

**GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, APRIL 20, 2020**

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

NC Gov. Cooper's Executive Order 121 restricts mass gatherings to 10 people or less due to COVID-19; therefore, public attendance of the Work Session and Council Meeting is restricted to those who are on the agenda or who would like to speak during the Public Hearing. If you are speaking at the Public Hearing, please enter the City Hall Annex front entrance and maintain social distance while waiting to enter the Large Conference Room one at a time. The meeting will be streamed live on the City's Facebook and YouTube pages at <https://www.goldsboronc.gov/mayor-of-goldsboro/city-council-minutes/>, and broadcast on the Downtown Center Street speakers.

I. WORK SESSION--6:00 P.M. – CITY HALL ANNEX, 200 N. CENTER ST., ROOM 206

ADOPTION OF THE AGENDA

OLD BUSINESS

NEW BUSINESS

- A. Electronic Meeting Rules of Procedure (Councilmember Matthews)
- B. NCLM Voting Delegate (City Manager)

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

Invocation
Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES (*Motion/Second)

- A. Minutes of the Work Session and Regular Meeting of March 16, 2020

V. PRESENTATIONS

VI. PUBLIC HEARINGS (*Motion/Second)

- B. Non-contiguous Annexation Request – Renu-Life Extended, Inc. Located on the northeast side of Windsor Creek Parkway between Wilshire Way and Wayne Memorial Drive consisting of 3.0778 acres (Planning)

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

- C. Resolution to Suspend In-person Attendance of the Public to Formal Bid Openings During the State of Emergency Due to the Coronavirus Pandemic (COVID-19) (Finance)
- D. Departmental Monthly Reports

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

IX. CITY MANAGER'S REPORT

X. MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS

XI. CLOSED SESSION

XII. ADJOURN

RULES OF PROCEDURE FOR ELECTRONIC MEETINGS OF GOLDSBORO CITY COUNCIL

APRIL 20, 2020 VERSION FOR COUNCIL CONSIDERATION

The City Council of the City of Goldsboro, North Carolina, recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Goldsboro City Council, may take place by electronic means. In fact, §143-318.10(d) of the North Carolina General Statutes states that an official meeting can, “mean[] a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.” The Rules of Procedure for Electronic Meetings are a guide for how Council will conduct meetings featuring electronic participation.

1. Meetings to Which These Rules Apply

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply only to meetings of the Goldsboro City Council, and not to any other public bodies, committees or commissions existing under the authority of the City of Goldsboro. The Electronic Rules are supplemental to the Rules of Procedure approved by the City Council for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the Goldsboro City Council, subject to the conditions governing the use of Electronic Meetings.

2. Conditions Necessary for Electronic Meetings

The City Council agrees that electronic meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including the City of Goldsboro: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Wayne County, North Carolina; or the City of Goldsboro, through the Mayor or other methods permitted by Goldsboro Code of Ordinances. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the City of Goldsboro (for example, a determination that an emergency exists under the National Emergencies Act related to piracy conducted by Somali pirates would not reasonably be related to the City of Goldsboro and cannot support use of electronic meetings). If no state of emergency or disaster exists, then the Electronic Rules may not be used.

3. Definition of an Electronic Meeting

An Electronic Meeting is any meeting where one or more members of the City Council participates through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allows the members of the City Council to hold a meeting without all members being physically present in the same room.

4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

- a. The location of the physical meeting (which is where any Councilmembers and Staff able to attend the meeting in person shall gather); and
- b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with § 143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the City Council, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the City of Goldsboro's bulletin board, website and social media accounts, if possible.

5. Quorum

Councilmembers present in person or electronically, shall be included in the calculation for determining if a quorum exists of the City Council. If a Councilmember who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the City Council present either in person or electronically. Any Councilmember withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

6. Process of Opening Meeting

Immediately prior to opening the meeting, the Mayor, Mayor Pro Tem, or other presiding officer shall communicate with the Councilmember(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Mayor, Mayor Pro Tem, or presiding official shall

state which Councilmembers are participating electronically.

7. Voting and Discussion

Councilmembers present for the meeting through electronic means are eligible to vote for all items considered by the City Council during the meeting. However, Councilmembers present for the meeting through electronic means will not be permitted to vote on any quasi-judicial matters coming before the Council. Also, a member voting must indicate verbally with a “yes,” “no,” “yea,” “nay,” “or “abstain” (when that is permitted) such that the City Clerk or her designee may record the vote. Prior to taking a vote on any issue, the Mayor, Mayor Pro Tem, or other presiding officer shall inquire of the Councilmembers participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Councilmembers to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the member to gain the attention of the Mayor or the presiding officer in order to be recognized for discussion. A Councilmember attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before Council. If a Councilmember attending through electronic means becomes disconnected from the meeting, the Councilmember will not be counted as an affirmative or negative vote.

8. Minutes

The minutes of the meeting shall designate the name of each Councilmember who participated electronically, the nature of the electronic communication, and the duration of the Councilmember’s participation.

CITY OF GOLDSBORO
AGENDA MEMORANDUM
APRIL 20, 2020 COUNCIL MEETING


SUBJECT: NC League of Municipalities Voting Delegate

BACKGROUND: During the CityVision Conference each year, cities elect a voting delegate to vote on the Board of Directors for the upcoming year.

DISCUSSION: The League's CityVision 2020 annual conference has been cancelled in response to the state's Coronavirus response. This year, the League will host a Virtual Summit on May 28, 2020. During the CityVision Virtual Summit, League members can attend the annual business meeting where the new Board of Directors will be announced.

RECOMMENDATION: It is recommended that the Council authorize the City Manager to be the voting delegate at the CityVision Virtual Summit to be held on May 28, 2020.

Date: 4/15/20



Timothy M. Salmon, City Manager

MINUTES OF THE MEETING OF THE CITY COUNCIL HELD
MARCH 16, 2020

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:00 p.m. on March 16, 2020 with attendance as follows:

Present: Mayor Chuck Allen, Presiding
Mayor Pro Tem Bill Broadaway
Councilmember Antonio Williams
Councilmember Taj Polack
Councilmember Brandi Matthews
Councilmember David Ham
Councilmember Gene Aycock
Ron Lawrence, Attorney
Tim Salmon, City Manager
Melissa Capps, City Clerk
Jennifer Collins, Planning Director
Scott Williams, IT Director
Octavius Murphy, Assistant to the City Manager
Felicia Brown, Interim P&R Director
Rick Fletcher, Public Works Director
Joseph Dixon, Fire Chief
Bernadette Dove, HR Director
Catherine Gwynn, Finance Director
Shycole Simpson-Carter, Community Relations Director
Allen Anderson, Chief Building Inspector
Adam Twiss, Paramount Theatre and Goldsboro Event Center Director
Marty Anderson, City Engineer
Erin Fonseca, Interim DGDC Director
Scott Satterfield, Business & Property Development Specialist
Ken Conners, News Director, Curtis Media Group
Eddie Fitzgerald, News Argus Reporter
Keyon Carter, Citizen
Yvonnia Moore, Citizen
Doug McGrath, Citizen (arrived at 5:18 p.m.)

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

Adoption of the Agenda. Councilmember Polack stated he would like to add an update from the Fire Department on efforts with coordinating with other agencies regarding the corona virus. Upon motion of Councilmember Aycock, seconded by Councilmember Polack and unanimously carried, Council adopted the agenda with the addition.

Ratification of Actions Taken at the Council Meeting on March 2, 2020. Attorney Lawrence stated at the last meeting there were motions made but no seconds. Attorney Lawrence stated there would need to be a motion to ratify the votes and action taken at the March 2, 2020 Council meeting.

Councilmember Aycock made a motion to ratify the votes at the last meeting, the motion was seconded by Councilmember Williams. Mayor Allen, Mayor Pro Tem Broadaway, Councilmember Williams, Matthews, Ham and Aycock voted in favor of the motion. Councilmember Polack did not vote, therefore, his vote is recorded as affirmative vote pursuant to NCGS 160A-75. The motion passed.

Summer Youth Employment Initiative. Councilmember Williams stated research shows that summer employment programs help youth build valuable skills. 75% of youth have participated in summer employment improve their work readiness skills, they build time management skills and do better in school. We have even heard our chief of police say he has

seen a drop in juvenile crime since the program. Programs such as these help us on many levels, because not only do they help youth build necessary skills they help to supplement the much needed income for their families. This income impacts local businesses as well as young people. They are spending their earned income in Goldsboro. If I have the support of my council in expanding the program and lowering some of the restrictions for worksites. Myself and Mayor Allen attended a summer youth employment class in Charlotte and they said it is vital these programs grow every year. We already have other cities who are switching their programs to year-round programs. We are talking about our kids who are our future and for that reason we should leave no stone unturned. Our objective should always be what more can we do to help the young people in this community. Let's work with businesses in this community who want to be worksites, let's relax restrictions that require they be responsible for training and mentoring for the full time while the youth are there. We have a lot of organizations in the community that provide men touring so let's reach out to them. Also since the program will have time set aside for the youth to help train them on financial literacy and all other mentoring style skills taking place outside the workplace it seems to be repetitive to have the business do this. I think we will get more businesses to sign up if we just allow them to do what the program is designed for and that is to train our young people and then allow them in turn to get hands-on experience. I think most of us can agree getting experience on how to do the job is the best teacher of skill building. I have gotten a lot of feedback from business owners, constituents and the young people in the community and the consensus is they would like to see the program expand and more worksites allowed. They want solutions and opportunities.

Councilmember Williams stated I have a question regarding page one in the packet. Councilmember Williams asked who is the Selection Committee, they seem to speak prematurely since we do not know as of yet who the worksites will be. If we want to give real life experience to our youth then we have to prepare them to know most employers will not have time to just mentor them, and most employers will just focus on training them to properly do the job they expect. There should be an option for a paper application as everyone does not have internet access. If we are going to do strictly on the internet we should have locations available for them to fill out an application. Salary should be one rate, I believe it should be \$7.25 across the board. There is also conflicting information being sent out on the open application dates. I would also like to know what our marketing strategy is.

Councilmember Polack stated if I may piggyback as far as the paper applications, I believe that may be more feasible and the deadline may need to be extended since they are not in school at this time.

Ms. Shycole Simpson-Carter stated the program you have was from the Retreat, if we would have been approved at that time we could have done that. When the News Argus called I informed them I would be coming before Council to ask can we do March 23rd through April 24th. This would allow us time to do an email blast and radio. This would also allow us to do the same marketing as we did last year, radio, email, newspaper, city website and sponsoring partners' websites. The Housing Authority pays for their own youth and they choose their salary.

Additional discussion included paper applications and onboarding for the youth, number of participants, costs per participate and safety of the kids.

Ms. Simpson-Carter shared HR has a kiosk setup where applications can be filled out.

Mayor Allen suggested Ms. Simpson-Carter proceed and a week or two before the deadline for applications see where they are at.

Councilmember Matthews asked who was on the Selection Committee. Ms. Simpson-Carter stated the Selection Committee has always been the staff from the sponsoring partners, Ms. Renita Dawson, myself, Michele Wiggins, and Jennifer Pope. Ms. Simpson-Carter asked if Council was ok with the Selection Committee staying the same. Mayor Allen stated it has worked so far unless Council had a suggestion.

Corona Virus Update. Mr. Salmon stated the Mayor joined the Wayne County Board of Commissioners Chairman's State of Emergency Declaration last night. This is in response to the

NC Governor Cooper's announcement that all public schools shall remain closed until March 27, 2020. All City of Goldsboro offices remain open at this time. Please continue to reference our City website and Facebook pages for the most up to date information. City staff are postponing or canceling events over 50 people per recent CDC guidance, limiting work-related nonessential travel, and considering a telework policy for those who can do so for the immediate future (2 to 4 weeks). We have posted COVID-19 signs and hand sanitizers by government facility entrances. Please adhere to the signs, wash and sanitize your hands, and ask our residents and visitors to do so as well.

Chief Dixon shared information regarding emergency management and services. Chief Dixon stated one of the things I have stressed is the City of Goldsboro's Emergency Management Plan is outdated. It is important that we update our plan. Equipment needs were also discussed.

Mayor Allen asked if our after-school programs were still running. Ms. Felicia Brown stated we have suspended programs for two weeks. Ms. Brown stated if it is limited to 10 people it will limit how many we let into our facilities. Mr. Salmon stated if it is 10 we will have to essentially shutdown those recreation facilities.

Mr. Salmon shared information about a telework policy and daycare options.

Mayor Allen also shared information for feeding sites for students. Chief Dixon also shared information regarding meals for seniors.

Councilmember Williams asked to be excused from the next presentation.

Upon Mayor Pro Tem Broadaway, seconded by Councilmember Aycock and unanimously carried, Council excused Councilmember Williams.

Councilmember Williams left the room at 5:37 p.m.

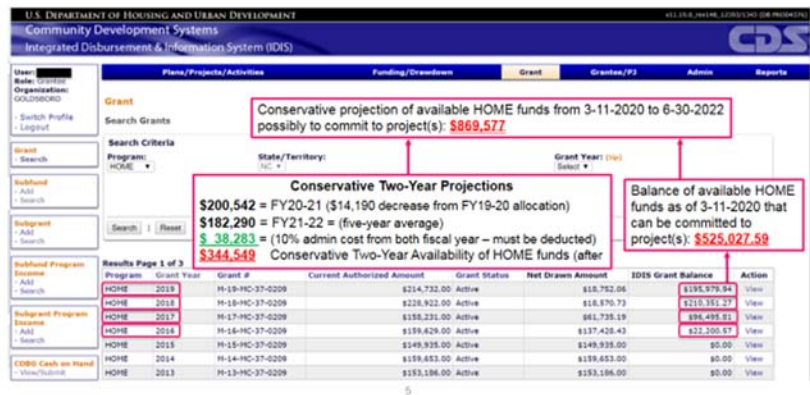
HOME Program and Grant Opportunities. Ms. Shycole Simpson-Carter shared the following information:

City of Goldsboro HOME Program

The HOME Investment Partnership (HOME) Program was created by the National Affordable Housing Act of 1990 to create local partnerships for providing decent affordable housing to lower-to-moderate income (LMI) households. It was intended that local participating jurisdictions work with nonprofit organizations and private investment organizations within the community to achieve this goal. Cities may use their HOME funds to help renters, new homebuyers, or existing homeowners. The HOME Program is the largest Federal block grant for state and local governments designed exclusively to create affordable housing for low-income households. All HOME funds are funneled through the US Department of Housing and Urban Development (HUD).

Types of activities HOME funds can be used for include: construction of affordable housing (rental and single-family), acquisition (land or housing units), rehabilitating owner-occupied and renter-occupied housing and/or providing direct rental or down payment assistance to LMI individuals and families. The City has utilized its annual allocation of HOME funds to assist citizens, nonprofit organizations, and private investment organizations to make these types of activities available since 1994.

Projected Available HOME Funds



Proposals Seeking HOME Funding – CHDO Activity

	Housing Authority of the City of Goldsboro	Tiffany Gardens, LLC	Habitat for Humanity of Goldsboro-Wayne	Rebuilding Broken Places, CDC
Project Name:	Park Court	Tiffany Garden, LLC	821 & 811 Luther Drive	Faith Estates
Proposed Project Cost:	\$5,000,000	\$11,175,981	\$195,000	\$200,000
Number of Proposed Units:	48	72	2	6
Type of Proposed Units:	Rental	Rental	Single-Family	Single-Family
Proposed Bedrooms (B):	2B	12-1B, 2B, & 31-3B	3B & 5B	3B
Will Project Increase Existing Housing Stock:	No	Yes	Yes	Yes
New or Existing Units:	Rehab of Existing	New	New	New
Proposed Location:	1123 Maple Street	3227 Central Heights Rd.	821 & 811 Luther Drive	Orange Street (4 Lots) Lime Street (2 Lots)
Proposed Rent or Purchase Cost:	\$756	*for a 2B est. min. \$500	*\$95,000 & \$100,000	*\$141,000
Request of Funding From City:	\$375,000	\$500,000	\$70,000	\$200,000
Designated City HOME Units:	3	5	2	6
Amount from Other Funding Sources Reported:	\$4,625,000	\$10,675,981	\$125,000	\$48,000
	*Please note for Tiffany Gardens, LLC: NCHFA will determine rent restricted limits on all units, based on targeted income range of potential tenants at 40%, 60%, & 80% of Goldsboro median income. Gross rent will not exceed 30% of either 40%, 60%, and 80% of area median income, depending on the number of LHITC units.			
	*Please note for HFH: The purchase price of the two housing units are before the appraisal value and other cost associated to closing; therefore, the purchase cost is subject to increase.			
	*Please note for Rebuilding Broken Places: The purchase price of the six housing units are before the appraisal value and other cost associated to closing; therefore, the purchase cost is subject to increase.			

Recommendations for Funding through HOME Funds

Recommendation (1):	Housing Authority of the City of Goldsboro	Tiffany Gardens, LLC	Habitat for Humanity of Goldsboro-Wayne
Project Name:	Park Court	Tiffany Garden, LLC	821 & 811 Luther Drive
Request of Funding From City:	\$375,000	\$500,000	\$70,000
Recommended Funding:	\$275,000	\$500,000	*\$94,000
Number of Proposed Units & Type:	48 (Rehab of Existing Rental)	72 (New Rental)	2 (New Single-Family)
Term:		2% - 20 years loan (Amortized over 30 years)	
Funds to be Disbursed:	\$275,000 - 4/30/2020	\$250,000 - 6/30/2021 \$250,000 - 2/1/2022	\$47,000 - 6/30/2020 \$47,000 - 9/31/2020
	*Please note for HFH: \$94,000 equals the \$70,000 request for funding construction and providing \$12,000 per housing unit with down payment assistance to reduce the cost of the unit further for the homeowners.		

Recommendation (2):	Housing Authority of the City of Goldsboro	Tiffany Gardens, LLC
Project Name:	Park Court	Tiffany Garden, LLC
Request of Funding From City:	\$375,000	\$500,000
Recommended Funding:	\$369,000	\$500,000
Number of Proposed Units & Type:	48 (Rehab of Existing Rental)	72 (New Rental)
Term:		2% - 20 years loan (Amortized over 30 years)
Funds to be Disbursed:	\$369,000 - 4/30/2020	\$250,000 - 6/30/2021 \$250,000 - 2/1/2022

Recommendation (3):		
	Tiffany Gardens, LLC	Habitat for Humanity of Goldsboro-Wayne
Project Name:	Tiffany Garden, LLC	821 & 811 Luther Drive
Request of Funding From City:	\$500,000	\$70,000
Recommended Funding:	\$500,000	*\$94,000
Number of Proposed Units & Type:	72 (New Rental)	2 (New Single-Family)
Term:	2% - 20 years loan (Amortized over 30 years)	
Funds to be Disbursed:	\$250,000 - 6/30/2021	\$47,000 - 6/30/2020
	\$250,000 - 2/1/2022	\$47,000 - 9/31/2020
*Please note for HFH: \$94,000 equals the \$70,000 request for funding construction and providing \$12,000 per housing unit with down payment assistance to reduce the cost of the unit further for the homeowners.		

Ms. Simpson-Carter stated Recommendation (3) is staff and HUD’s recommendation. Council discussed options.

Councilmember Ham asked why did you eliminate the Housing Authority. Ms. Simpson-Carter stated I sent everyone an email and asked everyone do you really need this funding. CDBG and HOME Funds is not supposed to supplement funding. There is some perception that the Housing Authority has funding that they can utilize. Councilmember Ham expressed concerns about cutting out the Housing Authority.

Councilmember Aycock made a motion to accept Recommendation (3). Councilmember Polack asked the people that are going to be displaced due to the buyout, S. John Street, where do they fit into the equation. Mayor Allen stated if they own a house, then they would get a new house. Ms. Simpson-Carter stated but it does give them the option though if they cannot qualify for a mortgage, they can go into these new units. Councilmember Polack seconded the motion. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Polack, Matthews and Aycock voted in favor of the motion. Councilmember Ham voted against the motion. Mayor Allen stated the motion passed 5:1

Ms. Simpson-Carter reviewed the terms of the commitment letter. It is proposed to be a 2% loan on \$500,000, amortized over 30 year loan, but due in 20 years. We are proposing to defer the first 5 payments for the developer. On the 6th year, they would begin making payments. A final lump sum payment would be due in the 20th year.

Council discussed terms.

Upon motion of Councilmember Ham, seconded by Mayor Pro Tem Broadaway and unanimously carried, Council approved the 2% loan interest rate.

Grant Opportunity
2020 Hurricane Florence Response Grant

A grant through the Foundation for the Carolinas. Open to 501(c) 3 nonprofits, governments and community-based groups to apply for the final round of competitive grants from its Hurricane Florence Response Fund. Grants will be awarded to support both short-term projects, defined as nine to 12 months, and long-term, 16 to 24 months, recovery efforts for Hurricane Florence-impacted areas in North Carolina and South Carolina. Grant awards will range from \$100,000 to \$250,000. Award amounts will be determined based on project duration, merit and available funds. The foundation will consider all requests, but priority will be given to projects focused on basic needs, children and youth, new housing, temporary shelter, housing repair or mental health. Priority will be given to groups serving residents in Federal Emergency Management Agency disaster-declared counties. The project the grant is being written for is the Tiffany Garden LLC Low Income Housing Tax Credit project. The deadline for submission is not until March 27th and \$250,000 is being requested towards the project.

Councilmember Williams returned at 6:13 p.m.

Boards and Commissions Discussion. Ms. Melissa Capps shared there is currently one vacancy on the Local Firefighters Relief Fund Board, one vacancy on the Historic District Commission and one vacancy on the Golf Course Committee . A copy of the applications received were provided to Council. If Council has any recommendations for appointment, staff will prepare a Resolution to be adopted at the next Council Meeting. Councilmember Williams suggested Ms. Donna Stevenson fill the vacancy on the Historic District Commission. Ms. Collins suggested if Council appointed Ms. Stevenson that she filled the unexpired term of Ms. Jacobs. We do not have any applications to date for the vacancy on the Golf Course Committee. Council consensus was to appoint Ms. Crystal Hardin to the Local Firefighters Relief Fund Board.

Staff will bring back a resolution of appointment at the next Council meeting.

GWTA Appointment. Upon motion of Councilmember Williams, seconded by Mayor Pro Tem Broadway and unanimously carried, Council appointed Councilmember Aycock to the GWTA Board.

Public Records Policy and Procedures Discussion. Mr. Tim Salmon stated I sent Council a proposed policy for public records requests which defines public records, clarifies procedures, and establishes costs associated with producing documents. Recently a citizen requested 18 months of emails from a director and emails to a director and emails to this director by city leaders such as council, mayor, attorney, manager and certain directors. IT (Information Technology) Department spent over 9 hours pulling over 343,000 emails. We now have to ensure these emails are public record and not of personal or personnel related, or other types of issues that cannot be released to the public. So, in accordance with NCGS 132-6.2 (b) authorizes public agencies to charge a special service charge for extensive use of information resources or extensive clerical or supervisory assistance. If a request will take more than four (4) hours, the City will charge a reasonable fee, \$33 per hour up to \$157 (in excess of the initial four hours) to search, locate, collect, sort, copy and prepare the records to be produced. A cost estimate will be provided to the requester and approval and payment will be obtained prior to responding to the request. If costs exceed the estimate, the requestor will be notified and additional approval and payment will be obtained prior to completion of the request.

Mr. Salmon stated when we need to prepare this documentation it needs to be reviewed by the clerk, myself or the attorney, it can be fairly expensive. In this case, if it takes an estimate of one minutes per email that is over 5700 hours of work or two years, nine months of work for one person. This is what I would call excessive. I request your approval of the draft policy or your comments.

Councilmember Williams stated according to NCGS 132-6. Inspection, examination and copies of public records... Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law; "custodian" does not mean an agency that holds the public records of other agencies solely for purposes of storage or safekeeping or solely to provide data processing.. 132-6 (c) No request to inspect, examine, or obtain copies of public records shall be denied on the grounds that confidential information is commingled with the requested non-confidential information. If it is necessary to separate confidential from non-confidential information in order to permit the inspection, examination, or copying of the public records, the public agency shall bear the cost of such separation. So we cannot charge people if things because we have things mixed up.

Mr. Salmon stated we have two separate general statutes that are inconsistent.

Attorney Lawrence stated there is some inconsistency there, the statute does not say what you can and cannot charge for but it does say in that statute that if it takes extensive use, there again it does not define extensive use, in those particular circumstances the statute says you can charge. It is up to Council to decide what kind of policy you want to put in place. There is an arbitration provision that allows them to appeal to the state level, and have the state office determine if it is a reasonable fee or not.

Councilmember Polack asked for a clear definition of the statute before voting.

Attorney Lawrence stated there is no case to interpret it yet, so there is not a clear reading. At some point, somebody will challenge it, courts will take it up and make a decision.

Mayor Allen asked staff to send out a copy of the statutes for Council to look at and suggested Council discuss the policy at the next meeting.

Councilmember Matthews stated I think we need to define “excessive.”

Attorney Lawrence stated the state’s policy defines excessive as more than 4 hours.

Council requested a copy of that at policy as well. Discussion continued regarding the current request. Mr. Salmon stated we need to narrow the focus of the search.st.

Councilmember Williams stated this is just for citizens who want to get copies. Mr. Salmon stated anyone who requests copies.

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

Item F. Budget Ordinance Approval for Stage Construction at the HUB. Funding was discussed. Councilmember Polack asked if the \$250,000 included in the state’s proposed budget would still be available since we are under a state of emergency. Mayor Allen stated there is no guarantee at the state level. Council discussed whether to hold off until the state’s budget is approved. Councilmember Polack stated there is only \$100,000 coming from the general fund right? Ms. Catherine Gwynn stated yes sir.

Item H. Contract Award - 2020 Street Paving Improvements Project Formal Bid No. 2020-001. Mayor Allen asked if staff had checked the ability of the contractor to perform the work. Mr. Anderson stated no but we can check them out.

Item I. Change Orders No. 15, 16, 21, and 22- Phase IV Sewer Collection Rehabilitation- Formal Bid No. 2018-004. Councilmember Ham also expressed concerns regarding the patch work and clean-up of areas impacted by the rehabilitation work. Mayor Allen asked Mr. Marty Anderson to look at patches.

Upon motion of Councilmember Aycock, seconded by Councilmember Polack and unanimously carried Council removed Item H. Contract Award - 2020 Street Paving Improvements Project Formal Bid No. 2020-001 and Item I. Change Orders No. 15, 16, 21, and 22- Phase IV Sewer Collection Rehabilitation- Formal Bid No. 2018-004 from the Consent Agenda and deferred action.

Item J. City of Goldsboro Personnel Policy Revision. Councilmember Williams shared concerns regarding merit pay eligibility, anti-harassment policy and the social media policy. Mr. Salmon shared merit pay would still be a budget item and would be approved by Council. Councilmember Williams also asked about the Hands-free Policy and Smoke-free Policy.

Upon motion of Councilmember Williams, seconded by Mayor Pro Tem Broadaway and unanimously Council removed Item J. City of Goldsboro Personnel Policy Revision from the Consent Agenda and deferred action.

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

CITY COUNCIL MEETING

The City Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on March 16, 2020 with attendance as follows:

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

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

Pastor Stanley Kelly with Fellowship Baptist Church provided the invocation. The Pledge of Allegiance followed.

Approval of Minutes. Councilmember Aycock made a motion to approve the Minutes of the Special Meeting of February 14, 2020 and Minutes of the Work Session and Regular Meeting of February 17, 2020. The motion was seconded by Mayor Pro Tem Broadway. Mayor Allen, Mayor Pro Tem Broadway, Councilmembers Polack, Matthews, Ham and Aycock voted in favor of the motion. Councilmember Williams voted against the motion. The motion carried 6:1.

Mayor Pro Tem Broadway read the following Proclamation:

135th USCT 155th Birthday Proclamation. Mayor Allen recognized March 27, 2020 as the 135th USCT's 155th Birthday and encouraged all citizens to recognize the efforts of these brave men that fought for our country.

Ms. Deborah Jones, a member of the 135th USCT Research Team stated it is indeed an honor for you to honor these men because they were freedom fighters and they were organizing right here in Goldsboro, North Carolina on March 27, 1865. That is Goldsboro's unique history. That is North Carolina's history because over 200 men from North Carolina joined this group as Sherman came through. It is the United States' history because these men were in Sherman's pioneer core. If these men had not done the diligent role they did, Sherman could not have gotten where he needed to go to execute the war and bring the Civil War to an end. So they did play a pivotal role. Our job on the 135th USCT Research Team has been to uncover and to educate the public on their role and showcase Goldsboro's history. We are proud, thank you for your support. We have a descendant here from one of the troops. One of our jobs on the research team is to find other descendants and share with them more about their heritage. Thank you all for your support.

Mayor Allen presented a framed copy of the Proclamation to Ms. Deborah Jones and members of the 135th USCT Research Team.

CU-2-20 Rhodes Crematorium – The property is located on the northwest corner of Wayne Memorial Drive and Eighth Street. Public Hearing Held. The applicant requests a Conditional Use Permit to allow the operation of a crematorium. The applicant operates an existing funeral home adjacent to the subject property and located at 1701 Wayne Memorial Drive and formally known as Rhodes Funeral Home and Cremations.

In February of 2011, City Council originally approved site and landscape plans for Rhodes Funeral Home to operate a funeral home located at 1701 Wayne Memorial Drive.

On March 2, 2015, City Council approved site and landscape plans for the applicant to add approximately 2,700 sq. ft. to the existing funeral home for a total of 6,300 sq. ft.

On December 4, 2018, a Certificate of Occupancy was issued for the construction of a 2,500 accessory building located behind the funeral home and used to store automobiles for funeral services.

Now, the applicant proposes to operate a crematorium in conjunction with funeral services. Crematoriums are a permitted use in the General Business (GB) zoning district only after the obtainment of a Conditional Use Permit approved by City Council.

In addition, crematoriums must comply with the following regulations and pursuant to North Carolina General Statutes, 90-210.43:

1. The crematory must be accessory to a funeral establishment.
2. The crematory shall not emit any undue smoke, dust, heat or odor.
3. Loading and unloading areas shall be screened from adjacent properties and the public right of way.

The subject property is directly south and across the street from Market Square Shopping Center.

Frontage: 75.04 ft. (Ninth Street)-Crematory
Frontage: 95.70 ft. (Wayne Memorial Drive)-Funeral Home
Frontage: 254.27 ft. (Eighth Street)-Funeral Home

Area: (Crematory): 15,498 or 0.35 acres

Total area: (Funeral Home and Crematory): 61,129 sq. ft. or 1.40 acres

Zoning: General Business

The submitted site plan indicates the construction of a 4,500 sq. ft. facility for the operation of a crematorium. Currently, an existing 950 sq. ft. single-family dwelling occupies the property. The owner intends to demolish or remove the home from the property in order to construct the proposed crematory.

According to the City's Unified Development Code, no more than 50% of the proposed facility shall be of metal construction. Staff is working with the applicant to ensure that the exterior building materials are compliant with City standards.

The applicant is currently working with a design professional to determine an interior layout of the facility which will include a family waiting area, an office, restrooms, storage and an interior garage with access through two-bay garage doors at the rear of the facility.

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

No. of Employees: 1

The developer has proposed one 26 ft. wide driveway cut for the site along Ninth Street providing access to two parking lots at the front and rear of the facility. Another 20 ft. wide access drive is proposed at the rear of the site for traffic circulation from the existing funeral home to the proposed crematory. A driveway permit will be required from City Engineering.

Parking for the site requires 1 space per employee, plus 1 visitor space. The site plan shows a total of 8 parking spaces to include one handicap accessible space.

The applicant shows interior sidewalks leading from the parking lot to the building entrances. Exterior sidewalks are shown on the submitted site plan.

The site plan indicates 2 Autumn Fantasy Maples to serve as street trees along Ninth Street. A Type A, 10 ft. wide landscape buffer is shown along the western and southern property lines consisting of Flowering Cherries, Yaupon Hollies and Variegated Privets. An existing Type A buffer exists along the eastern property line and currently satisfies the City's landscape ordinance.

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

Storm water calculations and drainage plans have not been submitted. However, the developer will be required to submit plans approved by City Engineering prior to construction permits being issued.

An existing 2-bay commercial dumpster coral is located adjacent to the property along the southern property line which serves the funeral home and will serve the proposed crematory. The dumpster is screened from off-site views in accordance with City standards.

Interconnectivity has not been identified on the site plan. The applicant believes that interconnectivity would be impractical due to existing site conditions of adjacent properties. The applicant is requesting a modification of the interconnectivity requirement.

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

Mr. Tommy Jarrett, Attorney stated I represent the shopping center to the north. I really didn't come to oppose or support this venture. Obviously they would prefer it didn't exist, but I can read the tea leaves I can say that it probably will exist. I know Mr. J.B. Rhodes, III he is a fine young man and one of his companies own it. I did hear some good things about the engineering. If it is approved, make sure that it meets those specifications because we are concerned about smoke and odor. The other thing that I would urge, that there be connectivity between the parking lot of the funeral home behind this building, looks like the economies of the situation would be best served if a lot of the commerce that went on would be best served if a lot of the commerce that went on would go through the back instead of the front it would take the parking off the front. It would lessen the traffic on 9th Street. Thank you.

No one else spoke and the public hearing was closed. No action necessary. Planning Commission will have a recommendation for the Council's meeting on April 6, 2020.

Z-2-20 Simmons Business Park- West side of S. George Street between Cola Drive and Wayne Avenue (I-2 to GBCD). Public Hearing Held. The site is the former Pepsi-Cola Bottling Co. property.

Frontage: 380. 51ft.
Depth: 1163 ft.
Area: 10.2 acres
Zoning: I-2 General Industry

On April 4, 2017, City Council approved site and landscape plans for Green Tech (Simmons Technical Services) to operate a multi-tenant facility to introduce and promote "green technology" or "environmentally clean" technology to the citizens and businesses of Goldsboro and Wayne County through education, training, employment and entrepreneurship.

Since occupying the facility, the owner has had several inquiries regarding potential uses that are not permitted within the General Industry (I-2) zoning district. However, these same uses are permitted within the General Business (GB) zoning district. Examples include automobile washing establishments (automatic and hand-wash), dry-cleaning (personal), laundries (coin-operated) and clinical, medical and therapeutic offices.

In an effort to provide additional opportunity and space consistent with the applicant's original request to use the property for "green" or "environmentally clean" technology, education, training, employment and entrepreneurship, the applicant is requesting a zoning change from General Industry (I-2) to GBCD (General Business Conditional District) for the operation of a multi-tenant business park.

Surrounding Zoning:

North: General Industry (I-2);
South: General Industry (I-2);
East: General Industry (I-2); and
West: General Industry (I-2)

As previously stated, the applicant is requesting a zoning change from General Industry (I-2) to General Business Conditional District (GBCD), which would limit the property to a multi-tenant business park.

Separate site plan approval is required at the time of rezoning. The applicant has submitted a site plan that indicates the use of the property as a proposed business park and identified as “C Center of Wayne Co. Inc. – Christ in Care, Courage and Character.”

The existing building on site contains three areas as follows:

- 37,350 sq. ft. Designated for Greenhouse
- 12,940 sq. ft. Designated for Classrooms and Offices
- 9,200 sq. ft. Designated for Warehouse

If the rezoning is approved, the applicant intends to modify the classroom, office and greenhouse spaces to accommodate uses which are permitted within the General Business zoning district and compliant with the North Carolina State Building Code. Examples include automobile washing establishments (automatic and hand-wash), dry-cleaning (personal), laundries (coin-operated) and clinical, medical and therapeutic offices.

At this time, no other changes to parking or landscaping are required for the site.

No outside storage is proposed. Any outdoor storage proposed in the future must receive City Council approval.

The City’s Comprehensive Land-Use Plan recommends industrial development for the property. However, the Plan also states that the City may consider/support the rezoning of underutilized industrial properties to other zoning categories which may be consistent with the Plan’s goals of business and industrial development.

The property is located within a Special Flood-Hazard Area known as the 100-year floodplain. City water and sewer are available to serve the property.

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

No action necessary. The Planning Commission will have a recommendation for the Council’s meeting on April 6, 2020.

Planning Commission Excused.

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

1. Alicia Pierce shared comments regarding the Summer Youth Program. She shared ideas on how to help the program grow.
2. Jay Bauer shared concerns regarding 200 block of Virginia Street.

No one else spoke and the public comment period was closed.

Consent Agenda - Approved as Recommended. City Manager, Timothy Salmon, presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. During the Work Session, Item H. Contract Award - 2020 Street Paving Improvements Project Formal Bid No. 2020-001, Item I. Change Orders No. 15, 16, 21, and 22-Phase IV Sewer Collection Rehabilitation- Formal Bid No. 2018-004 and Item J. City of Goldsboro Personnel Policy Revision were removed from the Consent Agenda and action deferred. Councilmember Aycock moved the items on the Consent Agenda, Items F, G, and K be approved as recommended by the City Manager and staff. The motion was seconded by Mayor Pro Tem Broadaway and a roll call vote resulted in all members voting in favor of the motion. The items on the Consent Agenda were as follows:

Budget Ordinance Approval for Stage Construction at the HUB. Ordinance Adopted. Budget Ordinance Approval for TIGER Funds. Ordinances and Resolution Adopted. It is necessary to appropriate a transfer of funds for expenditures to construct the stage at The HUB as part of the TIGER 2016 Streetscape Project as discussed at the retreat on February 26th, and authorize a change order to the contract with T.A. Loving.

It is necessary to appropriate funds to construct the stage at The HUB while the construction contractor is still mobilized on the project. This will be funded with revenue from:

General Fund	\$100,000
Downtown District Fund	100,000
NC Dept. of Commerce Rural Center Grant	100,000
Reduction of Expenditures	119,000
Total	<u>\$419,000</u>

It is recommended a special revenue fund ordinance amendment be approved in the amount of \$300,000.00, also that the operating budget amendment ordinance be approved in the amount of \$100,000.00 for the Special District fund and \$100,000.00 for the General Fund and adopt a Resolution authorizing the Mayor to execute a change order to the contract for T.A. Loving in the amount of \$419,000 for the construction of the stage. Consent Agenda Approval.
Aycock/Broadaway (7 Ayes)

ORDINANCE NO. 2020-6 “AN ORDINANCE AMENDING THE GRANT PROJECT FUND FOR THE FY2016 TIGER DISCRETIONARY GRANT CAPITAL PROJECT FUND”

ORDINANCE NO. 2020-7 “AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE CITY OF GOLDSBORO FOR THE 2019-20 FISCAL YEAR”

RESOLUTION NO. 2020-18 “A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT CHANGE ORDER NO. 1 BETWEEN THE CITY OF GOLDSBORO AND T. A. LOVING COMPANY FOR PHASE II, CONSTRUCTION OF THE TIGER VIII GRANT CENTER STREET STREETScape PROJECT”

Amend Contract for Audit Services for Fiscal Year Ending June 30, 2019, and Request for an Additional Full-time Employee. Resolutions Adopted. The City changed auditors for the FY2019 audit from Carr, Riggs & Ingram to Dixon Hughes Goodman, LLP. This was the first time auditors had been changed in about 22 years.

The Finance staff has worked tirelessly the past 9 months to complete the FY19 audit. We have had multiple challenges completing the audit timely, even with working well outside reasonable hours.

We are requesting approval of an extension to complete the FY2019 audit until June 30, 2020. Finance hopes to complete its portion of the audit in the next 4 to 6 weeks, but need to allow the auditor time to complete their portion of the audit, and time to draft and review financial statements.

We are requesting the approval of an additional full time employee for the Finance Department to assist the Director in the tasks and duties related to audit, compliance, financial monitoring, and other internal control activities that currently are being borne by the Director. We are in dire need of another professional accountant to help with the researching and correcting the issues that have been identified, and having the professional support to move forward with consistent processes and procedures to ensure that we have accurate and reliable financial statements.

It is recommended Council approve the following entitled resolution to amend the contract for the auditing services for the Fiscal Year ending June 30, 2019 to Dixon Hughes Goodman, LLP for a proposed completion date of June 30, 2020. It is also recommended Council approve the following entitled Resolution to add one additional full time employee to the Finance Department for the FY2019-20 Adopted budget. Consent Agenda Approval.
Aycock/Broadaway (7 Ayes)

RESOLUTION NO. 2020-19 “A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT AMENDMENT NO. 1 BETWEEN THE CITY OF GOLDSBORO AND DIXON HUGHES GOODMAN, LLP FOR THE EXTENSION OF THE AUDIT OF CITY’S ACCOUNTS FOR THE FISCAL YEAR ENDING JUNE 30, 2019”

RESOLUTION NO. 2020-20 “A RESOLUTION TO AUTHORIZE THE ADDITION OF ONE FULL TIME EMPLOYEE (FTE) TO THE FISCAL YEAR 2019-20 AUTHORIZED POSITIONS TO SUPPORT THE FINANCE DEPARTMENT”

Departmental Monthly Reports. Accepted as Information. The various departmental reports for February, 2020 were submitted for the Council’s approval. It was recommended that Council accept the reports as information. Consent Agenda Approval. Aycock/Broadaway (7 Ayes)

End of Consent Agenda.

City Manager’s Report. Mr. Tim Salmon stated in addition to the COVID-19 discussion during the work session, I will look into closing Parks and Recreation indoor facilities to the public and what may be available to provide care for school-aged children for city employees moving forward.

Mayor and Councilmembers’ Reports and Recommendations. Councilmember Aycock stated I went to the grocery store yesterday and noticed all the items that had been cleaned out. I think there are a lot of people who need to think about other people when buying these products. Just think of your fellow citizens when making purchases.

Councilmember Ham stated I would like to echo Councilmember Aycock’s comments. Councilmember Ham stated I ready the monthly reports, I tell you folks, we have a wonderful group working for us. If you read the reports submitted, you see an impact of what is happening here at the city and where they are putting their time and effort. If you see some people out working, or come to the office, say thank you.

Councilmember Matthews stated no comment.

Mayor Pro Tem Broadaway stated with this COVID-19 it is time for us to pull together and think outside of the box. I worry most about our children and the elderly, how are we going to feed them, keep them safe, and also about the disadvantaged who live in the streets. We have to band together.

Councilmember Polack stated I just want to let my public safety students know they are not off the hook with their homework assignment. This would be a great way to access what is going on. It was a part of history to see the men here tonight that represented the 135th US Colored Troops. It was an honor to be a part.

Councilmember Williams reminded everyone to be safe, if you don’t have to come outside, don’t come outside.

Mayor Allen read the following Proclamation:

Month of the Military Child Proclamation. Mayor Allen proclaimed April 2020 as the Month of the Military Child and April 9th as Purple Up Day for Wayne County Public Schools and encouraged all school personnel and City of Goldsboro residents to recognize the contributions of our military families and to celebrate the spirit of military children across our city and nation by wearing purple on April 9th as an outward symbol of appreciation for our youngest heroes.

Mayor Allen read the following Resolution.

Resolution In Memory of John M. Bell. John M. Bell was born in Sampson County and was a resident of the City of Goldsboro until his death on March 2, 2020. Mr. Bell attended

Wayne County Schools and graduated from Dillard High School in Goldsboro, North Carolina. Mr. Bell attended Shaw University in Raleigh, North Carolina and earned a BA Degree in Business Management/Economics/Public Administration receiving the honor of Cum Laude. Mr. Bell served his country in the United States Air Force for twenty years and retired as a Master Sergeant. Mr. Bell also worked with the State of North Carolina's Intensive Probation Office. He was the first DWI Parole Treatment Facility Manager in the State of North Carolina, Assistant Branch Manager Raleigh/Durham District Division of Adult Probation Parole, and Judicial District Manager (District 8) Division of Adult Probation/Parole. Mr. Bell faithfully served the citizens of Wayne County as a County Commissioner for twenty years. Mr. Bell served on various committees to include the Eastpointe Mental Health Board of Directors, Council on Aging Board of Directors, Hispanic/Latino Committee, Solid Waste Committee, Goldsboro/Wayne County Utility Committee, Wayne County Day Reporting Center Board and the Wayne County Juvenile Justice Board. Mr. Bell also received The Order of the Long Leaf Pine from Governor James B. Hunt, which is the highest honor given by the State of North Carolina. We express to the family of Mr. John M. Bell our heartfelt belief that the memory of his good works and character will be and remain an inspiration to many and a blessing to all.

There being no further business, the meeting adjourned at 7:35 p.m.

Chuck Allen
Mayor

Melissa Capps, MMC/NCCMC
City Clerk

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
APRIL 20, 2020 COUNCIL MEETING**

SUBJECT: **PUBLIC HEARING**
Non-contiguous Annexation Request – Renu-Life Extended, Inc.
Located on the northeast side of Windsor Creek Parkway between
Wilshire Way and Wayne Memorial Drive consisting of 3.0778
acres.

BACKGROUND: The City Council, at their meeting on March 2, 2020 scheduled a
public hearing for April 20, 2020 for the proposed annexation of
the subject property. A public hearing notice was properly
advertised stating the time, date, place and purpose of the
meeting.

DISCUSSION: Pursuant to G.S. 160A-58.2, 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-58, it has the authority to adopt an
annexation ordinance.

In addition to those requirements the City Council, adopted a
policy, which allows annexation of noncontiguous areas subject to
a number of requirements. The requirements governing
noncontiguous annexations are as follows:

- a. The area is located within one mile of the established city
limit line;
- b. The City's ability to contract for the provision of fire and
police protection.
- c. In no instance shall a noncontiguous area have an adverse
effect upon the City's overall annexation plans.

As indicated in the attached report, the area proposed for
annexation meets all of the above items.

RECOMMENDATION:

By motion, after the public hearing, adopt the attached Ordinance annexing the Renu Life Property effective April 30, 2020.

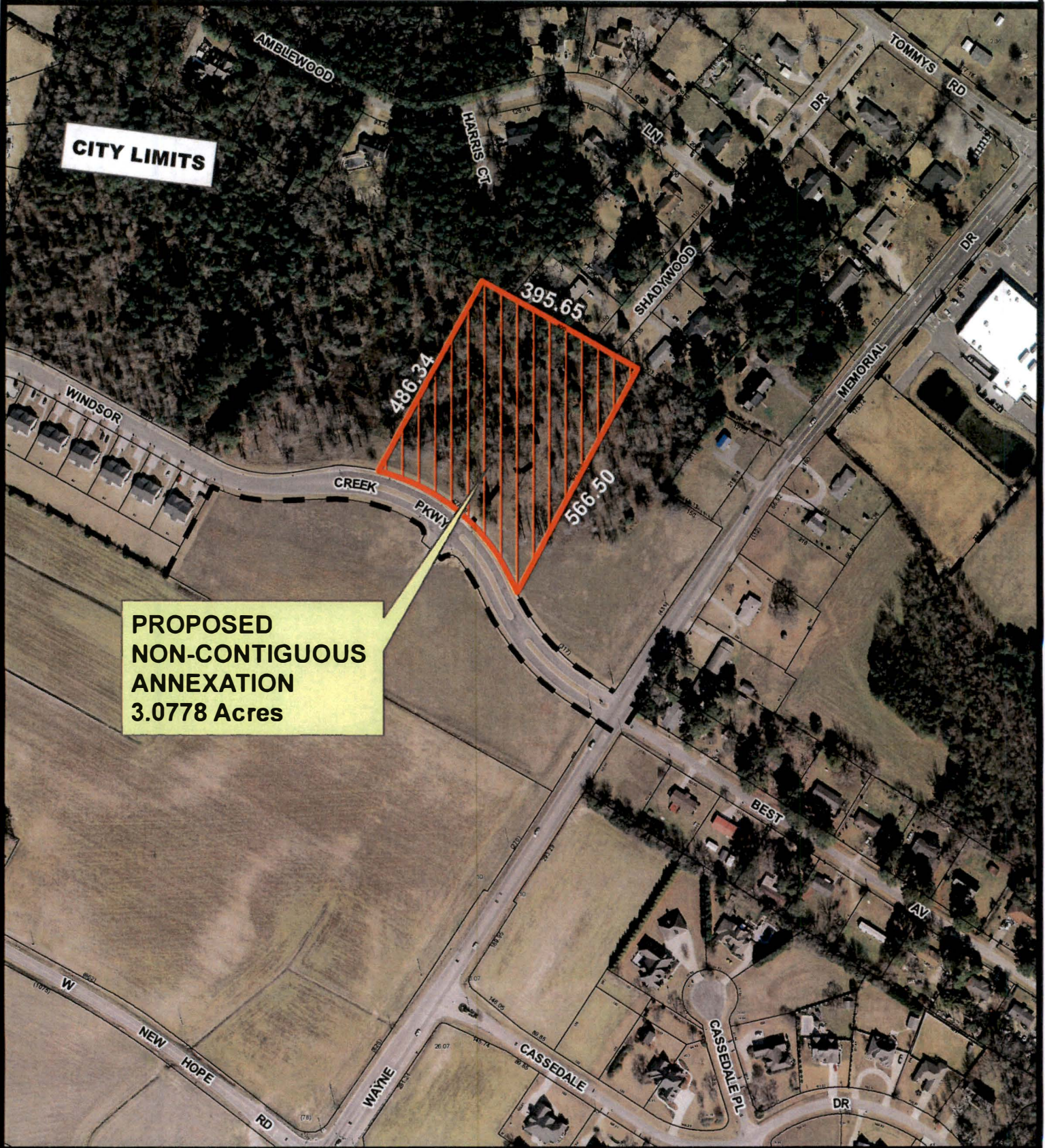
Date: 4/15/20


Planning Director

Date: Apr 15, 20


City Manager

NON-CONTIGUOUS ANNEXATION RENU LIFE



NONCONTIGUOUS ANNEXATION REPORT
RENU LIFE

1. **Property Description**

- a. **Location:** The area being considered for annexation is located on the northeast side of Windsor Creek Parkway between Wilshire Way and Wayne Memorial Drive.
- b. **Population:** The site is currently vacant and is zoned Office & Institutional 1 (O&I-1). No resident population is anticipated. Development plans were approved by City Council in 2019 for a Traumatic Brain Injury Medical Facility known as Renu-Life Extended, Inc.
- c. **Acreage:** 3.0778 Acres
- d. **Zoning:** The property is zoned Office and Institutional 1 (O&I-1). Surrounding zoning districts are as follows:
 - North: Residential (R-16)
 - South: Office & Institutional 1 (O&I-1)
 - East: Office & Institutional 1 (O&I-1)
 - West: Office & Institutional 1 (O&I-1)

2. **Engineering Description**

Renu-Life Extended, Inc. Annexation

Being a parcel of land in Stoney Creek Township, Wayne County, North Carolina and being bounded on the east and south by the lands of Landvest Development and the north Paula Tilghman, William Harris and Arturo Gonzalez and being more particularly described as follows:

Beginning at an existing iron rod located on the northern right-of-way line of Windsor Creek Parkway, the southeastern most corner of the RENU LIFE EXTENDED, INC. property as recorded in Deed Book 3448, Page 529 Wayne County Registry, said iron rod having a NAD83(2011) grid coordinate of N=606,818.919 FT., E=2,315,108.492 FT.; thence from said point of beginning running along the northern right-of-way line of Windsor Creek Parkway, a curve to the right, having a radius of 462.50 feet, a delta angle of 04°08'28" and a chord bearing and distance of N 25°51'16"W 33.42 feet, an arc distance of 33.43 feet to an existing iron rod, the point of reverse curvature; thence continuing along said right-of-way line, a curve to the left, having a radius of 485.50 feet, a delta angle of 06°58'54" and a chord bearing and distance of N 27°162' 9"W 59.12 feet, an arc distance of 59.16 feet to an existing iron rod, the point of compound curvature; thence continuing along said right-of-way line a curve to the left, having a radius of 437.50 feet, a delta angle of 14°11'29" and a chord

bearing and distance of N 37°51'40"W 108.09 feet, an arc distance of 108.36 feet to a point, the southeastern most corner of the City of Goldsboro's annexation area as recorded in Plat Cabinet N, slide 61-H Wayne County Registry; thence leaving the northern right-of-way line of Windsor Creek Parkway and running along the eastern boundary of said annexation, N 36°30'54"E 109.30 feet to a point, the point of curvature for a curve to the right having a radius of 25.00 feet, a delta angle of 81°59'28" and a chord bearing and distance of N 77°26'04"E 32.80 feet, arc distance of 35.78 feet to a point; thence N 56°04'43"E 41.88 feet to a point, the point of curvature for a curve to the right having a radius of 23.00 feet, a delta angle of 52°00'49" and a chord bearing and distance of N 07°54'48"W 20.17 feet, an arc distance of 20.88 feet to a point, the point of reverse curvature for a curve to the left having a radius of 59.99 feet, a delta angle of 80°33'36" and a chord bearing and distance of N 22°10'59"W 77.57 feet, an arc distance of 84.35 feet to a point; thence N 51°31'34"W 8.72 feet to a point; thence N 05°18'16"W 25.36 feet to a point; thence N 24°07'46"W 38.40 feet to a point located in the northern boundary of said annexation; thence along the northern boundary of said annexation, N 61°27'04"W 156.39 feet to a point located in the western line of the RENU LIFE EXTENDED, INC. property as referenced above; thence leaving the northern boundary of said annexation and running along the western line of the RENU LIFE EXTENDED, INC. property, N 28°55'00"E 205.05 feet to an existing iron rod, the northwestern most corner of the RENU LIFE EXTENDED, INC. property; thence along the northern line of the RENU LIFE EXTENDED, INC. property, S 61°05'00"E 400.00 feet to an existing iron rod, the northeastern most corner of the RENU LIFE EXTENDED, INC. property; thence along the eastern line of the RENU LIFE EXTENDED, INC. property, S 28°55'00"W 576.53 feet to the point and place of beginning and containing 3.0778 acres more or less. All bearings described above are NAD83 (2011) grid bearings, all distances described above are horizontal ground distances in us survey feet and all coordinates described above are NAD83(2011) grid coordinates.

3. Qualifications

- a. The area proposed to be annexed meets the requirements of G. S. 160A-58.1(b) as set forth below:
 1. A noncontiguous area proposed for annexation must meet all of the following standards:
 - a. The nearest point of the proposed satellite corporate limits must be no more than three miles from the primary corporate limits of the annexing city.

The nearest point of the proposed satellite corporate limits from the primary corporate limits of the City of Goldsboro is approximately 1,414 ft., or 0.27 miles.

- b. No point on the proposed satellite corporate limits may be closer to the primary corporate limits of another city than to the primary corporate limits of the annexing city.

There are no primary corporate limits of another city within 1,414 feet of the proposed satellite corporate limits.

- c. The area must be so situated that the annexing city will be able to provide the same services within the proposed satellite corporate limits that it provides within its primary corporate limits.

The proposed satellite corporate limits are situated so that the City of Goldsboro will be able to provide or contract the same services within the proposed satellite corporate limits as are provided within the primary corporate limits of the City of Goldsboro with the exception of water and refuse services. The owner will be required to waive provision of both refuse and water services. The plans for the extension of municipal services are set forth below.

- d. If the area proposed for annexation, or any portion thereof, is a subdivision as defined in G. S. 160A-376, all of the subdivision must be included.

All of the area petitioned for annexation will be included in the Ordinance if the Council desires to annex this property.

- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, may not exceed ten percent (10%) of the area within the primary corporate limits of the annexing city.

The area proposed for annexation contains 3.0778 acres. The area within the city limits is 17,826.70 acres. Ten (10) percent of the area within the primary corporate limits is 1,782.67 acres. The area of the proposed satellite corporate limits, plus the area of the existing satellite annexations, equals 508.82 acres or .28 % of the primary corporate limits.

4. Plans for Extension of Municipal Services

- a. Fire Protection: The City can provide fire protection to the subject property
- b. Police Protection: The City will provide police protection to the property.
- c. Refuse Collection: The City's Public Works Department can provide commercial refuse service upon request.
- d. Street Construction and Maintenance: No public street is included within the petition for annexation.
- e. Water and Sewer Service: City water and sanitary sewer lines are available to serve the property. The developer installed existing utilities during the construction of Windsor Creek Subdivision. The subject property is not located within a Special Flood Hazard Area.
- f. Estimated Revenues: The estimated revenue for the property, as listed below, is based on the assessed valuation for 2018.

Existing Development: Vacant Land (3.0778 acres)

Land Value Estimate: $\$161,700/\$100 = \$1,617.00$

Estimated Return: $(\$1,617 \times \$0.65/\$100) = \$1,057.05$

g. Estimated Payments to Volunteer Fire Department:

As required under G. S. 160A-58.2A, the City is required to pay either:

- 1. A proportionate share of the Saulston Volunteer Fire Department's debt if the calculated amount is \$100 or more.

It is not anticipated that the proportionate share payment will be greater than \$100 per year, therefore, no VFD payment will be required.

- 2. The cost of contracting for fire protection with the Volunteer Fire Department.

The City will be able to provide fire suppression service to the subject property

5. Voting District

The City adopted a new Official Election District Boundary Map on July 5, 2011. It is customary to add a newly-annexed area to the nearest voting district,

therefore, this area, if annexed, will be added to District No. 5 unless the City Council instructs the City staff to include this area in another district.

6. Noncontiguous Annexation Requirements

In addition to the requirements set forth in the foregoing sections, the City Council adopted a policy which allows annexation of noncontiguous areas subject to the following requirements:

- a. The area is located within one mile of the established city limit line.

As indicated previously, the subject property is located approximately 1,414 ft., or 0.27 miles from the present city limits.

- b. The City's ability to contract for the provision of fire and police protection.

The City proposes to provide fire and police service to the property.

- c. In no instance shall a noncontiguous area have an adverse effect upon the City's overall annexation plans.

The City's overall annexation plan concluded on June 30, 1996.

- d. If an area is situated beyond one mile of the city limits, the City may consider annexation of that area so long as City water is available or can be reasonably made available and the tract in question is 20 acres or more. If the tract in question is less than 20 acres, but is contiguous to another satellite annexation, the City will consider the smaller tract eligible for satellite annexation.

The tract is less than 20 acres in size however is situated within one mile of the city limits and is considered noncontiguous to a previously-annexed property directly west of the subject property.

Findings: The proposed annexation meets the policy requirements as outlined in all of the above items.

ORDINANCE NO. 2020 -

**AN ORDINANCE ANNEXING CERTAIN NONCONTIGUOUS REAL PROPERTY
TO THE CITY OF GOLDSBORO, NORTH CAROLINA**

WHEREAS, after notice duly given in compliance with the pertinent provisions of Section 58, of Chapter 160A of the General Statutes of North Carolina, a public hearing was held before the City Council of the City of Goldsboro, North Carolina, at a regular meeting held in the City Hall in Goldsboro on **Monday, April 20, 2020** relative to the annexation of the noncontiguous real property hereinafter described to the City of Goldsboro; and

WHEREAS, at said public hearing all persons owning property in the area proposed to be annexed who alleged error in the Petition for Annexation, as well as residents of the City of Goldsboro who question the necessity for annexation, were given an opportunity to be heard along with proponents of such annexation; and

WHEREAS, after the completion of said public hearing, the City Council has determined that the Petition for Annexation meets the requirements of said Section 58 of Chapter 160A of the General Statutes of North Carolina, and has further determined, after due and careful deliberation, that it is for the best interest of the City of Goldsboro and its citizens that the noncontiguous real property proposed to be annexed be annexed to the City of Goldsboro; and

WHEREAS, as a result of said annexation, it is necessary to modify the boundaries of the six (6) single-member electoral districts of the City of Goldsboro as shown on a map entitled "Official Election District Boundaries" adopted July 5, 2011 and to amend said map as hereinafter set forth; and

WHEREAS, the City Council finds it to be in the best interests of the City of Goldsboro to modify the boundaries of the electoral district in order to afford the citizens of the annexed area full participation in the electoral process of the City of Goldsboro and in order to comply with State and Federal law.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the following described noncontiguous real property be and the same is hereby annexed to the City of Goldsboro:

Renu-Life Extended, Inc. Annexation

Being a parcel of land in Stoney Creek Township, Wayne County, North Carolina and being bounded on the east and south by the lands of Landvest Development and the north Paula Tilghman, William Harris and Arturo Gonzalez and being more particularly described as follows:

Beginning at an existing iron rod located on the northern right-of-way line of Windsor Creek Parkway, the southeastern most corner of the RENU LIFE EXTENDED, INC. property as recorded in Deed Book 3448, Page 529 Wayne County Registry, said iron rod having a NAD83(2011) grid coordinate of N=606,818.919 FT., E=2,315,108.492 FT.; thence from said point of beginning running along the northern right-of-way line of Windsor Creek Parkway, a curve to the right, having a radius of 462.50 feet, a delta angle of 04°08'28" and a chord bearing and distance of N 25°51'16"W 33.42 feet, an arc distance of 33.43 feet to an existing iron rod, the point of reverse curvature; thence continuing along said right-of-way line, a curve to the left, having a radius of 485.50 feet, a delta angle of 06°58'54" and a chord bearing and distance of N 27°16' 9"W 59.12 feet, an arc distance of 59.16 feet to an existing iron rod, the point of compound curvature; thence continuing along said right-of-way line a curve to the left, having a radius of 437.50 feet, a delta angle of 14°11'29" and a chord bearing and distance of N 37°51'40"W 108.09 feet, an arc distance of 108.36 feet to a point, the southeastern most corner of the City of Goldsboro's annexation area as recorded in Plat Cabinet N, slide 61-H Wayne County Registry; thence leaving the northern right-of-way line of Windsor Creek Parkway and running along the eastern boundary of said annexation, N 36°30'54"E 109.30 feet to a point, the point of curvature for a curve to the right having a radius of 25.00 feet, a delta angle of 81°59'28" and a chord bearing and distance of N 77°26'04"E 32.80 feet, arc distance of 35.78 feet to a point; thence N 56°04'43"E 41.88 feet to a point, the point of curvature for a curve to the right having a radius of 23.00 feet, a delta angle of 52°00'49" and a chord bearing and distance of N 07°54'48"W 20.17 feet, an arc distance of 20.88 feet to a point, the point of reverse curvature for a curve to the left having a radius of 59.99 feet, a delta angle of 80°33'36" and a chord bearing and distance of N 22°10'59"W 77.57 feet, an arc distance of 84.35 feet to a point; thence N 51°31'34"W 8.72 feet to a point; thence N 05°18'16"W 25.36 feet to a point; thence N 24°07'46"W 38.40 feet to a point located in the northern boundary of said annexation; thence along the northern boundary of said annexation, N 61°27'04"W 156.39 feet to a point located in the western line of the RENU LIFE EXTENDED, INC. property as referenced above; thence leaving the northern boundary of said annexation and running along the western line of the RENU LIFE EXTENDED, INC. property, N 28°55'00"E 205.05 feet to an existing iron rod, the northwestern most corner of the RENU LIFE EXTENDED, INC. property; thence along the northern line of the RENU LIFE EXTENDED, INC. property, S 61°05'00"E 400.00 feet to an existing iron rod, the northeastern most corner of the RENU LIFE EXTENDED, INC. property; thence along the eastern line of the RENU LIFE EXTENDED, INC. property, S 28°55'00"W 576.53 feet to the point and place of beginning and containing 3.0778 acres more or less. All bearings described above are NAD83 (2011) grid bearings, all distances described above are horizontal ground distances in US survey feet and all coordinates described above are NAD83 (2011) grid coordinates.

BE IT FURTHER ORDAINED THAT:

1. The City of Goldsboro will provide fire and police protection to the property;

2. The developer of the property will agree to be responsible for all costs associated with extending City water and sewer lines to serve the property;
3. The annexed area herein above identified be added to and become a part of Electoral District 5;
4. The boundaries of the six single-member electoral districts shall be modified and changed as shown on a map entitled "Official Election District Boundaries Map" adopted July 5, 2011;
5. The Director of Planning and Community Development is directed to prepare an official map showing the district boundaries and to file a copy of the official map in the Office of the City Clerk as required by G. S. 160A-22 and G. S. 160A-23. Further, the City Clerk shall forward a copy of the official map to the Wayne County Board of Elections;
6. The effective date of annexation for the property under consideration is _____, 2020; and

Adopted this _____ day of _____, 2020.

Mayor

Attested by:

City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
APRIL 20, 2020 COUNCIL MEETING

SUBJECT: Resolution to suspend in-person attendance of the public to formal bid openings during the State of Emergency due to the coronavirus pandemic (COVID-19).

BACKGROUND: North Carolina G.S. §143-129 "Procedure for letting of public contracts" requires formal bidding when there is an expenditure of public money more than \$500,000 for construction or more than \$90,000 for equipment and supplies. Part of that procedure requires that the sealed bids be opened in public.

COVID-19 has caused unprecedented challenges for public entities to comply with statutory obligations.

Governor Cooper issued a State of Emergency to respond to the Coronavirus (COVID-19) on March 20, 2020. On March 27, 2020, Governor Cooper issued Executive Order 121 "*Stay at Home Order and Strategic Directions for North Carolina in Response to Increasing COVID-19 Cases*" which limits gatherings to no more than 10 people, and establishes exceptions for Essential Businesses and Operations which includes governmental operations.

DISCUSSION: The City currently has a formal bid, FB 2020-002 Wastewater System Improvements, set to open on April 21, 2020 at 2:00 p.m. Staff could not delay the opening due to certain milestones that must be met in order to comply with the grant requirements.

RECOMMENDATION: It is recommended that the Council approve the attached resolution to suspend in-person public attendance to formal bid openings during the coronavirus pandemic, and to implement alternate procedures to ensure that the spirit of public bid opening remains intact.

Date: 4/13/2020


Catherine F. Gwynn, Finance Director

Date: 4/15/20


Timothy M. Salmon, City Manager



Post Office Drawer A
Goldsboro, NC 27533-9701

Phone (919) 580-4354

North Carolina

FINANCE DEPARTMENT
Catherine F. Gwynn, Finance Director

Fax (919) 580-4290

Formal Bid Opening Process Effective April 9, 2020

Due to the COVID-19 pandemic, the City of Goldsboro is modifying its Bid Openings Process to ensure the safety of its staff, bidders and the public.

Bid Openings

In-Person Public Bid Openings have been suspended. The public can attend the bid openings via a live feed found on the City's website. The physical bid openings will be held in the second floor large conference room at City Hall at 200 N. Center Street, Goldsboro, NC 27530. There will be a witness to affirm that all proposals remain sealed until the live Bid Opening.

Project Managers or Engineering staff should coordinate with the Finance Department to ensure that there is at least one person from the department scheduled to attend. Two members from the Finance Department will be in attendance as well.

Bid Deliveries

Hand Delivery of Bids: Bids may be delivered to the City of Goldsboro's Revenue Collections payment drop box located at the front of City Hall at 200 N. Center St., Goldsboro, NC 27530.

Courier Delivery such as UPS or FedEx: All courier deliveries can be addressed to:

City of Goldsboro
200 N. Center St.
Goldsboro, NC 27530
Attn: Catherine F. Gwynn, Finance Director

Bid #: _____

Date/Time bid is due: _____

United States Postal Service (USPS)

City of Goldsboro
P.O. Drawer A
Goldsboro, NC 27533
Bid #: _____

Date/Time bid is due: _____

Note: It is the responsibility of the bidder to ensure whatever method of delivery is used that the bid is received on time.

The Finance department will coordinate with Revenue Collections to retrieve bids from the drop box. Architects and engineers required to attend the bid opening will need to contact the department representative to allow access into the building. Department representatives shall be responsible for notifying Finance department the names and affiliations of these individuals.

RESOLUTION NO. 2020-

A RESOLUTION TO SUSPEND IN-PERSON PUBLIC ATTENDANCE TO FORMAL
BID OPENINGS DURING THE CORONAVIRUS PANDEMIC

WHEREAS, North Carolina General Statute §143-129 establishes the procedure for letting of public contracts for units of local government which requires sealed bids be opened in public; and

WHEREAS, the coronavirus (COVID-19) is a global pandemic that is highly contagious and causing severe illness; and

WHEREAS, Governor Roy Cooper has declared a state of emergency in response to COVID-19, and has issued numerous Executive Orders to protect the health and safety of North Carolina citizens and visitors; and

WHEREAS, the City closed to the public on March 25, 2020 in response to the growing health and safety concerns for the community; and

WHEREAS, on March 27, 2020 Governor Cooper issued Executive Order 121 *“Stay at Home Order and Strategic Directions for North Carolina in Response to Increasing COVID-19 Cases”* which limits gatherings to no more than 10 people, and establishes exceptions for Essential Businesses and Operations which includes governmental operations; and

WHEREAS the City of Goldsboro purchasing policy requires City Council shall always be advised of situations where competitive bidding was not possible and the reasons; and

WHEREAS, it is necessary for the City of Goldsboro to conduct formal bid openings in order to meet required deadlines required by granting agencies to preserve eligibility to receive funding for projects which may be in the form of grants and loans.

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

1. The City of Goldsboro suspends in-person public attendance for formal bid openings while the local or State-imposed State of Emergency is in effect.
2. The City of Goldsboro staff shall provide alternate measures to ensure that the formal bid openings are open to public attendance by virtual methods through a Webex online link.
3. City staff shall ensure that this information is communicated to all prospective bidders that have signed up to receive the bid.
4. City staff shall ensure that this information and link are posted to the City's website and applicable social media platforms.
5. City staff shall engage the City Clerk or the Deputy Clerk or designees as a certifying witness present at the proceedings.

6. City staff shall provide access to a recording of the bid openings that will be made available as soon as possible on the City's website.
7. City staff shall provide a copy of the bid tabulation sheet on the City's website as soon as possible.
8. This resolution shall be in full force and effect from and after the _____ day of _____ 2020.

Mayor

Attested by:

City Clerk

City of Goldsboro
Departmental Monthly Reports
March 2020

1. Human Resources
2. Community Relations
3. Paramount Theater-GEC
4. Inspections
5. Downtown Development
6. Information Technology
7. Public Works
8. Public Utilities
9. Finance
10. Planning
11. Engineering
12. Fire
13. Police
14. Parks and Recreation
15. Travel and Tourism

Human Resources

- Staff is staying abreast of Families First Coronavirus Response Act (FFCRA) updates, assisting employees, and responding to requests as needed. Also working with Finance to ensure proper implementation of leave entitlements.
- Interviews for Parks and Recreation Director and Police Major will be rescheduled at a later date. Due to COVID-19, we are exploring options to conduct virtual interviews.
- Evergreen Consulting is benchmarking positions for the pay and compensation study. Updates will be provided once complete.
- Employee orientation has been postponed until further notice. Staff is working with new hires to complete information electronically and refer to Onboard portal.

Safety

- OSHA's Labor One mobile unit provided Lockout/Tagout training at Public Works. Thirty-five employees attended the session.
- Conducted Emergency Action Planning training at Wastewater Plant. Twenty-three employees attended the session.
- Observed live Fire Training during the City of Goldsboro Fire Academy
- Investigated two vehicle accidents involving City employees. The first accident involved a tree limb falling and hitting a civilian's vehicle. Employee received ticket for failure to secure a load. The second accident involved damage to City's vehicle windshield.
- Assisted City nurse on numerous calls concerning COVID-19 and guidelines from CDC. This included cleaning City vehicles and City facilities.
- Providing feedback to directors on how to handle the COVID-19 pandemic with their employees.
- Served on interview committee for Parks Maintenance division.
- Performed field safety observations for Public Works projects and sub-contractors in the city. Other field work included safety inspections at W.A. Foster and the firing range.
- Numerous meetings with Public Utility staff concerning work at plants.
- Working and updating the City Safety Manual with Safety Committee.

Occupational Health

There were 96 clinic visits this month. The Health Beat for March was First Aid and CPR Training for Parks and Recreation. Nineteen employees attended the session. No random drug screens or post-accident tests were performed.

MONTHLY STATISTICS

2020	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Total Employment	573	573	575										574
Vacancies	21	23	28										24
Applications	480	367	208										424
Applicant Notices	277	295	110										227
New Hires	9	6	5										8
Resignations	1	3	2										2
Retirements	4	2	1										2
Terminations	0	1	0										1
Turnover Rate	.87%	.87%	.52%										.75%
Vehicle Accidents	4	0	2										2
Workers' Compensation	0	0	0										0

2019	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Applications	348	320	346	542	283	203	401	247	61	274	620	276	323
New Hires	11	7	1	3	3	1	8	6	6	2	0	0	4
Separations	3	3	6	3	1	5	4	3	5	3	2	11	4
Vehicle Accidents	7	4	6	3	6	4	5	5	0	4	2	2	4
Workers' Compensation	2	4	3	0	2	2	0	0	0	0	0	0	1

Note: Hiring and separation statistics represent full-time personnel.

COMMUNITY RELATIONS DEPARTMENT

March 2020

Prepared By: Shycole Simpson-Carter, Community Relations Director

Date Prepared: April 14, 2020

- In light of COVID-19 and social distance requirements recommended by the Centers for Disease Control and Prevention (CDC) the following scheduled Boards and Commission meetings were canceled:
 - Commission on Community Relations and Development meeting for Tuesday, March 31, 2020
 - Mayor's Goldsboro Youth Council meeting for March 18, 2020 along with service projects scheduled for GYC to volunteer and the Teen Mental Health Forum for Friday, March 13, 2020
 - Mayor's Committee for Persons with Disabilities meeting for March 19, 2020
- The Department received one (1) housing complaint and ten (10) requests for assistance. Description of said complaints were alleged discrimination and seeking assistance with community information and public relations (7 were related to COVID-19). Complaints were submitted through the 311 GIS system or rerouted for resolution to the appropriate City Department, designated community agency, or State resource.
- The Department launched the City of Goldsboro Summer Youth Employment Initiative Program; applications started being accepted on March 23rd to April 24th online only through the City's websites. Marketing consisted of articles in the Goldsboro News Argus, full-page advertisement in the City Newsletter, one month Goldsboro Daily News Tile Ad, social media and email blitz, and an extensive radio advertising campaign on 92.7 Jamz and WFMC. As of March 31st only 3 applications for employment were received and only 1 confirmed worksite submission had been received. The Department and Sponsoring Partners are closely monitoring COVID-19 and the CDC's social distancing recommendations impact on the feasibility to facilitate the program this year.
- On March 26th the Department submitted a \$250,000 grant application to the 2020 Hurricane Florence Response Grant Program through the Foundation for the Carolinas for the Tiffany Garden Apartment LIHTC Project. Open to 501(c)3 nonprofits, governments and community-based groups to apply for the final round of competitive grants from the Hurricane Florence Response Fund. Grants will be awarded to support both short-term projects (defined as nine to 12 months) and long-term recovery efforts (16 to 24 months) for Hurricane Florence-impacted areas in North Carolina and South Carolina. The foundation will consider all requests, but priority will be given to projects focused on basic needs, children and youth, new housing, temporary shelter, housing repair or mental health. Priority will be given to groups serving residents in Federal Emergency Management Agency disaster-declared counties, such as Wayne County.

2020 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	2	2	1										2
Consumer & Other	2	2	10										5
2019 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	1	4	5	2	2	4	2	2	2	1	1	0	2
Consumer & Other	3	4	3	4	3	4	6	1	4	0	4	2	3

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

- **March Activity prior to 3/13 included:** 10 rehearsal days, 3 performances
- **March COVID-19 related cancellations after 3/13 included:** 13 rehearsal days, 8 performances
- **Note:** COVID-19 mitigation effort required closure of theatres until May 15, all events postponed.
- **Repairs and Maintenance:**
 - HVAC System cost-saving control functionality being evaluated
 - Wheelchair lift replacement being evaluated, contractor providing estimate.

-----FINANCIAL-----

- Expenses –\$65,545: Labor - \$26,449 /Operational – \$39,096
- Revenues - \$15,673: Tickets -\$694 /Rentals- \$14,544 /Concession- \$435

	Jan-20	Feb-20	Mar-20	April-20	May-20	June-20	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	2020 Total	2020 Average
Exp	\$61,859	\$56,489	\$65,545										\$183,893	\$61,298
Rev	\$32,164	\$26,726	\$15,673										\$58,890	\$24,854
	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	2019 Total	2019 Average
Exp	\$34,447	\$33,393	\$68,435	\$41,297	\$25,832	\$34,713	\$21,916	\$41,241	\$43,600	\$50,200	\$32,374	\$66,748	\$494,196	\$41,183
Rev	\$12,993	\$13,259	\$15,347	\$5,406	\$20,107	\$19,988	\$8,423	\$8,090	\$7,824	\$12,301	\$16,740	\$28,934	\$169,412	\$14,117

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

- **March Activity prior to 3/13 included:** 1 City event, 1 multi-day wedding
- **March COVID-19 related cancellations/postponements after 3/13:** 2 weddings, 6 events
- **Note:** COVID-19 mitigation effort required closure of facility until May 15, all events postponed.
- **Repairs and Maintenance:**
 - Modest kitchen and washer/dryer plumbing fixes and enhancements
 - Weather damaged façade repairs being coordinated.

-----FINANCIAL-----

- Expenses – \$19,737: Labor - \$5,681 /Operational – \$14,056
- Revenues – \$2,000: Rentals - \$2,000 /Concessions – \$0
- Value City Use – \$375: Value of non-revenue City use: 1 event = \$375

	Jan-20	Feb-20	Mar-20	April-20	May-20	June-20	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	2020 Total	2020 Average
Exp	\$7,740	\$21,673	\$19,737										\$49,150	\$16,383
Rev	\$0	\$3,062	\$2000										\$5,062	\$1,687
City	\$6,800	\$4,964	\$375										\$11,764	\$4,046
	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	2019 Total	2019 Average
Exp	\$9,198	\$8,624	\$13,459	\$13,121	\$6,968	\$8,393	\$6,887	\$10,356	\$9,001	\$13,055	\$6,916	\$13,636	\$119,614	\$9,968
Rev	\$4,645	\$7,204	\$11,475	\$5,932	\$2,529	\$13,136	\$2,000	\$8,369	\$12,579	\$7,439	\$7,799	\$11,371	\$94,478	\$7,873
City	\$1,900	\$5,100	\$8,525	\$3,875	\$7,975	\$5,225	\$2,075	\$2,700	\$4,700	\$10,076	\$6,483	\$9,436	\$68,070	\$5,672

INSPECTIONS

March 2020

Prepared By: Allen Anderson, Jr.

Date Prepared 04/02/20

The valuation of all building permits issued during the month of March totaled \$1,444,130. Two (2) of these permits were new residential single-family dwellings at a valuation of \$435,115.

The valuation of all-miscellaneous (Mechanical, gas, insulation, electrical, plumbing, fire, sprinkler, pool, tank, demolition, signs, business inspection, & itinerant merchant) permits issued during this time period totaled \$1,344,685.

All permit fees collected for the month totaled \$28,883. Of the permit fees collected for the month, \$3,210 was collected in technology fees. Plan review fees collected during the month totaled \$800. Business Registration fees collected totaled \$805.

The Inspectors did a total of 612 inspections for the month. During the month of March, four (4) business inspections were completed. A total of 257 permits were issued for the month. Forty-one (41) plan reviews were completed for March. We now have a total of 157 residential structures in the Minimum Housing Process and 5 commercial structures in the Demolition by Neglect Process.

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Valu.													
All Bldgs (mm)	\$11	\$2	\$1										\$5
Residential (k)	\$2.6mm	\$843	\$435										\$1.3mm
Misc (mm)	\$3	\$3	\$1										\$2
Permit Fee (k)	\$45	\$48	\$29										\$41
Inspections	597	351	612										520
Permits Issued	271	249	257										259
Plan Reviews	17	43	41										34
Min Housing	134	136	157										142
In Process													
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Valu.													
All Bldgs (mm)	\$2	\$14	\$6	\$428K	\$8	\$2	\$4	\$11	\$2	\$3	\$10	\$4	\$6
Residential (k)	\$805	\$1mm	\$599	\$0	2mm	\$767	\$580	\$557	\$985	\$514	\$999	\$1mm	\$817
Misc (mm)	\$5	\$2	\$2	\$2	\$2	\$1	\$3	\$2	\$1	\$2	\$1	\$2	\$2
Permit Fee (k)	\$34	\$40	\$48	\$27	\$46	\$41	\$38	\$40	\$26	\$23	\$46	\$40	\$37
Inspections	614	603	531	497	603	488	533	663	516	447	500	453	537
Permits Issued	296	296	270	271	334	296	329	255	226	248	236	241	275
Plan Reviews	39	47	65	46	34	43	90	35	51	70	45	34	50
Min Housing	171	99	102	118	121	125	126	111	121	129	128	129	123
In Process													

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

- Met with (or conversed by email/phone) 22 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited downtown businesses 45 different times.
- Worked through updates related to the TIGER VIII grant.
- Continued discussions about the Neighborhood Plan and property acquisitions.
- Continued working on the Union Station Adaptive Reuse Study.

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

- Staff attended the North Carolina Main Street Conference, along with 8 representatives from the DGDC.
- Created ads for Go, Buzz, 107.9, Curtis Media, billboards and the News-Argus for downtown updates.
- Attended multiple Merchants Association meetings throughout the month, in person and virtual.
- Hosted the Small Business Center in Downtown event on the first Monday of the month.
- Assisted with four LAUNCH Goldsboro classes.
- Submitted a draft budget for FY 2020/21.
- Staff conducted 10 phone, 6 face-to-face and 3 virtual interviews for the Administrative Assistant position.
- Staff met with 3 developers to discuss their potential interest/involvement in developing downtown properties.
- Staff assisted with the sale of a priority property, now under contract.
- Staff implemented a downtown takeout program for restaurants, granting a maximum of 3 traffic cones to help facilitate the transition from indoor dining to carryout model during evolving COVID-19 crisis.
- Staff communicated with merchants daily from March 13th regarding funding and policy updates.
- Staff attended virtual meetings on COVID-19 Relief topics – March 24th, March 25th, March 28th
- Staff hosted a virtual meeting with PNC to discuss property issues on March 19th

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

- Facilitated and attended the following monthly meetings: DGDC Board (03/18), DGDC Executive Committee (03/04), DGDC Design (03/17), DGDC EV (03/17) and DGDC Promotions (03/17).
- Assisted with creation of a Downtown Business Relief Fund to support small businesses during COVID-19 crisis.
- Staff began marketing Kiss the Pig on behalf of the Boys and Girls Club on March 3rd.
- Staff began editing the 2020 event schedule based on evolving crowd restrictions. Cancelled March 13th Shamrock Shuffle, April 18th Community Action Day and April 30th Center Street Jam.

Upcoming Events/Activities:

- Center Street Jams intended to begin May 14th. Subject to change.
- Sprinkler Fun Days intended to begin June 11th. Subject to change.
- The DGDC Sponsorship campaign was placed on hold as of the March 18th DGDC Board meeting.

Businesses Opening/Properties Purchased

- Downtown Fresh Market opened on April 6th at 105 N Center Street.
- Brisas Latin Cuisine is moving across the street to 103 N Center Street; the old Ed's property.

Other:

- Downtown Goldsboro's Facebook page followers/likes grew from 11,356 to 11,413 in the month of March.

Information Technology

March 2020

Prepared By: Scott Williams

Date Prepared: Apr 13, 2020

- Imaged laptops and desktops for telework use.
- Disposed of surplus/damaged monitors and desktop printers.
- Teleworking preparations, testing completed and setup to train users.
- Printed new City of Goldsboro Staff ID Cards for identification during the pandemic.
- Police Department computers and TVs moved and setup in the newly remodeled space.
- Police staff moved to their newly remodeled space.
- Fire Station 4 moved to new building, connected computer, phone and Internet.
- Fire Station 4 televisions mounted and connected for full use.
- Faro Software installed for Fire Department and pushed to all devices. Online training setup started for key staff.
- Installed panic buttons in Police Department Interview Rooms. Dedicated alarm and panic buttons connect to emergency services.
- Installed video intercom for the front of City Hall Addition so front desk could communicate with visitors.
- Began staggered schedule of work locations to reduce exposure of staff to each other and the public.

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	551	656	595										601	1,802
Tickets Closed	524	684	560										589	1,768
Open Tickets	511	483	518										504	

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	662	536	546	519	540	424	686	708	545	734	475	441	568	6618
Tickets Closed	551	467	575	429	496	454	942	664	503	672	498	416	556	6667
Open Tickets	456	490	457	549	582	612	300	342	384	446	423	448	457	

Public Works Department

March 2020

Prepared by: Rick Fletcher

Date Prepared: 6 April 2020

Monthly Highlights

Buildings & Grounds: Continued converting lighting in multiple facilities to LED; Completed evidence locker install at PD; Installed multiple electrical outlets for IT at City Hall; Grounds Maintenance started seasonal mowing operations.

Distribution & Collections: Responded to 13 after hour calls—total of 29.25 hours; Cleared easements--Beems St & S. Slocumb St

Streets & Storm water: Replaced 38 ft of stormwater pipe at S. Center St--enabled TA loving to complete Streetscape infrastructure install; Removed beaver damn at 2602 Isaac Dr (Stoney Creek) d 2602 Isaac Dr--alleviated flooding concern; Coordinated disposal of 69 tandem loads of street sweepings and 166 loads of street debris--saved ~ \$100K; Completed Center St/Streetscape demolition, enabling TA Loving to move forward with Streetscape project; Completed 4 sidewalk repair projects totaling 1,800 sq ft.

Departments		2020												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	22.3	12.2	35.4										23.3
	Lines Camera'd (1000-ft)	5.8	5.2	7.6										6.2
	Water Repairs	27	22	27										25.3
	Sewer Repairs	12	10	29										17.0
	Hydrants Replaced/Fixed	9	9	2										6.7
	Meter Install/Changed	34	36	33										34.3
Bldg & Grounds	Radio, Electrical, Bldg	42	23	54										39.7
	Sign Repairs	78	56	54										62.7
	ROW Mowing (ac)	0	0	44										14.7
	City-Owned Lots Mowing (ac)	0	0	50										16.7
Garage	Total Work Orders	228	357	209										264.7
	Total Fuel Cost (x1000)	\$ 46	\$ 67	\$ 52										55.0
Solid Waste	Refuse (x1000 tons)	0.9	0.8	0.9										0.9
	Recyclables (tons)	103	79	93										91.9
	Leaf-n-Limbs (x1000 tons)	0.4	0.7	0.1										0.4
Cemetery Funerals		5	3	9										5.7
Street & Storm	Utility Cut Repairs	0	0	18										6.0
	Pot Hole Repairs	49	83	30										54.0
	Streets Swept (miles)	48	112.3	66.2										75.5
	Pipe&Open Ditch Maint(1000-ft)	82	502	46										210.0
	Ditch mowing (1000-ft)	0	0	0										0.0
	Storm Pipe Repairs	1	7	5										4.3
2019														
Distribution & Collections	Utility Line Maint (1000-ft)	8.7	8.0	9.8	13.5	11.6	6.0	7.3	24.2	15.6	11.1	9.8	5.2	10.9
	Lines Camera'd (1000-ft)	10.8	11.3	9.8	8.6	11.9	1.6	6.3	14.3	10.2	13.8	5.7	1.9	8.9
	Water Repairs	27	20	16	28	19	30	34	26	37	27	17	22	25.3
	Sewer Repairs	31	7	9	34	10	18	22	10	44	38	27	25	22.9
	Hydrants Replaced/Fixed	37	16	19	10	16	3	17	13	8	40	13	19	17.6
	Meter Install/Changed	102	63	56	47	54	52	57	51	35	35	24	25	50.1
Bldg & Grounds	Radio, Electrical, Bldg	260	219	202	193	333	234	204	324	49	59	34	33	178.7
	Sign Repairs	48	72	48	29	32	67	47	25	35	18	25	41	40.6
	ROW Mowing (ac)	10	0	0	70	83	110	124	107	103	35	0	0	53.5
	City-Owned Lots Mowing (ac)	0	0	0	81	75	105	114	106	98	32	0	0	50.9
Garage	Total Work Orders	365	309	276	316	255	298	298	397	289	323	273	207	300.5
	Total Fuel Cost (x1000)	\$ 61	\$ 53	\$ 55	\$ 64	\$ 56	\$ 65	\$ 66	\$ 68	\$ 61	\$ 67	\$ 55	\$ 52	60.3
Solid Waste	Refuse (x1000 tons)	1.0	0.7	0.8	0.9	0.9	1.0	1.0	1.0	0.9	0.9	0.8	1.0	0.9
	Recyclables (tons)	13	78	83	87	95	99	103	79	62.32	105.07	85.25	92	81.8
	Leaf-n-Limbs (x1000 tons)	0.8	0.6	0.7	0.7	0.9	0.6	0.7	0.7	1.1	0.7	0.7	1.1	0.8
Cemetery Funerals		4	4	7	5	6	1	8	3	2	4	8	2	4.5
Street & Storm	Utility Cut Repairs	15	12	10	11	9	12	14	13	3	21	0	0	10.0
	Pot Hole Repairs	56	49	52	18	15	20	18	19	17	7	32	55	29.8
	Streets Swept (miles)	110	143	135	16	103	64	35	45	49	109	79.2	63	79.3
	Pipe&Open Ditch Maint(1000-ft)								1.26	3.85	1.27	1.1	0.45	1.6
	Ditch mowing (1000-ft)								6.05	10.52	8	7	7	7.7
	Storm Pipe Repairs								5	6	4	2	0	3.4

PUBLIC UTILITIES DEPARTMENT

March 2020

Prepared By: Michael Wagner

Date Prepared: April 13, 2020

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
 - The plate settlers are expected to arrive in May and installation begin in June 2020.
- The Comprehensive Utility Rate Study is underway with an estimated presentation April 20, 2020.

Water Reclamation Facility

- The Water Reclamation Facility operations are proceeding smoothly.
 - Aging U.V. System and filters are impeding best treatment practices and increasing operational costs.
- The average daily flows for March were 9.95 MGD.
- All of the city's 26 pump stations are operating well.
 - With the exception of the 117 and Little Cherry pump station bar screens.
 - The obsolete telemetry system continues to be prepared for an upgrade.

Compost Facility

- Eight-hundred and twenty four cubic yards of compost and mulch was sold in March 2020.
 - FY 19-20 Mixer and Bagger are both running well.

Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month.

2020 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	6.032	6.201	6.318										6.183
Sewer**	9.71	13.45	9.95										11.04
Compost	283	950	824										686

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

2019 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	6.206	6.053	6.016	6.175	7.237	7.351	7.361	6.890	6.693	6.519	6.310	6.287	6.591
Sewer**	11.66	11.76	12.22	11.01	7.84	8.28	7.39	6.83	7.48	6.73	6.92	8.52	8.88
Compost	52	319	390	552	503	437	103	121	217	508	350	6	297

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

FINANCE
MARCH, 2020
Prepared By: Andrea Thompson
Date Prepared: April 13, 2020

OVERALL SUMMARY				
	FY 18-19		FY 19-20	
	Actual to Date		Actual to Date	YTD %
Revenues	March-19	Adjusted Budget	March-20	Collected
General Fund	\$ 36,000,072	\$ 45,117,296	\$ 27,807,190	61.63%
Utility Fund	16,144,360	20,424,368	14,605,673	71.51%
Downtown District Fund	70,129	221,701	89,278	40.27%
Occupancy Tax Fund	866,936	1,113,732	848,297	76.17%
Stormwater Fund	1,114,727	1,467,481	1,165,381	79.41%
Total	\$ 54,196,224	\$ 68,344,578	\$ 44,515,819	65.13%
Expenditures				
General Fund	\$ 33,060,416	\$ 45,117,296	\$ 31,342,349	69.47%
Utility Fund	15,049,911	20,424,368	11,152,683	54.60%
Downtown District Fund	36,679	221,701	151,755	68.45%
Occupancy Tax Fund	925,771	1,113,732	766,756	68.85%
Stormwater Fund	767,439	1,467,481	723,449	49.30%
Total	\$ 49,840,215	\$ 68,344,578	\$ 44,136,991	64.58%

MAJOR CATEGORIES				
	FY 18-19		FY 19-20	
	Actual to Date		Actual to Date	YTD %
Revenues	March-19	Adjusted Budget	March-20	Collected
Property/Occupancy Taxes	\$ 16,017,576	\$ 18,092,380	\$ 16,694,305	92.27%
Charges for Services	17,355,849	22,522,489	18,586,599	82.52%
Revenue Other Agencies	16,947,006	16,382,031	7,491,757	45.73%
Other Revenues	3,875,793	11,347,678	1,743,157	15.36%
Total	\$ 54,196,224	\$ 68,344,578	\$ 44,515,819	65.13%
Expenditures				
Labor	\$ 22,132,337	\$ 31,034,925	\$ 22,317,279	71.91%
Non-Labor	27,707,879	37,309,653	21,819,712	58.48%
Total	\$ 49,840,215	\$ 68,344,578	\$ 44,136,991	64.58%

SELECTED OTHER INFORMATION			
	FY 18-19	Actual	Total
Collections	Actual	March-20	Collected F-YTD
Debt Setoff	\$ 42,896	\$ 24,924	\$ 32,296
Surplus	\$ 160,832	\$ 21,258	\$ 50,806

PLANNING

March 2020

Prepared By: Debra Creighton

Date Prepared: April 6, 2020

During the month of March, the Planning staff reviewed and signed off on all commercial and residential building and sign permits. Staff continues to prepare for upcoming meetings and has overseen contracted projects for the MTP Update, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Code Enforcement issues \$25.00 parking violation tickets within the downtown area or upon notification elsewhere in the City. During the month of March, no tickets were issued.

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

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Site/Subdivision Plans														
Planning Commission	2	4	2										8	3
Staff Level	0	2	1										3	1
Rezoning	2	1	1										4	1
Historic District Commission														
Commission Review	1	1	0										2	1
Staff Review	1	0	1										2	1
Code Enforcement														
Grass Cutting # Lots	0	0	0										0	0
Grass Cutting Payments	0	0	0										0	0
Junk Vehicles	0	7	2										9	3
Tagged Vehicles	0	43	7										50	17
Illegal Signs Removed	0	0	143										143	48
Bags of Litter Picked Up	292	2438	261										2991	997

ENGINEERING DEPARTMENT

March 2020

Prepared by: Guy M. Anderson, P. E.

Date Prepared: 04-08-2020

Stoney Creek Greenway

- Staff is awaiting authorization to construct from NCDOT;
- Project manual and final estimate are complete;
- Anticipated advertisement for bids, upon NCDOT approval, in summer 2020.

Phase IV Sewer Collection Rehabilitation

- Project is 95% complete for the original contract;
- Additional change orders amended the contract completion date to April 14, 2020.

SJAFB Sewer Outfall Improvements

- Design is 50% complete;
- Anticipated advertisement for bids in May 2020.

2019 Infrastructure Recovery (Goldenleaf Foundation)

- At the preconstruction conference held on November 13th the notice to proceed date was set for November 18th with a contract completion date of May 17, 2020;
- This project is 75% complete;
- City Council approved Change Order No. 1 on March 2, 2020 to include additional work for removal and replacement of a deteriorated sewer line located behind properties in the 100 block of North Georgia Avenue;
- Herring-Rivenbark, the contractor for this project, will delay work for approximately two-weeks due to the COVID-19.

2020 Street Improvements Project

- This paving project includes:
 1. Oak Hill Drive from North Berkeley Boulevard to Green Drive;
 2. East Chestnut Street from South Slocumb Street to South Leslie Street;
 3. Hawthorne Street from Oleander Avenue to Andrews Avenue;
 4. Mimosa Street from Claiborne Street to Randolph Street;
- At the bid opening held on February 25th, Weaver's Asphalt of Rocky Mount, NC submitted the low bid of \$641,711;
- Staff will make a recommendation for contract award at the April 6, 2020 Council Meeting.

2018 Wastewater Collection System Rehabilitation Project

- Final payment for this project mailed on April 3, 2020.

Ash Street/Alabama Avenue Sidewalk

- Construction plans are 90% complete;
- Duke Energy has relocated conflicting poles;
- Anticipated advertisement for bids May 2020.

2017 Wastewater System Improvements

- Design plans and specifications are being reviewed by NCDEQ;
- Bid opening scheduled for April 21, 2020.

2017 Water System Improvements

- Design plans and specifications are being developed;
- Design plans and specifications are anticipated to be sent for NCDEQ review in September 2020.

2019 Water System Improvements

- Received the NCDEQ Letter of Intent to Fund;
- Staff is coordinating with the Finance Department to determine if the City of Goldsboro can afford the project;
- Once Finance Department determines affordability, staff will develop a Request for Qualifications for design services and advertise June 2020.

2019 Street Resurfacing

- Final list was approved during the August 5th Council meeting;
- Staff is working to develop a more detailed cost estimate to determine if additional street segments can be added;
- Once the detailed estimate is developed, staff will begin putting together the contract documents and advertise for bids;
- Anticipated advertise for bids in May 2020.

Best Management Practices (BMPs) Inspections

- Approximately 308 BMPs have been approved and 258 BMPs have been constructed to date;
- All BMP inspections completed through the month March 2020.

FIRE DEPARTMENT
March 2020
Prepared By: JB/JD
Date Prepared: 4/6/20

Fire Prevention and Outreach

- 3/4, 3/11 – Community Service – Car Seat Safety Check – Station 2
- 3/5 – Community Service – Wayne County Reads Program – Wayne County Public Library
- 3/6 – Community Service – Smoke Alarm Installation
- 3/10 – Community Service – Blood Pressure Checks – Piggly Wiggly
- 3/12 – Public Education – Station Tour – Station 5
- 3/13, 3/14 – Community Service – Honor Guard Casket Watch – Providence UMC
- 3/26 – Public Education – Truck Tour – Food Lion
- 3/29 – Public Education – Virtual Tour – Story Time with GFD

Working Structure Fires

- 3/16 – 413 N Virginia St #A & B
- 3/16 – 402 S William St #H

Working Vehicle Fires

- 3/9 – Olivia Ln & S Slocumb St
- 3/12 – 708 Corporate Dr

2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	198	187	166										184
Structure Fires:	10	4	2										5
EMS Calls:	70	81	73										75
Vehicle Accidents:	35	22	26										28
Fire Alarms:	46	29	26										34
Other:	37	51	39										42
Training Hours:	2969	3014	3138										3040
Safety Car Seat Checks:	3	9	2										5
Inspections:	129	119	143										130
2019	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	196	191	203	209	241	207	215	199	223	235	227	209	213
Structure Fires:	5	3	2	4	1	1	4	2	1	10	3	3	3
EMS Calls:	72	84	79	76	76	79	75	74	68	84	78	85	78
Vehicle Accidents:	27	30	40	33	39	27	22	36	33	38	36	32	33
Fire Alarms:	33	33	29	40	54	54	47	46	66	47	44	41	45
Other:	59	41	53	56	71	46	67	41	55	56	66	48	55
Training Hours:	3122	3211	3263	1804	2128	1788	1885	2995	1757	2061	1963	1322	2275
Safety Car Seat Checks:	3	8	5	4	5	8	9	10	6	6	4	2	6
Inspections:	94	86	123	118	113	71	91	114	116	107	100	76	101

Note: Other Fire Calls includes Good Intent Calls, Bomb Scares, Vehicle Fires, Cooking Fires, False Alarms, Assist GPD, Service Calls, Haz-Mat Calls, Grass Fires and Unauthorized Burning.

**GOLDSBORO POLICE DEPARTMENT
MARCH, 2020**

Prepared By: Michael D. West

Date Prepared: April 9, 2020

Total Part I Crime (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for March 2020 were 159 compared to 177 for February 2020.

Property with an estimated value of \$177,835 was reported stolen while property with an estimated value of \$59,649 was recovered.

Officers arrested 118 people and 413 citations were issued during the month. There were 24 drug-related charges.

There were 0 report(s) of assault on an officer.

Revenue collected for March 2020 included:

Police Reports	\$	84.00
Fingerprints	\$	70.00
Special Events	\$	24.00
Total	\$	178.00

PART I CRIME COMPARISON & TREND															
2020	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rape	1	1	3	0	0	0	0	0	0	0	0	0	5	1.7	
Robbery	5	7	2	0	0	0	0	0	0	0	0	0	14	4.7	
Aggravated Assault	10	12	14	0	0	0	0	0	0	0	0	0	36	12	
Breaking & Entering	29	27	21	0	0	0	0	0	0	0	0	0	74	24.7	
Larceny	112	122	113	0	0	0	0	0	0	0	0	0	347	115.7	
Motor Vehicle Theft	8	8	6	0	0	0	0	0	0	0	0	0	22	7.3	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	165	177	159	0	0	0	0	0	0	0	0	0	498	167	
2019	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	2	0	0	0	0	0	0	2	0.2	
Rape	1	0	0	2	1	0	2	1	0	0	1	1	7	0.7	
Robbery	6	4	5	4	5	1	3	5	4	4	4	6	41	4.1	
Aggravated Assault	7	8	10	5	15	14	9	10	13	16	10	14	107	10.7	
Breaking & Entering	33	31	24	35	35	22	34	25	30	30	26	30	299	29.9	
Larceny	157	92	104	135	99	138	134	138	127	142	116	113	1266	126.6	
Motor Vehicle Theft	7	9	11	8	5	7	6	7	9	7	11	6	76	7.6	
Arson	0	1	0	0	0	0	0	0	0	0	0	0	1	0.1	
TOTALS	211	145	154	189	160	184	188	186	183	199	168	170	1799	179.9	

Parks & Recreation

March - 2020

Prepared By: Joshua Shockley/Felicia Brown

Date Prepared: 04/07/2020



- March 14th – Annual Shad Fishing Tournament – Partnered with EZ Bait & Tackle (130 Participants)
- Our in-person participant/user numbers are down for the month due to COVID-19; however our social media traffic has increased: we are up 67% for actions on Facebook (likes, share, etc.) and our post reach on Facebook is up 11% - that is over 26,000 people

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Rec Center													
Program Revenue	\$2,361	\$3,933	\$336										\$2,210
Rental Revenue	\$260	\$1,225	\$1,240										\$908
Facility Usage	418	1,082	267										589
Expenditures	\$4,257	\$5,205	\$2,542										\$4,001
WA Foster Rec Center													
Program Revenue	\$10	\$5	\$15										\$10
Rental Revenue	\$975	\$1,563	\$900										\$1,146
Facility Usage	4,050	3,604	605										2,753
Expenditures	\$10,396	\$8,788	\$5,335										\$8,173
Specialized Recreation													
Program Revenue	\$0	\$0	\$0										0
Rental Revenue	\$0	\$0	\$0										0
Facility Usage	354	339	197										297
Expenditures	\$2,020	\$2,164	\$1,173										\$1,786
Senior Programs & Pools													
Program Revenue	\$280	\$201	\$157										\$213
Rental Revenue	\$0	\$0	\$0										0
Facility Usage	1,144	1,532	674										1,117
Expenditures	\$2,223	\$2,380	\$7,343										\$3,982
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	\$3,262	\$5,000	\$5,080										\$4,447
Field / Shelter Rental \$	\$700	\$5,010	\$1,200										\$2,303
Facility Usage	12,865	17,845	6,585										12,432
Expenditures	\$6,663	\$14,564	\$11,999										\$11,075
Golf Course													
Revenues	\$42,254	\$16,420	\$48,796										\$35,823
Expenditures	\$44,547	\$23,671	\$55,168										\$41,129
Rounds of Golf	973	557	1,421										984
Net	-\$2,293	-\$7,251	-\$6,372										\$5,305
Special Events													
Sponsorships	\$0	\$0	\$0										\$0
Participation	0	0	130										43
Expenditures	\$332	\$0	\$292										\$208
TOTAL REVENUE	\$50,102	\$33,357	\$57,724	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL REVENUE FOR THE YEAR													\$141,183

****Expenditures include part-time labor cost and facility operational cost but do not include full-time labor cost, loan/bond payments and electricity for the areas with the exception of our Golf Course. All of these costs are included for our Golf Course Expenditures.**

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park													
Program Revenue	\$1,805	\$3045	\$1,826	\$2,928	\$3,225	\$7,242	\$16,676	\$8,574	\$690	\$1,141	\$412	\$452	\$4,001
Rental Revenue	\$860	\$1,390	\$2,455	\$1,770	\$2,270	\$3,490	\$2,765	\$2,545	\$1,140	\$1,470	\$1,105	\$1,210	\$1,873
Facility Usage	1,735	2,126	1,691	1,788	1,901	1,694	1,568	2,013	868	985	655	595	1,468
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$22,141	\$8,837	\$5,666	\$4,724	\$2,564	\$5,692	\$8,271
WA Foster Rec Center													
Program Revenue	\$200	\$1,180	\$160	\$205	\$300	\$2,890	\$4,695	\$3,235	\$90	\$40	\$30	\$50	\$1,090
Rental Revenue	\$350	\$1,275	\$350	\$1,100	\$4,600	\$1,600	\$1,200	\$2,830	\$1,180	\$1,200	\$1,135	\$837	\$1,471
Facility Usage	7899	7,848	8,320	7,525	9,663	8,624	7,452	5,007	2,570	5,081	5,526	4,729	6,687
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$32,727	\$18,189	\$9,745	\$10,914	\$10,025	\$11,261	\$15,477
Specialized Recreation													
Program Revenue	---	\$102	\$94	---	---	---	---	\$230	---	---	---	---	\$36
Rental Revenue	---	---	---	---	---	---	---	---	---	---	---	---	---
Facility Usage	413	388	467	348	1,675	277	368	562	365	459	516	150	499
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$1,851	\$2,436	\$1,001	\$2,641	\$4,306	\$590	\$2,138
Senior Programs & Pools													
Program Revenue	\$242	\$264	\$277	\$309	\$2,396	\$6,124	\$7,939	\$2,621	\$2,415	\$309	\$249	\$205	\$1,946
Rental Revenue	---	---	---	---	---	\$550	\$425	\$375	---	---	---	---	\$338
Facility Usage	1,532	1,723	1,674	3,097	2,517	4,920	5,825	3,161	1,283	1,520	1,440	871	2,464
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$20,542	\$13,897	\$2,682	\$1,645	\$1,842	\$2,046	\$7,109
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	\$5,206	\$3,573	\$8451	\$2,229	\$12,128	\$11,459	\$4,963	\$6,487	\$9,366	\$23,044	\$16,866	\$5,441	\$9,101
Field / Shelter Rental \$	\$1,600	\$150	\$610	\$890	\$1,250	\$1,480	\$1,300	\$795	\$1,755	\$898	\$1,085	\$2,438	\$1,188
Facility Usage	15,250	14,340	13,150	20,470	42,520	27,285	11,372	8,245	17,022	\$29,693	23,738	19,500	20,215
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$13,842	\$8,892	\$19,005	\$54,041	\$26,867	\$34,307	\$26,159
Golf Course													
Revenues	\$43,326	\$22,930	\$28,167	\$52,962	\$55,502	\$65,797	\$68,373	\$49,754	\$52,843	\$60,173	\$20,031	\$35,203	\$46,255
Expenditures	\$33,159	\$44,676	\$47,976	\$41,149	\$41,387	\$71,439	\$43,750	\$60,039	\$44,984	\$39,426	\$30,373	\$35,486	\$44,487
Rounds of Golf	808	1,088	1,741	1,799	2,528	2,812	2,511	2,659	2,316	2,139	985	1,124	1,876
Net	\$10,167	\$21,746	\$19,809	\$11,813	\$14,115	\$5,642	\$24,623	\$10,285	\$7,859	\$20,747	\$10,342	\$203	\$1,775
Special Events													
Sponsorships	\$0	\$0	\$0	\$0	\$0	\$1,450	\$1,990	\$0	\$0	\$0	\$0	\$0	\$166
Participation	0	0	125	3,000	0	180	256	60	40	2680	0	2500	737
Expenditures	---	---	---	---	---	---	\$2,345	---	\$1,305	\$1,538	\$510	\$3,707	\$784
TOTAL REVENUE	\$53,589	\$33,810	\$42,390	\$62,393	\$81,671	\$102,082	\$109,901	\$77,446	\$69,479	\$88,275	\$40,913	\$45,836	\$67,315
TOTAL REVENUE FOR THE YEAR													\$807,785

Travel and Tourism

March 2020

Prepared By: Ashlin Glatthar, Amber Herring and Josie Jenkins

Date Prepared: 4/09/20

- Inquiries were fulfilled for the month of March by the TTO—300 e-inquiries.
- Total hotel revenue generated in February was \$1,555,541, which is down -12.7% YOY. March revenue not yet released.
- For the month, TTO Facebook page had 176 new page likes. Instagram page has 83 new followers. Twitter page gained 21 new followers.
- In response to COVID-19, TTO pulled its paid marketing efforts to postpone for later times when more appropriate to promote our destination. Instead, TTO is focusing on supporting local retailers, restaurants, and hoteliers with “how-to guides for dine/explore/shop while social distancing”.
- TTO relies on its email distribution database of 12,000+ subscribers to stay in contact with residents and visitors with pertinent information regarding how to help local economies, resources for businesses impacted by the effects of the virus, and positive messaging to help bring light in these grim times.
- We have put together a 30-60-90 Day Plan of Action. The travel and tourism industry is going to take upwards to \$60 billion loss in the state of NC alone. Our 30-day plan of action includes a survey to better understand the visitor/resident sentiment towards traveling currently and 12 months out, what ways they are already dreaming about their visit post-covid travel plans, and more which will be the research to form our messaging when the time is right to invite visitors back to Goldsboro-Wayne County (hopefully in the 90-day time frame).
- TTO also finished the 2019 economic impact reports for the Bryan Multi-Sports Complex and the Maxwell Center. Our office will release the data to the public when the timing feels right and the media is receptive to non-Covid news.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2019-20	\$82,004	\$88,424	\$92,348	\$85,480	\$81,911	\$72,631	\$61,017	\$71,071	\$73,114	\$	\$	\$	\$708,000	\$78,666
2018-19	\$76,448	\$71,981	\$72,429	\$89,311	\$85,534	\$49,108	\$104,633	\$73,949	\$59,855	\$98,520	\$86,921	\$141,913	\$1,010,602	\$84,217
2017-18	\$81,794	\$70,849	\$71,323	\$66,920	\$68,268	\$60,726	\$43,748	\$51,800	\$53,393	\$68,272	\$69,725	\$78,449	\$785,269	\$65,439

* Tourism is also working with Finance to redesign the financial report to reflect true operating expense and income figures for the department.