institutions.

Staff recommends that City Council pass the proposed resolution to enter into an installment financing contract with the Lender, Sterling National Bank, for a fifty-seven (57) month installment contract for an amount not to exceed $1,900,000.00 at interest rate of 0.94%. If approved, the City intends on closing the financing on or before December 22, 2021.

The approved capital to be included in the loan is detailed in the list below.

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Department</th>
<th>Veh #/Asset # to be Replaced</th>
<th>Replacement Item (Col F from Dept Sheet)</th>
<th>Replacement Item</th>
<th>Adopted 6/18/2021</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>IT</td>
<td>B733</td>
<td>1997 Van E-150</td>
<td>2021 Ford Transit 250 XL (20) (Replace 1997 Van)</td>
<td>$32,500.00</td>
</tr>
<tr>
<td>2</td>
<td>IT</td>
<td></td>
<td>Computer Replacement Schedule</td>
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<td>$860,000.00</td>
</tr>
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<td>Buildings &amp; Grounds</td>
<td>J-745</td>
<td>1998 Jeep Cherokee</td>
<td>2021 Ford F150 extended cab truck</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Planning</td>
<td>P892</td>
<td>2001 Ford Ranger (P892 truck)</td>
<td>F150 Truck - Code Enforcement</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Streets</td>
<td>D-1022</td>
<td>2006 International</td>
<td>10 Ton Dump</td>
<td>$150,000.00</td>
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<tr>
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<td>1996 Ford Rear Loader</td>
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</tr>
<tr>
<td>7</td>
<td>Solid Waste</td>
<td>E433</td>
<td>1997 Accurate Transfer Trailer</td>
<td>Transfer Trailer</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Solid Waste</td>
<td>E653</td>
<td>1994 Accurate Transfer Trailer</td>
<td>Transfer Trailer</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Solid Waste</td>
<td>E717</td>
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</tr>
<tr>
<td>12</td>
<td>Police</td>
<td>B1180</td>
<td>2007 Chevy Tahoe</td>
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<td>$53,437.00</td>
</tr>
<tr>
<td>13</td>
<td>Police</td>
<td>B1284</td>
<td>2005 Ford Explorer</td>
<td>2021 Dodge Durango AWD</td>
<td>$53,437.00</td>
</tr>
<tr>
<td>14</td>
<td>Police</td>
<td>B1374</td>
<td>2018 Chevy Tahoe</td>
<td>2022 Chevy Tahoe PPV 2WD</td>
<td>$56,487.00</td>
</tr>
</tbody>
</table>

$1,865,065.00
RECOMMENDATION: By motion, it is recommended the adoption of:

1. The attached resolution authorizing an installment financing contract for rolling stock and computer equipment and technology for FY22 with the Lender in an amount not to exceed $1,900,000.00, and authorize the Mayor and City staff to execute the financial instruments necessary to close the loan.

Date: 11/30/2021

Catherine F. Gwynn, Finance Director

Date: 11/30/21

Timothy M. Salmon, City Manager
Excerpt of Minutes of Meeting of December 6, 2021

Present: Mayor David Ham presiding, and Councilmembers: Polack, Jones, Matthews, Broadaway, Gaylor
Absent: Councilmember Aycock

Mayor Ham introduced the following resolution, the title of which was read:

RESOLUTION NO. 2021-80

RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF A PERSONAL PROPERTY INSTALLMENT FINANCING AGREEMENT TO FINANCE CERTAIN VEHICLES AND PERSONAL PROPERTY

WHEREAS, the City of Goldsboro, North Carolina (the “City”) desires to finance the acquisition and installation of certain vehicles and personal property, including computer hardware and software, for use by various City departments (collectively, the “Personal Property”); and

WHEREAS, the City desires to finance the acquisition and installation of the Personal Property by executing and delivering an installment financing agreement, as authorized under North Carolina General Statutes Chapter 160A, Article 3, Section 20; and

WHEREAS, the City sent out a request for proposals to a number of banks relating to the financing; and

WHEREAS, Sterling National Bank (the “Bank”) submitted a proposal dated November 10, 2021 (the “Proposal”), pursuant to which the Bank agreed to enter into an installment financing agreement with the City in the amount of approximately $1,900,000 at an interest rate of 0.94% and with an approximately fifty-seven (57) month term (the “Agreement”) to finance the acquisition and installation of the Personal Property and to pay certain costs associated with the financing, to be secured by a security interest in certain of the Personal Property for the benefit of the Bank; and

WHEREAS, the proceeds of the Agreement will be held pending disbursement for the financing of the Personal Property under an Escrow Agreement among the City, the Bank and Sterling National Bank, as escrow agent, and a related third-party custodian agreement (collectively, the “Escrow Agreement”); and

WHEREAS, the proposed forms of the Agreement and the Escrow Agreement have been drafted and presented at this meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City, meeting in regular session on the 6th day of December, 2021, as follows:
1. The City Council hereby authorizes and directs the Mayor, the City Manager, the Finance Director and the Clerk, or any of them, to execute, acknowledge and deliver the Proposal, the Agreement and the Escrow Agreement on behalf of the City, with such changes and modifications as the person executing and delivering such instruments on behalf of the City shall find acceptable. The Clerk is hereby authorized to affix the official seal of the City to the Agreement and the Escrow Agreement, as applicable, and to attest the same.

2. Each of the Mayor, the City Manager, the Finance Director and the Clerk is authorized and directed to execute and deliver any and all papers, instruments, agreements, tax certificates, opinions, certificates, affidavits and other documents, and to do or cause to be done any and all other acts and things necessary or proper for carrying out this Resolution and the Agreement and the financing of the Personal Property.

3. All other acts of the Council and the officers of the City which are in conformity with the purposes and intent of this Resolution and in furtherance of the financing of the Personal Property are hereby ratified, approved and confirmed.

4. This resolution shall take effect immediately.

Mayor ProTem Polack moved the passage of the foregoing resolution and Councilmember Gaylor seconded the motion and the resolution was passed by the following vote:

Ayes: Councilmembers Polack, Gaylor, Jones, Matthews, Broadaway, Mayor Ham

Nays: Councilmembers

Not voting: Councilmembers Aycock-Absent

Attested by:
Laura Getz, City Clerk

I, Laura Getz, City Clerk for the City of Goldsboro, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the City Council for the City at a regular meeting duly called and held on December 6, 2021, as it relates in any way to the resolution hereinabove referenced and that such proceedings are recorded in the minutes of the Council. Pursuant to G.S. § 143-318.12, a current copy of a schedule of regular meetings of the City Council for the City is on file in my office.

WITNESS my hand and the official seal of the City this 6th day of December, 2021.

Laura Getz, City Clerk
City of Goldsboro, North Carolina
DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES

I, Catherine F. Gwynn, Finance Director of the City of Goldsboro, North Carolina (the “City”) having been designated by the City Council of the City for such purposes pursuant to Resolution 2019-73 duly adopted on September 9, 2019, and on behalf of the City, DO HEREBY DECLARE as follows:

1. This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the City to reimburse itself from the proceeds of debt to be hereinafter incurred by the City for certain expenditures paid by the City on or after the date which is sixty (60) days prior to the date hereof.

2. The City anticipates expending its own funds for the purpose purchasing rolling stock and computer equipment. The purchases are itemized in the attached Schedule for which the City reasonably expects to reimburse itself from the proceeds of debt to be incurred by the City. The attached list represents the anticipated purchases of equipment, up fit costs and loan closing costs, and the City may substitute equipment as it deems necessary.

3. The estimated principal amount of debt expected to be incurred for the purpose of paying the costs of the capital purchases and projects identified in item #2 above is not to exceed $1,900,000 comprised of $1,865,065 capital and $34,935 loan closing costs.

WITNESS my hand this 1st day of July, 2021

Catherine F. Gwynn, Finance Director
<table>
<thead>
<tr>
<th>Department</th>
<th>Veh #/Asset # to be Replaced</th>
<th>Replacement Item (Col F from Dept Sheet)</th>
<th>Replacement Item</th>
<th>Adopted 6/18/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>B733</td>
<td>1997 Van E-150</td>
<td>2021 Ford Transit 250 XL (20) (Replace 1997 Van)</td>
<td>$32,500.00</td>
</tr>
<tr>
<td>IT</td>
<td></td>
<td>Computer Replacement Schedule</td>
<td>IT LEASE (Desktops, Laptops, Servers, Storage)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,865,065.00</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 2019-73

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLDSBORO, NORTH CAROLINA DESIGNATING THE CITY MANAGER AND THE DIRECTOR OF FINANCE TO DECLARE OFFICIAL INTENT ON BEHALF OF THE CITY OF GOLDSBORO, NORTH CAROLINA TO REIMBURSE EXPENDITURES UNDER UNITED STATES DEPARTMENT OF TREASURY REGULATIONS

WHEREAS, the City of Goldsboro, North Carolina (the “Issuer”) is a political subdivision organized and existing under the laws of the State of North Carolina; and

WHEREAS, the City Council of the Issuer has determined that it may from time to time advance monies for expenditures that it may find necessary to reimburse from the proceeds of the debt; and

WHEREAS, the City wishes to be able to take advantage of lower financing costs afforded to political subdivisions through tax exempt financing so long as Treasury Regulations are followed with regard to declaration of intent to reimburse with proceeds of debt.

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

1. It is hereby found, determined and declared by the City Council as follows:
   a. Treasury Regulations Section 1.150.2 (the “Regulations”), prescribe specific procedures which are applicable to certain bonds or notes issued by the City, including, without limitation, a requirement that the City declare its official intent to reimburse certain expenditures with proceeds of debt to be incurred by the City prior to, or within sixty (60) days of payment of the expenditures to be reimbursed.

   b. The Regulations permit the statement of official intent to be declared by any person authorized or designated by the City to declare such official intent on behalf of the City.

   c. The City Council believes that it is in the best interest of the City to designate the City Manager and the Director of Finance of the City to declare official intent on behalf of the City as authorized by the Regulations.

2. As permitted by the Regulations, the City Manager and the Director of Finance of the City, now or hereafter serving in such capacity, are designated by the City Council to declare official intent on behalf of the City to reimburse any and all expenditures with the proceeds of debt to be incurred by the City as the issuer of such debt.

3. This resolution shall take effect upon its passage.

This Resolution is effective upon its adoption this 9th day of September 2019.

Attest: ____________________________________________
City Clerk

Mayor
To: City of Goldsboro, North Carolina
From: Davenport & Company LLC
Date: December 6, 2021
Subject: 2021 Installment Purchase Contract RFP Summary

Background
Davenport & Company LLC (“Davenport”), on behalf of the City of Goldsboro, NC (the “City”), distributed a Request for Proposals (“RFP”) to secure a commitment for a direct bank loan evidenced by an Installment Purchase Contract to finance the purchase of vehicles and IT equipment.

The RFP was distributed to over 50 National, Regional, and Local lending institutions. After the initial distribution, Davenport reached out to the potential bidders to assess their interest in the financing and address any questions they had.

As part of the RFP process, responding institutions were asked to provide either Bank Qualified or Non-Bank Qualified interest rates for the financing. Banks were asked to provide proposals with a final maturity of September 1, 2026.

RFP Responses
Through this process, the City was able to secure ten responses to the RFP, including:

1. Bank of America Public Capital Corp (“BAPCC”);
2. Capital One Public Funding, LLC (“Capital One”);
3. First Bank;
4. First Citizens Bank (“First Citizens”);
5. Key Government Finance, Inc. (“Key”);
6. PNC Bank (“PNC”);
7. Santander Bank (“Santander”);
8. Signature Public Funding Corp. (“Signature”);
9. Sterling National Bank (“Sterling”);
10. Truist Bank (“Truist”, previously BB&T)

The following pages contain a summary of the key terms and conditions for the responses received.
**Discussion Points**

1. **Interest Rate**

A summary of the interest rates proposed by the ten bidders for the RFP is outlined in Table 1 below. All interest rates are fixed through final maturity once accepted.

**Table 1: Summary of Interest Rates**

<table>
<thead>
<tr>
<th><strong>Lender</strong></th>
<th><strong>B</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interest Rate</strong></td>
<td></td>
</tr>
<tr>
<td>1. Sterling National Bank</td>
<td>0.94%</td>
</tr>
<tr>
<td></td>
<td>(BQ/NBQ)</td>
</tr>
<tr>
<td>2. Banc of America Public Capital Corp</td>
<td>BQ: 1.0060%</td>
</tr>
<tr>
<td></td>
<td>NBQ: 0.9878%</td>
</tr>
<tr>
<td>3. Key Government Finance, Inc.</td>
<td>1.116%</td>
</tr>
<tr>
<td></td>
<td>(BQ/NBQ)</td>
</tr>
<tr>
<td>4. Signature Public Funding Corp.</td>
<td>1.125%</td>
</tr>
<tr>
<td>5. First Bank</td>
<td>1.170%</td>
</tr>
<tr>
<td>6. Truist Bank</td>
<td>BQ: 1.23%</td>
</tr>
<tr>
<td></td>
<td>NBQ: 1.28%</td>
</tr>
<tr>
<td>7. PNC Bank</td>
<td>1.42%</td>
</tr>
<tr>
<td></td>
<td>(BQ/NBQ)</td>
</tr>
<tr>
<td>8. Capital One Public Funding</td>
<td>1.540%</td>
</tr>
<tr>
<td>9. First Citizens Bank &amp; Trust Company</td>
<td>BQ: 1.71%</td>
</tr>
<tr>
<td>10. Santander Bank, N.A.</td>
<td>1.840%</td>
</tr>
</tbody>
</table>

*The Capital One, First Bank, Santander Bank and Signature proposals did not specify BQ/NBQ interest rates.*

The remainder of the memo will focus on the Sterling, BAPCC, and Key responses to the RFP, which provided the lowest interest rates.

Prepayment provisions offered by the lending institutions are shown in Table 2 below.

<table>
<thead>
<tr>
<th>Lender</th>
<th>Prepayment Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterling</td>
<td>Non-callable in years 1-2, then callable in whole or in part at any time at 100%.</td>
</tr>
<tr>
<td>BAPCC</td>
<td>Prepayable on any payment date during the second half of the term at 100%.</td>
</tr>
<tr>
<td>Key</td>
<td>Prepayable in whole at any time after December 22, 2022.</td>
</tr>
</tbody>
</table>

3. Bank Closing Fees

Bank closing fees required by the lending institutions are shown in Table 3 below.

<table>
<thead>
<tr>
<th>Lender</th>
<th>Bank Closing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterling</td>
<td>None</td>
</tr>
<tr>
<td>BAPCC</td>
<td>None</td>
</tr>
<tr>
<td>Key</td>
<td>None</td>
</tr>
</tbody>
</table>
4. Summary of Debt Service

A summary comparison of the estimated debt service results for the Sterling, BAPCC and Key Proposal options is shown on table 4 below. The preliminary results shown account for estimated costs of issuance.

Table 4: Summary of Debt Service

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lender Bank Qualification</td>
<td>Sterling National Bank BQ / NBQ</td>
<td>BAPCC NBQ</td>
<td>Key BQ / NBQ</td>
</tr>
<tr>
<td>1</td>
<td>Par Amount *</td>
<td>$ 1,900,000</td>
<td>$ 1,905,000</td>
<td>$ 1,900,000</td>
</tr>
<tr>
<td>2</td>
<td>Total</td>
<td>$ 1,900,000</td>
<td>$ 1,905,000</td>
<td>$ 1,900,000</td>
</tr>
<tr>
<td></td>
<td>Sources</td>
<td>Project Fund</td>
<td>Cost of Issuance*</td>
<td>Additional Proceeds*</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>$ 1,865,065</td>
<td>$ 30,000</td>
<td>$ 4,935</td>
</tr>
<tr>
<td>4</td>
<td>Total</td>
<td>$ 1,900,000</td>
<td>$ 1,905,000</td>
<td>$ 1,900,000</td>
</tr>
<tr>
<td></td>
<td>Interest Rate*</td>
<td>0.940%</td>
<td>0.9878%</td>
<td>1.116%</td>
</tr>
<tr>
<td>5</td>
<td>All-In TIC*</td>
<td>1.661%</td>
<td>1.829%</td>
<td>1.838%</td>
</tr>
<tr>
<td>6</td>
<td>Closing Date*</td>
<td>12/21/2021</td>
<td>12/21/2021</td>
<td>12/21/2021</td>
</tr>
<tr>
<td>7</td>
<td>First Interest Payment</td>
<td>9/1/2022</td>
<td>9/1/2022</td>
<td>9/1/2022</td>
</tr>
<tr>
<td>8</td>
<td>First Principal Payment</td>
<td>9/1/2022</td>
<td>9/1/2022</td>
<td>9/1/2022</td>
</tr>
<tr>
<td>9</td>
<td>Final Maturity</td>
<td>9/1/2026</td>
<td>9/1/2026</td>
<td>9/1/2026</td>
</tr>
<tr>
<td></td>
<td>Debt Service*</td>
<td>Fiscal Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>2023 $ 507,403</td>
<td>$ 508,068</td>
<td>$ 509,725</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>2024 $ 503,207</td>
<td>508,928</td>
<td>505,680</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>2025 $ 508,601</td>
<td>509,038</td>
<td>510,211</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>2026 $ 208,901</td>
<td>209,099</td>
<td>209,631</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>2027 $ 211,974</td>
<td>212,074</td>
<td>212,344</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Total $ 1,940,086</td>
<td>$ 1,947,208</td>
<td>$ 1,947,591</td>
</tr>
<tr>
<td>16</td>
<td>Difference vs. Sterling BQ/NBQ</td>
<td>$ 7,122</td>
<td>$ 7,505</td>
<td></td>
</tr>
</tbody>
</table>

* Preliminary and subject to change

**Recommendation**

Based upon our review of the proposals, related analyses, and discussions with City Staff and Bond Counsel, Davenport recommends that the City select the Sterling proposal. The Sterling proposal provides the lowest interest rate and lowest debt service over the life of the loan.
Next Steps

December 6th
City Council Meeting – City Council considers approval of winning lender and considers adopting a Final Approving Resolution.

By December 22nd
Close on Financing.
Appendix

Detailed Analysis
2021 Installment Purchase Contract – Bid Summary

City of Goldsboro, North Carolina

November 12, 2021
## Summary of Interest Rates

### Bank Proposals

<table>
<thead>
<tr>
<th>Lender</th>
<th>Call Provisions</th>
<th>Interest Rate</th>
<th>Acceptance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterling National Bank</td>
<td>-Non-callable in years 1 &amp; 2, then prepayable in whole or in part on any payment date at 100%.</td>
<td>0.94% (BQ/NBQ)</td>
<td>11/30</td>
</tr>
<tr>
<td>Banc of America Public Capital Corp</td>
<td>-Prepayable on any payment date during the second half of the term at par.</td>
<td>BQ: 1.0060%</td>
<td>5 business days (11/17)</td>
</tr>
<tr>
<td>Key Government Finance, Inc.</td>
<td>-Prepayable in whole at any time after December 22, 2022.</td>
<td>1.116% (BQ/NBQ)</td>
<td>11/16</td>
</tr>
<tr>
<td>Signature Public Funding Corp.</td>
<td>-Prepayable on any payment date at 101%.</td>
<td>1.125%</td>
<td>Not specified</td>
</tr>
<tr>
<td>First Bank</td>
<td>-Prepayable in whole or in part at any time at par.</td>
<td>1.170%</td>
<td>60 days (1/5)</td>
</tr>
<tr>
<td>Truist Bank</td>
<td>-Prepayable in whole at any time at par.</td>
<td>BQ: 1.23%</td>
<td>Flexible (Rate Expiration 12/28)</td>
</tr>
<tr>
<td>PNC Bank</td>
<td>-Non-callable or Make-Whole Provision</td>
<td>1.42% (BQ/NBQ)</td>
<td>12/7</td>
</tr>
<tr>
<td>Capital One Public Funding</td>
<td>-No call until 9/1/2024, then callable in whole at par on any interest payment date.</td>
<td>1.540%</td>
<td>11/17</td>
</tr>
<tr>
<td>First Citizens Bank &amp; Trust Company</td>
<td>-Prepayable in whole at any time at par.</td>
<td>BQ: 1.71%</td>
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</tr>
<tr>
<td>Santander Bank, N.A.</td>
<td>-Prepayable on any payment date after one year at par.</td>
<td>1.840%</td>
<td>Not specified</td>
</tr>
</tbody>
</table>

*The Capital One, First Bank, Santander Bank and Signature proposals did not specify BQ/NBQ interest rates.*
# Other Terms & Conditions

## Bank Proposals

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lender</strong></td>
<td><strong>Escrow Requirements</strong></td>
<td><strong>Requisition Process</strong></td>
<td><strong>Bank Fees/Costs</strong></td>
<td><strong>Documentation</strong></td>
</tr>
<tr>
<td>1 Sterling National Bank</td>
<td>Escrow at Sterling required</td>
<td></td>
<td>None</td>
<td>Gilmore &amp; Bell can provide IPC</td>
</tr>
<tr>
<td>2 Banc of America Public Capital Corp</td>
<td>No formal Escrow required</td>
<td>Lender will allow borrower to take control of funds and place them in an account with NCCMT. Lender will require its normal disbursement process (including disbursement request form with invoices/title applications) as well as copies of monthly statements from NCCMT. (Sample Form Attached)</td>
<td>None</td>
<td>Provided by Borrower (McGuireWoods would also be Lender's Counsel)</td>
</tr>
<tr>
<td>3 Key Government Finance, Inc.</td>
<td>Third party Escrow requirement (BNY Mellon)</td>
<td>Requisition requests required, certifying the obligations are proper, insurance is compliant, and Property acquired is functionally complete and operationally independent. Invoices will be required as backup. When possible Lender to be added to Title as lienholder. (Sample Document Attached)</td>
<td>None</td>
<td>Lessor will use their lease purchase documentation</td>
</tr>
<tr>
<td>4 Signature Public Funding Corp.</td>
<td>Assumes Proceeds will fund into an internal Escrow</td>
<td>Will require Certificate of Acceptance, payment request document should be completed by the authorized signer along with the quantity, equipment description, amount and payee information. Sample form attached, have expressed willingness to discuss additional flexibility.</td>
<td>None</td>
<td>Provided by Lessor</td>
</tr>
<tr>
<td>5 First Bank</td>
<td>Funds drawn at closing</td>
<td>Provide cover sheet, back-up invoices, and proof of payment; titled equipment to have liens placed in favor of First Bank and verification provided. <strong>Note: Have reached out for additional details.</strong></td>
<td>None</td>
<td>Does not specify <strong>Note: Have reached out for additional details.</strong></td>
</tr>
<tr>
<td>6 Truist Bank</td>
<td>Proceeds will be deposited into an account held at Trust</td>
<td>Does not specify <strong>Note: Have reached out for additional details.</strong></td>
<td>None</td>
<td>Lender will use its standard form financing contracts, related documents</td>
</tr>
<tr>
<td>7 PNC Bank</td>
<td>Does not specify <strong>Note: Have reached out for additional details.</strong></td>
<td>Does not specify <strong>Note: Have reached out for additional details.</strong></td>
<td>$7,500</td>
<td>Provided by Borrower</td>
</tr>
<tr>
<td>8 Capital One Public Funding</td>
<td>No formal Escrow required</td>
<td>Will require disbursement request form and proof of payment. COPF will need to be listed as the lienholder on the vehicles and have a UCC for the equipment. The lien does not have to be in place prior to funds going out for the purchase of the vehicles. This can be done after they have been purchased.</td>
<td>None</td>
<td>Provided by Borrower</td>
</tr>
<tr>
<td>9 First Citizens Bank &amp; Trust Company</td>
<td>Does not specify</td>
<td>Does not specify</td>
<td>None</td>
<td>Provided by Borrower</td>
</tr>
<tr>
<td>10 Santander Bank, N.A.</td>
<td>No formal Escrow required (Internal Escrow available)</td>
<td>Does not specify</td>
<td>None</td>
<td>Does not specify</td>
</tr>
</tbody>
</table>
# Debt Service Comparison

<table>
<thead>
<tr>
<th>Lender Bank Qualification</th>
<th>Sources</th>
<th>Uses</th>
<th>Key</th>
<th>Signature</th>
<th>Truist Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterling National Bank BQ/NBQ</td>
<td>$1,900,000</td>
<td>$1,865,065</td>
<td>$1,905,000</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
</tr>
<tr>
<td>BAPCC NBQ</td>
<td>$1,905,000</td>
<td>$1,865,065</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
</tr>
<tr>
<td>Key BQ / NBQ</td>
<td>$1,900,000</td>
<td>$1,865,065</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
</tr>
<tr>
<td>Signature BQ / NBQ</td>
<td>$1,900,000</td>
<td>$1,865,065</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
</tr>
<tr>
<td>Truist Bank BQ</td>
<td>$1,900,000</td>
<td>$1,865,065</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
</tr>
</tbody>
</table>

- **Sources**
  - Par Amount*: $1,900,000
  - Total: $1,900,000

- **Uses**
  - Project Fund: $1,865,065
  - Cost of Issuance*: $30,000
  - Additional Proceeds*: $4,935
  - Total: $1,900,000

- **Interest Rate**
  - 2023: 0.940%
  - 2024: 0.9878%
  - 2025: 1.116%
  - 2026: 1.125%

- **All-In TIC**
  - 2023: 1.661%
  - 2024: 1.829%
  - 2025: 1.838%
  - 2026: 1.847%

- **Closing Date**
  - 12/21/2021

- **First Interest Payment**
  - 9/1/2022

- **First Principal Payment**
  - 9/1/2022

- **Final Maturity**
  - 9/1/2026

- **Debt Service**
  - 2023: $507,403
  - 2024: $503,207
  - 2025: $508,601
  - 2026: $208,901
  - 2027: $211,974
  - Total: $1,940,086
  - Difference vs. Sterling BQ/NBQ: $-7,122

* Preliminary and subject to change
## Debt Service Comparison

<table>
<thead>
<tr>
<th>A</th>
<th>First Bank BQ / NBQ</th>
<th>B</th>
<th>Capital One BQ / NBQ</th>
<th>C</th>
<th>PNC Bank BQ / NBQ</th>
<th>D</th>
<th>First Citizens BQ</th>
<th>E</th>
<th>Santander Bank BQ / NBQ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sources</strong></td>
<td></td>
<td><strong>Uses</strong></td>
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</tr>
<tr>
<td><strong>Par Amount</strong>*</td>
<td>$1,905,000</td>
<td><strong>Project Fund</strong></td>
<td>$1,865,065</td>
<td><strong>Cost of Issuance</strong>*</td>
<td>35,000</td>
<td><strong>Additional Proceeds</strong>*</td>
<td>4,935</td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,905,000</td>
<td><strong>Total</strong></td>
<td>$1,905,000</td>
<td><strong>Total</strong></td>
<td>$1,910,000</td>
<td><strong>Total</strong></td>
<td>$1,905,000</td>
<td><strong>Total</strong></td>
<td>$1,905,000</td>
</tr>
<tr>
<td><strong>Interest Rate</strong>*</td>
<td>1.170%</td>
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<tr>
<td><strong>All-In TIC</strong>*</td>
<td>2.013%</td>
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<tr>
<td><strong>Closing Date</strong>*</td>
<td>12/21/2021</td>
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<tr>
<td><strong>First Interest Payment</strong></td>
<td>9/1/2022</td>
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<tr>
<td><strong>First Principal Payment</strong></td>
<td>9/1/2022</td>
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<tr>
<td><strong>Final Maturity</strong></td>
<td>9/1/2026</td>
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<tr>
<td><strong>Debt Service</strong>*</td>
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<td><strong>Fiscal Year</strong></td>
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<tr>
<td>2023</td>
<td>$510,478</td>
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<tr>
<td>2024</td>
<td>$511,497</td>
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<tr>
<td>2025</td>
<td>$510,706</td>
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<tr>
<td>2026</td>
<td>$209,856</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>2027</td>
<td>$212,457</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,954,993</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Difference vs. Sterling BQ/NBQ</strong></td>
<td>$14,907</td>
<td></td>
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</tr>
</tbody>
</table>

* Preliminary and subject to change
# Next Steps

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 12th at 1:30pm</td>
<td>- Conference Call to discuss bids and determine a recommended winning bidder</td>
</tr>
<tr>
<td></td>
<td>- Dial In:  (202) 860-2110</td>
</tr>
<tr>
<td></td>
<td>- Code:  263 128 92575</td>
</tr>
<tr>
<td>November 29th</td>
<td>Agenda deadline for December 6th City Council Meeting</td>
</tr>
<tr>
<td>December 6th</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td></td>
<td>- City Council considers selecting a winning bidder</td>
</tr>
<tr>
<td></td>
<td>- City Council considers adopting a Final Approving Resolution</td>
</tr>
<tr>
<td>By December 22nd</td>
<td>Close on Financing</td>
</tr>
</tbody>
</table>
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CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
DECEMBER 6, 2021 COUNCIL MEETING

SUBJECT: SU-10-21 Jose Morquecho – East side of South Berkeley Boulevard between Ash Street and Elm Street

BACKGROUND: 

The applicant is requesting a Special Use Permit for the operation of a tattoo parlor.

Frontage: 168.89 ft.  
Depth: 272.56 ft.  
Area: 45,085 sq. ft. or 1.04 acres  
Zoning: General Business

The site is located within a strip commercial center which contains nine individual units. The unit that will be occupied by the applicant contains 1,500 sq. ft. (25 ft. by 60 ft.) and addressed as 112-I S. Berkeley Boulevard.

The applicant operates an existing tattoo parlor at 112-Q S. Berkeley Boulevard. He provides tattoo services by appointment only and caters to professionals, including servicemen from the SJAFB. He desires to relocate his business within a new tenant space which has greater visibility for attracting new customers.

DISCUSSION: 

The site is accessed by one 20 ft. wide, two-way curb cut from S. Berkeley Boulevard.

The applicant has submitted a floor plan for the tattoo parlor identifying a total of 5 workstations, a breakroom and lobby area and restrooms for customers and employees of the facility.

There are a total of 45 parking spaces (including two handicapped spaces) on the site. Based on the existing uses within the commercial strip center, a sufficient amount of parking spaces are available to serve the entire commercial development.
Days/Hours of Operation:  M-F: Noon-6 p. m.
No. of Employees:  5

Since the building on the lot is existing and only one unit is to be leased for the proposed tattoo parlor, the applicant will not be required to retrofit the site to meet current requirements as they relate to landscaping.

On November 15, 2021, a public hearing was held before the Goldsboro City Council and the Planning Commission. In accordance with Section 2.4.10, Goldsboro City Council shall issue the special use permit unless it concludes based on the information submitted at the hearing that:

1. The permit request is not within its review authority according to 5.4 Table of Permitted Uses;

2. The application is incomplete;

3. The development will not comply with one or more requirements of the Unified Development Code;

4. The development will materially endanger the public health or welfare;

5. The development will substantially injure the beneficial use of adjoining or abutting property;

6. The development will not be in harmony with existing development and uses within the area in which it is located; or

7. The development will not be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

At the public hearing, no one spoke in favor or against the request.

The Planning Commission at their meeting held on November 29, 2021, recommended approval of a Special Use Permit #SU-10-21 to allow a tattoo parlor to operate
at 112-I S. Berkley Boulevard, Goldsboro, North Carolina and located in the General Business (GB) zoning district.

RECOMMENDATION: By motion, accept the recommendation of the Planning Commission and:

1. Approve the request for Special Use Permit #SU-10-21

2. Adopt an Order approving the Special Use Permit #SU-10-21 to allow a tattoo parlor to operate at 112-I S. Berkeley Boulevard, Goldsboro, North Carolina and located in the General Business (GB) zoning district.

Date: 12/1/21

Kenny Talton, Interim Planning Director

Date: 12/1/21

Tim Salmon, City Manager
CITY OF GOLDSBORO
ORDER APPROVING A SPECIAL USE PERMIT

The City Council of the City of Goldsboro, North Carolina, having held a public hearing on November 15, 2021 to consider the following Special Use Permit application number:

SU-10-21 Jose Morquecho (Tattoo Parlor) - East side of S. Berkeley Boulevard between Ash Street and Elm Street.

To approve the request for a Special Use Permit #SU-10-21 for the operation of a tattoo parlor at 112-1 S. Berkeley Boulevard, Goldsboro, North Carolina and located in the General Business (GB) zoning district, having heard all the evidence and arguments presented and reports from City Officials, and having received recommendation for approval from the Goldsboro Planning Commission pertaining to said application, makes the following findings of fact.

FINDINGS OF FACT

The City Council makes the CONCLUSION that the proposed use does satisfy the general conditions imposed on the Council in its deliberations for issuing a Special Use Permit under Sections 2.4.10 Special Use Permits and Section 5.5.4 Special Use Specific Regulations and as follows:

1. The permit request IS within its review authority according to 5.4 Table of Permitted Uses;
2. The application IS complete;
3. The development WILL comply with the requirements of the Unified Development Code;
4. The development WILL NOT materially endanger the public health or welfare;
5. The development WILL NOT substantially injure the beneficial use of adjoining or abutting property;
6. The development WILL be in harmony with existing development and uses within the area in which it is located; or
7. The development WILL be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

Based upon the foregoing FINDINGS OF FACT, the City Council makes the CONCLUSION that the proposed use DOES satisfy the general conditions imposed on the Council in its deliberations for issuing a Special Use Permit under Section 2.4.10 and Section 5.5.4 Special Use Specific Regulations of the City of Goldsboro Zoning Ordinance with the following stipulations of Special Use Permit #SU-10-21:

(1) The hours of operation are Monday through Friday from Noon-6pm and the number of employees are five (5).

Upon motion made by Councilmember Taj Polack and seconded by Councilmember Charles Gaylord IV, the Council approved the applicant's request for a Special Use Permit for the operation of a tattoo parlor at 112-1 S. Berkeley Boulevard, Goldsboro, North Carolina and located in the General Business (GB) zoning district.

Therefore, because the City Council concludes that all of the general conditions precedent to the issuance of a SPECIAL USE PERMIT have BEEN satisfied,

IT IS ORDERED that the application for the issuance of a SPECIAL USE PERMIT be APPROVED.

Thus ordered this 6th day of December 2021.

[Signature]

Ronald T. Lawrence, City Attorney
SUBJECT: SU-11-21- Sandra H. Bell (Accessory Dwelling) – Northwest of the terminus of Overbrook Road and Pine Ridge Lane.

BACKGROUND: The applicant is requesting a Special Use Permit for the construction of an accessory dwelling located at 127 Overbrook Rd.

According to the City’s Unified Development Code, accessory dwellings are permitted in all single-family zoning districts or developed lots with the exception of the Agriculture (AG) zoning district only after the obtainment of a Special Use Permit approved by City Council.

Approval criteria for accessory dwellings are as follows:

1. Accessory dwellings/apartments must comply with all applicable local, state and federal housing codes. Only one accessory dwelling or apartment may be permitted per lot.

2. The accessory dwelling or accessory apartment shall not exceed forty percent (40%) of the square footage of the livable area of the principle structure or one thousand one hundred square feet of gross floor area, whichever is less.

3. An accessory dwelling shall be sited to the rear of the principle structure. All accessory dwellings shall meet the setback requirements established for the principle structures of the district in which they are located.

4. The exterior of the accessory dwelling shall be compatible with the principle residence in terms of color, siding, roof pitch, window detailing, roofing materials and foundation or skirting appearance. Manufactured homes shall not be pulled up to or attached to the principle residence and be considered an accessory dwelling or accessory apartment.

5. Where there is no public sanitary sewer service to the accessory dwelling, the County Health Department shall
approve sanitary sewer services provided to such accessory dwelling before construction begins.

DISCUSSION: According to the submitted application, the applicant is requesting a Special Use Permit for the construction of a 12 ft. wide by 20 ft. deep (240 sq. ft.) accessory dwelling to be located in the rear yard of the property. Currently, the property is occupied by a single-story 3,182 sq. ft. single-family dwelling.

The applicant is proposing to initiate a complete remodel of her principle dwelling and desires to reside in a tiny home until the renovation is complete. Afterwards, only members of her immediate family would be allowed to utilize the accessory dwelling.

Frontage: 61 ft.

Area: 41.189 sq. ft. or .95 acres

Zone: (R-16) Residential

Staff has informed applicant of the fact that the proposed accessory dwelling must be constructed to meet the minimum requirements of the North Carolina Building Code, as well as, the supplemental regulations of the City’s Unified Development Code for accessory dwellings.

If the applicant’s request for a special use permit is approved, building elevations, a site plan, floor plan and construction specifications shall be submitted and approved by City staff before building permits can be issued.

On November 15, 2021, a public hearing was held before Goldsboro City Council and the Planning Commission. In accordance with Section 2.4.10, Goldsboro City Council shall issue the special use permit unless it concludes based on the information submitted at the hearing that:

1. The permit request is not within its review authority according to 5.4 Table of Permitted Uses;

2. The application is incomplete;

3. The development will not comply with one or more requirements of the Unified Development Code;
4. The development will materially endanger the public health or welfare;

5. The development will substantially injure the beneficial use of adjoining or abutting property;

6. The development will not be in harmony with existing development and uses within the area in which it is located; or

7. The development will not be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

At the public hearing, no one spoke in favor or against the request.

The Planning Commission at their meeting held on November 29, 2021 recommended approval of a Special Use Permit #SU-11-21 for the construction of an accessory dwelling to be located at 127 Overbrook Rd., Goldsboro, North Carolina and within the Residential (R16) zoning district.

RECOMMENDATION: By motion, accept the recommendation of the Planning Commission and:

1. Approve the request for Special Use Permit #SU-11-21

2. Adopt an Order approving the Special Use Permit #SU-11-21 for the construction of an accessory dwelling to be located at 127 Overbrook Rd., Goldsboro, North Carolina and within the Residential (R16) zoning district.

Date: 12-1-21

Kenny Talton, Interim Planning Director

Date: 12/1/21

Tim Salmon, City Manager
CITY OF GOLDSBORO
ORDER APPROVING A SPECIAL USE PERMIT

The City Council of the City of Goldsboro, North Carolina, having held a public hearing on
November 15, 2021 to consider the following Special Use Permit application number:

SU-11-21 Sandra H. Bell (Accessory Dwelling) – Northwest of the terminus of Overbrook
Road and Pine Ridge Lane.

To approve the request for a Special Use Permit #SU-11-21 for the construction of an
accessory dwelling at 127 Overbrook Road, Goldsboro, North Carolina and located in the
Residential (R16) zoning district, having heard all the evidence and arguments presented and
reports from City Officials, and having received recommendation for approval from the
Goldsboro Planning Commission pertaining to said application, makes the following findings of
fact.

FINDINGS OF FACT

The City Council makes the CONCLUSION that the proposed use does satisfy the general
conditions imposed on the Council in its deliberations for issuing a Special Use Permit under
Sections 2.4.10 Special Use Permits and Section 5.5.4 Special Use Specific Regulations and as
follows:

1. The permit request is within its review authority according to 5.4 Table of
   Permitted Uses;
2. The application is complete;
3. The development will comply with the requirements of the Unified
   Development Code;
4. The development will not materially endanger the public health or welfare;
5. The development will not substantially injure the beneficial use of adjoining or
   abutting property;
6. The development will be in harmony with existing development and uses within
   the area in which it is located; or
7. The development will be in general conformity with the Comprehensive Plan,
   Thoroughfare Plan or other plan officially adopted by Council.

Based upon the foregoing FINDINGS OF FACT, the City Council makes the CONCLUSION that
the proposed use does satisfy the general conditions imposed on the Council in its deliberations
for issuing a Special Use Permit under Section 2.4.10 and Section 5.5.4 Special Use Specific
Regulations of the City of Goldsboro Zoning Ordinance with the following stipulations of Special
Use Permit #SU-11-21:

1. Accessory dwellings/apartments must comply with all applicable local, state and
   federal housing codes. Only one accessory dwelling or apartment may be
   permitted per lot.
2. The accessory dwelling or accessory apartment shall not exceed forty percent
   (40%) of the square footage of the livable area of the principle structure or one
   thousand one hundred square feet of gross floor area, whichever is less.
3. An accessory dwelling shall be sited to the rear of the principle structure. All
   accessory dwellings shall meet the setback requirements established for the
   principle structures of the district in which they are located.
4. The exterior of the accessory dwelling shall be compatible with the principle
   residence in terms of color, siding, roof pitch, window detailing, roofing materials
and foundation or skirting appearance. Manufactured homes shall not be pulled up to or attached to the principle residence and be considered an accessory dwelling or accessory apartment.

5. Where there is no public sanitary sewer service to the accessory dwelling, the County Health Department shall approve sanitary sewer services provided to such accessory dwelling before construction begins.

Upon motion made by Councilmember Taj Polack and seconded by Councilmember Charles Gaylor IV, the Council approved the applicant's request for a Special Use Permit for the construction of an accessory dwelling at 127 Overbrook Road, Goldsboro, North Carolina and located in the Residential (R16) zoning district.

Therefore, because the City Council concludes that all of the general conditions precedent to the issuance of a SPECIAL USE PERMIT have BEEN satisfied,

IT IS ORDERED that the application for the issuance of a SPECIAL USE PERMIT be APPROVED.

Thus ordered this 6th day of December, 2021.

[Signature]
David Ham, Mayor

[Signature]
Ronald T. Lawrence, City Attorney
CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 6, 2021 COUNCIL MEETING

SUBJECT: SU-12-21 Wayne Co. Project Shell – (Chemical Manufacturing Facility) Located at the corner of Challen Court and Gateway Drive and within Park East of the City of Goldsboro’s Industrial Business Park.

BACKGROUND: The applicant is requesting a Special Use Permit for the operation of a chemical manufacturing facility in the Industrial Business Park (I&BP-1) zoning district.

Frontage: 775.49 ft. (Gateway Drive)
791.34 ft. (Challen Court)

Depth: 966 ft. (average)

Area: 18.94 acres

Zoning: Industrial Business Park-1

On August 6, 2018, Goldsboro City Council approved site, landscape and building elevation plans for the County of Wayne to construct a commercial shell building at the proposed site for industry recruitment purposes. Once a specific use was determined for the site, complete and detailed site plans would be required and approved by City officials before construction permits would be issued.

On September 20, 2021, a public hearing was conducted to consider proposed minor text amendments to Article 5 of the City’s Unified Development Code to reflect the addition of chemical products, manufacturing and processing; and, the storage or treatment of hazardous materials or chemical uses as a special use within the Industrial Business Park (I&BP-1) zoning district.

Specifically speaking, minor changes for the proposed text amendment included:

1. Amending Section 5.4 Table of Permitted Uses by allowing both Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemical uses as a special use in the Industrial and Business Park (I&BP-1) zoning district;
2. Amending Section 5.5 Supplemental Use Regulations by adding to Subsections 5.5.4M and 5.5.4EE, Industrial and Business Park (I&BP) zoning district, as a permitted district for the use of Community Sensitive Heavy Industrial Uses (5.5.4M) and Storage or Treatment of Hazardous/Chemical Materials (5.5.4EE).

On October 4, 2021, City Council accepted the recommendation of the Planning Commission and adopted an ordinance amending the Unified Development Code to reflect the addition of chemical products, manufacturing and processing; and, the storage or treatment of hazardous materials or chemical uses as a special use within the Industrial Business Park (I&BP-1 zoning district and the associated minor text amendments.

DISCUSSION: According to the City’s UDO, chemical manufacturing facilities are classified as Community Sensitive Heavy Industrial Uses. As such, the following supplemental regulations are required for the proposed use:

1. The entire area of the site shall be enclosed by a six foot high opaque fence set back one hundred feet from any public right of way or residentially developed or zoned property and/or fifty feet from any other adjacent property.

2. The yard area between the fence and the property line, not used for parking, shall be planted with grass and have landscaping composed of large trees spaced not more than forty feet apart and not less than one row of shrubs thirty inches in height, spaced so that they will form a continuous visual screen six feet in height within three growing seasons.

3. No loading or unloading of materials shall occur outside of the fenced area.

4. A statement shall be submitted with the plans indicating whether any manufacturing or processing operation will create smoke, offensive odor, dust, noise, fumes or vibrations beyond the lot lines of the proposed use. If one or more of such conditions exist, the developer shall explain what measures will be taken to mitigate such conditions to acceptable levels.
5. The uses shall be located a minimum of one thousand feet from any residentially developed or zoned property. The one thousand foot separation distance shall be measured in a straight line from property line to property line, with no consideration as to intervening structures, roads or landforms.

The applicant has submitted site, landscape, storm water, grading and drainage plans for the proposed use, as well as, a floor plan for the existing 50,277 sq. ft. commercial shell building. The building will consist of offices, a conference room, a lobby, break room, locker room, and restrooms for employees of the facility. Approximately 47,225 sq. ft. of space will be reserved for chemical manufacturing processes. Additional acreage is available for future expansion purposes.

**Access:** Two existing access drives front Challen Court. The southernmost access drive is paved and leads to a parking lot containing 18 parking spaces. The northernmost access drive is graveled and leads to a four-bay loading dock. Paved surfaces will be required for the northernmost access drive.

**Parking:** Manufacturing operations require 1 space per 2 employees on the maximum shift, plus 1 space for each vehicle stored on site. Currently, 12 employees will occupy the facility. The existing 18 parking spaces will provide sufficient parking for the proposed use. Additional acreage is available for future parking expansion purposes.

**Landscaping:** Existing street trees have been provided along Challen Court. Additional street trees will be required along Gateway Drive.

A storm water detention pond is located east of the principle building. Evergreen shrubs will be required to be installed around the pond for screening purposes.

**Engineering:** City Engineering will require approval of storm water calculations and drainage plans prior to the issuance of construction permits.

Currently, the property is not located within Goldsboro’s corporate limits. City water and sewer are available to serve the property. In accordance with the Goldsboro Code of Ordinances, Section 53.17, the proposed use is classified as industrial. As such,
a formal agreement shall be executed by the applicant for voluntary annexation on or before the expiration of seven years from the date a certificate of occupancy has been issued for the facility.

APZ/NOC: The site is not located in SJAFB’s Accident Potential Zone or within the Noise Overlay Contour. Base officials have commented that they do not foresee any concerns with the proposed use with regards to emergency hazards and do not anticipate it impacting the bases’ Hazard Assessments.

Refuse collection: A commercial dumpster coral has not been shown on the submitted site plan. The coral will be required to be built to City standards and screened from public view.

If Council approves the Special Use Permit and associated site plans, the property will be subject to compliance with the City’s subdivision review ordinance and the North Carolina State Building Code before construction permits can be issued.

On November 15, 2021, a public hearing was held before Goldsboro City Council and the members of the Planning Commission. In accordance with Section 2.4.10, Goldsboro City Council shall issue the special use permit unless it concludes based on the information submitted at the hearing that:

1. The permit request is not within its review authority according to 5.4 Table of Permitted Uses;

2. The application is incomplete;

3. The development will not comply with one or more requirements of the Unified Development Code;

4. The development will materially endanger the public health or welfare;

5. The development will substantially injure the beneficial use of adjoining or abutting property;

6. The development will not be in harmony with existing development and uses within the area in which it is located; or
7. The development will not be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

At the public hearing, one individual inquired as to the nature and scope of the proposed use. The applicant was present to answer questions pertaining to the matter.

The Planning Commission at their meeting held on November 29, 2021, recommended approval of a Special Use Permit #SU-12-21 for the operation of a chemical manufacturing facility to be located at 400 Challen Ct., Goldsboro, North Carolina and within the Industrial Business Park (IBP-1) zoning district.

RECOMMENDATION: By motion, accept the recommendation of the Planning Commission and;

1. Approve the request for Special Use Permit #SU-12-21

2. Adopt an Order approving the Special Use Permit #SU-12-21 for the operation of a chemical manufacturing facility to be located at 400 Challen Ct., Goldsboro, North Carolina and within the Industrial Business Park (IBP-1) zoning district.

Date: 12-1-21

Kenny Talton, Interim Planning Director

Date: 12/1/21

Tim Salmon, City Manager
CITY OF GOLDSBORO
ORDER APPROVING A SPECIAL USE PERMIT

The City Council of the City of Goldsboro, North Carolina, having held a public hearing on November 15, 2021 to consider the following Special Use Permit application number:

SU-12-21 Wayne Co. Project Shell (Chemical Manufacturing Facility) – Corner of Challen Court and Gateway Drive.

To approve the request for a Special Use Permit #SU-12-21 for the operation of a chemical manufacturing facility at 400 Challen Court, Goldsboro, North Carolina and located in the Industrial Business Park (IBP-1) zoning district, having heard all the evidence and arguments presented and reports from City Officials, and having received recommendation for approval from the Goldsboro Planning Commission pertaining to said application, makes the following findings of fact.

FINDINGS OF FACT

The City Council makes the CONCLUSION that the proposed use does satisfy the general conditions imposed on the Council in its deliberations for issuing a Special Use Permit under Sections 2.4.10 Special Use Permits and Section 5.5.4 Special Use Specific Regulations and as follows:

1. The permit request is within its review authority according to 5.4 Table of Permitted Uses;
2. The application is complete;
3. The development will comply with the requirements of the Unified Development Code;
4. The development will not materially endanger the public health or welfare;
5. The development will not substantially injure the beneficial use of adjoining or abutting property;
6. The development will be in harmony with existing development and uses within the area in which it is located; or
7. The development will be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

Based upon the foregoing FINDINGS OF FACT, the City Council makes the CONCLUSION that the proposed use does satisfy the general conditions imposed on the Council in its deliberations for issuing a Special Use Permit under Section 2.4.10 and Section 5.5.4 Special Use Specific Regulations of the City of Goldsboro Zoning Ordinance with the following stipulations of Special Use Permit #SU-10-21:

1. The entire area of the site shall be enclosed by a six foot high opaque fence set back one hundred feet from any public right of way or residentially developed or zoned property and/or fifty feet from any other adjacent property.
2. The yard area between the fence and the property line, not used for parking, shall be planted with grass and have landscaping composed of large trees spaced not more than forty feet apart and not less than one row of shrubs thirty inches in height, spaced so that they will form a continuous visual screen six feet in height within three growing seasons.
3. No loading or unloading of materials shall occur outside of the fenced area.
4. A statement shall be submitted with the plans indicating whether any
manufacturing or processing operation will create smoke, offensive odor, dust, noise, fumes or vibrations beyond the lot lines of the proposed use. If one or more of such conditions exist, the developer shall explain what measures will be taken to mitigate such conditions to acceptable levels.

5. The uses shall be located a minimum of one thousand feet from any residentially developed or zoned property. The one thousand foot separation distance shall be measured in a straight line from property line to property line, with no consideration as to intervening structures, roads or landforms.

Upon motion made by Councilmember Taj Polack and seconded by Councilmember Charles Gaylor IV, the Council approved the applicant’s request for a Special Use Permit for the operation of a chemical manufacturing facility at 400 Challen Court, Goldsboro, North Carolina and located in the industrial Business Park (IBP-1) zoning district.

Therefore, because the City Council concludes that all of the general conditions precedent to the issuance of a SPECIAL USE PERMIT have BEEN satisfied,

IT IS ORDERED that the application for the issuance of a SPECIAL USE PERMIT be APPROVED.

Thus ordered this 6th day of December __________, 2021.

David Ham, Mayor

Ronald T. Lawrence, City Attorney
CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 6, 2021 COUNCIL MEETING

SUBJECT: Rescheduling Council Meetings for 2022

BACKGROUND: The Goldsboro City Council normally meets the 1st and 3rd Mondays of every month for their Regular Council Meeting.

DISCUSSION: The following meetings need to be rescheduled due to holidays:

- Monday, January 3, 2022 due to New Year’s
- Monday, January 17, 2022 is in observance of Dr. Martin Luther King, Jr.’s Birthday
- February 21, 2022 due to Council Retreat
- Monday, July 4, 2022 due to Independence Day
- Monday, September 5, 2022 is in observance of Labor Day

Staff suggests Council consider rescheduling the above meetings to the following dates:

- Monday, January 10, 2022
- Monday, January 24, 2022
- Council Retreat will be held February 21-22, 2022 or February 23-24, 2022
- Combining the July meetings to Monday, July 11, 2022
- Tuesday, September 6, 2022

RECOMMENDATION: It is recommended that Council accept staff recommendations and approve the 2022 regular Council Meeting schedule.

DATE: 11-29-21
Laura Getz, City Clerk

DATE: 11/30/21
Tim Salomon, City Manager
PROPOSED
2022 Goldsboro City Council Meeting Dates
*Work Session-5:00 p.m. --- Council Meeting-7:00 p.m.

Monday, January 10
Monday, January 24
(2nd and 4th Monday of the month due to Holidays)

Monday, February 7
(One meeting in February due to Council Retreat)

Monday, March 7
Monday, March 21

Monday, April 4
Monday, April 18

Monday, May 2
Monday, May 16

Monday, June 6
Monday, June 20

Monday, July 11
(One meeting in July due to the Holiday)

Monday, August 1
Monday, August 15

Tuesday, September 6 (Monday, September 5th is a holiday – Labor Day)
Monday, September 19

Monday, October 3
Monday, October 17

Monday, November 7
Monday, November 21

Monday, December 5
Monday, December 19

Proposed Retreat Dates 2022
February 21 and 22 (Monday and Tuesday) or February 23 and 24 (Wednesday and Thursday)

**Meeting dates and/or times are subject to change with proper notice.
CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 6, 2021 COUNCIL MEETING

SUBJECT: Updates to the Municipal Records Retention and Disposition Schedule

BACKGROUND: The North Carolina Department of Cultural Resources, Division of Archives and History is responsible for assisting local governments in records management, including the destruction of obsolete records and the protection of essential records as provided by NC General Statues 121-5 and 132.

The Department of Cultural Resources has issued an amendment to the Records Retention Schedule, effective October 1, 2021.

The new update also requires a specific Agency Policy date for records to be discarded “when Administrative value ends,” and this period is deemed to be a period of no less than three (3) years.

DISCUSSION: The municipal records management program provides advice, service, and training in the control, maintenance, preservation, and disposal of official public records in the custody of local governmental units.

The term “Public Record” refers to any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of the North Carolina government or its subdivisions.

RECOMMENDATION: It is recommended that Council approve the attached Resolution adopting the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies as updated by the North Carolina Department of Cultural Resources.

Date: 11-30-21
Laura Getz, City Clerk

Date: 11/30/21
Tim Salmon, City Manager
RESOLUTION NO. 2021-81

A RESOLUTION ADOPTING THE NORTH CAROLINA GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES AND THE PROGRAM RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULES

WHEREAS, the North Carolina Department of Cultural Resources, Division of Archives and History is responsible for assisting local governments in records management, including the destruction of obsolete records and the protection of essential records as provided by General Statutes 121 and 132; and

WHEREAS, the municipal records management program provides advice, service, and training in the control, maintenance, preservation, and disposal of official public records in the custody of local governmental units; and

WHEREAS, the term “Public Record” refers to any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of the North Carolina government or its subdivisions; and

WHEREAS, the Department of Cultural Resources has issued an amendment to the Records Retention Schedule, effective October 1, 2021; and

WHEREAS, the City of Goldsboro recognizes that the new update requires a specific Agency Policy date for records to be discarded “when Administrative value ends,” and deems this period to be a period of no less than three (3) years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that the Council adopts the North Carolina General Records Schedule for Local Government Agencies Retention and Disposition Schedule, as updated by the North Carolina Department of Cultural Resources in accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina.

This Resolution shall be in full force and effect from and after its adoption this the 6th day of December, 2021.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk
It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: ____________________________

Sarah E. Koonts
Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: ____________________________

D. Reid Wilson, Secretary
Department of Natural and Cultural Resources

Municipality/County: ____________________________

Effective: October 1, 2021
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: __________________________

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: __________________________

D. Reid Wilson, Secretary
Department of Natural and Cultural Resources

County/Municipality: __________________________

Effective: October 1, 2021
SUBJECT: Code of Ordinances Update: Criminal Ordinance Amendments

BACKGROUND: On September 2, 2021, Governor Cooper signed SB300 Criminal Justice Reform into law. Part XIII of S.L. 2021-138 provides that, effective December 1, 2021, violation of a city ordinance may be a misdemeanor or infraction as provided by G.S. 14-4 only if the city specifies such in the ordinance. An ordinance may provide by express statement that the maximum fine, term of imprisonment, or infraction penalty to be imposed for a violation is some amount of money or number of days less than the maximum imposed by G.S. 14-4.

Prior to December 1, 2021, NCGS 160A-175, held that unless the city provided otherwise, a violation of an ordinance was a misdemeanor or infraction as provided by G.S. 14-4. So, by default, if city did not take action otherwise, ordinances were enforced criminally.

DISCUSSION: The Goldsboro City Council intends for certain ordinance violations to continue to be punishable as a misdemeanor and therefore have rewritten section 10.99: General Penalty to comply with the new law.

Part XIII of S.L. 2021-138; NCGS §160A-175-Enforcement of Ordinances states that no ordinance of the following types may impose a criminal penalty:

- Chapter 98: Streets And Sidewalks
- Chapter 110: Licensing Provisions
- Chapter 112: Massage Therapists And Massage Therapy Establishments
- Chapter 113: Peddlers And Itinerant Merchants
- Chapter 114: Vehicles For Hire
- Chapter 116: Licensing For Boarding And Rooming Houses
- Chapter 117: Pushcart And Mobile Food Unit Vendors
- Unified Development Ordinance
RECOMMENDATION: Staff recommends that the City Council by motion adopt the attached ordinance amending 10.99: General Penalty Ordinance, and Chapters 98, 113, 116, 117 of the City of Goldsboro Code of Ordinances

DATE: 12/1/21

Laura Getz, City Clerk

DATE: 12/1/21

Tim Salmon, City Manager

WHEREAS, Part XIII of S.L. 2021-138 provides that, effective December 1, 2021, violation of a city ordinance may be a misdemeanor or infraction as provided by G.S. 14-4 only if the city specifies such in the ordinance; and

WHEREAS, prior to December 1, 2021, NCGS 160A-175, held that unless the city provided otherwise, a violation of an ordinance was a misdemeanor or infraction as provided by G.S. 14-4. So, by default, if city didn’t take action otherwise, ordinances were enforced criminally; and

WHEREAS, the Goldsboro City Council intends for certain ordinance violations to continue to be punishable as a misdemeanor; and

WHEREAS, the amendments to the City of Goldsboro Code of Ordinances set forth in this ordinance are policy neutral.

NOW, THEREFORE, BE IT ORDAINED that the following sections be amended as follows:

§ 10.99 GENERAL PENALTY.

(A) It shall be unlawful and constitute a Class 3 misdemeanor for any person to violate any of the provisions of this Code or of the ordinances of the city.

(B) In all instances where a fine is specified for violation of any provisions of this Code or of any ordinance of the city and such fine is not paid, the defendant may be imprisoned for not more than 30 days.

(C) Where no specific penalty is provided in any provision of this Code or in any ordinance of the city, every person convicted for the violation of any such provision may be punished by a fine of not more than not exceeding $500, or by imprisonment for not more than 30 days.

(D) In addition to all other punishment herein provided for, any person found guilty of violating any of the ordinances, or provisions thereof, of the city may be required to pay the court costs, or any portion thereof, at in the discretion of the court.

(E) The following ordinances are not subject to this action:

- CHAPTER 98: STREETS AND SIDEWALKS
- CHAPTER 110: LICENSING PROVISIONS
- CHAPTER 112: MASSAGE THERAPISTS AND MASSAGE THERAPY ESTABLISHMENTS
- CHAPTER 113: PEDDLERS AND ITINERANT MERCHANTS
- CHAPTER 114: VEHICLES FOR HIRE
- CHAPTER 116: LICENSING FOR BOARDING AND ROOMING HOUSES
- CHAPTER 117: PUSHCART AND MOBILE FOOD UNIT VENDORS
- UNIFIED DEVELOPMENT ORDINANCE
Statutory reference:
Violation of an ordinance constitutes a Class 3 misdemeanor punishable by fine not exceeding $500 or imprisonment for not exceeding 30 days per G.S. § 14-4; NCGS 160-175 and NCGS 14-4 further governs which ordinances may be subject to this ordinance.

§ 98.99 PENALTY.
(A) Whoever violates any provisions of this chapter for which another penalty is not already herein provided, shall be subject to the penalty provisions of § 10.99.
(B) It shall be unlawful and constitute a misdemeanor for any person to violate any provision of §§ 98.40 through 98.51. Any violation may be punished by a fine of not more than $50 or by imprisonment for not more than 30 days. Violations affecting each tree, shrub or plant shall constitute a distinct and separate offense. Any person that violates any provision of §§ 98.40 through 98.51 shall be charged a civil penalty not exceeding $500.

§ 113.99 PENALTY.
(A) Any violation of this chapter shall be a misdemeanor and every person convicted for a violation thereof may be punished by subject to a fine not exceeding of not more than $50 or by imprisonment for not more than 30 days.
(B) Each day’s violation of this chapter shall constitute a separate and distinct offense.
(C) Notwithstanding division (A) of this section, the provisions of this chapter may be enforced by an appropriate equitable remedy issued from a court of competent jurisdiction.
(D) The violation of this chapter shall subject the offender to a civil penalty in the amount of $250 provided the offender does not pay the penalty within ten days after he has been cited for violation of this chapter.

§ 116.99 PENALTY.
Enforcement may be by any one or a combination of the following methods, and the institution of an action under any of these methods shall not relieve any party from any other criminal or civil proceeding prescribed for violations of this chapter:
(A) Civil penalties.
(1) Any person who shall operate a business without first applying for and obtaining the license required in § 116.02 shall be subject to a civil penalty not exceeding of $500 and each continuing day of noncompliance following notice thereof shall result in the assessment of an additional civil penalty not exceeding of $500 per day.
(2) Any licensee who, after receiving written notice by the city, violates this chapter shall be subject to a civil penalty not exceeding of $500. Thereafter, each and every subsequent single violation occurring on the same business location, shall be assessed a civil penalty not exceeding of $500.
(B) Equitable remedies, including injunctions. As authorized by the City Council, the city may apply for any appropriate equitable remedy to enforce the provisions of this chapter, including mandatory or prohibitory injunctions commanding the party to correct the unlawful condition or cease the unlawful use of the business.
(C) Criminal offense. A violation of this chapter shall constitute a misdemeanor offense as provided by G. S. § 14-4 and the maximum fine or term of imprisonment or both as authorized by law is hereby imposed.
(C) Revocation of license. Following a written recommendation of the City Manager which describes the nature of any violation, the City Council may revoke a license issued pursuant to § 116.02 if it determines that the licensee has violated any provision of this chapter and other
means of enforcement have failed to deter the licensee from operating in violation of this chapter.

§ 117.99 PENALTY.

(A) Any violation of this chapter may be subject to shall be a misdemeanor and every person convicted of a violation thereof may be punished by a fine not exceeding of not more than $250. or by imprisonment for not more than 30 days. Each days violation of this chapter shall constitute a separate and distinct offense.

(B) The provisions of this chapter may be enforced by any appropriate, equitable action.

This Ordinance shall be in full force and effect from and after the 6th day of December, 2021.

[Signature]
Mayor

Attested by:

[Signature]
City Clerk