

**GOLDSBORO CITY COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, SEPTEMBER 23, 2019**



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

- I. ADOPTION OF THE AGENDA**
  - II. WORK SESSION–5:00 P.M. – CITY HALL ADDITION, 200 N. CENTER ST., ROOM 206**
    - OLD BUSINESS**
      - a. City/County Property Discussion (City Attorney)
      - b. HV Brown Restroom Project (Engineering)
    - NEW BUSINESS**
      - c. Jaylen Suggs (Juju) Remembrance Discussion
  - III. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER ST.**

Invocation (Archbishop Anthony Slater, Tehillah Church Ministries)  
Pledge of Allegiance
  - IV. ROLL CALL**
  - V. APPROVAL OF MINUTES (\*Motion/Second)**
    - A. Minutes of the Work Session and Regular Meeting of July 15, 2019
  - VI. PRESENTATIONS**
    - B. Resolution Expressing Appreciation for Services Rendered by Claude Jackson as an Employee of the City of Goldsboro for More Than 18 Years
    - C. Veterans Stand Down Day Proclamation
    - D. Kappa Epsilon Psi Military Sorority, Inc. Goldsboro Sigma Chapter Month Proclamation
  - VII. PUBLIC HEARINGS (\*Motion/Second)**
    - E. CU-8-19 Anderson Brewing – (Microbrewery w/ABC) The property is located on the northeast corner of W. Pine Street and S. George Street (Planning)
    - F. CU-9-19 Goldsboro Brew Works, LLC – The property is located on the southwest corner of W. Chestnut Street and S. James Street (Planning)
    - G. CU-10-19 Regina Exum - North side of Royall Avenue between Jefferson Street and Teakwood Drive (Adult Day Care) (Planning)
    - H. CU-11-19 Louis Antonio Jimenez-East side of S. NC 111 Hwy between Mollie Drive and Sheridan Forest Road (Planning)
    - I. Z-16-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive (Planning)
    - J. Z-17-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive (Planning)
    - K. Z-18-19 KG Plaza, LLC – West side of Eleventh Street between Norwood Avenue and Englewood Drive (Planning)
- PLANNING COMMISSION EXCUSED**



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

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

- L. Amending Special Revenue Fund Ordinance – Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) (Finance)
- M. Sole Source Vendor Resolution for Barrier Solutions (Finance)
- N. Correction of stated unit of measurement for the FY18-19 and FY19-20 water rates (Finance)
- O. Installment financing for Golf Turf Equipment with PNC Equipment Finance, LLC (Finance)
- P. Bid Award to Stantec for Comprehensive Utility Rate Study (Public Utilities)
- Q. Approve Compost Bulk Pricing (Public Utilities)
- R. Amendment to Goldsboro's Code of Ordinances Title III Administration, Chapter 33: Police and Fire Department (Fire)
- S. US Dept. of Justice: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation (Police)
- T. Fall Fest at the First Church – Temporary Street Closing Request (Police)
- U. Thriller Night – Temporary Street Closing Request (Police)
- V. Walk to De-feet Dementia – Temporary Street Closing Request (Police)
- W. Goldsboro Christmas Parade – Temporary Street Closing Request (Police)
- X. Victorian Mourning Practices – Temporary Street Closing Request (Police)
- Y. Downtown Lights Up! - Temporary Street Closing Request (Police)
- Z. Resolution Authorizing the City Manager to Hire Outside Legal Counsel for and Limited Authority to Resolve Liability Claims (City Attorney)
- AA. Departmental Monthly Reports

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

**XI. CITY MANAGER'S REPORT**

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

**XIII. CLOSED SESSION**

**XIV. ADJOURN**



MINUTES OF MEETING OF THE MAYOR AND CITY COUNCIL HELD  
JULY 15, 2019

**WORK SESSION**

The Mayor and 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 July 15, 2019 with attendance as follows:

Present: Mayor Chuck Allen, Presiding  
Mayor Pro Tem Bill Broadaway  
Councilmember Antonio Williams  
Councilmember Mark Stevens  
Councilmember Bevan Foster (arrived at 5:30 p.m.)  
Councilmember David Ham  
Councilmember Gene Aycock  
Ron Lawrence, Attorney  
Tim Salmon, City Manager  
Randy Guthrie, Assistant City Manager  
Melissa Capps, City Clerk  
LaToya Henry, Public Information Officer  
Octavius Murphy, Assistant to the City Manager  
Jennifer Collins, Planning Director  
Scott Williams, IT Director  
Felicia Brown, Interim P&R Director  
Mike Wagner, Deputy Public Works Director – Utilities  
Rick Fletcher, Public Works Director  
Joe Dixon, Fire Chief  
Erin Fonseca, Marketing & Events Manager  
Bernadette Dove, HR Director  
Mark Blizzard, Occupational Health Nurse  
Shycole Simpson-Carter, Community Relations Director  
Catherine Gwynn, Finance Director  
Marty Anderson, City Engineer  
Allen Anderson, Chief Building Inspector  
Scott Satterfield, Business & Property Development Specialist  
Ken Conners, News Director-Curtis Media Group East  
Eddie Fitzgerald, News Argus Reporter  
Keyon Carter, Citizen  
Lonnie Casey, Citizen  
Bobby Mathis, Citizen  
Della Mathis, Citizen  
Carl Martin, Citizen  
Yvonnia Moore, Citizen  
Alicia Pierce, Citizen  
Andrew Jernigan, Citizen (arrived at 5:25 p.m.)

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

**Adoption of the Agenda.** Councilmember Stevens requested Council add to the agenda stepping down from office as of August 7<sup>th</sup>. Councilmember Stevens stated I know it has to be in writing but I do not have that right now. Mayor Allen stated we have you on Item e. to talk about Paramount and stuff. Upon motion of Mayor Pro Tem Broadaway, seconded by Councilmember Aycock and unanimously carried, Council adopted the agenda.

**2019-20 Resurfacing List.** Mr. Marty Anderson provided Council with a copy of a map and list for street resurfacing. Councilmember Aycock has given me some substitutes. Mr. Anderson stated we have \$1.6 million in street bonds. Mr. Anderson stated I do have another item on here that will come out of those street bonds. It is the contract award for the two dirt streets, Oak Hill Drive and East Chestnut Street totaling approximately \$610,000, so that is going to leave us about a million to do street resurfacing. Staff and Council discussed refining the list and bringing it back.

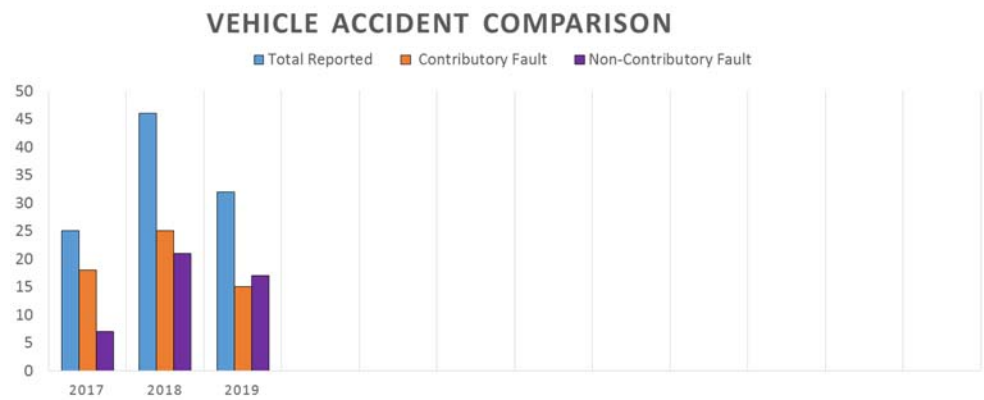


**Update on Upset Bid for 103 N. Slocumb.** Ms. Catherine Gwynn provided Council with an update on 103 N. Slocumb Street. Ms. Gwynn shared the board authorized us to conduct upset bids on 103 N. Slocumb Street on May 6<sup>th</sup>. We advertised on May 22<sup>nd</sup> and received an upset bid from Mr. Fred Davis. We advertised again on June 12<sup>th</sup> and received an upset bid from Mr. and Mrs. Merritt. We then advertised a third time on June 28<sup>th</sup> and no upset bids were received. Council authorized staff to execute instruments necessary to convey the property, no further action is needed, unless Council decides to withdraw. Ms. Gwynn stated I just wanted to give you an update and an opportunity. No concerns were expressed. Staff to proceed.

**Safety Briefing.** Ms. Bernadette Dove and Mr. Mark Blizzard presented the following information:

Vehicle Accident Yearly Summary

	2017	2018	2019 (Year to date)
TOTAL REPORTED	25	46	32
CONTRIBUTORY FAULT	18	25	15
NON-CONTRIBUTORY FAULT	7	21	17



Contributory Fault Department Comparisons – Yearly 2017 Year to Date

Public Works	12
Police	3
Fire	1
Finance	1
Parks & Rec	1

\*18 out of 25 at-fault

2018 Year to Date

Public Works	12
Police	8
Parks & Rec	4
Engineering	1

\* 25 out of 46 at-fault



2019 Year to Date

Public Works	8
Police	3
Parks & Rec	2
Fire	1
Finance	1

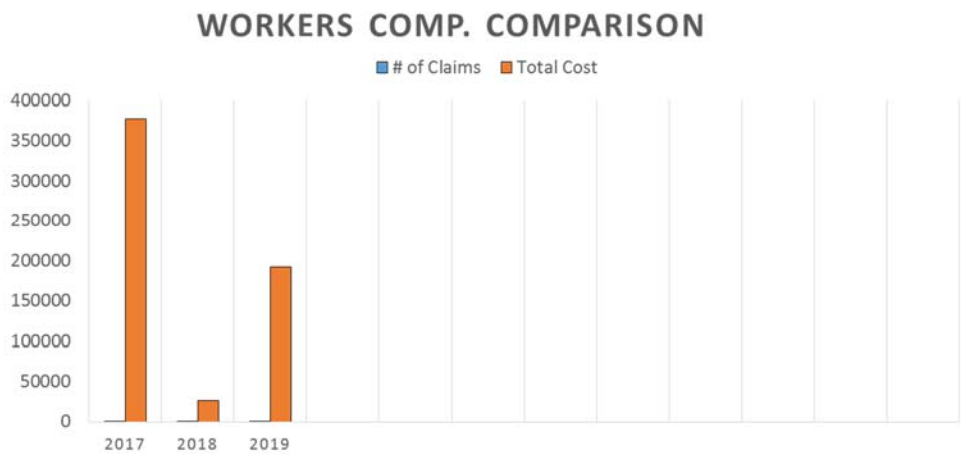
\*15 out of 32 at-fault

Safety Committee

- Purpose – To create and sustain a safe work environment for all employees by educating and promoting safe work practices, make policy recommendations, and assess on-the-job accidents.
- Appointed by City Manager and comprised of representatives from the following departments:
  - Finance
  - Fire
  - Inspections
  - Planning
  - Parks & Recreation
  - Police
  - Public Utilities
  - Public Works

Workers Compensation Year To Date Summary

	2017	2018	2019 (Year to Date)
Total # of Claims	15	22	20
Total Cost	\$376,648.45	\$26,172.97	\$191,831.93



2017 Worker's Comp

PD	\$234,550.40	8
Finance	\$128.51	1
PU/WTP	\$7,513.15	1
P&R	\$114,329.65	1



PW/SS	\$154.07	1
Evt Center	\$561.04	1
FD	\$19,411.63	2
Total	\$376,648.45	15

2018 Worker’s Comp

PD	\$4,593.29	9
PW	\$2,979.39	4
FD	\$18,166.66	7
PU	\$433.63	2
Total	\$26,172.97	22

2019 Worker’s Comp

PD	\$52,043.66	11
PW	\$105,098.66	5
DGDC	\$5,850.00	1
FD	\$27,000.00	1
IT	\$239.61	1
Finance	\$1,600.00	1
Total	\$191,831.93	20

Point Assignment

1. No Fault – Zero (0) points – The accident could not have been have been prevented, because employee acted within safety guidelines.
2. Contributory Fault – Two (2) points – Unclear if employee’s actions caused the accident. However, the employee’s actions contributed to the accident.
3. At Fault – Four (4) points – Evidence indicates that accident could have been prevented by employee. Evidence also indicates employee violated City safety policy or procedure.
4. Negligent Fault – Eight (8) points – Evidence indicates violations of City policy due to carelessness, horseplay, and/or reckless disregard for personal safety.
5. An additional four (4) points shall be assigned to any employee who fails to report an accident to his supervisor.

**\*\* Vehicle & Personal Injury**

Recordkeeping

Disciplinary Actions are based upon the total point accumulation within a 24 calendar month period.



1. Four (4) points or less – Oral warning  
\*Four points or more in a 12 month period - will not receive merit pay.
2. Five (5) to seven (7) points – Written reprimand
3. Eight (8) to eleven (11) points – Automatic suspension for TWO working days without pay
4. Twelve (12) to thirteen (13) points – Automatic suspension for FIVE working days without pay and any other disciplinary action deemed appropriate by City Manager.
5. Fourteen (14) or more points – Termination

#### What Are We Doing.....

- NSC Defensive Driving Course
  - As of January 2019, twenty eight city employees that where at CONTRIBUTORY FAULT for accidents have completed this course.
  - Course dates were: 1/24/19; 1/30/19; 1/31/19; and 4/25/19
  - If points are awarded to a employee by the Safety Committee, the driver is required to attend the Defensive Driving Course
  - The course instructor is a NCDMV Drivers Education Specialist and provides this class free of charge to the City of Goldsboro.
- Reviewing and benchmarking driver safety programs with similar sized municipalities
- Pre-trip inspections for vehicles are completed and verified.
- Evaluation of newly hired drivers. (NCDMV license checks are performed prior to hire)
- Improving the maintenance and care of vehicles
- Providing Spotter training for employees
- Monitor and receive notifications for driving violations from NCDMV

#### Recommendations for Improvement

- Supervisors trained to understand the key role they play in Safety in order to carry out their safety and health responsibilities effectively,
- Supervisors to become more responsible and proactive, i.e. conduct ride-alongs and root cause investigations,
- Research Fleet software programs designed to track driver behaviors and patterns such as, speeding, harsh braking, following too close etc.
- Revise the current Driver Safety policy,
- Revise current Cell phone policy,
- \* Install collision avoidance systems such as, wide angle back-up cameras, audio alarms,
- \*\* Provide Electronic Learning Management Systems.
- \*\* Recruit one additional Safety Officer or consultant to assist with investigations, training, policy implementation/revisions, compliance and enforcement.

- In Progress
- To be completed
- \* Under Consideration

Council discussed adding GPS to vehicles and requested staff look at the costs of adding GPS.

**Taking Steps to Save the Paramount from Losing Money – Councilmember Stevens.** Councilmember Stevens shared he had spoken with Adam Twiss, the Paramount & Event Center Director, to discuss ways to decrease the amount of money being lost.

Councilmember Stevens also expressed concerns regarding copyrights, merchandise revenue, etc. with the recent agreement with the History Channel.

**Investigation of Disclosure Statements – Councilmember Foster.** Councilmember Foster stated I asked for paperwork from Attorney Ron Lawrence regarding his investigation into Mayor Allen regarding disclosure statements and did not receive it. Councilmember Foster stated he would like the city attorney investigated, how can you do an investigation with no



paperwork. Councilmember Foster stated he would like to see Mr. Allen investigated because he did not do the disclosure statements, also an investigation into Council as to why we did not fill out our disclosure statements.

Council discussed. Mayor Pro Tem Broadaway stated I see no reason for an investigation, we admit we made an oversight, we admit we did wrong, we have all done a disclosure statement, we have corrected it. Council continued discussing.

Attorney Lawrence stated attorney work notes do not have to be turned over.

Councilmember Williams stated the city clerk should inform all Councilmembers of the requirement for disclosure forms.

Councilmember Williams also asked when the city attorney's contract expires and for a copy of the contract.

**Consent Agenda Review.** As time did not allow for review of all the items, the remaining items will be reviewed during the Council meeting.

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

### **CITY COUNCIL MEETING**

The Mayor and 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 July 15, 2019 with attendance as follows:

Present: Mayor Chuck Allen, Presiding  
Mayor Pro Tem Bill Broadaway  
Councilmember Antonio Williams  
Councilmember Mark Stevens  
Councilmember Bevan Foster  
Councilmember David Ham  
Councilmember Gene Aycock

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

Pastor John Howard with The First Church provided the invocation. The Pledge of Allegiance followed.

**Approval of Minutes.** Councilmember Aycock made a motion to approve the Minutes of the Special Called Meeting of May 9, 2019 as submitted. The motion was seconded by Mayor Pro Tem Broadaway. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Stevens, Ham and Aycock voted in favor of the motion. Councilmembers Williams and Foster voted against the motion. Mayor Allen stated the motions passed 5:2.

**Z-14-19 Mary Sue Fallin- East side of Fallin Boulevard between N. Berkeley Boulevard and Central Heights Road-Lot 6A. Public Hearing Held.** The property is zoned residential and is currently vacant and undeveloped. On Monday, June 2, 2003, Goldsboro City Council approved a rezoning change for subject property from NB (Neighborhood Business) to R-6 Residential Conditional District. The subject property along with surrounding tracts was part of a combination rezoning for the construction of 312 apartment units. Once approved, the developer chose to build 264 apartments in lieu of 312 and forfeited his option to purchase subject property.

Frontage: 158ft. (Fallin Blvd.)  
Area: 117,918 sq. ft., or 2.70 acres  
Zoning: Residential (R-6CD)

As previously stated, the applicant is requesting a zoning change from R-6 CD (Residential) to General Business (GB).



North: R-6 CD (Residential), SC (Shopping Center);  
South: NB (Neighborhood Business);  
East: RM-8 (Residential Manufactured Non-Conforming); and  
West: GB (General Business), SC (Shopping Center)

The City's Comprehensive Land Use Plan recommends high-density residential development for the property.

City sewer is available to serve the property. Subject area is located in a Special Flood Hazard Area {100-year floodplain).

The subject property has frontage along Fallin Boulevard, which will be extended from Berkeley Boulevard to Central Heights Road by the North Carolina Department of Transportation. These improvements are part of an overall project to realign Central Heights Road and Royall Ave at Berkeley Boulevard. These improvements are scheduled to begin construction in July 2020 with a construction duration of 24 months.

Currently, there are no plans for development of the property. The applicant believes the marketability of the property would be enhanced if rezoned to General Business.

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 August 5, 2019.

**Z-15-19 Mary Sue Fallin- East side of Fallin Boulevard between N. Berkeley Boulevard and Central Heights Road-Lot 4. Public Hearing Held.** The property is zoned neighborhood business and is currently vacant and undeveloped.

On Monday, October 24, 19 94, Goldsboro City Council approved a rezoning change for subject property from R-16 (Residential) to Neighborhood Business (NB).

Frontage: 581ft. (Fallin Blvd.) 691ft. (Central Heights Rd.)  
Area: 385,807 sq. ft., or 8.85 acres  
Zoning: Neighborhood Business (NB)

As previously stated, the applicant is requesting a zoning change from NB (Neighborhood Business) to General Business (GB).

North: R- 6 CD (Residential)  
South: RM-8 (Residential Manufactured), 1-2 CD (General Industry), R-16 RM-NC (Residential-Manufactured Nonconforming);  
East: RM-8 (Residential Manufactured Non-Conforming), R-16 (Residential); and  
West: GB (General Business)

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

City water and sewer are available to serve the property. Subject area is located in a Special Flood Hazard Area (100-year floodplain).

The subject property has frontage along Fallin Boulevard, which will be extended from Berkeley Boulevard to Central Heights Road by the North Carolina Department of Transportation. These improvements are part of an overall project to realign Central Heights Road and Royall Ave at Berkeley Boulevard. These improvements are scheduled to begin construction in July 2020 with a construction duration of 24 months.

Currently, there are no plans for development of the property. The applicant believes the marketability of the property would be enhanced if rezoned to General Business.

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 August 5, 2019.

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

1. Susan Williams shared comments regarding beer parlors.
2. Charles Wright provided a handout regarding the 2019-2020 Annual Action Plan – Draft, Public Comment Sheet, a copy is on file in the City Clerk's Office.
3. Alicia Pierce shared comments regarding the disclosure forms.
4. Carl Martin shared comments regarding the City Attorney's report at the Work Session on April 1, 2-19.

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

**Consent Agenda.** As time did not allow for the review of all consent agenda items during the work session, staff reviewed Items K. through S.

**Item R. Contract Award – 2018 Street Paving Improvements Project Formal Bid No. 2019-003.** Upon motion of Mayor Allen, seconded by Councilmember Aycock and unanimously carried, Council removed Item R. Contract Award – 2018 Street Paving Improvements Project Formal Bid No. 2019-003 from the Consent Agenda and deferred until a later date.

**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. Mr. Salmon reminded Council Item R. Contract Award – 2018 Street Paving Improvements Project Formal Bid No. 2019-003 was removed from the Consent Agenda and deferred until a later date. Councilmember Aycock moved the items on the Consent Agenda, Items D, E, F, G, H, I, J, K, L, M, N, O, P, Q and S be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Ham and a roll call vote resulted Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Stevens, Ham and Aycock voting in the affirmative. Councilmembers Williams and Foster voted against the motion. Mayor Allen declared the Consent Agenda approved as recommended with 5:2 vote. The items on the Consent Agenda were as follows:

**Z-11-19 – (Joyful Play Childcare and Preschool) Subject property is located on the East side of Barrow Court between E. Ash Street and Carol Street. Ordinance Adopted.** Applicant is requesting a zoning change for a portion of the property from R-16 (Residential) to GBCD (General Business Conditional District) in conjunction with site plan approval to allow the operation of a child daycare.

The property is zoned residential and is currently occupied by a single-family dwelling.

Frontage:	110 ft. (E. Ash Street) 420 ft. (Barrow Court)
Area:	47,981 sq. ft. or 1.10 acres
Zone:	Residential (R-16)

As previously stated, the applicant proposes to rezone a portion of the property from R-16 (Residential) to General Business Conditional District (GBCD) for the operation of a child daycare. Site and landscape plans have been submitted for separate approval.

Tract One: (Existing Single-Family Dwelling)
110 ft. (E. Ash Street)
158.98 (Barrow Court)
Area: 17,522 sq. ft. or 0.402 acres



Tract Two: (Proposed Daycare)  
276.87 ft. (Barrow Court)  
Area: 30,459 or 0.699 acres

Surrounding Zones:

North: General Business (GB);  
South: Office and Institutional (O&I-1);  
East: Residential (R-16); Neighborhood Business (NB)  
West: R-16 (Residential)

The City's Comprehensive Land-Use Plan recommends commercial development.

The submitted site plan indicates a 5,376 sq. ft. building of modular construction and meeting the requirements of the North Carolina State Building Code.

Days/Hours of Operation:	Monday-Sunday: 6:30am-11pm
Teachers/Staff:	8
Children:	The applicant is seeking state licensing for 115 children.

The site will be served by two, 24 ft. wide driveway cuts off Barrow Court and Carol Street. Since Barrow Court is an unimproved City street, the applicant is proposing to pave approximately 100 linear ft. or 2,200 sq. ft. in order to provide approved access to the site. Street improvements must meet City Engineering standards.

A paved and striped parking lot is shown directly east of the daycare. Child daycares require one parking space per 300 sq. ft. of gross floor area, plus an unloading and loading area capable of stacking 4 vehicles.

A total of 14 parking spaces have been provided to include 1 handicap accessible parking space. In addition, 4 spaces for loading and unloading are shown at the front entrance of the proposed daycare. The applicant is requesting a modification of required parking from 22 to 18 spaces. Applicant states that the daycare's client base has varied working hours utilizing daytime and nighttime childcare services and that the required amount of parking spaces is more than sufficient for the proposed use.

Exterior construction materials shall consist of hardy plank siding, vinyl windows and roofing comprised of a rubber membrane with a flat-roof pitch.

In accordance with state daycare licensing requirements, day care centers shall provide an outdoor play area of at least seventy-five (75) square feet for each child. The submitted site plan shows an outdoor play area of 8,625 sq. ft. A chain-link fence four (4) ft. in height will surround the play area and daycare center.

The applicant proposes the installation of 7 Autumn Fantasy Maples to serve as required street trees along Barrow Court. In addition, 12 Dwarf Yaupon Hollies are proposed as the required vehicular surface buffer.

A Type A, 5 ft. wide buffer is proposed along the western, southern and eastern property lines consisting of Autumn Fantasy Maples, Arborvitae, Chinese Loropetalums and Carissa Hollies. Snow Goose Cherries, Autumn Fantasy Maples and Dwarf Yaupon Hollies are proposed as plantings to serve the vehicular surface area.

Exterior sidewalks are not shown on the submitted site plan. Since the proposed use is for new construction, sidewalks are required.

Applicant is requesting a modification of the sidewalk requirement. If the modification is approved, a fee in lieu of will be required to be paid to the City of Goldsboro in the amount of \$4,119.66 for sidewalk construction.

5 ft. wide interior sidewalks including handicap accessible ramps have been provided leading from the parking lot and outside play area into proposed building entrances.



Commercial lighting plans have not been submitted, however, staff will work with the applicant to ensure that proposed lighting is compliant with the City’s commercial lighting ordinance. The property is not located within a Special Flood Hazard Area. City water and sewer services are available to serve the property.

An 18 ft. wide by 12 ft. wide concrete pad is shown behind the proposed daycare for two solid waste receptacles. The dumpsters will be screened in accordance with City standards. Interconnectivity has been provided on the south side of the proposed parking lot.

The applicant is requesting the following modifications:

1. Modification of parking spaces from 22 to 18.
2. Modification of exterior sidewalk construction.

At the public hearing held on June 17, 2019, no one spoke for or against the request. The Planning Commission, at their meeting held on June 24, 2019, recommended approval of the change of zone request and the site and landscape plans, with requested modifications, submitted for the childcare/preschool.

Staff recommended Council accept the recommendation of the Planning Commission and:

1. Adopt an Ordinance changing the zoning for the property from Residential 16 (R-16) to General Business Conditional District (GB CD) with development plan approval required separately. The zoning change would be consistent with the City’s adopted Comprehensive Land Use Plan which recommends commercial development; and
2. Approve the submitted site and landscape plans for the proposed childcare/preschool with the following modifications:
  - a) Modification of the sidewalk requirement. If the modification is approved, a fee in lieu of will be required to be paid to the City of Goldsboro in the amount of \$4,119.66 for sidewalk construction.
  - b) Modification of parking spaces from 22 to 18. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

ORDINANCE NO. 2019-44 “AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF GOLDSBORO, NORTH CAROLINA CODE OF ORDINANCES”

**Z-12-19 (Johnnie Jordan Coley’s Internet Cafe) Subject Property is Located on the South side of Arrington Bridge Road between Bill Lane Boulevard and Casey Mill Road. Denied.** Applicant is requesting a zoning change for property located at 1462 Arrington Bridge Road from Neighborhood Business to General Business Conditional District (GBCD) for an electronic gaming operation (internet café).

Subject property was satellite annexed in August of 1989. Since that time, it has operated as a grocery store, convenient store and restaurant.

In 2017, the property sustained extensive damage from the effects of Hurricane Matthew. Since that time, there have been no repairs or renovations made to the existing building.

Currently, the building and lot are vacant and the property owner is in the process of selling the property.

Frontage:	100 ft.
Area:	17,000 sq. ft. or 0.39 acres
Zoning:	Neighborhood Business (NB)

As previously stated, the applicant proposes to rezone the subject property from Neighborhood Business (NB) to General Business Conditional District (GBCD) for an electronic gaming operation (internet café).



Surrounding Zones:

North: Residential (R-20A);  
South: Residential (R-20A);  
East: Residential (R-20A); and  
West: Residential (R-20A)

The City's Comprehensive Land-Use Plan recommends residential-agriculture development. On May 8, 2017, Goldsboro City Council approved an ordinance amending the Unified Development Ordinance regarding electronic gaming operations within the City limits and the City's one-mile extraterritorial jurisdiction.

The following regulations were approved by City Council:

1. Electronic gaming operations are only permitted in the General Business (GB) zoning district.
2. No establishment shall be located within 500 ft. of any residentially zoned or developed property, church, school, day care, playground or public park.
3. No such establishment shall be located within one mile of another similar establishment.
4. The hours of operation for such operations shall be limited from 7:00am to 2:00am.
5. Electronic Gaming Facilities are only permitted after a Conditional Use Permit has been approved by City Council.
6. The number of parking spaces for electronic gaming operations are based on 1.5 spaces per computer/machine and 1 space per employee.  
The submitted site plan shows an existing 2,393 sq. ft. single-story building of masonry construction. The applicant's proposed floor plan shows an assembly area consisting of 18 machines, an office, a storage area, lobby and restrooms for patrons of the facility.

Employees: 1  
Hours of Operation: Monday through Sunday;  
9am – Midnight

Parking for the site is based on 1.5 spaces per gaming machine and 1 per employee. 28 parking spaces are required to include two handicap parking spaces.

The submitted site plan shows 6 existing paved parking spaces at the front of the facility. The applicant is proposing 12 parking spaces located in the rear yard of the facility and an additional 11 parking spaces upon private property directly east and adjacent to the site. The adjacent private property owner has agreed to enter into a long-term lease with the applicant to use a portion of the property (15 ft. x 170 ft.) for parking as long as the business is in operation.

The applicant proposes to remove the existing 400 sq. ft. accessory building located at the rear of the property for the provision of customer parking spaces and proper circulation for automobiles entering and exiting the site.

Vehicular surface areas and parking areas are required to be paved and striped. The applicant is requesting a modification of the paving requirement for vehicular surface areas and parking spaces located in the rear yard and side yard of the property. If approved, applicant proposes to use gravel in lieu of asphalt or concrete.

Due to existing site conditions, the applicant is requesting a modification of the City's landscape requirements as they pertain to street trees, vehicular surface buffers and landscape buffer yards.

The applicant states that landscape plantings will leave insufficient room for parking spaces required for the site.

The site is located in the 100-year floodplain. Any new construction or development will require compliance with the City's floodplain regulations.

Seymour Johnson Air Force Base has been notified of the proposed use. Because the subject property falls within the 70-74 dnl noise contour, the applicant will be required to incorporate noise attenuation measures into the design or construction of portions of the building where the public is received or assembled.



The applicant is requesting the following modifications:

1. Modification of 500 ft. separation distance from residentially-zoned or residentially-developed property.
2. Modification of paving required for vehicular surface areas and parking spaces.
3. Modification of City's landscape requirements.

At the public hearing held on June 17, 2019, no one spoke for or against the request. The Planning Commission, at their meeting held on June 24, 2019, recommended denial of the rezoning request from Neighborhood (NB) to General Business Conditional District (GB CD).

The Planning Commission found the request not consistent with the City's adopted Comprehensive Land Use Plan and also found the request did not meet the approval criteria as outlined in Ordinance #2017-23, Internet Café/Sweepstakes Facilities.

It was recommended Council accept the recommendation of the Planning Commission deny the rezoning request for zoning of the property from Neighborhood Business (NB) to General Business Conditional District (GB CD); finding it not consistent with the recommendation of the City's adopted Comprehensive Land Use Plan and the request does not meet the approval criteria as outlined in Ordinance #2017-23, Internet Café/Sweepstakes Facilities. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

**Z-13-19 (Dewey Street Properties, LLC.) Subject properties are located on the North side of W. Grantham Street between Hargrove Street and Jordan Boulevard. Ordinance Adopted.** Applicant is requesting a zoning change for two individual properties located at 1211 and 1203 W. Grantham Street from General Business (GB) to Highway Business (HB). Applicant is the owner of both properties.

On October 20, 2014, Council approved 1211 W. Grantham Street for the operation of a used car dealership for high-end, high-performance autos including the accessory uses of restoration, service and repair.

In addition, Council approved site and landscape plans detailing the proposed development. The following modifications were approved:

1. Modification of a Type C (20 ft. wide) buffer along the western property line;
2. Modification of eastern Type A (10 ft. wide buffer to allow the placement of a 6 ft. high fence with no additional landscaping; and
3. Modification of the existing freestanding sign height and area from 25 ft. tall to 49 ft. tall and from 80 sq. ft. to 100 sq. ft.

Since that time, the owner acquired the adjacent property directly east of the site and identified as 1203 W. Grantham Street. Currently, the owner operates the site as an automotive equipment installation, repair and service facility.

1211 W. Grantham St:

Frontage:

W. Grantham Street: 181 ft.

Collier Street: 136 ft.

Area: 50,019 sq. ft. or 1.14 acres

Zone: General Business (GB)

1203 W. Grantham St:

Frontage: 89 ft.

Area: 11,335 or .26 acres

Zone: General Business (GB)

As previously stated, the applicant proposes to rezone two individual properties located at 1211 and 1203 W. Grantham Street from General Business (GB) to Highway Business (HB).

Surrounding Zones:



North:	Residential (R-6);
South:	General Business (GB); Office and Institutional (O&I-1);
East:	Office and Institutional (O&I-1; General Business (GB); Residential (R-16);
West:	General Industry (I-2)

The property owner proposes to rezone the property for the purpose of reclassifying an existing non-conforming freestanding sign at 1211 W. Grantham St. to a conforming high-rise sign. If approved, the owner intends to combine the two separate parcels (1211 and 1203 W. Grantham Street) into one in order for both businesses to share the proposed high-rise sign.

According to the City’s Unified Development Code, high-rise signs are allowed in the Highway Business (HB) zoning district if the business or businesses are contiguous to a controlled access highway as defined by NCDOT. The subject properties are located along W. US 70 Highway which is a controlled access highway.

City sign regulations require high-rise signs not to exceed a height of 100 ft. in height and no more than 250 sq. ft. in area. The existing freestanding sign is 49 ft. in height and 100 sq. ft. in area.

The City’s Comprehensive Land-Use Plan recommends commercial development.

At the public hearing held on June 17, 2019, no one spoke for or against the request.

The Planning Commission, at their meeting held on June 24, 2019, recommended approval of the rezoning request from General Business (GB) to Highway Business (HB).

It was recommended Council accept the recommendation of the Planning Commission and adopt an Ordinance changing the zoning for the property from General Business (GB) to Highway Business (HB). The zoning change would be consistent with the City’s adopted Comprehensive Land Use Plan, which recommends commercial development. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

ORDINANCE NO. 2019-45 “AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF GOLDSBORO, NORTH CAROLINA CODE OF ORDINANCES”

**UDO-2-19 Microbreweries - Unified Development Ordinance Amendments.**  
**Ordinance Adopted.** The City Council adopted the Unified Development Ordinance on April 4, 2005, which replaced existing land development regulations for the City of Goldsboro and its extraterritorial jurisdiction.

Since that time, the UDO has been amended, over the years, to address a number of minor text corrections and major changes as directed by the Council.

Currently, a number of proposed changes for consideration are “Minor Text Amendments” to Sections within the UDO under Section 5.0 Zoning and Section 9.0 Definitions as follows:

- **Section 5.4** Table of Permitted Uses;
- **Section 5.5** Supplemental Use Regulation; and
- **Section 9.2** Definitions.

Proposed changes are to reflect the addition of Microbreweries as a conditional use within the Central Business District, General Business District, Shopping Center District and the Highway Business zoning district.

A Notice of Public Hearing listing all the Sections of the UDO under consideration for amendment was advertised for two consecutive weeks in the newspaper and posted on the City’s website for review.

Minor changes, which are included for possible amendment include:

1. Amending Section 5.4 Table of Permitted Uses by adding Microbreweries as a conditional use in the same Business/Personal Services as Bars, nightclubs, pool halls, places of entertainment with an ABC permit, bowling alleys, and miniature golf facilities;



2. Amending Section 5.5 Supplemental Use Regulations by adding to Subsection 5.5.4 Special and Conditional Use Specific Regulations to include Microbreweries and editing the Central Business District Exceptions as it pertains to Bars, Nightclubs, Pool Halls, Places of Entertainment (both public and private and for profit) – ABC Permit regulations as follows; and
3. Amending Section 9.0 Definitions by including within Subsection 9.2 Definitions a definition of Microbrewery.

At the public hearing held on June 17, 2019, one individual questioned the need for additional places of entertainment with ABC permits.

The Planning Commission, at their meeting held on June 24, 2019, recommended approval of the Unified Development Ordinance (UDO) Text Amendment to reflect the addition of Microbreweries as a conditional use within the Central Business District, General Business District, Shopping Center District and the Highway Business zoning district.

It was recommended Council accept the recommendation of the Planning Commission and adopt the following entitled ordinance amending the Unified Development Ordinance (UDO) to reflect the addition of Microbreweries as a conditional use within the Central Business District, General Business District, Shopping Center District and the Highway Business zoning district. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

ORDINANCE NO. 2019-46 “AN ORDINANCE AMENDING ARTICLE 5 AND ARTICLE 9 RELATIVE TO ADDITION OF MICROBREWERIES AND ADOPTING UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENTS FOR THE CITY OF GOLDSBORO, NORTH CAROLINA, AND ITS EXTRATERRITORIAL JURISDICTION”

#### **UDO-3-19 Demolition by Neglect Unified Development Ordinance Amendments.**

**Ordinance Adopted.** The City Council adopted the Unified Development Ordinance on April 4, 2005, which replaced existing land development regulations for the City of Goldsboro and its extraterritorial jurisdiction.

Since that time, the UDO has been amended, over the years, to address a number of minor text corrections and major changes as directed by the Council.

Currently, a number of proposed changes for consideration are “Minor Text Amendments” to a Section within the UDO under Article 5.0 Zoning as follows:

#### **▪ Section 5.11 Demolition by Neglect**

Proposed changes are to consider changing the name of the program to Order to Repair and update program standards.

A Notice of Public Hearing listing all the Sections of the UDO under consideration for amendment was advertised for two consecutive weeks in the newspaper and posted on the City’s website for review.

1. Minor changes, which are included for possible amendment include:
2. Amending Section 5.11 Demolition by Neglect by renaming to Order to Repair;
3. Amending Section 5.11.1 Standards by including additional standards;
4. Amending Section 5.11.2 Review Authority by including Planning Director as having the authority to assure compliance of the ordinance;
5. Amending Section 5.11.3 Petition and Action by adding minor language regarding the inspection process for Order to Repair;
6. Amending Section 5.11.4 Safeguards from Undue Economic Hardship by adding minor language regarding the hardship filing process;
7. Amending Section 5.11.5 Committee’s Actions on Demolition by Neglect Claims by renaming to Committee’s Actions on Order to Repair Claims and adding minor language regarding the Committee’s process to making a finding of undue or no undue economic hardship; and
8. Addition of Section 5.11.8 Penalties and Remedies by adding language that indicate enforcement options by the City.



At the public hearing held on June 17, 2019, three individuals spoke against the request citing clarification of the Planning Director's role in the review authority of the ordinance and reference to General Statute 160A-439.1 as it pertains to receivership authority of a City Employee.

The Planning Commission, at their meeting held on June 24, 2019, recommended approval of the Unified Development Ordinance (UDO) Text Amendment to reflect changing the name of the program to Order to Repair and update program standards.

It was recommended Council accept the recommendation of the Planning Commission and adopt the following entitled ordinance amending the Unified Development Ordinance (UDO) to reflect changing the name of the program to Order to Repair and update program standards. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

**ORDINANCE NO. 2019-47 "AN ORDINANCE AMENDING ARTICLE 5.11 DEMOLITION BY NEGLECT AND ADOPTING UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENTS FOR THE CITY OF GOLDSBORO, NORTH CAROLINA, AND ITS EXTRATERRITORIAL JURISDICTION"**

**S-3-19 Bill Lane Lot #78 (Expedited 2-Lot Final Subdivision Plat). Approved.**

The property is located on the north side of Titleist Drive within Lane Tree Townhomes Subdivision.

Total Area: 24.89 acres or 108,421 sq. ft.

Total Lots: 2

Lot No. 1: .70 acres or 30,649 sq. ft.

Lot No. 2: 24.19 acres or 105,372 sq. ft.

Zoning: Highway Business (HB)

Property is currently vacant and located in the City's extraterritorial jurisdiction (ETJ).

The proposed subdivision has been approved for a two-lot final subdivision as it qualified for an expedited subdivision review.

The applicant proposes single-family development on Lot 1 and wishes to provide sewer services with the installation of a septic tank system.

Per the City's Unified Development Ordinance Subdivision Standards, water and sanitary sewer mains shall be installed in accordance with City standards and shall be approved by the Goldsboro City Engineer and the State of North Carolina, when such utilities are accessible and available within one thousand feet of the proposed subdivision. Sewer is available within one thousand feet of the proposed subdivision however; the applicant is requesting a modification of tying onto to the existing sewer system.

If modification is granted the septic system shall meet the requirements of the State Board of Health and be approved by the Wayne County Health Department.

The Planning Commission, at their meeting held on June 24, 2019, recommended approval of the 2-Lot Final Subdivision Plat with a modification of tying onto the existing sewer system.

It was recommended Council accept the recommendation of the Planning Commission and approve the 2-Lot Final Subdivision Plat with the following modification:

- Modification of tying onto the existing sewer system requirement when such utilities are accessible and available within one thousand feet of the proposed subdivision. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

**SITE-6-19 Site and Landscape Plans- 4 Points of NC (Automatic Car Wash).**

**Approved.** Subject properties are located on the south side of Berkeley Boulevard between Cashwell Drive and Langston Drive.



506 N. Berkeley Boulevard

Frontage: 105 ft.  
Depth: 184.42 ft.  
Area: 18,583 sq. ft. or 0.42 acres  
Zoning: General Business

508 N. Berkeley Boulevard

Frontage: 76.82 ft.  
Depth: 184.42 ft.  
Area: 14,112 sq. ft. or 0.32 acres  
Zoning: General Business

Property located at 506 N. Berkeley is currently occupied by a commercial real estate office and an ice cream and shaved ice facility. Property located at 508 N. Berkeley is currently clear and vacant.

The applicant proposes to combine the two subject properties for commercial development.

The submitted site plan indicates a single-story, 2,800 sq. ft. building of metal-framed construction proposed for use as a drive-through automatic car wash facility.

A floor plan has been provided and consists of an express tunnel car wash, a customer lobby area, an office, a restroom, an equipment room and a janitor's closet.

In addition to the car wash, two (2) overhead canopies are proposed for the site. A 2,240 sq. ft. canopy is proposed adjacent to the common access drive and will provide cover for 14 parking spaces and 14 vacuum stations to be used by customers of the business.

A 375 sq. ft. canopy is proposed in the drive-through aisle along the rear property line adjacent to the entrance of the car wash facility to provide cover for two (2) side-by-side automatic pay stations. The canopy is shown within 5 ft. of the rear property line. As such, a modification will be necessary since the rear building setback is 25 ft.

Hours of Operation: Monday-Sunday 8am-8pm

Employees: 2-4

The site will be served by an existing 50 ft. wide curb cut off Berkeley Boulevard.

An existing 24 ft. wide paved and shared access drive will extend southward from the curb cut approximately 150 ft. from the terminus providing access to two parking lots proposed for the site.

A total of 22 parking spaces have been provided including 1 handicap accessible parking space. 14 spaces will be located adjacent to the common access drive. 8 spaces are shown adjacent to the proposed automatic car wash. A drive-through aisle is shown at the rear of the site for stacking 14 vehicles upon entry into the car wash bay area.

Exterior sidewalks are not shown on the submitted site plan. The applicant will be required to install sidewalks along Berkeley Boulevard for approximately 182 linear feet.

A 10 ft. wide interior sidewalk has been provided for pedestrian access leading from the parking lots to the building entrances using private walkways and a handicap ramp. 9 additional vacuum stations are proposed along the sidewalk adjacent to the car wash facility and located between customer parking spaces.

The site plan indicates a required Type A, 5 ft. wide landscape buffer along the western and southern property lines. A total of 10 street trees are proposed along Berkeley Boulevard accompanied by 48 evergreen shrubs to serve as the required vehicular surface buffer. 9 trees and 108 shrubs will serve as vehicular surface area plantings required for the site.



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

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

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

Storm water calculations, grading and drainage plans have not been submitted. The applicant will be required to submit plans in accordance with City Engineering standards before construction permits are released.

A concrete pad is shown at the end of the access drive for the location of a commercial dumpster. The dumpster enclosure will match the elevations of the car wash facility and will be screened in accordance with City standards.

The applicant is requesting a modification of the rear setback requirement from 25 ft. to 5 ft. for the construction of a 375 sq. ft. canopy providing cover for two (2) side-by-side automatic pay stations.

The Planning Commission, at their meeting held on June 24, 2019, recommended site and landscape plan approval with modification the rear setback requirement from 25 ft. to 5 ft. for the construction of a 375 sq. ft. canopy providing cover for two (2) side-by-side automatic pay stations.

It was recommended Council accept the recommendation of the Planning Commission and approve the site, landscape and building elevation plans for 4 Points of NC (Automatic Car Wash) with the following modification:

- Modification to the rear setback requirement from 25 ft. to 5 ft. for the construction of a 375 sq. ft. canopy providing cover for two (2) side-by-side automatic pay stations. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

**Street Closing – Titleist Drive. Ordinance Adopted.** On April 11, 2019, Lane Farms, LLC. requested staff to close a portion of Titleist Drive based on NCDOT realignment of Salem Church Road and US 70 Bypass that is located within the City Limits.

The referenced street section has been identified on the attached map indicating the length and right-of-way width.

The petitioned street closing have been forwarded to the Fire, Police, Engineering and Public Works Departments for their review. No objections to the closing has been submitted.

The Engineering Department has indicated that a utility easement should be retained over this section of Titleist Drive for an existing 6-inch water line if the right-of-way is closed.

If the street section is closed, ownership of the right-of-way would return to the property owner.

The Council, on May 6, 2019, adopted a Resolution of Intent setting the public hearing and that Resolution was advertised for four weeks in the newspaper. Adjacent property owners were notified of the public hearing by certified mail and the street section was posted with notice of the public hearing.

At the public hearing held on June 17, 2019, no one spoke either for or against the closing of Titleist Drive.

The Planning Commission, at their meeting held on June 24, 2019, recommended closing a portion of Titleist Drive with maintaining a utility easement over this section of Titleist Drive for an existing 6-inch water line.



It was recommended Council accept the recommendation of the Planning Commission and adopt the following entitled Ordinance officially closing a portion of Titleist Drive and maintaining a utility easement over the closed right-of-way for an existing 6-inch water line. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

ORDINANCE NO. 2019-48 “AN ORDINANCE ORDERING THE CLOSING OF PORTIONS OF CERTAIN STREET WITHIN THE CITY OF GOLDSBORO, NORTH CAROLINA”

**Contract Award for Goldsboro-Wayne Transportation Authority (GWTA) Marketing and Public Relations Services. Resolution Adopted.** Goldsboro-Wayne Transportation Authority, known locally as GWTA, requested qualifications from qualified marketing/public relations firms to manage and expand the public outreach and marketing strategy for the GWTA public transportation system.

The scope of services includes development, maintenance and/or creation of the following items:

1. Public outreach materials and promotional items, media kits, corporate information packets, advertising media and other associated items;
2. Customer satisfaction surveys;
3. Ridership counts;
4. GWTA website;
5. All signage and graphics for bus shelters, transit equipment, bus stop signs, etc.;
6. Attendance at GWTA Board of Directors and staff meetings;
7. Advertising/marketing strategies for ridership development and growth;
8. System and route map development and updates, associated comprehensive and individual schedule brochures and stop level schedule displays;
9. Multi-Ride Pass media design and development;
10. Research and development of revenue generating advertising program options;
11. Graphics and materials associated with the marketing program and strategies as needed; and
12. Development of high quality, economical production options.

Three consultants’ submitted qualifications and Jennifer Collins, City of Goldsboro Planning Director, Shycole Carter-Simpson, Community Relations Director, Amy Hartley, Director of Wayne Opportunity Center and Don Willis, Goldsboro-Wayne Transportation Authority Director, reviewed each consultant’s submittal.

Upon completion of the submittal review, staff recommended Quest Corporation of America (QCA) to the Goldsboro-Wayne Transportation Authority Board of Directors at their June 27, 2019 meeting. The recommendation was based on QCA’s qualifications, past experience and project approach. The Board of Director’s recommended and approved the selection of QCA for this task.

Staff has worked with the consultant and NCDOT to negotiate a fee for the defined scope. The final proposed cost is \$36,810 with an option to extend for up to two one-year periods depending on available NCDOT Section 5303 funding. Section 5303 funds available for the Goldsboro MPO and transit planning for FY 20 is \$39,000.

The fee proposal for this project has been reviewed by City staff and the North Carolina Department of Public Transportation. Eighty percent of the project will be paid with the use of NCDOT Section 5303 funds (\$29,448) and twenty percent of the cost (\$7,362) will be paid for by the City of Goldsboro as part of their match for the use of Section 5303 funds. These funds are currently budgeted in the City’s FY 2020 Budget.

This contract shall begin July 1, 2019 and end June 30, 2022 and as previously stated contains an option to extend for up to two one-year periods.

It was recommended Council accept the staff’s and Goldsboro-Wayne Transportation Authority Board of Director’s recommendation and adopt the following entitled Resolution authorizing the Mayor and City Clerk to execute a contract in the amount of \$36,810 with QCA, for the GWTA Marketing and Public Relations Services. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)



RESOLUTION NO. 2019-56 “RESOLUTION AWARDING AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE GOLDSBORO-WAYNE TRANSPORTATION AUTHORITY (GWTA) MARKETING AND PUBLIC RELATIONS SERVICES”

**Informal Bid Request-Maintenance of Enhancement Areas and Welcome to Goldsboro Signs Service Contract. Bid Accepted (Enhancement Areas). Bid Rejected (Welcome to Goldsboro Signs).** The City of Goldsboro has maintenance agreements with the North Carolina Department of Transportation to maintain three areas along landscaped State right-of-ways.

These three locations, known as “Enhancement Areas”, are:

- 1. Royall Avenue (between Center Street and Berkeley Boulevard and an area extending along the east side of Spence Avenue running from Royall Avenue a distance of approximately 600 feet;
- 2. U. S. Highway 70 East Bypass/Spence Avenue Interchange (includes service road quadrant and an area adjacent to BoJangle's Restaurant); and
- 3. US Highway 70 West and US 117/I-795 Bypass Interchange.

The bid request also includes the maintenance of three Welcome to Goldsboro signs at the following locations:

- 1. South side of US 70 West (adjacent to radio station at 2581 US 70 West);
- 2. North side of US 70 East (on property owned by New Hope Friends Church at 4451 US 70 East); and
- 3. East side of NC 111 South (963 S NC 111 Highway).

The City advertised and placed out for bid, detailed specifications for maintaining the above enhancement areas and welcome to Goldsboro signs.

On Friday, July 5, 2019, bids were opened in the Planning Department. One bid was received as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Precision Lawn Care & Landscaping Inc.	\$60,000
	Enhancement Areas
	\$19,200
	Welcome Signs

Adequate funds are available within the Fiscal Year 2020 budget in order to perform the maintenance of Enhancement Areas only. Bid amount for Welcome to Goldsboro Sign maintenance came in over budget and staff is requesting the welcome to Goldsboro sign maintenance be rejected. Staff intends to revise the scope of work for the Welcome to Goldsboro Sign maintenance and rebid for services.

The contract for Enhancement Area Maintenance is for a 12-month period beginning July 1, 2019 and extending to June 30, 2020.

Staff recommended Council:

- 1. Accept the low bid submitted by Precision Lawn Care & Landscaping Inc., in the amount of \$60,000 for maintenance of the Enhancement Areas;
- 2. Reject contractor’s bid for Welcome to Goldsboro Sign Maintenance in the amount of \$19,200.00; and
- 3. Authorize the Planning Director and Finance Director to sign a service contract with Precision Lawn Care & Landscaping Inc., for provisions for the Maintenance of Enhancement Areas. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)



**Resolution Accepting the State Reserve Loan Program and Creation of the Capital Project Fund for the Sewer Rehabilitation Project E-SRP-W-17-0110 Project. Resolution Adopted. Ordinance Adopted.** The City of Goldsboro recognized the need to rehabilitate sewer lines in the areas of the Big Ditch Outfall, Carolina Street and Cherry Hospital area. The project encompasses the sewer line rehab of 3,370 LF of 8-inch, 12-inch, and 36-inch gravity sewer and will also include rehab of 15 manholes and replacement of 25 services. The City received the Letter of Intent from the NC Department of Environmental Quality on March 1, 2018 to fund a State Reserve Loan Program.

On May 29, 2019 the North Carolina Department of Environmental Quality notified the City of its approval of financing from the State Reserve Program in the amount of \$1,235,100 at an interest rate of 1.82% over 20 years.

The attached Resolution authorizes the City Manager to accept the loan amount and directs him to furnish all necessary information and assurances required to execute the loan closing. The closing fee for this loan is \$24,702, which is 2% of the total loan amount. The attached Ordinance is necessary to create the capital project and appropriate the expenditures for engineering, construction and loan fees.

It is recommended that the City Council adopt:

1. The following entitled Resolution accepting the State Reserve Loan and authorizing the City Manager to sign loan documents in the amount of \$1,235,100.
2. Adopt the following entitled Ordinance to create the capital project fund ordinance in the amount of \$1,259,802. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

RESOLUTION NO. 2019-57 “RESOLUTION BY MAYOR AND CITY COUNCIL OF THE CITY OF GOLDSBORO”

ORDINANCE NO. 2019-49 “AN ORDINANCE ESTABLISHING THE GRANT PROJECT FUND FOR THE SEWER REHABILITATION SRP-W-17-0110 PROJECT”

**Resolution Accepting the State Revolving Fund Loan and Creation of the Capital Project Fund for the Water Line Replacement & Booster Pump Station (BPS) Project. Resolution Adopted.** The City of Goldsboro recognized the need to replace existing water lines at various locations in the City and install a new booster pump station in the New Hope area to address low pressure issues and remove outdated pipe materials. The water line replacement includes:

- 4,000 LF in the Lanetree Subdivision from Fedelon Trail to Titleist Drive
- 3,100 LF on Ash Street from Herman Street to William Street
- 2,700 LF on Ash Street from Berkeley to Meadow Lane School
- 5,300 LF on Elm Street from Madison Avenue to Lee Drive
- 2,700 LF on Slocumb Street from Westbrook Road to SJAFB

The Council approved a resolution to apply for the state revolving loan on September 17, 2017. The Wooten Company was selected to perform the engineering services for this project on September 18, 2018

On June 6, 2019, we received notification from the North Carolina Department of Environmental Quality that financing was approved from the North Carolina Drinking Water State Revolving Fund (DWSRF) in the amount of \$3,610,000 at an interest rate of 1.82% over 20 years.

The Resolution authorizes the City Manager to accept the loan amount and directs him to furnish all necessary information and assurances required to execute the loan closing. The closing fee for this loan is \$72,200, which is 2% of the total loan amount. The attached Ordinance is necessary to create the capital project and appropriate the expenditures for engineering, construction and loan fees

It is recommended that the City Council:



1. Adopt the following entitled Resolution accepting the State Revolving Loan and authorizing the City Manager to sign loan documents in the amount of \$3,610,000.00.
2. Adopt the following entitled Ordinance to create the capital project fund ordinance in the amount of \$3,682,200.00. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

RESOLUTION NO. 2019-58 “RESOLUTION BY MAYOR AND CITY COUNCIL OF THE CITY OF GOLDSBORO”

ORDINANCE NO. 2019-50 “AN ORDINANCE ESTABLISHING THE GRANT PROJECT FUND FOR THE WATER LINE REPLACEMENT AND BOOSTER PUMP STATION (BPS) PROJECT”

**Resolution Accepting the State Revolving Fund Loan and Creation of the Capital Project Fund for the Plate Settlers Project. Resolution Adopted. Ordinance Adopted.** The City of Goldsboro recognized the need to upgrade the Water Treatment Plant to expand its capacity, and authorized staff on June 5, 2017 to make application to the NC Department of Environmental Quality for a loan to aid in the construction and installation of sedimentation basin inclined plate settlers to improve turbidity removal under all flow conditions and increase sedimentation basin and filter capacity from 12 to 14 mgd.

On June, 18, 2019, we received notification from the North Carolina Department of Environmental Quality that financing was from the North Carolina Drinking Water State Revolving Fund in the amount of \$1,797,360 at an interest rate of 1.82% over 20 years.

The Resolution authorizes the City Manager to accept the loan amount and directs him to furnish all necessary information and assurances required to execute the loan closing. The closing fee for this loan is \$35,947, which is 2% of the total loan amount. The attached Ordinance is necessary to create the capital project and appropriate the expenditures for engineering, construction and loan fees.

It is recommended that the City Council:

1. Adopt the following entitled Resolution accepting the State Revolving Loan and authorizing the City Manager to sign loan documents in the amount of \$1,797,360.
2. Adopt the following entitled Ordinance to create the capital project fund ordinance in the amount of \$2,114,307. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

RESOLUTION NO. 2019-59 “RESOLUTION BY MAYOR AND CITY COUNCIL OF THE CITY OF GOLDSBORO”

ORDINANCE NO. 2019-51 “AN ORDINANCE ESTABLISHING THE GRANT PROJECT FUND FOR THE PLATE SETTLERS PROJECT WATER TREATMENT PLANT EXPANSION”

**FY19-20 Annual Action Plan and Recommended Budget. Approved.** The FY19-20 federal appropriations process was completed on April 15, 2019 and the City was notified of final allocations on May 3, 2019. HUD has awarded \$328,479 in CDBG and \$214,732 in HOME funds to the City of Goldsboro for use to develop viable urban communities by providing decent housing, suitable living environment, and expanding economic opportunities, mainly for persons of low-to-moderate income. Additionally, the City will have available approximately \$34,363 in prior year CDBG funds and \$324,726 in prior year HOME funds (prior year balances as of May 1, 2019).

Due to the restrictive use of funds placed on the HOME program to focus on projects and/or activities designed exclusively to create affordable housing for low-income households, the City has historically each year carried over a substantial amount of prior years’ HOME funds when it has not undertaken large development projects.

A thirty-(30) day comment period was held May 17, 2019 to June 17, 2019 with a public meeting



being held on June 14, 2019 to discuss priorities and recommended budget for FY19-20 program year. On June 17, 2019 during the City Council's Regular Meeting, staff provided City Council with a preliminary presentation of the draft FY19-20 Annual Action Plan and budget recommendations, as well. In addition, a public hearing was held during the regular meeting to gather public input on the use of federal funds.

Four citizens provided their input regarding restructuring CDBG and HOME funds within the recommended budget as it related to transitional housing, rehabilitation, and public services. These comments are similar in nature to the comments received during the June 14, 2019 public comment meeting. Staff has received two comments from non-profit stakeholders in regards to Community Development Housing Organization (CHDO) funds, one pertaining to more homeownership and another in favor of allocation to increase affordable housing through multi-family housing. Comments will be incorporated into the final submission of the FY19-20 Annual Action Plan. During the Commission on Community Relations and Development meeting of June 19, 2019, staff provided a preliminary presentation on the draft FY19-20 Annual Action Plan and budget recommendations.

The 2019-2020 Annual Action Plan is the 5th and final year of implementing the Five-Year Consolidated Plan for 2015-2020. A summary of the 2019-2020 drafted Annual Action Plan proposed activities and use of funds is included, accomplishments will be reported in the CAPER.

Staff recommended Council accept FY19-20 allocation of funds by HUD from the CDBG and HOME Programs and:

1. Approve the FY19-20 Annual Action Plan and budget recommendations presented during City Council's Regular Meeting of June 17, 2019 in preparation for HUD's submission deadline on August 16, 2019.
2. Authorize the Mayor and staff to execute and file the Annual Action Plan, along with the required Certifications, the SF-424, and Grant Agreements that are required to receive CDBG and HOME funding for and on behalf of the City of Goldsboro, and to make necessary changes to those documents where required by HUD. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

**Departmental Monthly Reports. Accepted As Information.** The various departmental reports for April, 2019 were submitted for the Council's approval. It was recommended that Council accept the reports as information. Consent Agenda Approval. Aycock/Ham (5 Ayes: 2 Nays)

#### **End of Consent Agenda.**

**City Manager's Report.** Mr. Tim Salmon stated the Wayne County Veterans and Patriot Coalition has requested the Council sponsor the Purple Heart Banquet in the amount of \$1,250. Council has funded since 2012. Council consensus was to provide a sponsorship in the amount of \$1,250.

**Mayor and Councilmembers' Reports and Recommendations.** Mayor Allen read the following Proclamation:

**Purple Heart Day Proclamation.** Mayor Allen proclaimed August 7, 2019 as "PURPLE HEART DAY" in the City of Goldsboro in honor of those who have received the Purple Heart and encouraged citizens to support the Purple Heart Banquet on August 3, 2019 where special tribute will be given to our local Purple Heart recipients.

**Resolution Expressing Appreciation for Services Rendered by Anton Coley as an Employee of the City of Goldsboro for More Than 24 Years. Resolution Adopted.** Anton Coley retired on July 1, 2019 as a Solid Waste Technician with the Public Works Department of the City of Goldsboro with more than 24 years of service. Anton began his career on July 5, 1995 as a Laborer II with the Public Works Department. On July 1, 2016, Anton's position was reclassified as a Solid Waste Technician with the Public Works Department where he has served until his retirement. Anton has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro. The Mayor and City Council of the City of Goldsboro are desirous, on behalf of



themselves, City employees and the citizens of the City of Goldsboro, of expressing to Anton Coley their deep appreciation and gratitude for the service rendered by him to the City over the years. The Mayor and City Council of the City of Goldsboro express our deep appreciation and gratitude for the dedicated service rendered during Anton's tenure with the City of Goldsboro and offer him our very best wishes for success, happiness, prosperity and good health in his future endeavors.

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

RESOLUTION NO. 2019-60 "RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY ANTON COLEY AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 24 YEARS"

Councilmember Aycock stated no comment.

Councilmember Ham stated no comment.

Councilmember Foster stated no comment.

Mayor Pro Tem Broadaway stated I would like to give a shout out to the Goldsboro Police Department for the Cars & Cops event they had this past Saturday, all part of their community policing and results are starting to show.

Councilmember Stevens stated I would like to make a motion, if you will accept, in me stepping down from the seat of District 3 on August 2<sup>nd</sup> and allow to pay out the remainder of his stipend because I have other opportunities to go back into the film and animation industry that is why I am stepping down.

Mayor Allen stated I do not believe it has to be made in motion. Councilmember Stevens and Mayor Allen discussed his request regarding the stipend. Mayor Allen asked that he give them time to research that.

Councilmember Stevens shared comments regarding each Councilmember and thanked them. Councilmember Stevens stated he looks at this as a learning experience. Councilmember Stevens stated I will pray for the City of Goldsboro and the citizens and wish you well.

Councilmember Williams stated I would have liked to see you finish out your term but you know what is best for you sir. I wish you luck. Councilmember Williams stated I would like to thank all the people who stood beside me and supported me throughout the censuring process. It has not been easy. It has not been easy on the city. It has not been easy on my family. It has not been easy on my business. I thank everyone from the bottom of my heart that stood by me and supported me.

There being no further business, the meeting adjourned at 7:47 p.m.

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Chuck Allen  
Mayor

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Melissa Capps, MMC/NCCMC  
City Clerk





# City of Goldsboro

P.O. Drawer A  
North Carolina  
27533-9701

## RESOLUTION NO. 2019-79

### **RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY CLAUDE JACKSON AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 18 YEARS**

**WHEREAS**, Claude Jackson retires on October 1, 2019 as a Police Corporal with the Goldsboro Police Department of the City of Goldsboro with more than 18 years of service; and

**WHEREAS**, Claude began his career on May 16, 2001 as a Police Officer with the Goldsboro Police Department; and

**WHEREAS**, On November 8, 2006, Claude was promoted to Police Corporal with the Goldsboro Police Department where he has served until his retirement; and

**WHEREAS**, Claude has proven himself to be a dedicated and efficient public servant who gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

**WHEREAS**, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Claude Jackson their deep appreciation and gratitude for the service rendered by him to the City over the years.

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

1. We express our deep appreciation and gratitude for the dedicated service rendered during Claude's tenure with the City of Goldsboro and offer him our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 23<sup>rd</sup> day of September, 2019.



  
Chuck Allen  
Mayor



**RESOLUTION NO. 2019-79**

**RESOLUTION EXPRESSING APPRECIATION  
FOR SERVICES RENDERED BY CLAUDE JACKSON  
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO  
FOR MORE THAN 18 YEARS**

**WHEREAS**, Claude Jackson retires on October 1, 2019 as a Police Corporal with the Goldsboro Police Department of the City of Goldsboro with more than 18 years of service; and

**WHEREAS**, Claude began his career on May 16, 2001 as a Police Officer with the Goldsboro Police Department; and

**WHEREAS**, On November 8, 2006, Claude was promoted to Police Corporal with the Goldsboro Police Department where he has served until his retirement; and

**WHEREAS**, Claude has proven himself to be a dedicated and efficient public servant who gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

**WHEREAS**, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Claude Jackson their deep appreciation and gratitude for the service rendered by him to the City over the years.

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

1. We express our deep appreciation and gratitude for the dedicated service rendered during Claude's tenure with the City of Goldsboro and offer him our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 23<sup>rd</sup> day of September, 2019.

---

Mayor

Attested by:

---

City Clerk





## City of Goldsboro

P.O. Drawer A  
North Carolina  
27533-9701

*Office of the Mayor*

### ***VETERANS STAND DOWN DAY PROCLAMATION***

**WHEREAS**, The Wayne County Veterans and Patriots Coalition, Inc. is dedicated to helping homeless children and military families in North Carolina; and

**WHEREAS**, Stand Down is a term used in times of war in which exhausted combat units come off the battlefield to rest and recover in a place of safety; and

**WHEREAS**, Today, Stand Down also refers to a community based program that assists homeless and veterans transition to community living by providing access to human service agencies, including benefits counseling, employment and training assistance, health care and vision screening, housing services, legal assistance, mental health treatment and substance abuse counseling; and

**WHEREAS**, The members of the Wayne County Veterans and Patriots Coalition, Inc. in partnership with NC Works, will hold their Wayne County Stand Down Day on October 3, 2019 at the Goldsboro Event Center in Goldsboro, NC; and

**WHEREAS**, The Wayne County Veterans and Patriots Coalition, Inc. has called upon the participation of City of Goldsboro officials to share facts regarding some of the assistance that may be given to the homeless and to veterans in need; and

**WHEREAS**, All area churches, universities, businesses, junior/senior high schools, sororities/fraternities, social/civic organizations, and youth services agencies are requested to support the intent of this stand down by promoting the attendance and participation of their volunteers and any known homeless veterans.

**NOW, THEREFORE, I, Chuck Allen, Mayor of the City of Goldsboro, North Carolina**, do hereby proclaim Thursday, October 3, 2019 as ***VETERANS STAND DOWN DAY*** in the City of Goldsboro, North Carolina, and express our gratitude for those who have served and continue to serve.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 23<sup>rd</sup> day of September, 2019.



Chuck Allen  
Mayor





## City of Goldsboro

J.O. Bramer A  
North Carolina  
27533-9701

Office of the Mayor

### **KAPPA EPSILON PSI MILITARY SORORITY, INC. GOLDSBORO SIGMA CHAPTER MONTH PROCLAMATION**

**WHEREAS**, The Kappa Epsilon Psi Military Sorority, Inc., Goldsboro Sigma Chapter became a Chapter on August 19, 2016; and

**WHEREAS**, The Goldsboro Sigma Chapter is celebrating its 3<sup>rd</sup> year as a Chapter of Kappa Epsilon Psi Military Sorority, Inc.; and

**WHEREAS**, The mission of the Kappa Epsilon Psi Military Sorority, Inc., Goldsboro Sigma Chapter is “to aspire to HONOR past female service members, UNITE present female service members & MENTOR future leadership of our Armed Forces”; and

**WHEREAS**, The vision of Kappa Epsilon Psi Military Sorority, Inc., Goldsboro Sigma Chapter is to provide innovative agendas that enhance opportunities to mentor women of all ages regardless of race, color, or creed; and


**WHEREAS**, The Goldsboro Sigma Chapter volunteers throughout the Goldsboro community and surrounding cities assisting at Veterans Homes, Public School Events, Animal Shelters, Food Banks, and assisting the American Red Cross during blood drives, yearly Back to School events, classroom pep-talks with female students, and volunteering at Goldsboro High School Junior Reserve Officer Training Corps (JROTC) competition events; and

**WHEREAS**, The Goldsboro Sigma Chapter volunteered during military events such as the 135<sup>th</sup> USCT Living History Weekend, the Goldsboro Veterans Day Parade, the Annual Purple Heart Ceremony, the Wreaths Across America Ceremony, and numerous events on Seymour Johnson Air Force Base such as Wings Over Wayne.

**NOW, THEREFORE, I, Chuck Allen, Mayor of the City of Goldsboro, North Carolina**, do hereby proclaim September 2019 **KAPPA EPSILON PSI MILITARY SORORITY, INC., GOLDSBORO SIGMA CHAPTER MONTH** in the City of Goldsboro, North Carolina, and express our gratitude for serving those who serve.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 23<sup>rd</sup> day of September, 2019.



  
\_\_\_\_\_  
Chuck Allen  
Mayor



**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

**SUBJECT:**                   **PUBLIC HEARING**  
CU-8-19 Anderson Brewing – (Microbrewery w/ABC) The property is located on the northeast corner of W. Pine Street and S. George Street.

**BACKGROUND:**           The applicant requests a Conditional Use Permit to allow the operation of a microbrewery with ABC permits. In conjunction with the microbrewery, the applicant intends to operate a bakery.

**Site 1: (Principal Building)**

Frontage:	39 ft. (W. Pine St.) 65 ft. (S. George St.)
Area:	2,534 sq. ft., or 0.058 acres
Zoning:	Central Business District (CBD)

**Site 2: (Customer Parking Lot)**

Frontage:	158 ft. (S. George St.) 28 ft. (W. Pine St.)
Area:	7,092 sq. ft., or 0.16 acres
Zoning:	Central Business District

The applicant has proposed to up-fit an existing two-story 3,082 sq. ft. brick-veneer commercial building for the operation of a microbrewery and bakery.

**DISCUSSION:**           On July 15, 2019, Goldsboro City Council amended the City's Unified Development Code to add microbreweries as a conditional use in the Central Business District.

The following regulations were also approved as they pertain to microbreweries:

1. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, there shall be no minimum separation distance from



residentially zoned or developed property. A 50 ft. minimum separation distance shall be required for stand-alone churches or schools.

2. For the remainder of the CBD, not described by the boundaries above, the minimum separation distance from residentially zoned or developed property, stand-alone churches or schools shall be one hundred feet.
3. There shall be no more than five microbreweries located within the area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street.
4. In the CBD, there shall be no minimum separation distance between two such establishments.
5. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street there shall be no minimum off-street parking requirements.

The applicant's floor plan indicates a space for retail sales, beer brewing, keg cleaning, keg storage, a kitchen area for baking consumable goods and a bathroom. The second floor indicates an office, fermentation and storage areas and a bathroom.

Hours of Operation:	Monday-Saturday 6:00 a. m. – 8:00 p. m.
No. of Employees:	5
Refuse Collection:	Dumpster proposed at rear of establishment

The property is not located within Goldsboro's Historic District.

The existing building and lot existed prior to the adoption of City ordinances. As such, the building does not meet current setback requirements. Modifications will be necessary.

Since the property is bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, no off-street parking is required.



Due to existing site conditions and limited space, the applicant is requesting a modification of the City's landscape requirements.

The applicant owns a vacant lot once used as a parking lot approximately 140 ft. south of the principal building along S. George Street. The applicant intends to use the existing parking lot for on-site deliveries and for customers of the business. The parking lot is paved and can accommodate up to 12 automobile parking spaces.

Modifications: The applicant is requesting the following modifications:

1. Building side yard setback requirement from 15 ft. to 0 ft.
2. Building rear yard setback requirement from 20 ft. to 0 ft.
3. City landscape requirements per Section 6.3 Landscaping, Screening and Buffering Standards of the Unified Development Ordinance.

RECOMMENDATION: No action necessary. Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/14/19

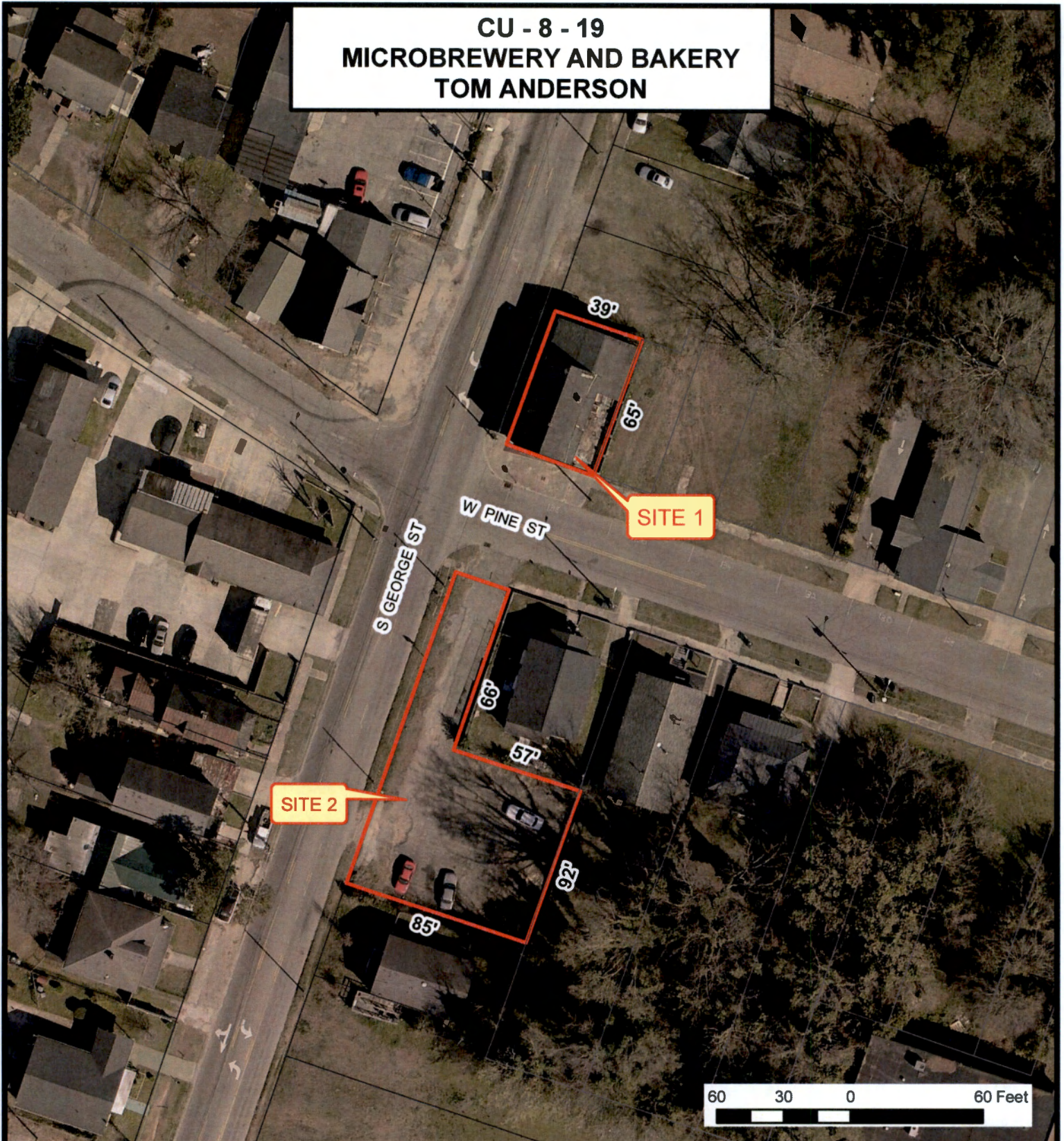
  
\_\_\_\_\_  
Planning Director

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

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



CU - 8 - 19  
MICROBREWERY AND BAKERY  
TOM ANDERSON



Conditional Use Request

**CASE NO:** CU-8-19  
**REQUEST:** Micro Brewery and Bakery  
**APPLICANT:** Anderson Brewing  
**LOCATION:** 229 W. Pine St  
**HOURS OF OPERATION:**

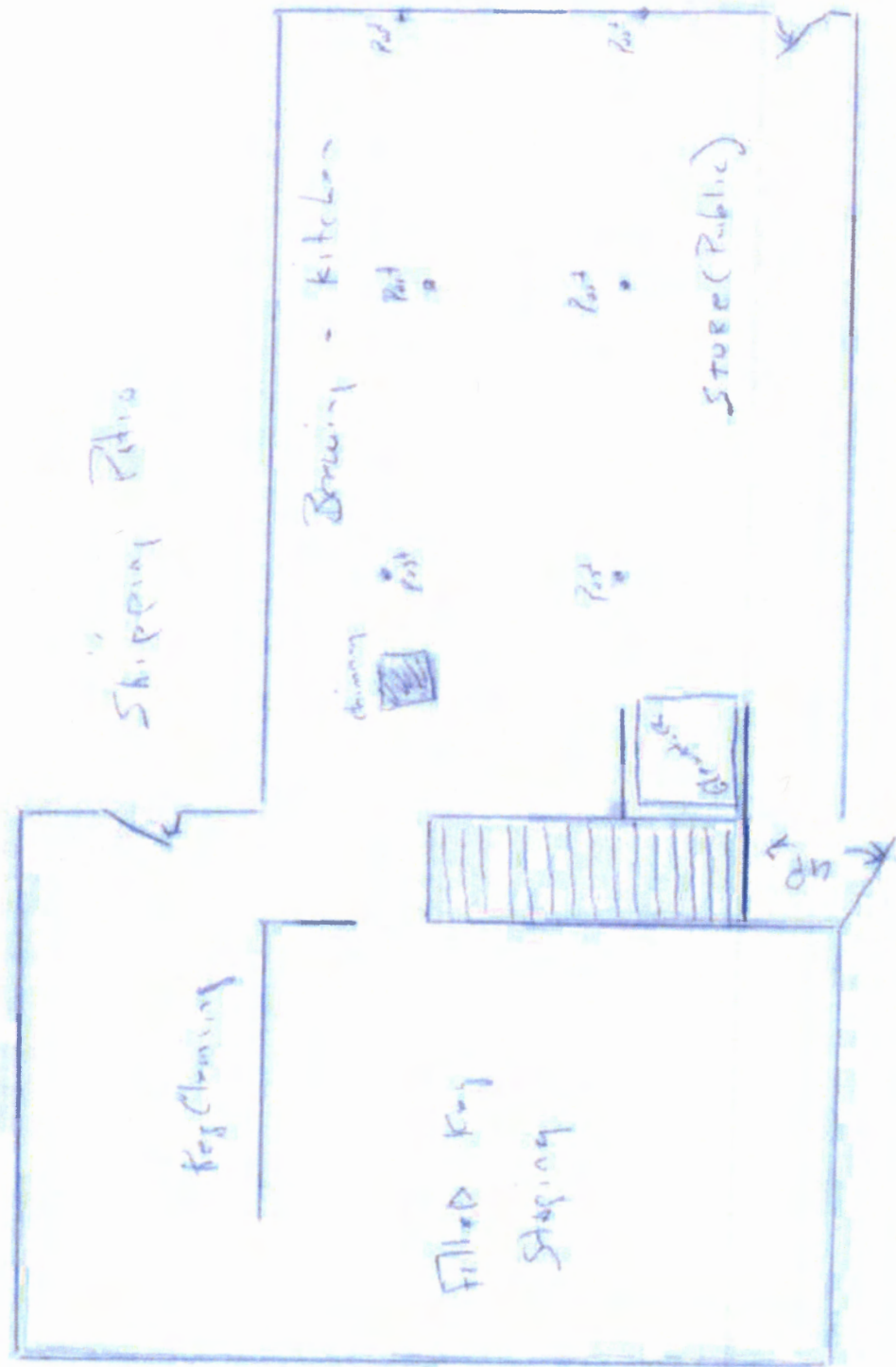
**NUMBER OF EMPLOYEES:**



**GOLDSBORO**  
BE MORE DO MORE SEYMOUR

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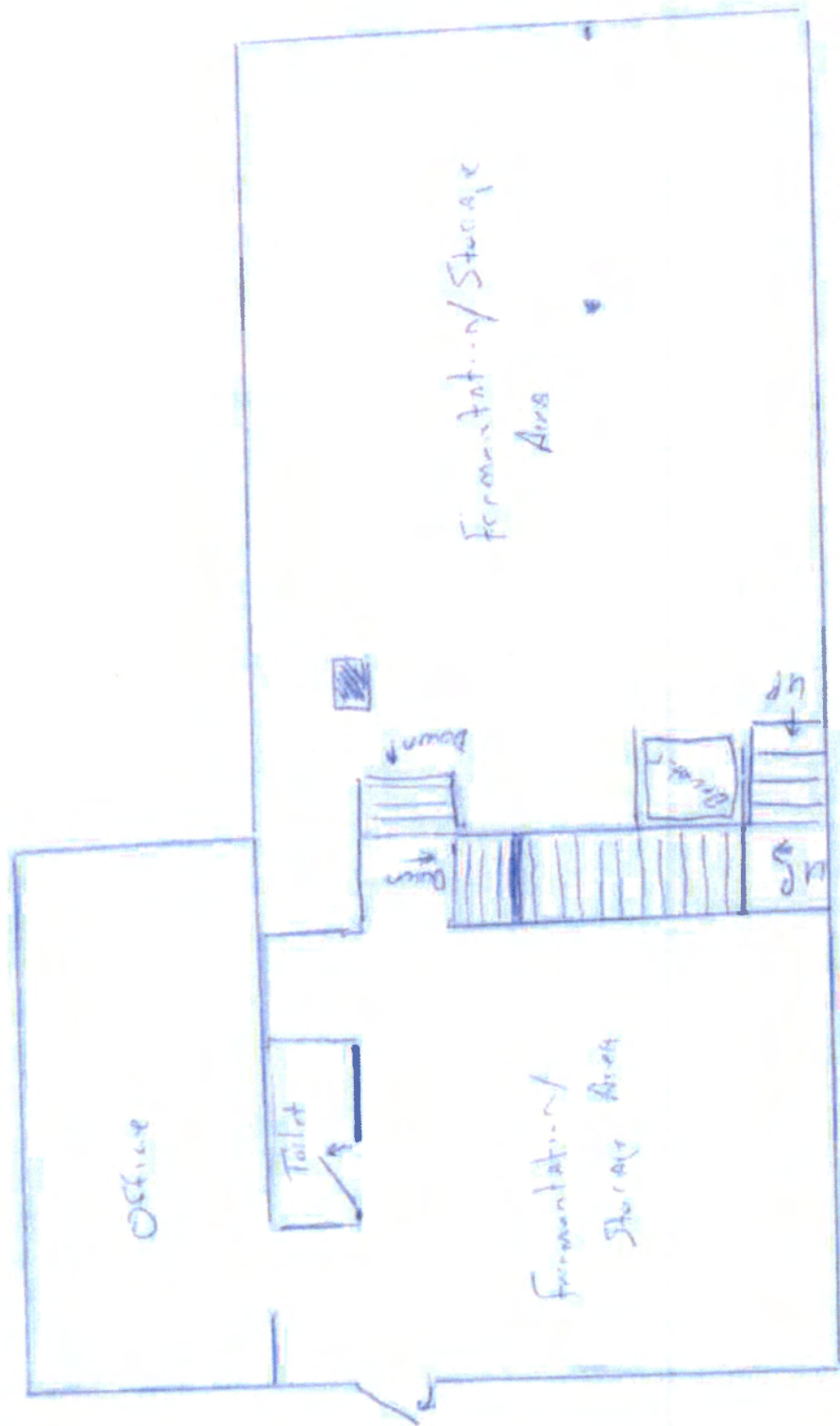
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→ 15 →

$\rightarrow \omega \rightarrow \text{P.T.O.} \rightarrow$



2nd Floor  
Y<sub>8</sub> = 1'





**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

**SUBJECT:** **PUBLIC HEARING**  
CU-9-19 Goldsboro Brew Works, LLC – The property is located on the southwest corner of W. Chestnut Street and S. James Street.

**BACKGROUND:** The applicant requests a Conditional Use Permit to allow the operation of a microbrewery with ABC permits.

Frontage: 100 ft. (Chestnut Street)  
110 ft. (S. James Street)

Area: 11,075 sq. ft. or 0.25 Acres

Zoning: Central Business District (CBD)

The applicant has proposed to up-fit an existing one-story 2,016 sq. ft. concrete commercial building for the operation of a microbrewery.

The property was previously occupied as a service station.

**DISCUSSION:** On July 15, 2019, Goldsboro City Council amended the City's Unified Development Code to add microbreweries as a conditional use in the Central Business District.

The following regulations were also approved as they pertain to microbreweries:

1. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, there shall be no minimum separation distance from residentially zoned or developed property. A 50 ft. minimum separation distance shall be required for stand-alone churches or schools.
2. For the remainder of the CBD, not described by the boundaries above, the minimum separation distance from residentially zoned or developed property, stand-alone churches or schools shall be one hundred feet.



3. There shall be no more than five microbreweries located within the area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street.
4. In the CBD, there shall be no minimum separation distance between two such establishments.
5. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street there shall be no minimum off-street parking requirements.

The applicant's floor plan indicates space for a taproom, beer brewing, keg cleaning, keg storage and bathrooms.

Hours of Operation: Monday – Thursday (Staff Only)  
8:00 a. m. – 5:00 p. m.

Friday – Sunday (Open to Public)  
4:00 p. m. – 10:00 p. m.

No. of Employees: 5

Refuse Collection: Roll-outs

The property is located within the Historic District. Any exterior improvements to the building will have to receive a Certificate of Appropriateness from the Historic District Commission.

The existing building and lot existed prior to the adoption of the City ordinances. As such, the building does not meet current setback requirements. A side yard modification will be necessary.

Since the property is bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, no off-street parking is required.

Due to existing site conditions and limited space, the applicant is requesting a modification of the City's landscape requirements.



The applicant is requesting the following modifications:

1. Building side yard setback requirement from 15 ft. to 0 ft.
2. City landscape requirements per Section 6.3 Landscaping, Screening and Buffering Standards of the Unified Development Ordinance.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 09/16/19

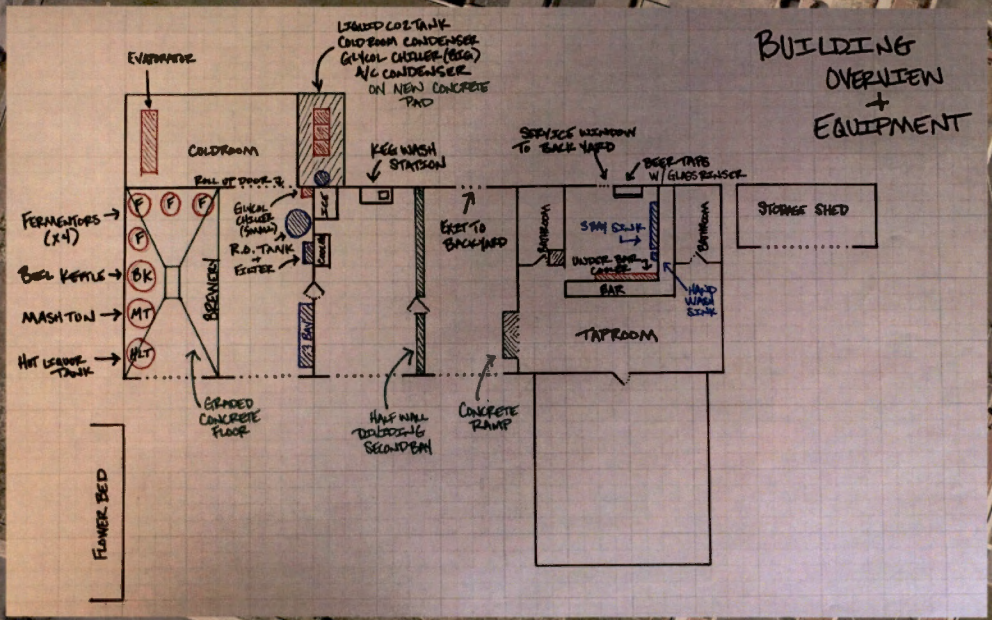
  
\_\_\_\_\_  
Planning Director

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

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

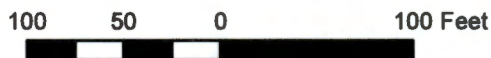


**CU - 9 - 19**  
**GOLDSBORO BREW WORKS**  
**MICROBREWERY**



## **MODIFICATIONS**

**CASE NO:** CU-9-19  
**REQUEST:** Microbrewery  
**APPLICANT:** Goldsboro Brew Works  
**LOCATION:** 122 W. Chestnut St.  
**Hours of Operation:**  
Monday-Thurs (Staff Only) 8am - 5pm  
Friday – Sunday (Open to Public) 4pm - 10pm  
**Number of Employees:** 5



**GOLDSBORO**  
BE MORE DO MORE SEYMOUR

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**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

**SUBJECT: PUBLIC HEARING**  
CU-10-19 Regina Exum - North side of Royall Avenue between Jefferson Street and Teakwood Drive (Adult Day Care)

Applicant requests a Conditional Use Permit to allow the operation of an adult day care in conjunction with an existing child day care facility.

**BACKGROUND:** The property is zoned NB (Neighborhood Business). Adult day cares are a permitted only after the issuance of a Conditional Use Permit approved by City Council.

Frontage: Approximately 130 ft. (Royal Ave.)  
Area: 49,107 sq. ft., or 1.13 acres  
Zone: Neighborhood Business

**DISCUSSION:** As previously stated, the applicant intends to operate an adult day care in conjunction with an existing child day care facility. The site has operated as a child day care since January of 2008 and is currently licensed for 40 children.

On Monday, February 4, 2019, the Goldsboro City Council accepted the applicant's request to withdraw a previously submitted Conditional Use Permit application without prejudice because additional information was needed to determine if the proposed use would meet the requirements of the North Carolina State Building Code and NCDHHS (Department of Health and Human Services).

Since that time, the applicant employed the services of a North Carolina professional engineer who has submitted design drawings indicating that the proposed use will meet compliance with the state building codes and NCDHHS.

Days/hours of Operation: Monday-Friday: 5:30 a.m. - 12:00 a.m.

Employees: 3-4



**Building and Lot:** The lot is occupied by an existing 1,899 sq. ft. single-story commercial building of wood-frame construction. A 4 ft. in height fenced outdoor play area of approximately 4,000 sq. ft. exists in the rear yard of the property.

The submitted floor plan indicates that the facility will consist of an adult day care area of approximately 1,050 sq. ft. and two child day care areas totaling approximately 850 sq. ft. A kitchen, offices and three bathrooms will be provided to serve the facility.

According to the applicant, the facility will be licensed for an occupancy limited to 20 children and 8 adults.

**Access and Parking:** The site is served by two existing over-sized driveway cuts off Royal Avenue. Existing paved and gravel surfaces exist to provide sufficient areas for parking and an unloading and loading area capable of stacking 4 vehicles.

**Landscaping:** Existing vegetation is sufficient to meet the intent of the City's landscape ordinance. Due to existing site conditions along Royal Avenue, a modification of street trees will be necessary.

**RECOMMENDATION:** No action is necessary. The Planning commission will have a recommendation for the Council meeting on October 7, 2019.

Date: 9/16/19

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

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

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



CU - 10 - 19  
1701 ROYALL AVENUE  
ADULT DAYCARE IN NB



**CONDITIONAL USE**

**CASE NO:** CU-10-19  
**REQUEST:** Adult Daycare  
**ADDRESS:** 1701 Royall Ave  
**APPLICANT:** Regina Exum  
**HOURS OF OPERATION:**  
Monday - Friday  
5:30 am - Midnight  
**NUMBER OF EMPLOYEES:** 3 - 4

**MODIFICATIONS**

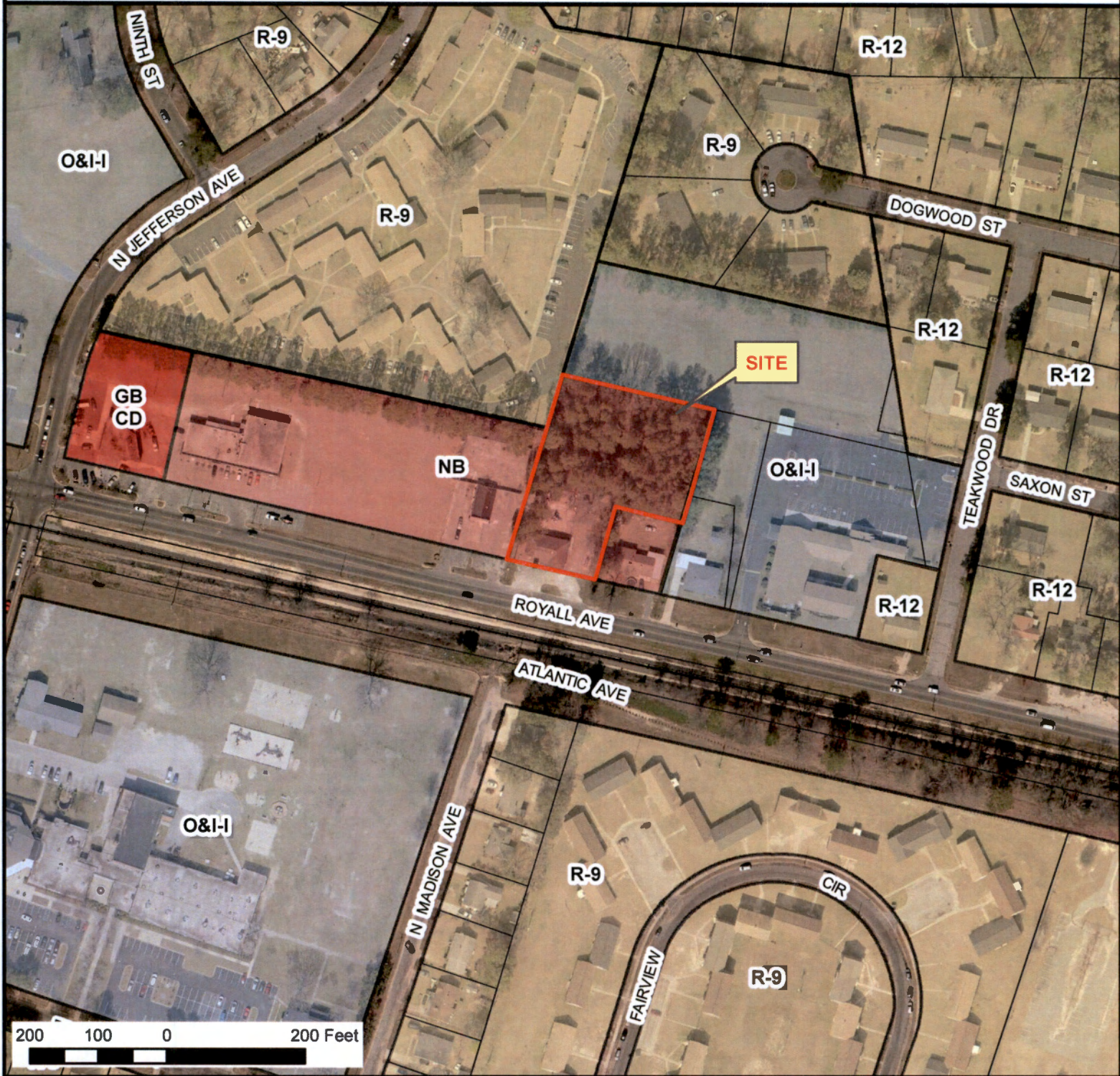


**GOLDSBORO**  
BE MORE DO MORE SEYMOUR

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CU - 10 - 19  
1701 ROYALL AVENUE  
ADULT DAYCARE IN NB



**CONDITIONAL USE**

**CASE NO:** CU-10-19  
**REQUEST:** Adult Daycare  
**ADDRESS:** 1701 Royall Ave  
**APPLICANT:** Regina Exum  
**HOURS OF OPERATION:**  
Monday - Friday  
5:30 am - Midnight  
**NUMBER OF EMPLOYEES:** 3 - 4

**MODIFICATIONS**



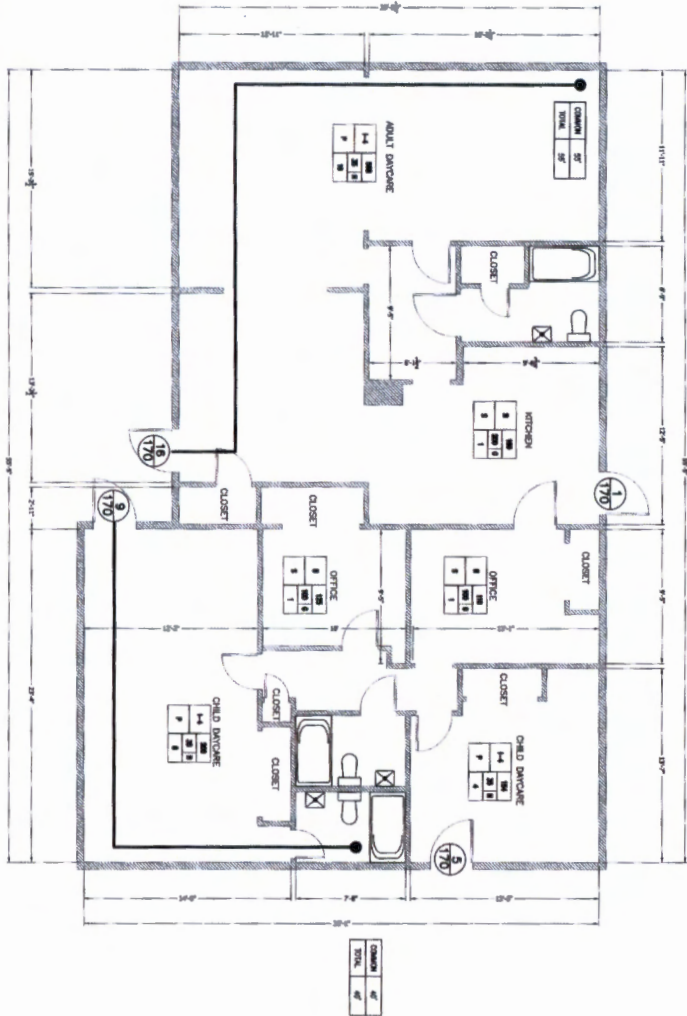
**GOLDSBORO**  
BE MORE DO MORE SEYMOUR





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**LIFE SAFETY PLAN**

OCCUPANT LOAD ESTIMATION	
1st	= 20
0	= 3
TOTAL OCCUPANT LOAD = 23 PEOPLE	



LEGEND	
SYMBOL	DESCRIPTION
	COMMON PATH OF EYE LINES MEAS.
	ROUTE OF TRAIL, EYE ACCESS MEAS. DISTANCE
	REQUIRED OCCUPANT CAPACITY OF DOOR
	ACTUAL OCCUPANT CAPACITY OF DOOR

NOTE: ALL ASSUMED AND REAL PROPERTY LINES ARE  $\geq 30'$

[illegible]

**SMITH ENGINEERING  
AND DESIGN, P.A.**  
1103 Gracie Place, Suite A  
Goldboro, N.C. 27534  
Corporation License No. C-2241  
Phone: 919.736.2141 Fax: 919.736.2142



**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

- SUBJECT:**                   **PUBLIC HEARING**  
CU-11-19 Louis Antonio Jimenez-East side of S. NC 111 Hwy  
between Mollie Drive and Sheridan Forest Road.
- Applicant requests a Conditional Use Permit for outside storage as an accessory use for the operation of an automotive repair and service center. As part of the request, separate site plan approval is required.
- Frontage: 125 ft. (S. NC 111 Hwy.)  
Unit Area: 1.9 acres  
Zone: General Business
- BACKGROUND:**           The property is zoned GB (General Business). An automotive repair and service center is a permitted use within the district. However, outdoor storage can only be permitted after the issuance of a Conditional Use Permit approved by City Council.
- As previously stated, the site consists of 1.9 acres. According to the City's Unified Development Code, nonresidential developments on parcels that disturb greater than one acre shall be approved by City Council.
- The property was previously operated as Kearney Paint and Hardware until it was completely destroyed by fire in 2010. Since that time, the property has remained vacant.
- DISCUSSION:**           The submitted site plan indicates a 3,700 sq. ft. metal building consisting of an office, parts and storage area and a garage consisting of three service bays. Applicant intends to locate the commercial building at the rear of the property and desires to reserve the front portion of the property for future commercial development.
- According to the City's Unified Development Code, no more than 50% of a commercial building's exterior building material shall be of metal construction. City staff is working with the applicant to



ensure that City design standards are incorporated into the proposed development.

Number of employees: 2

Hours of Operation: 8:00 a.m.-5:30 p.m.  
(Monday-Friday)

Access: An existing 24 ft. wide driveway cut provides access to the site off S. US 111 Hwy. Applicant proposes to install a 20 ft. wide paved private access road approximately 590 ft. eastward from the existing terminus to the proposed metal garage building. 15 feet of the proposed 20 ft. access road is a recorded ingress, egress and regress easement for an existing private cemetery located adjacent to the southern property line.

Parking: Parking shall be based on 2 spaces per working bay, plus one per employee. A total of 9 spaces have been provided to include one handicap accessible parking space.

Landscaping: A total of 10 street trees are proposed for the site. 3 Autumn Fantasy Maples are shown along S. NC 111 Hwy and 7 are shown along the private access drive. The applicant is requesting a modification of the street tree requirement along the southern portion of the access drive due to existing site conditions and the existing ingress, egress and regress access easement serving the private cemetery.

A Type A, 5 ft. wide landscape buffer yard is proposed along the northern and southern property line. The applicant is requesting a modification of portions of the northern and southern property line that surround the storage area due to existing site conditions and proposed screening measures.

Existing vegetation will satisfy the requirement for a Type C, 20 ft. wide landscape buffer along the eastern property line. 49 Carissa Hollies will serve as vehicular surface area shrubs for the parking lot.

Outside Storage: The submitted site plan shows a proposed storage area for automobiles located behind the automotive repair and service garage of approximately 26,940 sq. ft.



A six ft. in height chain link fence with vinyl slats will be installed to screen the storage area along the southern and eastern property lines. Additional screening measures will be required along the northern property line surrounding the storage area. Staff is working with applicant to install vinyl slats within the existing chain-link fence that runs along the northern property line.

Overlay District: The subject property falls within SJAFB 70-74 day-night average sound level (DNL) noise zone. According to Base officials, a noise level reduction of 30 decibels will be required in the design and construction of portions of the building where the public is received.

Sidewalks: Sidewalks are required for new commercial development. The applicant is requesting a modification of the requirement to install sidewalks. If approved by City Council, the applicant will be required to pay \$2,250 as a fee in lieu of sidewalk construction to the City of Goldsboro.

Engineering: City water is not available to serve the property. Water will be provided by Eastern Wayne Water District. City sewer is available to serve the property. Since City sewer is available to serve the property, the applicant will be required to petition for annexation into Goldsboro City limits.

Storm water calculations and drainage plans have not been submitted. City Engineering cannot issue construction permits until plans have been submitted and approved in accordance with City standards.

Interconnectivity: Applicant has provided for interconnectivity and has indicated the location of the easement along the property's frontage.

Special Flood Hazard Area: The property is not located in a Special Flood Hazard Area.

Modifications: The following modifications are requested by the applicant:

1. Modification of the street tree requirement along the southern portion of the access drive.



2. Modification of the landscape buffer yard requirement along portions of the northern and southern property line surrounding the storage area.
3. Modification of the requirement to install City sidewalks.

**RECOMMENDATION:**

No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/16/19

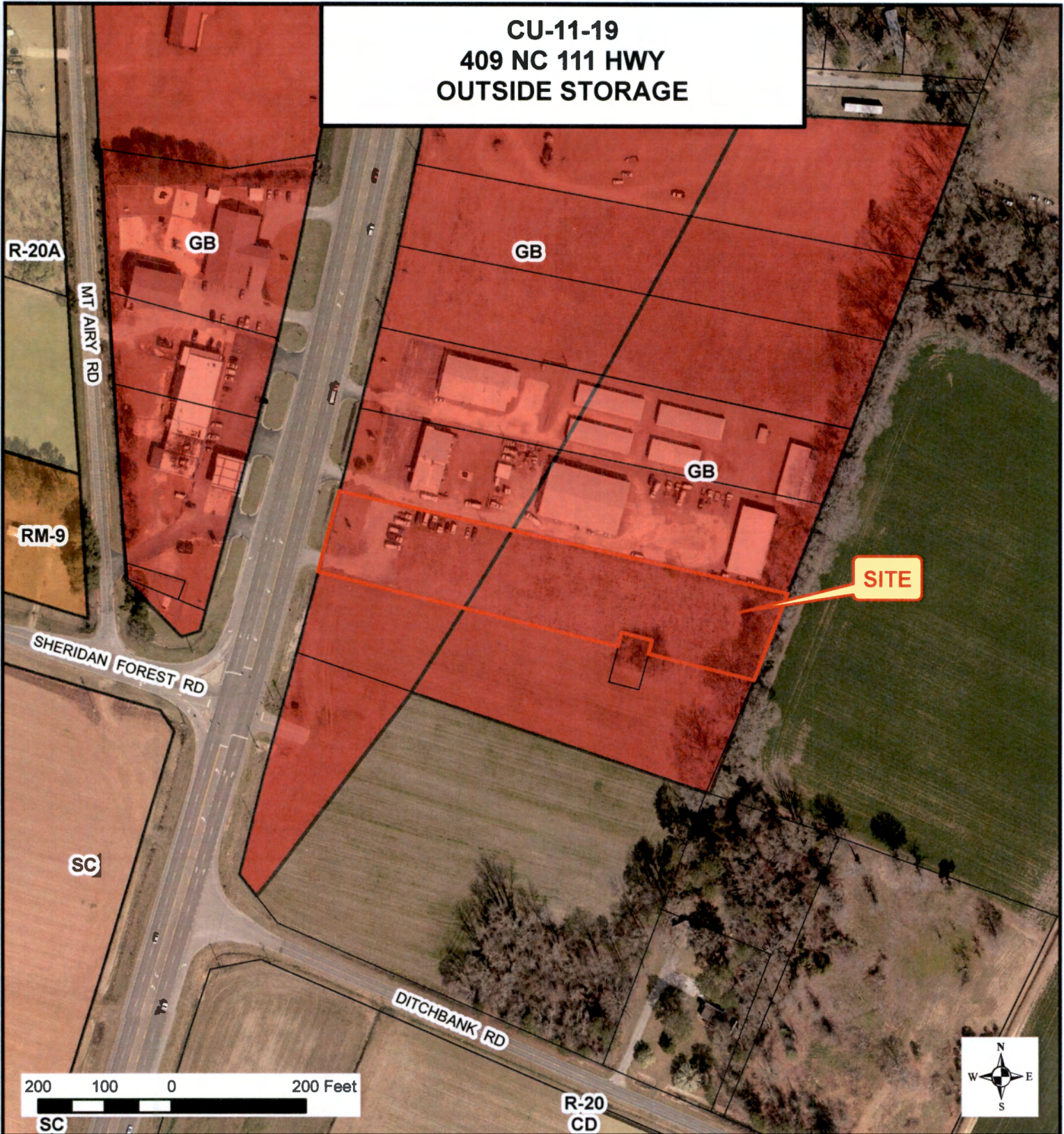
  
\_\_\_\_\_  
Planning Director

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

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



**CU-11-19  
409 NC 111 HWY  
OUTSIDE STORAGE**



**CONDITIONAL USE APPLICATION**

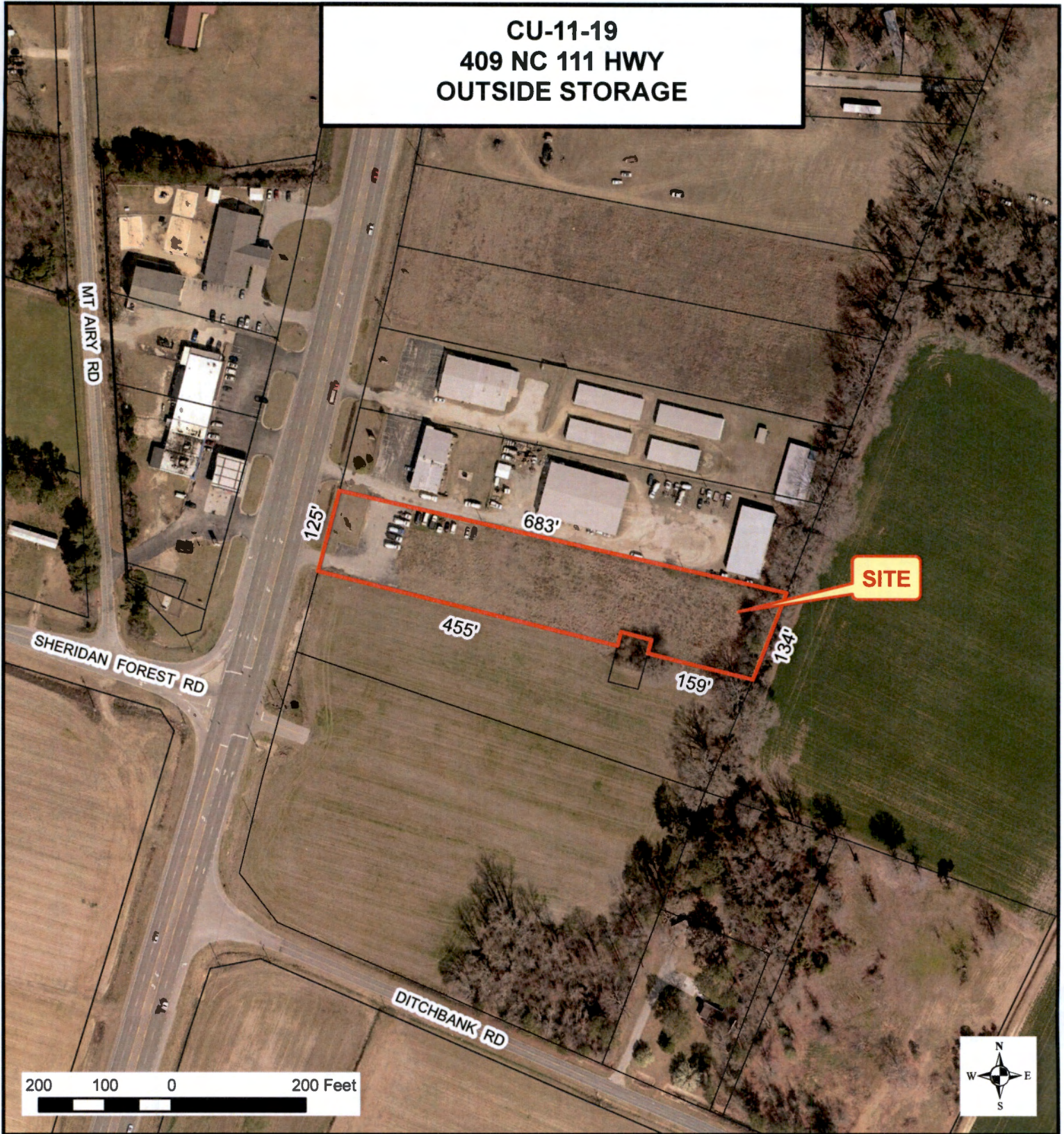
**CASE NO:** CU-11-19  
**APPLICANT:** Luis Antonio Jimenez  
**REQUEST:** Automobile Outdoor Storage  
**PARCEL ID:** 3527-28-2794  
**LOCATION:** 409 S. NC Hwy 111  
**HOURS OF OPERATION:** Monday - Friday  
8:00 am - 5:30 pm  
**NUMBER OF EMPLOYEES:** 2



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**CU-11-19  
409 NC 111 HWY  
OUTSIDE STORAGE**



**CONDITIONAL USE APPLICATION**

**CASE NO:** CU-11-19  
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8:00 am - 5:30 pm  
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**GOLDSBORO**  
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**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

**SUBJECT: PUBLIC HEARING**  
Z-16-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive

**BACKGROUND:** The applicant requests the rezoning from R-9CD (Residential 9 Conditional District) and R-16 (Residential) to O&I-1 (Office and Institutional). The owner/developer will be required to submit a site plan for review and approval by City Council before future development of the property.

Frontage: Approximately 660 ft. (Eleventh Street)  
Area: 213,444 sq. ft., or 4.9 acres  
Zoning: R-9CD/R-16 (Residential)

**Surrounding Zoning:**

North: R-16 (Residential);  
South: R-16 (Residential);  
East: R-16 (Residential); and  
West: Office and Institutional (O&I-1)

Existing Use: The property is currently vacant and undeveloped.

**DISCUSSION:** As previously stated, the applicant is requesting a zoning change from R-9CD (Residential 9 Conditional District) and R-16 (Residential) to O&I-1 (Office and Institutional).

The applicant intends to develop the property for commercial purposes.

As previously noted, separate site plan review and approval by City Council is required before development of the property.

Engineering: City water and sewer are available to serve the property. The applicant will be required to petition for annexation into Goldsboro City limits since the site is within 1000

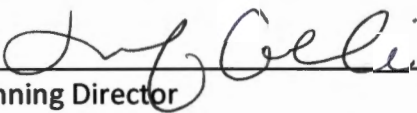


ft. of City sewer. The property is not located within a Special Flood Hazard Area.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends Medium Density residential development for the property. The proposed site for development is directly across the street from property recommended for Office and Institutional development and currently occupied by a church.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/14/19

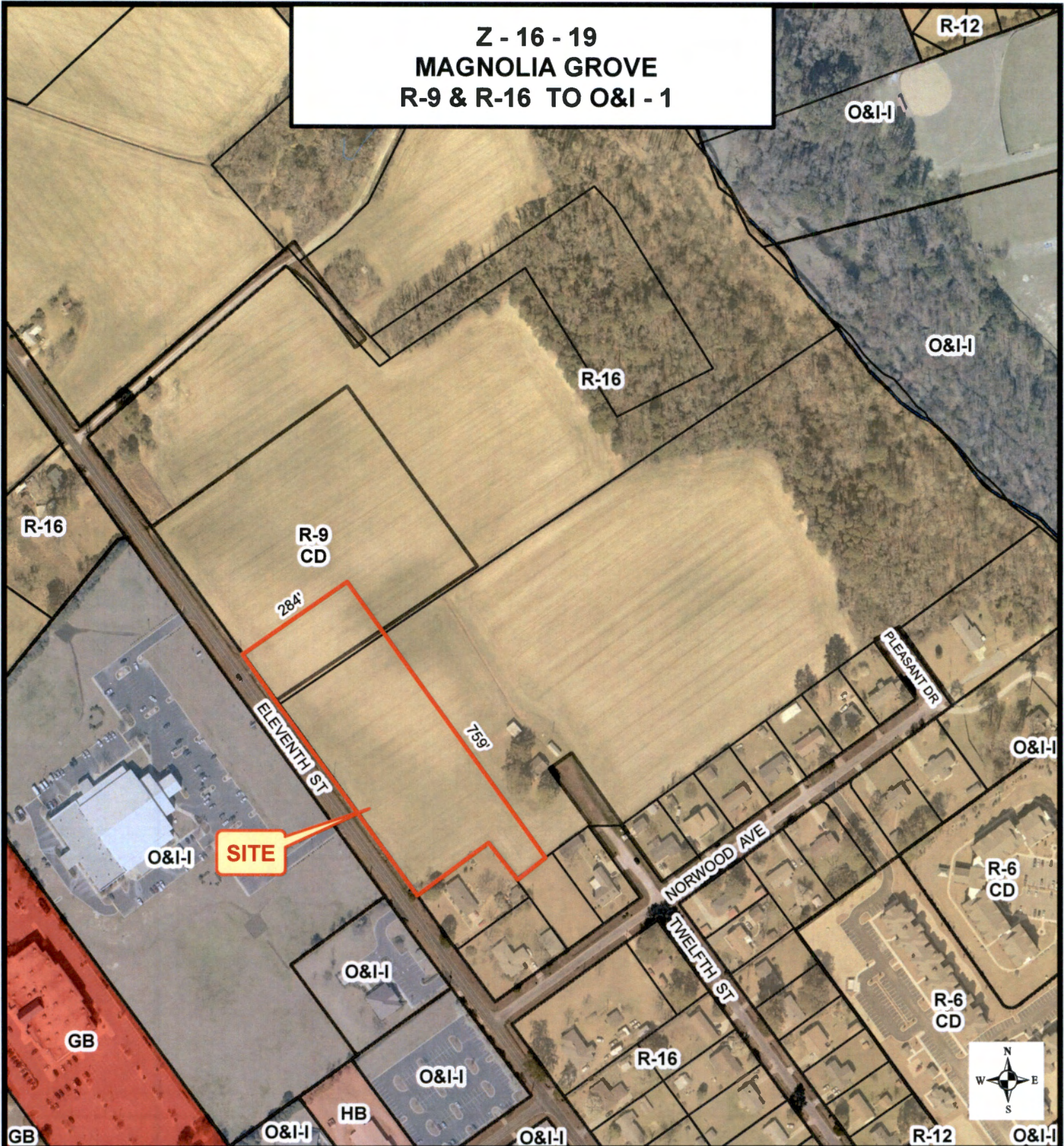
  
Planning Director

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

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



**Z - 16 - 19  
MAGNOLIA GROVE  
R-9 & R-16 TO O&I - 1**



**REZONING REQUEST - EXISTING ZONING**

Request: R-6 and R-16 To O&I-1  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600629842 (pt); 3600731567 (pt)  
Location : Eleventh Street

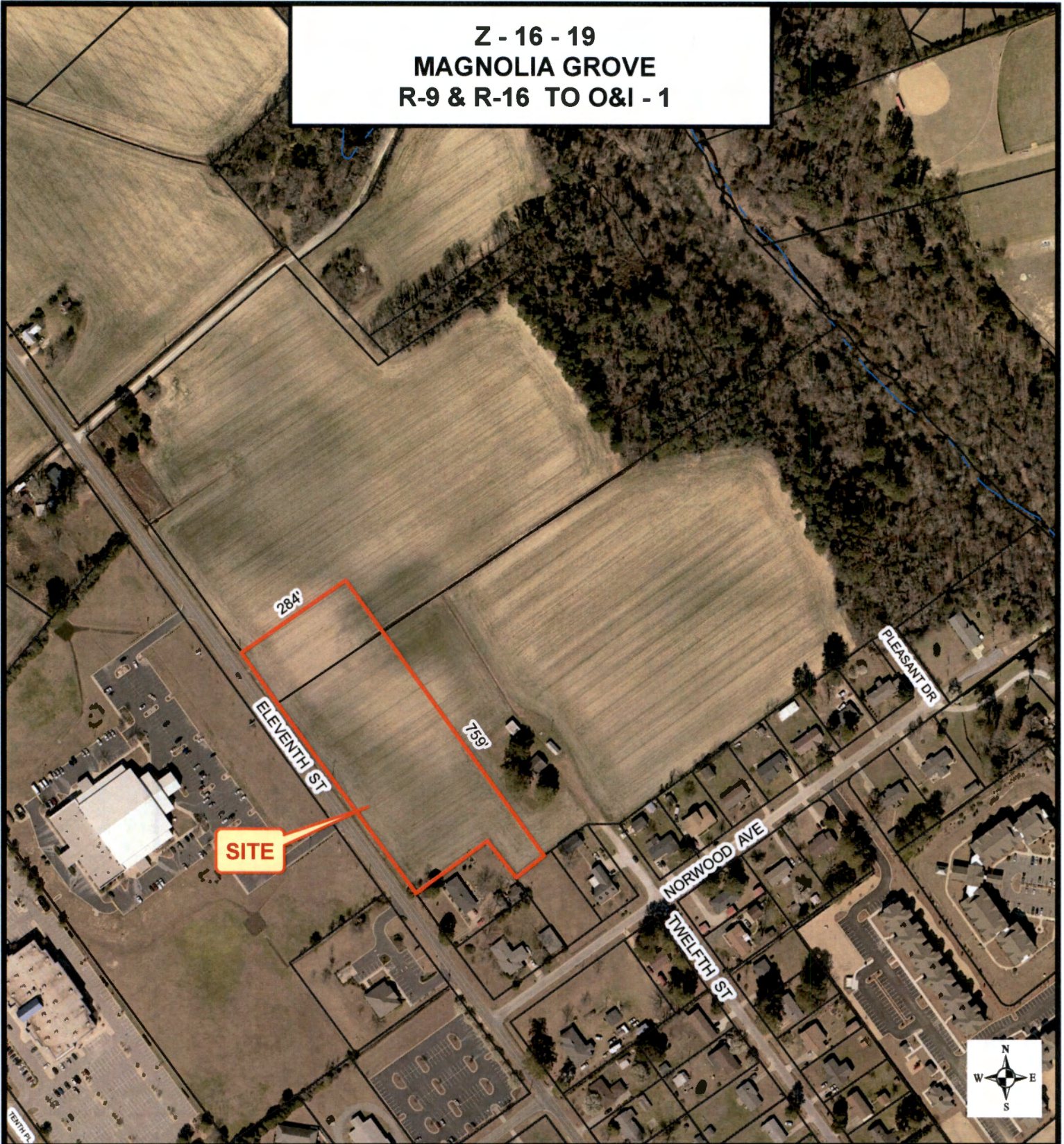
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**Z - 16 - 19  
MAGNOLIA GROVE  
R-9 & R-16 TO O&I - 1**



**REZONING REQUEST**

**Request:** R-6 and R-16 To O&I-1  
**Applicant :** KG Plaza LLC  
**Owner:** KG Plaza LLC  
**Parcel Nos :** 3600629842 (pt); 3600731567 (pt)  
**Location :** Eleventh Street

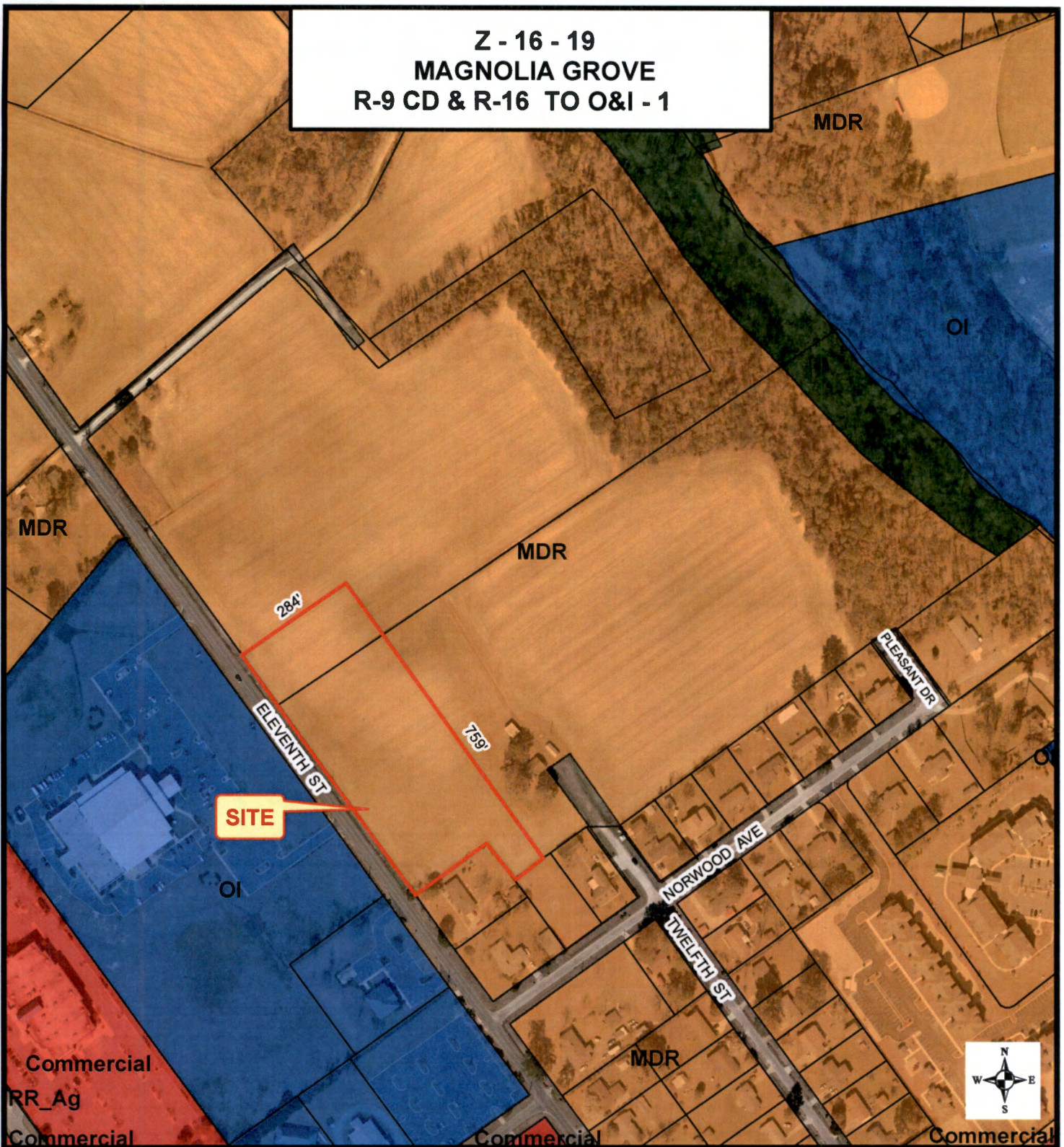
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**Z - 16 - 19  
MAGNOLIA GROVE  
R-9 CD & R-16 TO O&I - 1**



**REZONING REQUEST - PROPOSED ZONING**

Request: R-9 CD and R-16 To O&I-1  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600629842 (pt); 3600731567 (pt)  
Location : Eleventh Street



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**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

**SUBJECT: PUBLIC HEARING**  
Z-17-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive

**BACKGROUND:** The applicant requests a change of zone from Residential (R-16) and Residential (R-9) Conditional District to Residential (R-6) Conditional District for a 303-lot cluster subdivision. In conjunction with the request, the applicant is requesting separate site plan approval by City Council.

Parcel 1: 32.6 acres	Zone: Residential (R-16)
Parcel 2: 11.8 acres	Zone: Residential (R-16)
Parcel 3: (Portion): 26.5 acres	Zone: Residential (R-16/R-9CD) Portion
Parcel 4: (Portion): 22 acres	Zone: Residential (R-16) Portion

Surrounding Zoning:

North:	General Industry (I-2); Residential (R-12); Office and Institutional (O&I-1);
South:	Residential (R-16); Office and Institutional (O&I-1);
East:	Office and Institutional (O&I-1); and
West:	Residential (R-16)

Existing Use: The four parcels are currently vacant and undeveloped.

**DISCUSSION:** As previously stated, the applicant is requesting a zoning change from Residential (R-16) and Residential (R-9) Conditional District to Residential (R-6) Conditional District.

The applicant has submitted a conceptual site plan indicating approximately 90 acres for the development of a 303-lot cluster subdivision to include a clubhouse and pool area within Goldsboro City limits.

Lots: According to the City’s Unified Development Code, the developer may reduce the minimum lot size, width and setbacks up to 40% from the specifications of the prevailing zoning district. The Council may require larger lot sizes, if in the opinion of the City Council, smaller lot sizes would be incompatible with adjoining developments.



Open Space: At least 20% of the total project area shall be reserved as commonly held open space and be preserved in a natural or vegetative state. The applicant has reserved 24.7 acres of the site as open space.

In addition, the required open space shall be held in common ownership, for the perpetual benefit of residents of the development, by a legally established corporation, association or other legal entity, or be dedicated to the City of Goldsboro as a public park.

Engineering: City water and sewer are available to serve the property. The applicant will be required to petition for annexation into Goldsboro City limits since the site is within 1000 ft. of City sewer.

The property is not located within a Special Flood Hazard Area.

Storm water calculations and drainage plans shall be approved by City Engineering before construction permits are issued. All streets and parking areas shall meet City standards. All utilities shall be installed underground and curb and gutter is required. Driveway permits shall be approved by NCDOT and NCDOT is requiring the developer to conduct a Traffic Impact Analysis to determine if any additional road improvements are necessary due to the proposed subdivision.

Sidewalks: Internal sidewalks are required to form a safe and convenient system for pedestrian access to all dwelling units, project facilities, open spaces and principle off-site pedestrian destinations. In addition, external sidewalks are required along any adjacent public or private streets.

Landscaping: As a requirement of residential subdivision approval, the developer shall plant trees in the front setback of each lot and in any side or rear lot abutting an existing or proposed right-of-way in the subdivision.

Each lot, including open space/recreational areas and storm water retention areas, that abuts a private or public street in a residential subdivision must have one large street tree for every forty feet of street frontage or two small trees for every thirty feet of lot frontage.

The proposed subdivision requires a Type B, 15 ft. wide landscape buffer yard where abutting existing nonresidential developments to the east were constructed before the adoption of this Ordinance and lack the required buffer yard.



Interconnectivity: Interconnectivity has been provided east of the proposed subdivision and adjacent to existing residential development.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends Medium Density Residential development. However, in areas where City water and sewer are available to serve the property, the City's Comprehensive Land Use Plan recommends that higher densities should be allowed and encouraged.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/16/19

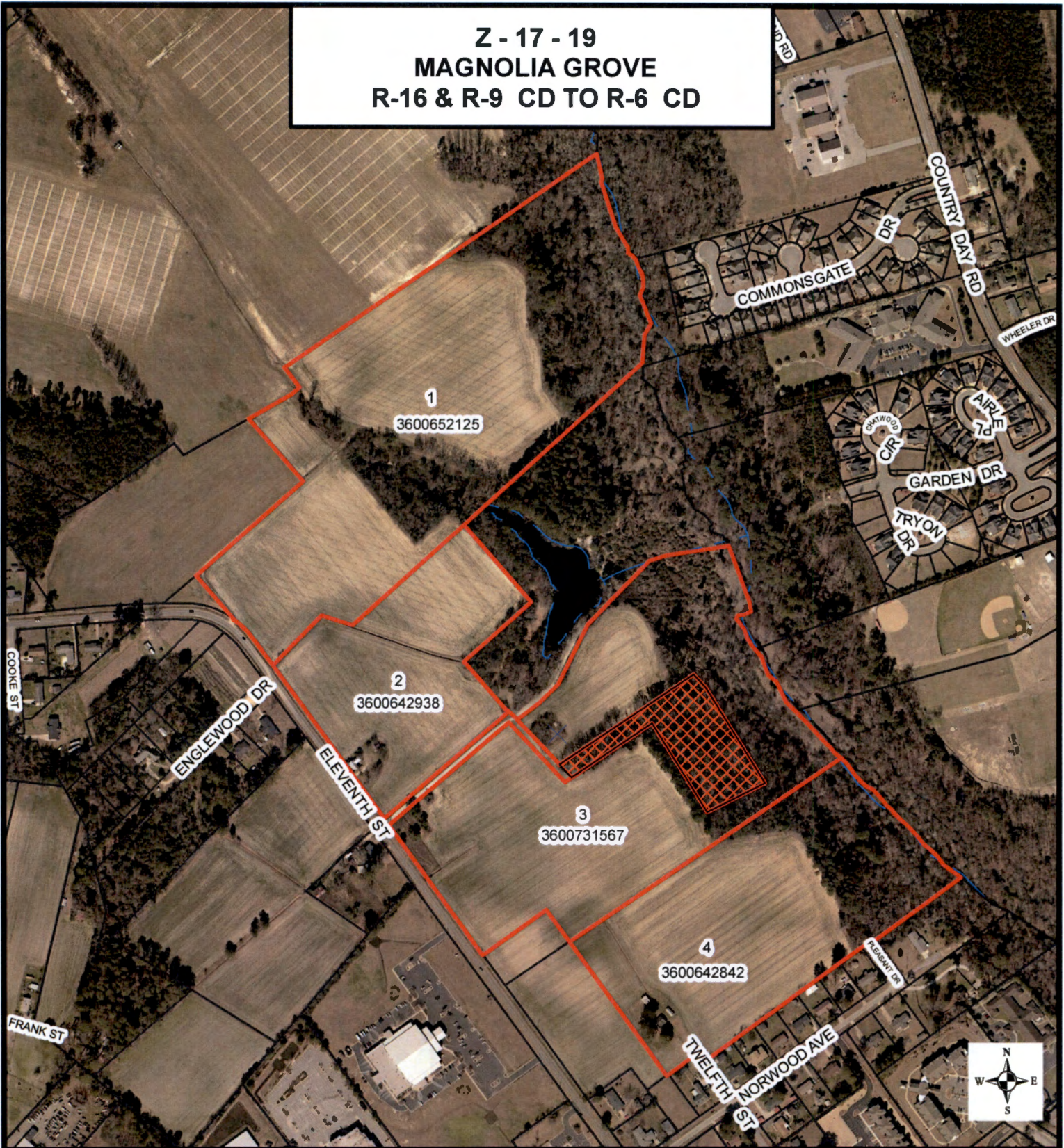
  
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Planning Director

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

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



**Z - 17 - 19**  
**MAGNOLIA GROVE**  
**R-16 & R-9 CD TO R-6 CD**



**REZONING REQUEST**

 Area not included in Rezoning

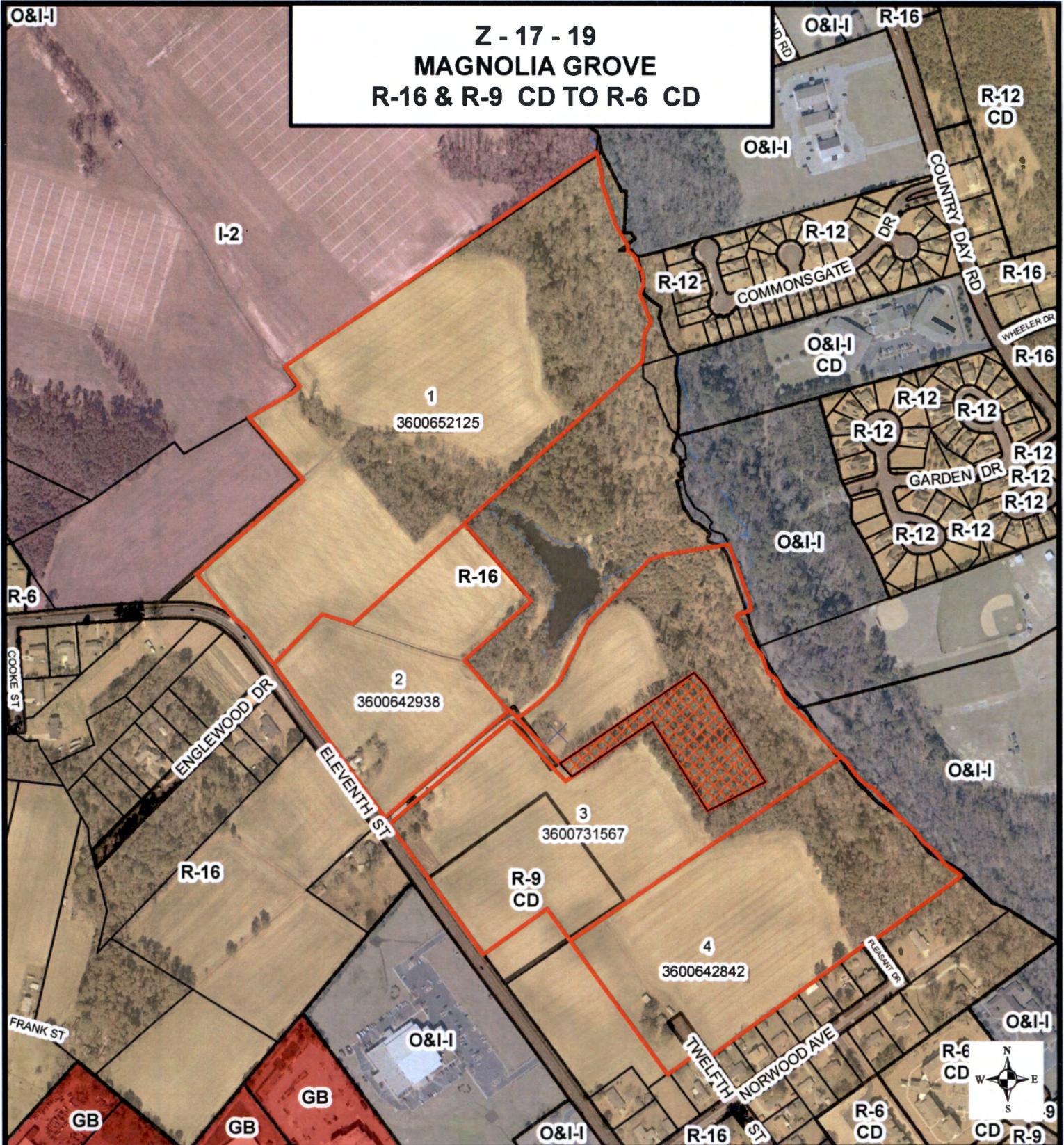
**GOLDSBORO**  
BE MORE DO MORE SEYMOUR

Request: R-16 and R-9 To R-6 CD  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600652125; 3600642938;  
3600731567; 3600629842  
Location : Eleventh Street

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### EXISTING ZONING

Area not included in Rezoning

Request: R-16 and R-9 To R-6 CD  
Applicant: KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos: 3600652125; 3600642938;  
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Location: Eleventh Street

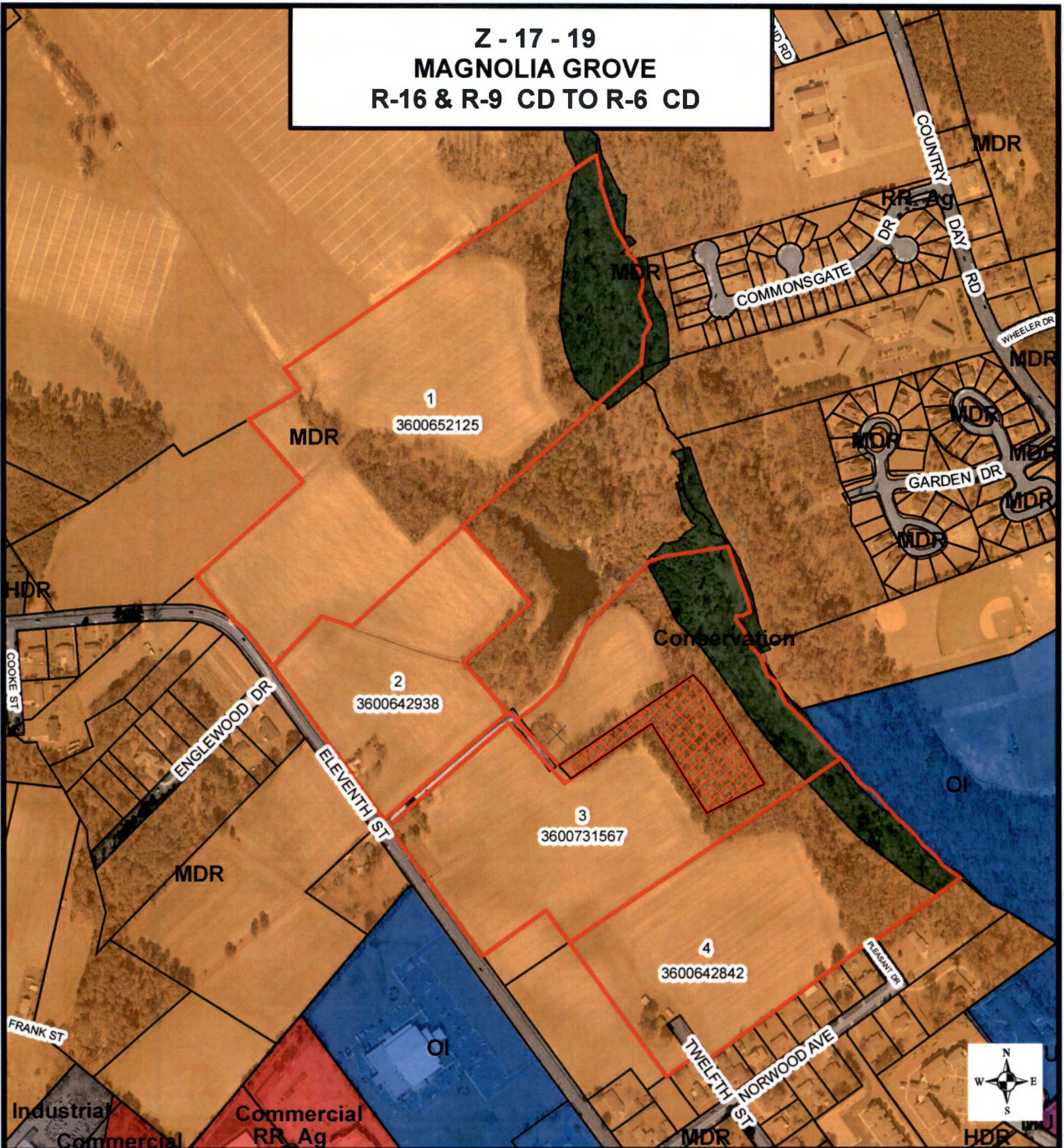
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**Z - 17 - 19**  
**MAGNOLIA GROVE**  
**R-16 & R-9 CD TO R-6 CD**



**PROPOSED ZONING**

 Area not included in Rezoning

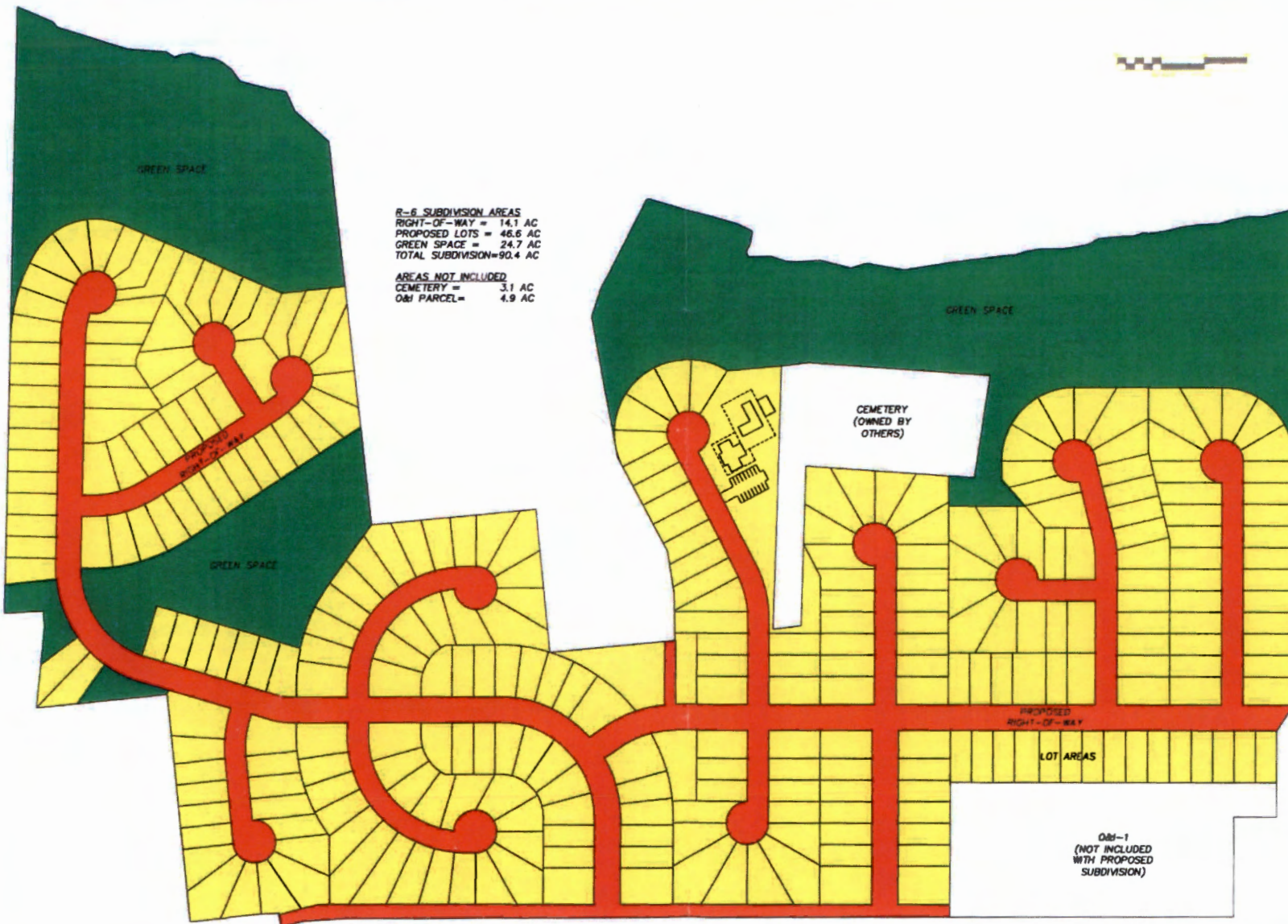
Request: R-16 and R-9 To R-6 CD  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600652125; 3600642938;  
3600731567; 3600629842  
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PRELIMINARY SKETCH FOR  
**MAGNOLIA GROVE**  
 RESIDENTIAL SUBDIVISION

DATE	
PREPARED BY	
DESIGNED BY	
CHECKED BY	
APPROVED BY	
PROJECT NO.	
SCALE	

PROJECT NO.	
SCALE	

PROJECT NO.	
SCALE	

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SCALE	







**CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING**

**SUBJECT: PUBLIC HEARING**  
Z-18-19 KG Plaza, LLC – West side of Eleventh Street between  
Norwood Avenue and Englewood Drive

**BACKGROUND:** The applicant requests the rezoning from R-16 (Residential) to R-6CD (Residential 6 Conditional District) for multi-family development. Separate site plan approval by City Council is required.

Frontage:      Approximately 422 ft. (Eleventh Street)  
Area:            561,924 sq. ft. or 12.9 acres  
Zoning:         R-16 (Residential)

**Surrounding Zoning:**

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

Existing Use: The property is currently vacant and undeveloped.

**DISCUSSION:** As previously stated, the applicant is requesting a zoning change from R-16 (Residential) to R-6 (Residential 6 Conditional District) for multi-family development. In conjunction with the request, the applicant is requesting a waiver of the site plan requirement. If the rezoning is approved, the applicant will be required to have the site plan approved by City Council before future development of the property.

Engineering: City water and sewer are available to serve the property. The applicant will be required to petition for annexation into Goldsboro City limits since the site is within 1000




ft. of City sewer. The property is not located within a Special Flood Hazard Area.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends Medium Density residential development for the property.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/14/19

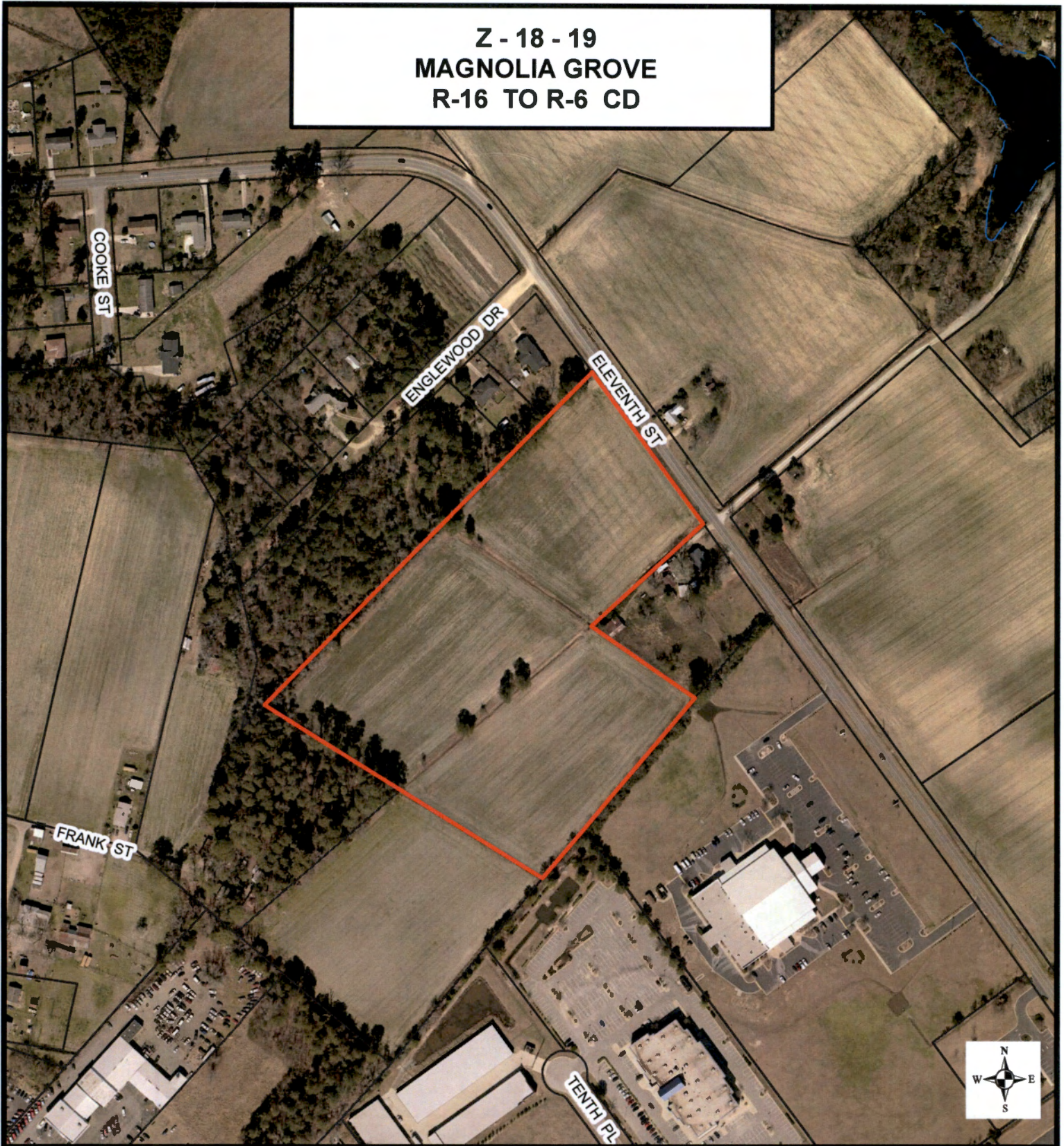
  
Planning Director

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

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



**Z - 18 - 19  
MAGNOLIA GROVE  
R-16 TO R-6 CD**



**REZONING REQUEST**

Request: R-16 To R-6 CD  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600536324  
Location : Eleventh Street

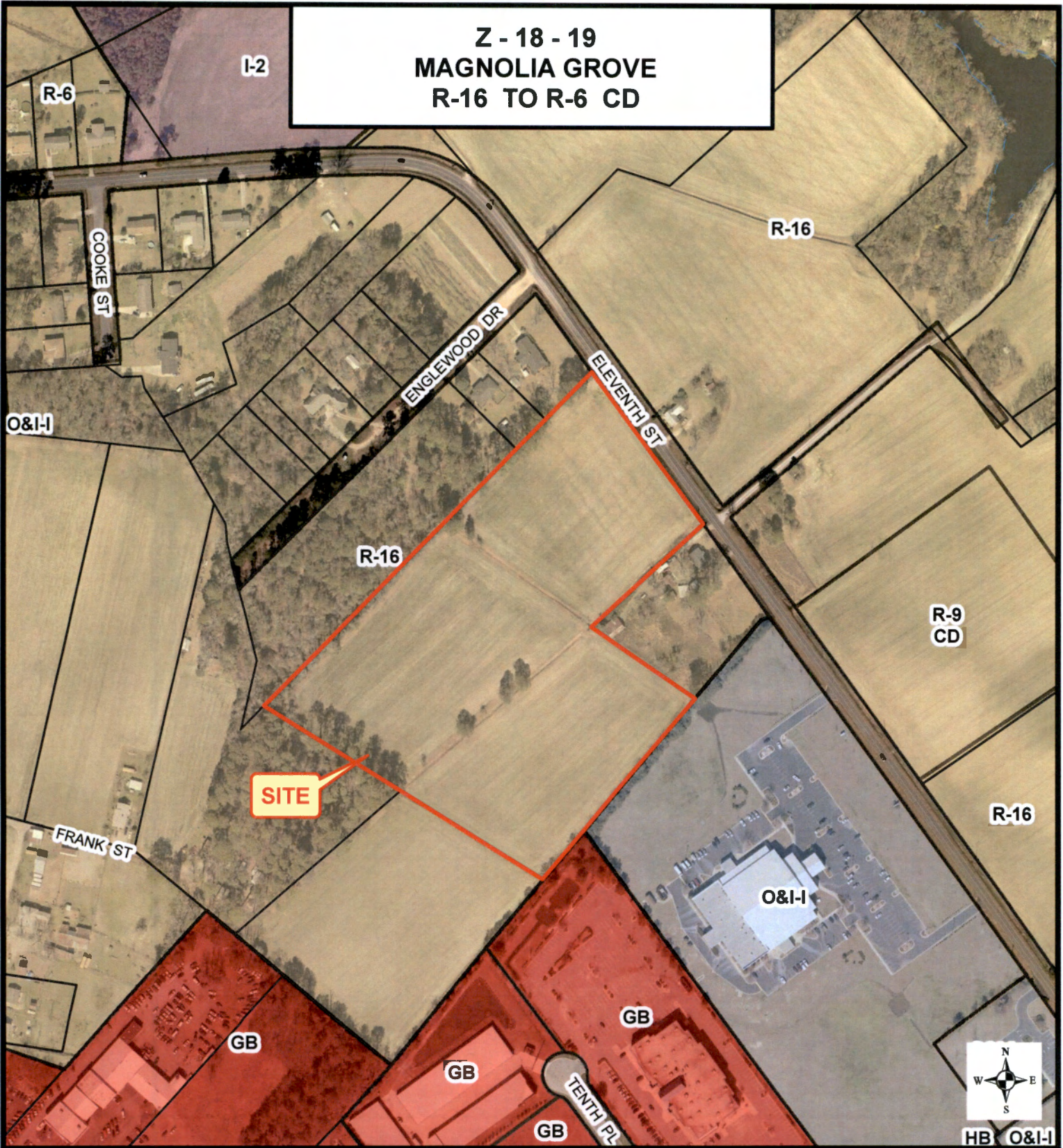


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**Z - 18 - 19  
MAGNOLIA GROVE  
R-16 TO R-6 CD**



**REZONING REQUEST - EXISTING ZONING**

Request: R-16 To R-6 CD  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600536324  
Location : Eleventh Street

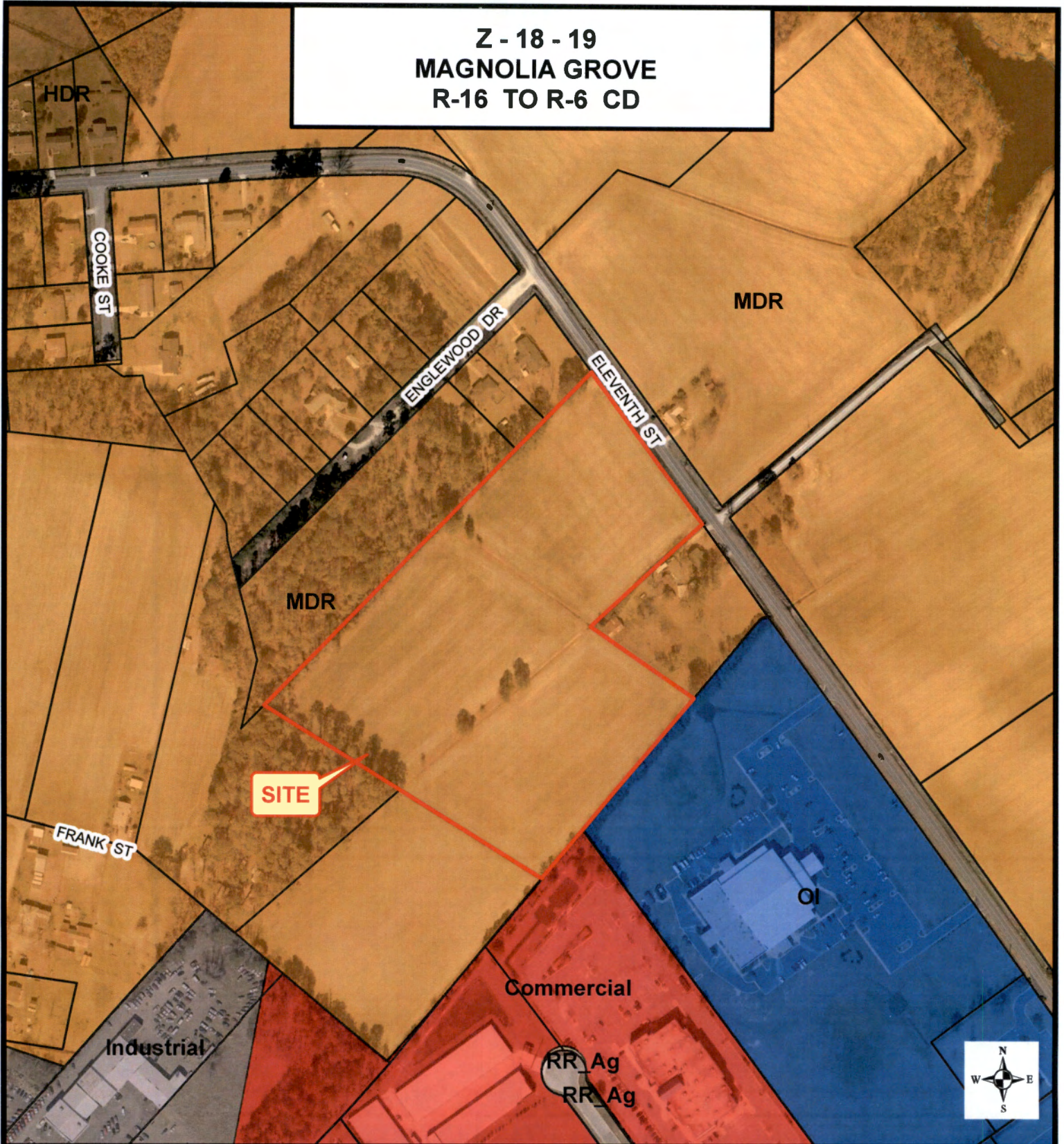
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**Z - 18 - 19  
MAGNOLIA GROVE  
R-16 TO R-6 CD**



**REZONING REQUEST - PROPOSED ZONING**

Request: R-16 To R-6 CD  
Applicant : KG Plaza LLC  
Owner: KG Plaza LLC  
Parcel Nos : 3600536324  
Location : Eleventh Street

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CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

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

BACKGROUND: On February 18<sup>th</sup>, the Board approved an appropriation for the 2017 Governor’s Crime Commission Gang Equipment Grant funded by the 2017 Edward Byrne Justice Assistance Grants in the amount of \$21,365.54. The funds have been approved to purchase a mobile camera, computer, printer and other equipment for the Gang Program.

DISCUSSION: The funding was appropriated in the General Fund, as has been the past practice. The funds were not obligated by June 30, 2019 and therefore the appropriation lapsed. Police staff managing the grant are ready to carry out the terms of the grant agreement and require the appropriation.

Attached is an amendment to the special revenue fund established on June 17<sup>th</sup> for the JAG grant funding to include the GCC JAG grant. Funds appropriated in a special revenue or capital project fund do not lapse annually.

RECOMMENDATION: It is recommended that the attached Special Revenue Fund Ordinance for the Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) be amended for \$21,365.64 for the 2017 GCC Gang Equipment Grant.

Date: 9/23/19



Catherine F. Gwynn, Finance Director

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

\_\_\_\_\_  
Timothy M. Salmon, City Manager



ORDINANCE NO. 2019-

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

WHEREAS, the City of Goldsboro has been approved for the Governor's Crime Commission 2017 Gang Equipment grant funded by the 2017 Byrne Justice Assistance Grant; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of a mobile camera, computer, printer and other equipment for the Gang Program to fulfill the terms of the grant agreement that will be funded with grant revenue.

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

	<u>Current Budget</u>	<u>Amended Budget</u>	<u>Increase (Decrease)</u>
Revenues:			
Grant Revenue Federal 2017	\$ 44,985.00	\$ 44,985.00	\$ -
Grant Revenue Federal 2018	48,372.00	48,372.00	-
Grant Revenue Federal Prior	1,277.64	1,277.64	-
Grant Revenue Federal/GCC		21,365.64	21,365.64
Interest Income	25.00	25.00	-
Total Revenues	<u>\$ 94,659.64</u>	<u>\$ 116,025.28</u>	<u>\$ 21,365.64</u>
Expenditures:			
JAG Expenditures 2017	\$ 44,985.00	\$ 44,985.00	\$ -
JAG Expenditures 2018	48,372.00	48,372.00	-
GCC Expenditures 2017		21,365.64	21,365.64
Transfers to Fund Balance	1,302.64	1,302.64	-
Total Expenditures	<u>\$ 94,659.64</u>	<u>\$ 116,025.28</u>	<u>\$ 21,365.64</u>

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

Attested by:

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





# North Carolina Department of Public Safety

## Governor's Crime Commission

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Robert Evans, Chairman  
Caroline C. Valand, Executive Director

January 3, 2019

Dwayne Dean  
Project Director  
Goldsboro Police Department  
204 South Center Street  
Goldsboro, NC 27533

SUBJECT: Project Name: 2017 - Goldsboro Police Department - Gang Equipment Project  
Project Number: PROJ 012177  
Implementing Agency: Goldsboro Police Department

Dear Dwayne:

Congratulations on receipt of your recent grant award from the Governor's Crime Commission. Attached you will find the Governor's Crime Commission's grant award checklist, your grant award document, and special conditions documents.

This grant award does not become effective until it has been signed by the **Authorizing Official** and **Project Director** listed above and is returned to the Governor's Crime Commission. The signed grant award must be returned within thirty days of the date the award is mailed. You will be authorized to make expenditures under the grant and receive reimbursement once we have received the original signed grant award. Extensions beyond this thirty day period can only be authorized, in writing, by the Governor's Crime Commission.

This grant award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of any audit or site-visit findings, and match requirements. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate. To assist you, attached is a checklist of what you need to do in order for your Grants Management Specialist to receive your file. Any incomplete items will cause a delay in this process.

As always, please contact our office if you have any questions or need additional assistance.  
Best wishes to you for successful program outcomes!

Sincerely,

Caroline C. Valand  
Executive Director

**MAILING ADDRESS:**  
4234 Mail Service Center  
Raleigh, NC 27699-4234  
[www.ncgcd.org](http://www.ncgcd.org)  
[www.ncdps.gov](http://www.ncdps.gov)



**OFFICE LOCATION:**

1201 Front St.  
Raleigh, NC 27609  
Telephone: (919) 733-4564  
Fax: (919) 733-4625

*An Equal Opportunity Employer*





STATE OF NORTH CAROLINA  
**DEPARTMENT OF PUBLIC SAFETY**  
GOVERNOR'S CRIME COMMISSION  
1201 Front Street, Suite 200  
Raleigh, NC 27609  
Telephone: (919) 733-4564 Fax: (919) 733-4625  
<http://www.ncgccd.org>

## GRANT AWARD

**Applicant:** City of Goldsboro  
**Authorizing Official:** Randy Guthrie  
Interim City Manager  
**Address:** P.O. Drawer A  
Goldsboro, North Carolina 27533-9701  
**Vendor Number:** 566000228

**Project Name:** 2017 - Goldsboro Police Department - Gang  
Equipment Project  
**Implementing Agency:** Goldsboro Police Department  
**Project Director:** Dwayne Dean  
Project Director  
**Project Number:** PROJ012177  
**Account Manager:** CRM Administrator

**Grant Period:** 10/01/2017 - 09/30/2019

### Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Indirect Costs	Total
Year 1	\$0.00	\$0.00	\$0.00	\$6,945.54	\$14,420.00	\$0.00	\$21,365.54
<b>Grant Budget Total</b>							<b>\$21,365.54</b>

Source	Federal Grant #	CFDA #	% Funding	Federal Award
2017::Byrne Justice Assistance Grants	2017-DJ-BX-0129		100%	\$21,365.54

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety. Special conditions are attached to this award.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on this grant award.

### Authorizing Official

\_\_\_\_\_  
Signature of Authorizing Official                      Date  
  
Randy Guthrie, Interim City Manager  
\_\_\_\_\_  
Name and Title of Authorizing Official

### Governor's Crime Commission

\_\_\_\_\_  
Signature of Director                      1/3/19  
\_\_\_\_\_  
Caroline C. Valand, Executive Director  
\_\_\_\_\_  
Name and Title of Director

### Project Director

\_\_\_\_\_  
Signature of Project Director                      Date  
  
Dwayne Dean, Project Director  
\_\_\_\_\_  
Name and Title of Project Director

☐ This award is subject to the attached conditions, which must be signed by both the authorizing official and the project director, and returned along with this Grant Award. No alterations of any kind may be made on this grant award.





DEPARTMENT OF PUBLIC SAFETY  
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AWARD CONTINUATION SHEET

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CRIMINAL JUSTICE SYSTEM IMPROVEMENT COMMITTEE  
GRANT AWARD  
SPECIAL CONDITIONS  
BYRNE JUSTICE ASSISTANCE GRANT FUNDING

SUBRECIPIENT: City of Goldsboro  
DUNS NUMBER: 140240545  
PROJECT NAME: 2017 - Goldsboro Police Department - Gang Equipment Project  
PROJECT NUMBER: PROJ012177

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements to apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2017 award.

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

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

2. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirement to report potentially duplicative funding

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

4. Requirements related to System for Award Management and Unique Entity Identifiers

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

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

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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AWARD CONTINUATION SHEET

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

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

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

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

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

6. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$ 150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

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

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

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

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

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3. I 0 of "Post-award Requirements" in the "20 15 DOJ Grants Financial Guide").

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

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

10. OJP Training Guiding Principles

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

11. Effect of failure to address audit issues

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

12. The recipient agrees to comply with any additional requirements that may be imposed by the Governor's Crime Commission during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

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

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

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

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

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

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

15. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

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

16. Compliance with general appropriations-law restrictions on the use of federal funds (FY2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-appropriationsLawRestrictions.htm>, and are incorporated by reference here.

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

17. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

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

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG and the Governor's Crime Commission (GCC). by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N. W. Room 4706, Washington, DC 20530; Governor's Crime Commission, 1201 Front Street, Raleigh, N.C. 27609. (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881(fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

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

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

The foregoing is not intended, and shall not be understood by the agency making this

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

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

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

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

a. it represents that--

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

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

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

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

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

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

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

20. Encouragement of policies to ban text messaging while driving

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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

21. The recipient agrees to comply with the Governor's Crime Commission's monitoring guidelines, protocols, and procedures, and to cooperate with OJP and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to the Governor's Crime Commission (GCC) all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by the Governor's Crime Commission (GCC) for providing the requested documents.  
Failure to cooperate with the Governor's Crime Commission's (GCC) grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
22. Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.
23. The recipient understands and agrees that it has a responsibility to monitor its subrecipients' compliance with applicable federal civil rights laws. The recipient agrees to submit written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at [CivilRightsMOA@usdoj.gov](mailto:CivilRightsMOA@usdoj.gov) within 90 days of receiving the grant award, and to make supporting documentation available for review upon request by OJP or any other authorized persons. The required elements of the MOA are set forth at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm), under the heading, "Civil Rights Compliance Specific to State Administering Agencies."
24. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
25. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
26. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C.3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
27. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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appropriate, and subject informed consent.

28. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
29. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).
30. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
31. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
32. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA. The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:
- a. New construction;
  - b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
  - c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
  - d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
  - e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

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

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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

33. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
34. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.
35. The recipient agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.
36. Recipient understands and agrees that award funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time. The Prohibited Expenditure list may be accessed here: <https://www.bja.gov/funding/JAGControlledPurchaseList.pdf>.
37. Recipient understands and agrees that award funds may not be used for items that are listed on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, without explicit written prior approval from BJA. The Controlled Expenditure List, and instructions on how to request approval for purchase or acquisitions may be accessed here: <https://www.bja.gov/funding/JAGControlledPurchaseList.pdf>.
38. The recipient understands that, pursuant to recommendation 2.1 of Executive Order 13688, law enforcement agencies that acquire controlled equipment through Federal programs must adopt robust and specific written policies and protocols governing General Policing Standards and Specific Controlled Equipment Standards. General Policing Standards includes policies on (a) Community Policing; (b) Constitutional Policing; and (c) Community Input and Impact Considerations. Specific Controlled Equipment Standards includes policies specifically related to (a) Appropriate Use of Controlled Equipment; (b) Supervision of Use; (c) Effectiveness Evaluation; (d) Auditing and Accountability; and (e) Transparency and Notice Considerations. Upon OJP's request, the recipient agrees to provide a copy of the General Policing Standards and Specific Controlled Equipment Standards, and any related policies and protocols.
39. Recipient understands and agrees that the purchase or acquisition of any item on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, with award funds by an agency will trigger a requirement that the agency collect and retain (for at least 3 years) certain information about the use of 1) any federally-acquired Controlled Equipment in the agency's inventory, and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to BJA upon request. Details about what information must be collected and retained may be accessed here: [https://www.whitehouse.gov/sites/default/files/docs/le\\_equipment\\_wg\\_final\\_report\\_final.pdf](https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf).

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean





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40. Recipient understands and agrees that failure to comply with conditions related to Prohibited or Controlled Expenditures may result in a prohibition from further Controlled Expenditure approval under this or other federal awards.
41. Recipient understands and agrees that, notwithstanding 2 CFR § 200.3 13, no equipment listed on the Controlled Expenditure List that is purchased under this award may be transferred or sold to a third party, except as described below:
- Agencies may transfer or sell any controlled equipment, except riot helmets and riot shields, to a Law Enforcement Agency (LEA) after obtaining prior written approval from BJA. As a condition of that approval, the acquiring LEA will be required to submit information and certifications to BJA as if it was requesting approval to use award fund for the initial purchase of items on the Controlled Expenditure List.
  - Agencies may not transfer or sell any riot helmets or riot shields purchased under this award.
  - Agencies may not transfer or sell any Controlled Equipment purchased under this award to non-LEAs, with the exception of fixed wing aircraft, rotary wing aircraft, and command and control vehicles. Before any such transfer or sale is finalized, the agency must obtain prior written approval from BJA. All law enforcement-related and other sensitive or potentially dangerous components, and all law enforcement insignias and identifying markings must be removed prior to transfer or sale.
- Recipient further understands and agrees to notify BJA prior to the disposal of any items on the Controlled Expenditure List purchased under this award, and to abide by any applicable laws and regulations in such disposal.
42. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.
43. Any law enforcement agency receiving direct or sub-awarded JAG funding must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.
44. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
45. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

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The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIS), and are incorporated by reference here.

46. Recipient acknowledges the final agency decision made by the U.S. Department of Justice that recipient's jurisdiction did not substantially implement the Sex Offender Registration and Notification Act (P.L. 109-248) before the deadline, which determination impacts the funding amount of this award, pursuant to 42 U.S.C. § 16925. In accepting this specific formula award, recipient hereby voluntarily agrees that if it elects to file a judicial appeal of that final agency decision, which was integral in determining this particular funding amount, no such appeal may commence more than 6 months after the date of this award.
47. Ongoing compliance with 8 U.S.C. 1373 is required 1. With respect to the "program or activity" funded in whole or part under this award (including any such "program or activity" of any subrecipient at any tier), throughout the period of performance for the award, no State or local government entity, -agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). For purposes of this award, any prohibition (or restriction) that violates this condition is an "information-communication restriction." 2. Certifications from subrecipients. The recipient may not make a subaward to a State or local government or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the jurisdiction or institution that would receive the subaward, using the appropriate form available at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>. Similarly, the recipient must require that no subrecipient (at any tier) may make a further subaward to a State or local government or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the jurisdiction or institution that would receive the further subaward, using the appropriate OJP form. 3. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition. 4. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated (including for authorized reimbursements) for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State or local government or a "public" institution of higher education, incurs to implement this condition. 5. Rules of Construction A. For purposes of this condition: (1) "State" and "local government" include any agency or other entity thereof, but not any institution of higher education or any Indian tribe. (2) A "public" institution of higher education is one that is owned, controlled, or directly funded by a State or local government. (3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a). (4) "Immigration status" means what it means for purposes of 8 U.S.C. 1373 (Illegal Immigration Reform and Immigrant Responsibility Act of 1996); and terms that are defined in 8 U.S.C. 1101 (Immigration and Nationality Act) mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 42 U.S.C. 901(a)(2)). (5) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 are to be read as references to particular components of the Department of Homeland Security (DHS). B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any "public" institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.
48. Authority to obligate award funds contingent on compliance with 8 U.S.C. 1373; unallowable costs; obligation to notify 1. If the recipient is a State or local government-- A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a either a State or unit of local government or a "public" institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction." B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the "program or activity" of the recipient (or of any subrecipient at any tier that is a either a State or unit of local government or a "public" institution of higher education) that would be reimbursed in whole or in part with award funds was subject to any "information-

Authorizing Official:

Randy Guthrie

Project Director:

Dwayne Dean





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

49. Required local-government-level rules or practices related to aliens; allowable costs The following provisions apply to the recipient of this award, if the recipient is a unit of local government, and also apply to any local-government subrecipient of this award at any tier (whether or not the recipient itself is a unit of local government). 1. Requirements With respect to the "program or activity" that is funded (in whole or in part) by this award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance for the award-- A. A local ordinance, -rule, -regulation, -policy, or -practice (or an applicable State statute, -rule, -regulation, - policy, or -practice) must be in place that is designed to ensure that agents of the United States acting under color of federal law in fact are given access a local-government (or local-government-contracted) correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States. B. A local ordinance, -rule, -regulation, - policy, or -practice (or an applicable State statute, -rule, -regulation, - policy, or -practice) must be in place that is designed to ensure that, when a local-government (or local-government/contracted) correctional facility receives from DHS a formal written request authorized by the Immigration and Nationality Act that seeks advance notice of the scheduled release date and time for a particular alien in such facility, then such facility will honor such request and -- as early as practicable (see "Rules of Construction" incorporated by para. 4.B. of this condition) -- provide the requested notice to DHS. 2. Monitoring The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition. 3. Allowable costs Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated (including for authorized reimbursements) for the reasonable, necessary, and allocable costs (if any) of-- (1) developing and putting into place statutes, ordinances, rules, regulations, policies, and practices to satisfy this condition, (2) permitting access as described in para. 1.A. above, and (3) honoring any request from DHS that is encompassed by para. 1.B. above. 4. Rules of construction A. The "Rules of Construction" and the "Important Note" set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required" are incorporated by reference as though set forth here in full. B. The "Rules of Construction" set out in the award condition entitled "Required State-level rules or practices related to aliens; allowable costs" are incorporated by reference as though set forth here in full.
50. Use of funds for DNA testing; upload of DNA profiles If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA-laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the

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Project Director: \_\_\_\_\_

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resulting DNA profiles may be accepted for entry into CODIS.

51. Requirements of the award; remedies for non-compliance or for materially false statements. The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate. Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812). Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

Authorizing Official: \_\_\_\_\_  
Randy Guthrie

Project Director: \_\_\_\_\_  
Dwayne Dean



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

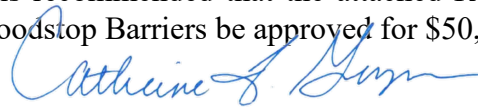
SUBJECT: Sole Source Vendor Resolution for Barrier Solutions

BACKGROUND: After Hurricane Matthew, staff was tasked with finding an economical and efficient way to prevent flooding at the Water Treatment Plant. Staff researched various methods to find a balance between cost, swift deployment and proven flood proofing results.

DISCUSSION: Staff proposes to purchase floodstop barriers from Barrier Solutions LLC with the funds allocated in the FY19-20 Adopted Budget. The product is patented and due to its unique design and function, there are no other vendors that provide a similar water proof solution in the U.S. Since staff proposes to sole source the item, General Statute requires the Board to approve the purchase by resolution.

RECOMMENDATION: It is recommended that the attached Resolution for the Purchase of Floodstop Barriers be approved for \$50,000.00.

Date: 9/16/19



\_\_\_\_\_  
Catherine F. Gwynn, Finance Director

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

\_\_\_\_\_  
Timothy M. Salmon, City Manager



RESOLUTION NO. 2019-

RESOLUTION FOR THE PURCHASE OF FLOODSTOP BARRIERS

WHEREAS, the City of Goldsboro produces drinking water for its residential and commercial and sells water to five additional public water supply systems; and

WHEREAS, it is in the City's best interest to mitigate and protect the Water Treatment Plants assets during a flooding event; and

WHEREAS, staff has researched multiple methods of flood mitigation and the most cost effective solution to protect the Water Treatment Plant assets was determined to be the use of patented flood defense barriers; and

WHEREAS, N.C.G.S. 143-129(e) lists the authorized exceptions to the formal bid procedures, and N.C.G.S. 143-129(e)(g) allows for purchases of apparatus, supplies, materials, or equipment to be purchasing using sole-source exception when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration; and

WHEREAS, Barrier Solutions is the sole patented provider of floodstop barriers; and

WHEREAS, it is in the City's best interest to purchase floodstop barriers through Barrier Solutions in an amount not to exceed \$50,000.

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

1. Performance or price competition for this product is not available, and Barrier Solutions is declared a sole source vendor for the floodstop barriers.
2. The City Manager is hereby authorized and directed to execute a contract with Barrier Solutions, in an amount not to exceed \$50,000 to provide floodstop barriers.

This Resolution shall be in full force and effect from and after this 23<sup>rd</sup> day of September 2019.

\_\_\_\_\_  
Mayor

Attested by:

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



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Correction of stated unit of measurement for the FY18-19 and FY19-20 water rates

BACKGROUND: The City Council adopted the FY19 Water and Sewer rates on June 4, 2018 and the FY20 rates on June 17, 2019. The FY19 rate structure included a change from cubic feet to gallons. In the resolution adopted on June 4, 2018 there was a clerical error where industrial water customer using more than one hundred fifty million gallons (150,000,000) was stated incorrectly. There were two sections where the written amount was incorrect (one million five hundred thousand) but the numerical amount was correct (150,000,000) and one section where the written and numerical amount were incorrect.

Then in preparing the FY20 rate schedule, the prior resolution was used as the underlying template. The numerical amount had been corrected to match the (incorrect) written amount in late 2018. Although, I had staff proof the document, it was still overlooked. The written and numerical amount in FY20 read incorrectly as one million five hundred thousand (1,500,000).

DISCUSSION: It is necessary to amend for the technical clerical errors. FY19 rates were adopted as a resolution. FY20 rates were adopted as an ordinance due to communication error.

RECOMMENDATION:

1. It is recommended that Council adopt the attached resolution to correct the FY18-19 Water and Sewer Rates to make a clerical correction to the written amount of industrial water customer annual usage from “one million five hundred thousand” to “one hundred fifty million” in Sections 1, 4 and 5.
2. It is recommended that Council adopt the attached ordinance to correct the FY19-20 Operating Budget Ordinance, Section 10(a) to make a clerical correction to the written amount of industrial water customer annual usage from “one million five hundred thousand” to “one hundred fifty million”, and “1,500,000” to “150,000,000”.

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

\_\_\_\_\_  
Catherine F. Gwynn  
Finance Director

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

\_\_\_\_\_  
Timothy M. Salmon  
City Manager



RESOLUTION NO. 2019 –

RESOLUTION AMENDING THE WATER RATE AND SANITARY  
SEWER RATE FOR WATER USAGE TECHNICAL CORRECTION  
FOR THE CITY OF GOLDSBORO

WHEREAS, the present rate structures administered by the City of Goldsboro for water and sanitary sewer service became effective on July 2005 and January 1987 respectfully; and

WHEREAS, the City Council adopted the water and sewer rate schedule for FY18-19 on June 4, 2018; and

WHEREAS, amendments may become necessary as circumstances arise; and

WHEREAS, it is necessary to amend Section 1 for a clerical error in the written amount for industrial water customer annual usage.

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

1. Resolution 2018-29 “RESOLUTION AMENDING THE WATER RATE AND SANITARY SEWER RATE, THE MONTHLY MINIMUM CHARGE, THE LATE FEE AND UTILITY SERVICE PENALTY FOR THE CITY OF GOLDSBORO” is hereby corrected to read as follows:
  - a. Section 1
    - i. “The industrial bulk monthly water rate for customers using one hundred fifty million (150,000,000) gallons”
  - b. Section 4
    - i. “Industrial bulk rate for customers using one hundred fifty million (150,000,000) gallons”
  - c. Section 5
    - i. “The capitalized sanitary sewer monthly rate for industrial bulk customers using one hundred fifty million (150,000,000) gallons”

This Resolution shall be in full force and effect from and after this 1st date of July 2018.

This the 23rd day of September, 2019.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



ORDINANCE NO. 2019 -

AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE  
CITY OF GOLDSBORO FOR THE 2019-20 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2019-2020 Annual Operating Budget on June 17, 2019; and

WHEREAS, amendments may become necessary as circumstances arise; and

WHEREAS, it is necessary to amend Section 10(a) for a clerical error in the written and numerical amount for industrial water customer annual usage.

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

1. The Budget Ordinance (2019-43) for the 2019-20 Fiscal Year is and hereby, amended:
  - A. Section 10(a) is corrected to read as follows:

“The industrial bulk monthly water rate for customers using one hundred fifty million (150,000,000) gallons”.
2. This Ordinance shall be in full force and effect from and after July 1, 2019.

This the 23rd day of September, 2019.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



RESOLUTION NO. 2018 – 29

RESOLUTION AMENDING THE WATER RATE AND SANITARY SEWER RATE, THE MONTHLY  
MINIMUM CHARGE, THE LATE FEE  
AND UTILITY SERVICE PENALTY FOR THE CITY OF GOLDSBORO

WHEREAS, the present rate structures administered by the City of Goldsboro for water and sanitary sewer service became effective on July 2005 and January 1987 respectfully; and

WHEREAS, the cost of operating the Water Plant and Sanitary Sewer Treatment Facility and maintaining their respective utility distribution and collection lines has increased since the rate schedules currently utilized were placed into effect; and

WHEREAS, an increasing number of City of Goldsboro utility customers pay their bills after the due date thereof, resulting in additional work for the staff and, thereby, increasing costs;  
and

WHEREAS, the Late Fee and the Service Penalty for payment of utility bills after the extended payment period results in recovery of only a portion of these increased costs;

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

1. Customers inside the City, the monthly water rate shall be two dollars and eighty-seven cents (\$2.87) per one thousand (1,000) gallons and five dollars and seventy-five cents (\$5.75) per one thousand gallons (1,000) for outside City customers. The industrial bulk monthly water rate for customers using one million, five hundred thousand (150,000,000) gallons and over per year inside the City, shall be two dollars and thirteen cents (\$2.13) per one thousand (1,000) gallons and four dollars and twenty-five cents (\$4.25) per one hundred thousand (1,000) gallons for outside City customers. All customers shall be billed in ten (10) gallon increments.
2. Each water customer outside the City shall pay a monthly minimum charge based upon meter size, provided that this charge shall not provide for any water consumption.

<u>Meter Size</u>	<u>FY 2018-19 Minimum Charge</u>
3/4"	\$ 16.78
1"	17.66
1 1/2"	19.14
2"	20.96
3"	26.62
4"	34.24
6"	51.96
8"	82.28
10"	135.36



3. Each water customer inside the City shall pay a monthly minimum charge based upon meter size, provided that this charge shall not provide for any water consumption.

<u>Meter Size</u>	<u>FY 2018-19 Minimum Charge</u>
3/4"	\$ 12.14
1"	12.58
1 1/2"	13.32
2"	14.23
3"	17.06
4"	20.87
6"	29.73
8"	44.89
10"	70.89

4. Any person discharging waste water into the sanitary sewer of the City shall pay a sewer service charge of six dollars and twenty-two cents (\$6.22) per one thousand (1,000) gallons for in-City service, and twelve dollars and forty-three cents (\$12.43) per one thousand (1,000) gallons for outside-City service. Industrial bulk rate for customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, the monthly rate shall be five dollars and fifty-seven cents (\$5.57) per one thousand (1,000) gallons and eleven dollars and fifteen cents (\$11.15) per one thousand (1,000) gallons for outside City customers. The charges shall be based upon the actual metered water consumption in ten (10) gallon increments.
5. The capitalized sanitary sewer rate for FY 2018-19 shall be two dollars and seventy-five cents (\$2.75) per one thousand (1,000) gallons of metered water usage for in-City service, and five dollars and fifty-one cents (\$5.51) per one thousand (1,000) gallons of metered water usage for outside City service. The capitalized sanitary sewer monthly rate for industrial bulk customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, shall be two dollars and fifty cents (\$2.50) per one thousand (1,000) gallons and five dollars (\$5.00) per one thousand (1,000) gallons for outside City customers.
6. The Late Fee of \$5.00 for utility bills past due and the Service Penalty of \$15.00 assessed on utility bills after the expiration of the extended payment period will both remain in effect. The reconnection fee of \$10.00 for customers disconnected due to nonpayment will remain the same and be charged before water service is restored.
7. The deposit of an advance payment for all new single-family residential domestic utility customers shall be \$100 inside the City limits and \$125 for those customers located beyond the corporate boundaries of the City.
8. The deposit of advance payment for new non-residential users of City of Goldsboro utility service shall be equal to the projected bi-monthly utility bill of each metered account, but not less than \$100 nor greater than \$5,000 for each metered account.

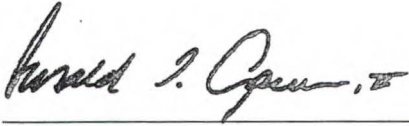


9. The new rates shall become effective with the July 1, 2018 billing.

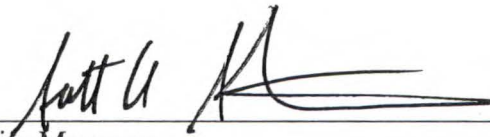
10. This Resolution shall be in full force and effect from and after this 1st date of July 2018.

Approved as to Form Only:

Reviewed By:



City Attorney



City Manager

COPY



## ANNUAL BUDGET ORDINANCE

### FISCAL YEAR 2019-2020

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

#### Section 1. Summary

SUMMARY	REVENUES	APPROPRIATIONS
General Fund	\$ 43,395,311	\$ 43,395,311
General Fund Capital Reserve	1,000	1,000
Stormwater Fund	1,366,249	1,366,249
Community Development Fund	800	800
Utility Fund	17,207,328	17,207,328
Downtown Special District Fund	100,351	100,351
Occupancy Tax Fund	1,113,732	1,113,732
<b>TOTAL BUDGET</b>	<b>\$ 63,184,771</b>	<b>\$ 63,184,771</b>

Section 2. There is hereby levied the following rates of tax on each hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 2019, for the purpose of raising revenue from current year's property tax to finance the appropriations following this Ordinance:

TOTAL RATE PER \$100 VALUATION \$.65

Such rates of tax are based on an estimated total assessed valuation of real property for the purpose of taxation of \$2,529,667,961 and an estimated rate of collection of 98.34%.

Section 2-A. An additional special tax of twenty-three and one-half cents (.235) per \$100 assessed valuation is hereby levied upon those properties within the Downtown Service District as defined in Resolution 1977-102.

TOTAL RATE PER \$100 VALUATION \$.235

Section 3. There is hereby levied and shall be collected for the Fiscal Year beginning July 1, 2019, and each year thereafter until amended or repealed, on every business, trade or profession enumerated in the North Carolina Revenue Act of 1939 as amended through 2017, the maximum allowed by said Act and the General Tax Ordinances of the City of Goldsboro. Nothing therein shall be construed to repeal any license tax heretofore levied by the City of Goldsboro and not enumerated in said Act nor prohibited by said Act.

Section 4. There is hereby levied a monthly refuse charge of \$22.00 against each residential customer and \$40.50 for each business customer located within the City of Goldsboro that utilizes a commercial roll out container service. A charge of \$5.50 per cubic yard per pick-up is hereby levied against each commercial refuse customer of the City of Goldsboro. All revenue collected through this source shall be deposited into the General Fund.

Section 5. There is an annual backflow prevention inspection fee assessed to businesses for small devices 2" or less in diameter of \$75.00 and \$90.00 for larger devices that are more than 2" in diameter. The fee is assessed to businesses that elect to have the City inspect their device on an annual basis.

Section 6. All uncollected taxes shall, when collected, be placed in the General Fund.

Section 7. There is hereby levied an annual vehicle licensing tax of \$10.00 per vehicle. This tax will be levied to all vehicles listed within the City limits of Goldsboro.

Section 8. All residential developed property within the city limits will be charged \$4.50 per month effective July 1, 2019. Single family residential units will be charged \$4.50 per month and multi-family and commercial properties will be billed based on their individual impervious area (ERU). The stormwater fee will be charged monthly on the utility bill.

Number of ERUs	Monthly Rate Per ERU
First 60 (Includes Residential)	\$ 4.50
61 to 100	\$ 3.00
101 to 150	\$ 2.00
Above 150	\$ 1.00



Section 9. The golf fees are as follows: (1) Cart Fees - \$13 per rental; (2) Regular Golf Membership - \$816 per year; (3) Senior Golf Membership - \$684 per year; and (4) Junior Golf Membership - \$684 per year.

Section 10. Utility Rates increase as follows:

- a) The industrial bulk monthly water rate for customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, shall increase ten percent (10%) from two dollars and thirteen cents (\$2.13) per one thousand (1,000) gallons to two dollars and thirty four cents (\$2.34); and four dollars and twenty-five cents (\$4.25) per one hundred thousand (1,000) gallons for outside City customers. All customers shall be billed in ten (10) gallon increments. The new rates shall become effective with the July 1, 2019 billing.
- b) All other utility rates, fees and charges previously established are hereby levied and heretofore established, authorized and adopted by the City Council of the City of Goldsboro.

Section 11. All fees, permits, charges previously established are hereby levied at rates heretofore established, authorized and adopted by the City Council of the City of Goldsboro.

Section 12. The following is a schedule of the estimated revenues anticipated by the City of Goldsboro for the Fiscal Year beginning July 1, 2019, and ending June 30, 2020.

FUND	REVENUE
<b><u>GENERAL FUND</u></b>	
Tax Revenues	16,924,894
Licenses and Permits	385,888
Revenue from Other Agencies	18,695,499
Charges for Services	4,974,549
Capital Investment Returns	1,199,692
Miscellaneous Revenues	490,322
Appropriated Fund Balance	724,467
<b>TOTAL GENERAL FUND REVENUES</b>	<b>43,395,311</b>
<b><u>GENERAL FUND CAPITAL RESERVE</u></b>	
Transfers In	1,000
Appropriated Fund Balance	-
<b>TOTAL GENERAL FUND CAPITAL RESERVE REVENUES</b>	<b>1,000</b>



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
September 23, 2019 COUNCIL MEETING

- SUBJECT:** Installment financing for Golf Turf Equipment with PNC Equipment Finance, LLC
- BACKGROUND:** Staff brought a request to execute a new operating lease for six (6) pieces of golf turf equipment with PNC Equipment Finance at the August 5<sup>th</sup> meeting. This was due to the current 60 month lease having been executed on April 7, 2014 and expired in May, 2019. The Board requested more information on the existing equipment and usage which was brought before the Board at the August 19<sup>th</sup> and September 9<sup>th</sup> meetings.
- DISCUSSION:** At the September 9<sup>th</sup> meeting, the Board voted to allow staff to execute a capital lease with PNC Equipment Finance to lease-purchase the seven (7) pieces of equipment from the 2014 lease on a 2 year term for a total of \$105,000.00.
- The lease payment will be \$4,673.86 per month. The funds for the equipment operating lease were appropriated in the FY19-20 budget under Equipment Rent (11-7461-4391), however since this is no longer an operating lease, but rather a capital lease it is necessary to appropriate the purchase of the capital outlay and the funding with debt revenue (\$105,000.00 total). It will also require a reallocation of rent payments to debt payments (\$4,673.86 @ 9 months for a total of \$42,064.74). This does not require approval by the LGC since it does not meet the criteria for approval. Since this is a capital lease PNC Equipment Finance does stipulate that formal Board approval is required.
- RECOMMENDATION:** It is recommended that the City Council adopt:
1. The attached Resolution accepting the agreement with PNC Equipment Finance, LLC for the purchase of used golf turf equipment from Smith Turf & Irrigation and incumbency certificate authorizing the Mayor or the Finance Director to act on behalf of the City to execute the appropriate financing documents.
  2. Adopt the attached Operating Budget Amendment to appropriate the expenditures and revenue for the purchase of the used golf turf equipment in the amount of \$ 105,000.00, and debt payments due for the remainder of the fiscal year in the amount of \$42,400.00 funded with a reduction in rent expense.

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

\_\_\_\_\_  
Catherine F. Gwynn, Finance Director

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

\_\_\_\_\_  
Timothy M. Salmon, City Manager



RESOLUTION NO. 2019-

PNC EQUIPMENT FINANCE, LLC CAPITAL LEASE FOR GOLF TURF EQUIPMENT

At a duly called meeting of the governing body of Lessee held in accordance with all applicable legal requirements, including open meeting laws, on the 23<sup>rd</sup> day of September 2019, the following resolution was introduced and adopted:

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT, EQUIPMENT SCHEDULE, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the governing body of the CITY OF GOLDSBORO, NC, ("Lessee") desires to obtain certain equipment (the "Equipment") described in the Equipment Schedule to the Lease Agreement (collectively, the "Lease") between PNC EQUIPMENT FINANCE, LLC, ("Lessor") and Lessee; and

WHEREAS, the Equipment is essential for Lessee to perform its governmental functions; and Lessee has determined that it may lawfully pledge its full faith and credit and taxing powers to its obligations under the Lease; and

WHEREAS, Lessee has satisfied the legal requirements and the execution and delivery of the Lease; and

WHEREAS, Lessee proposes to enter into the Lease with PNC EQUIPMENT FINANCE, LLC substantially in the forms presented to this meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

Section 1. It is hereby found and determined that the terms of the Lease and the Escrow Agreement (collectively, the "Financing Documents") in substantially the forms presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

Section 2. The Financing Documents and the acquisition and financing of the Equipment under the terms and conditions as described in the Financing Documents are hereby approved. The Finance Director of Lessee and the Mayor of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Financing Documents with any changes, insertions and omissions therein as may be approved by the officers who execute the Financing Documents, such approval to be conclusively evidenced by such execution and delivery of the Financing Documents. The City Clerk of Lessee and any other officer of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Financing Documents and attest the same.

Section 3. The proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Financing Documents.

Section 4. This resolution shall take effect immediately.

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the Lease and Escrow Agreement executed on behalf of Lessee are the same as presented at such meeting of the governing body of Lessee, excepting only such changes, insertions and omissions as shall have been approved by the officers who executed the same.

DATE: September \_\_\_\_\_, 2019

CITY OF GOLDSBORO, NC,

Lessee

BY: \_\_\_\_\_

Name: Chuck Allen

Title: Mayor

Attested By: \_\_\_\_\_

Name: Melissa Capps

Title: City Clerk



ORDINANCE NO. 2019 -

AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET ORDINANCE OF  
THE CITY OF GOLDSBORO FOR THE 2019-20 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2019-2020 Annual Operating Budget on June 17, 2019; and

WHEREAS, amendments may become necessary as circumstances arise, and it is necessary to amend the General Fund; and

WHEREAS, the City Council of the City of Goldsboro operates a municipal golf course to provide cultural and recreational activities for the citizens of Goldsboro and Wayne County, and

WHEREAS, it is necessary to provide for the maintenance of the turf with multiple pieces of specialized golf turf equipment; and

WHEREAS, the Board has authorized the execution of an installment financing contract in the form of a two year capital lease with PNC Equipment Finance, LLC for the purchase of seven pieces of used golf turf equipment; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of the capital equipment, and this will be funded with an appropriation of debt revenue within the General Fund; and

WHEREAS, it is necessary to appropriate expenditures for the debt payments which shall be paid in advance monthly, and this will be funded with a reduction of rent expense within the Golf division of the Parks and Recreation department.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Budget Ordinance for the 2019-20 Fiscal Year is and hereby, amended by:

General Fund

1. Establishing a revenue line item "Loan Proceeds" (11-0005-8267) in the amount of \$105,000.00.
2. Establishing an expenditure line item "Golf Course Equipment (11-7461-5938) in the amount of \$105,000.00.
3. Establishing an expenditure line item "Golf Course Equipment Loan" (11-8111-7131) in the amount of \$42,400.00.
4. Reducing an expenditure line item "Equipment Rent" (11-7461-4391) in the amount of \$42,400.00.
5. This Ordinance shall be in full force and effect from and after \_\_\_\_\_.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



# SMITH TURF & IRRIGATION

## EQUIPMENT QUOTATION

Quoted To:

Mr. Joe Martikke  
City of Goldsboro



Quoted From:

Charlotte Office  
4355 Golf Acres Dr  
Charlotte, NC 28208

Account Executive: Matt Sorrell

919-207-7909

Qty	Model	Description	Unit Price	Extended
<b>Currently Leased Equipment</b>				
1		Toro Greensmaster 3150-Q		\$12,250.00
1		Toro Greensmaster 3150-Q		\$12,250.00
1		Toro Reelmaster 5510		\$19,500.00
1		Toro Reelmaster 5510		\$19,500.00
1		Toro Groundsmaster 4500		\$24,000.00
1		Toro Groundsmaster 3500-D		\$9,000.00
1		Toro Groundsmaster 3280-D 2WD		\$8,500.00

Total End of Term Equipment Purchase- \$105,000 Plus Tax

24 Month \$1 Buyout Monthly Payment- \$4,673.86 Plus Tax

With this option, The City of Goldsboro would own  
this equipment at the end of the 24 months.

Prices Do Not Include Sales Tax

**Payment Terms:** Net 10th Prox (Upon Credit Approval)  
Prices And Payment Terms Shown Will Be Valid For 30 Days From Date  
Quoted. After This Period, We Reserve The Right To Make Any Necessary  
Adjustments To Prices And/Or Payment Terms.

**Sub Total**  
**Est. Sales Tax**  
**Total**

Quote Prepared By: Matt Sorrell

Date: 8/5/2019

Quote Accepted By:

Date:





September 17, 2019

Lease Number 1188013-2

City of Goldsboro  
200 NORTH CENTER STREET  
GOLDSBORO, NC 27530

Enclosed are the necessary documents needed to complete your lease transaction. Please review, sign and return the following:

- Lease – Purchase Agreement – Please have the Authorized Signor execute the documents and provide their title.  
Opinion of Counsel – Please have your attorney sign and provide the name of the law firm, if applicable.  
Certificate of Acceptance – **At the point of delivery, fill out this form and return the original to us. We will be unable to disburse funds until we receive this signed form.**  
Schedule of Payments – Please sign and provide the title of the signor.
- Resolution-Certificate of Incumbency – List your Authorized Representative(s) and their title(s) in the body of the Resolution. Have the Authorized Representatives provide their names, title and signatures(s) on the lines which appear under the Authorized Representative Signature Section near the bottom of the Resolution. Finally, have the Secretary or appropriate Trustee attest to the information of the Authorized Representative(s) by signing and printing his/her name, title and date on the **last** signature line provided. **The person who validates the signature should not sign the Lease Agreement.** The Resolution must reflect the title(s) of the individual(s) who have authorization to sign the documents.
- Insurance Request Form – Fill in your insurer's information and sign. Please contact your insurer, prior to delivery, to obtain a certificate of insurance. Please enclose the certificate with the signed documentation or have the insurer fax the certificate directly to me.
- IRS Form 8038-G or 8038GC – Please sign, date and include the title of the signor.
- PNC Automatic Payment Authorization Form – Optional.
- Copy of Vendor Invoices – Vendor should send invoices directly to PNC with "Ship To" and "Bill To" in Lessee's name.
- Sales Tax Exemption Certificate – Please return a copy with the documents.
- Minutes of Governing Body (approving the purchase & finance of equipment) – Please return a copy with the documents.
- Invoice for advance payment – Please send your check in the amount of \$4,923.86, made payable to PNC Equipment Finance, LLC.

Please return the documents to PNC Equipment Finance, LLC, Attn: Staysi Garcia Morillo 655 Business Center Drive, Horsham, PA 19044 in the postage paid envelope enclosed.

**PNC Equipment Finance, LLC, in its sole discretion, reserves the right to adjust the payment factors in the enclosed documentation to reflect any changes in market conditions up to the date of funding.**

Our goal is to ensure that you receive the lowest payment available. Therefore, it is important that the documents are completed and returned by October 17, 2019.

If you have any questions please contact Staysi Garcia Morillo at (267) 960-4076.

Sincerely,

Staysi Garcia Morillo  
Commercial Transaction Coordinator



# Lease-Purchase Agreement

Dated as of \_\_\_\_\_, 20\_\_

Lease Number: 1188013-2

Lessor: PNC Equipment Finance, LLC  
655 Business Center Dr.  
Horsham, PA 19044

Lessee: LESSEE FULL LEGAL NAME  
City of Goldsboro 566000228  
200 NORTH CENTER STREET  
GOLDSBORO, NC 27530

FEDERAL TAX ID

Equipment Description **See attached Certificate of Acceptance for Equipment Description**

Rent Lease Term is for 24 months, with Rent payments due in  
Payment Advance ☒ monthly; ☐ quarterly; ☐ semi-annual; ☐ annually;  
Schedule each in the amount of \$4,673.86 beginning\_\_\_\_\_.

Lessee shall pay Rent payments exclusively from legally available funds in U.S. currency to Lessor in the amounts and on the dates set forth herein, without notice or demand.

## TERMS AND CONDITIONS

**1. LEASE.** Subject to the terms of this Lease, Lessee agrees to lease from Lessor the equipment ("Equipment") described in the attached Certificate of Acceptance when Lessor accepts this Lease. Lessee agrees to be bound by all the terms of this Lease.

**2. DELIVERY AND ACCEPTANCE OF EQUIPMENT.** Acceptance of the Equipment occurs upon delivery. When Lessee receives the Equipment, Lessee agrees to inspect it and to verify by telephone or in writing such information as Lessor may require. Delivery and installation costs are Lessee's responsibility. If Lessee signed a purchase contract for the Equipment, by signing this Lease Lessee assigns its rights, but none of its obligations under the purchase contract, to Lessor.

**3. RENT.** Lessee agrees to pay Lessor Rent (plus applicable taxes) in the amount and frequency stated above. If Lessee's Rent payments are due in Advance, Lessee's first Rent payment is due on the date Lessee accepts the Equipment under the Lease. Lessor will advise Lessee as to (a) the due date of each Rent payment, and (b) the address to which Lessee must send payments. Rent is due whether or not Lessee receives an invoice from Lessor. Lessee will pay Lessor any required advance rent when Lessee signs this Lease. Lessee authorizes Lessor to change the Rent by not more than 15% due to changes in the Equipment configuration, which may occur prior to Lessor's acceptance of this Lease. Restrictive endorsements on checks Lessee sends to Lessor will not reduce Lessee's obligations to Lessor. Unless a proper exemption certificate is provided, applicable sales and use taxes will be added to the Rent.

**NON-APPROPRIATION OF FUNDS.** Lessee intends to remit all Rent and other payments to Lessor for the full Lease Term if funds are legally available. In the event Lessee is not granted an appropriation of funds at any time during the Lease Term for the Equipment subject to this Lease and operating funds are not otherwise available to Lessee to pay the Rent and other payments due and to become due under this Lease, and there is no other legal procedure or available funds by or with which payment can be made to Lessor, and the non-appropriation did not result from an act or omission by Lessee, Lessee shall have the right to return the Equipment in accordance with Section 16 of the Lease and terminate this Lease on the last day of the fiscal period for which appropriations were received without penalty or expense to Lessee, except as the portion of Rent for which funds shall have been appropriated and budgeted. At least 30 days prior to the end of Lessee's fiscal year, Lessee's chief executive officer (or legal counsel) shall certify in writing that (a) funds have not been appropriated for the upcoming fiscal period, (b) such non-appropriation did not result from any act or failure to act by Lessee, and (c) Lessee has exhausted all funds legally available for the payment of Rent.

**4. UNCONDITIONAL OBLIGATION.** LESSEE AGREES THAT IT IS UNCONDITIONALLY OBLIGATED TO PAY ALL RENT AND ANY OTHER AMOUNTS DUE UNDER THIS LEASE IN ALL FISCAL YEARS IN WHICH FUNDS HAVE BEEN APPROPRIATED NO MATTER WHAT HAPPENS, EVEN IF THE EQUIPMENT IS DAMAGED OR DESTROYED, IF IT IS DEFECTIVE OR IF LESSEE HAS TEMPORARY OR PERMANENT LOSS OF ITS USE. LESSEE IS NOT ENTITLED TO ANY REDUCTION OR SET-OFF AGAINST RENT OR OTHER AMOUNTS DUE UNDER THIS LEASE FOR ANY REASON WHATSOEVER.

**5. DISCLAIMER OF WARRANTIES.** THE EQUIPMENT IS BEING LEASED TO LESSEE IN "AS IS" CONDITION. LESSEE AGREES THAT LESSOR HAS NOT MANUFACTURED THE EQUIPMENT AND THAT LESSEE HAS SELECTED THE EQUIPMENT BASED UPON LESSEE'S OWN JUDGMENT. LESSEE HAS NOT RELIED ON ANY STATEMENTS LESSOR OR ITS EMPLOYEES HAVE MADE. LESSOR HAS NOT MADE AND DOES NOT MAKE ANY EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES WHATSOEVER, INCLUDING WITHOUT LIMITATION, THE EQUIPMENT'S MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, DESIGN, CONDITION, DURABILITY, OPERATION, QUALITY OF MATERIALS OR WORKMANSHIP, OR COMPLIANCE WITH SPECIFICATIONS OR APPLICABLE LAW. Lessee is aware of the name of the Equipment manufacturer and Lessee will contact the manufacturer for a description of Lessee's warranty rights. If the manufacturer has provided Lessor with a warranty, Lessor assigns its rights to such warranty to Lessee and Lessee may enforce all warranty rights directly against the manufacturer of the Equipment. Lessee agrees to settle any dispute regarding performance of the Equipment directly with the manufacturer of the Equipment.

**6. TITLE AND SECURITY INTEREST.** Unless otherwise required by the laws of the state where Lessee is located, Lessee shall have title to the Equipment immediately upon delivery and shall be deemed to be the owner of the Equipment as long as Lessee is not in default under this Lease. In the event of a default, title to the Equipment shall revert to Lessor free and clear of any rights or interest Lessee may have in the Equipment. To secure all of Lessee's



obligations to Lessor under this Lease Lessee hereby grants Lessor a security interest in (a) the Equipment to the extent of Lessee's interest in the Equipment, (b) anything attached, added, replaced and/or substituted to the Equipment at any time, (c) any money or property from the sale of the Equipment, and (d) any money from an insurance claim if the Equipment is lost or damaged. Lessee agrees that the security interest will not be affected if this Lease is changed in any way.

**7. USE, MAINTENANCE AND REPAIR.** Lessee will not move the Equipment from the Equipment Location without Lessor's advance written consent. Lessee will give Lessor reasonable access to the Equipment Location so that Lessor can check the Equipment's existence, condition and proper maintenance. Lessee will use the Equipment in the manner for which it was intended, as required by all applicable manuals and instructions, and keep it eligible for any manufacturer's certification and/or standard full service maintenance contract. At Lessee's own cost and expense, Lessee will keep the Equipment in good repair, condition and working order, ordinary wear and tear excepted. Lessee will not make any permanent alterations to the Equipment.

**8. TAXES.** Lessee agrees to pay Lessor, when invoiced, all taxes (including any sales, use and personal property taxes), fines, interest and penalties relating to this Lease and the Equipment (excluding taxes based on Lessor's net income). Lessee agrees to file any required personal property tax returns and, if Lessor asks, Lessee will provide Lessor with proof of payment. Lessor does not have to contest any tax assessments.

**9. INDEMNITY.** Lessor is not responsible for any injuries, damages, penalties, claims or losses, including legal expenses, incurred by Lessee or any other person caused by the transportation, installation, manufacture, selection, purchase, lease, ownership, possession, modification, maintenance, condition, operation, use, return or disposition of the Equipment. To the extent permitted by law, Lessee agrees to reimburse Lessor for and defend Lessor against any claims for such losses, damages, penalties, claims, injuries, or expenses. This indemnity continues even after this Lease has expired, for acts or omissions that occurred during the Lease Term.

**10. IDENTIFICATION.** Lessee authorizes Lessor to insert or correct missing information on this Lease, including Lessee's official name, serial numbers and any other information describing the Equipment. Lessor will send Lessee copies of such changes. Lessee will attach to the Equipment any name plates or stickers Lessor provides Lessee.

**11. LOSS OR DAMAGE.** Lessee is responsible for any loss of the Equipment from any cause at all, whether or not insured, from the time the Equipment is shipped to Lessee until it is returned to Lessor. If any item of Equipment is lost, stolen or damaged, Lessee will promptly notify Lessor of such event. Then, at Lessor's option, Lessee will either (a) repair the Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, or (b) pay Lessor an amount equal to the Net Book Value (as defined in Section 14) of the lost, stolen or damaged Equipment. If Lessee has satisfied their obligations under this Section 11, Lessor will forward to Lessee any insurance proceeds which Lessor receives for lost, damaged, or destroyed Equipment. If Lessee is in default, Lessor will apply any insurance proceeds Lessor receives to reduce Lessee's obligations under Section 14 of this Lease.

**12. INSURANCE.** Lessee agrees to (a) keep the Equipment fully insured against loss, naming Lessor as loss payee, and (b) obtain a general public liability insurance policy covering both personal injury and property damage in amounts not less than Lessor may tell Lessee, naming Lessor as additional insured, until Lessee has met all their obligations under this Lease. Lessor is under no duty to tell Lessee if Lessee's insurance coverage is adequate. The policies shall state that Lessor is to be notified of any proposed cancellation at least 30 days prior to the date set for cancellation. Upon Lessor's request, Lessee agrees to provide Lessor with certificates or other evidence of insurance acceptable to Lessor. If Lessee does not provide Lessor with evidence of proper insurance within ten days of Lessor's request or Lessor receives notice of policy cancellation, Lessor may (but Lessor is not obligated to) obtain insurance on Lessor's interest in the Equipment at Lessee's expense. Lessee will pay all insurance premiums and related charges.

**13. DEFAULT.** Lessee will be in default under this Lease if any of the following happens: (a) Lessor does not receive any Rent or other payment due under this Lease within ten days after its due date, (b) Lessee fails to perform or observe any other promise or obligation in this Lease and does not correct the default within ten days after Lessor sends Lessee written notice of default, (c) any representation, warranty or statement Lessee has made in this Lease shall prove to have been false or misleading in any material respect, (d) any insurance carrier cancels or threatens to cancel any insurance on the Equipment, (e) the Equipment or any part of it is abused, illegally used, misused, lost, destroyed, or damaged beyond repair, (f) a petition is filed by or against Lessee under any bankruptcy or insolvency laws, or (g) Lessee defaults on any other agreement between it and Lessor (or Lessor's affiliates).

**14. REMEDIES.** Upon the occurrence of a default, Lessor may, in its sole discretion, do any or all of the following: (a) provide written notice to Lessee of default, (b) as liquidated damages for loss of a bargain and not as a penalty, declare due and payable, the present value of (i) any and all amounts which may be then due and payable by Lessee to Lessor under this Lease, plus (ii) all Rent payments remaining through the end of the then current fiscal year, discounted at the higher of 3% or the lowest rate allowed by law (collectively, the "Net Book Value") and (c) require Lessee to immediately return the Equipment to Lessor. Lessor has the right to require Lessee to make the Equipment available to Lessor for repossession during reasonable business hours or Lessor may repossess the Equipment, so long as Lessor does not breach the peace in doing so, or Lessor may use legal process in compliance with applicable law pursuant to court order to have the Equipment repossessed. Lessee will not make any claims against Lessor or the Equipment for trespass, damage or any other reason. If Lessor takes possession of the Equipment Lessor may (a) sell or lease the Equipment at public or private sale or lease, and/or (b) exercise such other rights as may be allowed by applicable law. Although Lessee agrees that Lessor has no obligation to sell the Equipment, if Lessor does sell the Equipment, Lessor will reduce the Net Book Value by the amounts Lessor receives. Lessee will immediately pay Lessor the remaining Net Book Value. Lessee agrees (a) that Lessor only needs to give Lessee ten days' advance notice of any sale and no notice of advertising, (b) to pay all of the costs Lessor incurs to enforce Lessor's rights against Lessee, including attorney's fees, and (c) that Lessor will retain all of Lessor's rights against Lessee even if Lessor does not choose to enforce them at the time of Lessee's default.

**15. LESSEE'S OPTION AT END OF LEASE.** Provided Lessee is not in default, upon expiration of the Lease Term, Lessee has the option to purchase all but not less than all of the Equipment for \$1.00 (plus all sales and other applicable taxes).

**16. RETURN OF EQUIPMENT.** If (a) default occurs, or (b) a non-appropriation of funds occurs in accordance with Section 3, Lessee will immediately return the Equipment to any location(s) in the continental United States and aboard any carriers(s) Lessor may designate. The Equipment must be properly packed for shipment in accordance with the manufacturer's recommendations or specifications, freight prepaid and insured, maintained in accordance with Section 7, and in "Average Saleable Condition." "Average Saleable Condition" means that all of the Equipment is immediately available for use by a third party buyer, user or lessee, other than Lessee named in this Lease, without the need for any repair or refurbishment. All Equipment must be free of markings. Lessee will pay Lessor for any missing or defective parts or accessories. Lessee will continue to pay Rent until the Equipment is received and accepted by Lessor.

**17. LESSEE'S REPRESENTATIONS AND WARRANTIES.** Lessee hereby represents and warrants to Lessor that as of the date of this Lease, and throughout the Lease Term: (a) Lessee is the entity indicated in this Lease; (b) Lessee is a State or a fully constituted political subdivision or agency of the State in which Lessee is located; (c) Lessee is duly organized and existing under the Constitution and laws of the State in which they are located; (d) Lessee is authorized to enter into and carry out Lessee's obligations under this Lease, any documents relative to the acquisition of the Equipment and any other documents required to be delivered in connection with this Lease (collectively, the "Documents"); (e) the Documents have been duly authorized, executed and delivered by Lessee in accordance with all applicable laws, rules, ordinances, and regulations, the Documents are valid, legal, binding agreements, enforceable in accordance with their terms and the person(s) signing the Documents have the authority to do so, are acting with the full authorization of Lessee's governing body, and hold the offices indicated below their signature, each of which are genuine; (f) the Equipment is essential to the immediate performance of a governmental or proprietary function by Lessee within the scope of Lessee's authority and shall be used during the Lease Term only by Lessee and only to



perform such function; (g) Lessee intends to use the Equipment for the entire Lease Term and shall take all necessary action to include in Lessee's annual budget any funds required to fulfill Lessee's obligations for each fiscal year during the Lease Term; (h) Lessee has complied fully with all applicable law governing open meetings, public bidding and appropriations required in connection with this Lease and the acquisition of the Equipment; (i) Lessee's obligations to remit Rent under this Lease constitutes a current expense and not a debt under applicable state law and no provision of this Lease constitutes a pledge of Lessee's tax or general revenues, and any provision which is so constructed by a court of competent jurisdiction is void from the inception of this lease; (j) all payments due and to become due during Lessee's current fiscal year are within the fiscal budget of such year, and are included within an unrestricted and unencumbered appropriation currently available for the lease/purchase of the Equipment; (k) Lessee shall not do or cause to be done any act which shall cause, or by omission of any act allow the interest portion of any Rent payment to become includible in Lessor's gross income for Federal income taxation purposes under the Internal Revenue Code of 1986, as amended, (the "Code"); (l) Lessee shall maintain a complete and accurate record of all assignments of this Lease in the form sufficient to comply with the book entry requirements of Section 149(a) of the Code and the regulations prescribed there under from time to time; (m) Lessee shall comply with the information reporting requirements of Section 149(e) of the Code; such compliance shall include, but not be limited to, the execution of IRS Form 8038-G or 8038-GC; and (n) all financial information Lessee has provided to Lessor is true and accurate and provides a good representation of Lessee's financial condition.

**18. LESSEE'S PROMISES.** In addition to the other provisions of this Lease, Lessee agrees that during the term of this Lease (a) Lessee will promptly notify Lessor in writing if it moves its principal office or changes its name or legal structure, (b) Lessee will provide to Lessor such financial information as may reasonably request from time to time, and (c) Lessee will take any action Lessor reasonably requests to protect Lessor's rights in the Equipment and to meet Lessee's obligations under this Lease.

**19. ASSIGNMENT. LESSEE WILL NOT SELL, TRANSFER, ASSIGN, PLEDGE, SUB-LEASE OR PART WITH POSSESSION OF THE EQUIPMENT OR FILE OR PERMIT A LIEN TO BE FILED AGAINST THE EQUIPMENT.** Lessee will not attach any of the Equipment to any real estate. Upon Lessor's reasonable request and at Lessee's cost, Lessee will obtain from each person having an interest in the real estate where the Equipment is located a waiver of any rights they may have in the Equipment.

**20. ASSIGNMENT BY LESSOR.** This Lease, and the rights of Lessor hereunder and in and to the Equipment, may be assigned and reassigned in whole or in part to one or more assignees by Lessor or its assigns at any time without the necessity of obtaining the consent of Lessee; provided, however, no such assignment or reassignment shall be effective unless and until Lessee shall have been given written notice of assignment disclosing the name and address of the assignee or its agent authorized to receive payments and otherwise service this Lease on its behalf. Upon receipt of notice of assignment, Lessee agrees to record the same in records maintained for such purpose, and further, to make all payments as designated in the assignment, notwithstanding any claim, defense, setoff or counterclaim whatsoever (whether arising from a breach of this Lease or otherwise) that Lessee may from time to time have against Lessor or Lessor's assigns. Lessee agrees to execute all documents, including acknowledgments of assignment, which may reasonably be requested by Lessor or its assigns to protect their interests in the Equipment and in this Lease.

**21. COLLECTION EXPENSES, OVERDUE PAYMENT, TERMINATION.** Lessee agrees that Lessor can, but does not have to, take on Lessee's behalf any action which Lessee fails to take as required by this Lease, and Lessor's expenses will be in addition to that of the Rent which Lessee owes Lessor. If Lessor receives any payment from Lessee after the due date, Lessee shall pay Lessor on demand as a late charge 5% of such overdue amount, limited, however, to the maximum amount allowed by law. Upon 30 days' prior written notice by Lessee to Lessor, and so long as there is no Event of Default then existing, Lessee shall have the option to purchase all, but not less than all, of the Equipment covered by the Lease on any Rent Payment due date by paying to Lessor all Rent Payments then due (including accrued interest, if any) plus the Termination Value amount set forth on the Payment Schedule to the applicable Lease for such date. Upon satisfaction by Lessee of such purchase conditions, Lessor shall release its Lien on such Equipment and Lessee shall retain its title to such Equipment "as is, where is," without representation or warranty by Lessor, express or implied, except for a representation that such Equipment is free and clear of any Liens created by Lessor.

**22. AGREED LEASE RATE FACTOR.** Lessee understands that the Equipment may be purchased for cash (the "Equipment Cost") or it may be leased. By signing this Lease, Lessee acknowledges that it has chosen to lease the Equipment from Lessor for the Lease Term and that Lessee has agreed to pay Rent. Each payment of Rent includes a principal amount based on the Equipment Cost and a lease charge rate. If it is determined that Lessee's payments under this Lease result in an interest payment higher than allowed by applicable law, then any excess interest collected will be applied to the repayment of principal and interest will be charged at the highest rate allowed by law. In no event will Lessor charge or receive or will Lessee pay any amounts in excess of the legal amount.

**23. MISCELLANEOUS.** This Lease contains the entire agreement and supersedes any conflicting provision of any equipment purchase order or any other agreement. **TIME IS OF THE ESSENCE IN THIS LEASE.** If a court finds any provision of Lease to be unenforceable, the remaining terms of this Lease shall remain in effect. **THIS LEASE IS A "FINANCE LEASE" AS DEFINED IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE.** Lessee authorizes Lessor (or Lessor's agent) to (a) obtain credit reports, (b) make such other credit inquiries as Lessor may deem necessary, and (c) furnish payment history information to credit reporting agencies. To the extent permitted by law, Lessor may charge Lessee a fee of \$250.00 to cover Lessor's documentation and investigation costs.

**24. NOTICES.** All of Lessee's written notices to Lessor must be sent by certified mail or recognized overnight delivery service, postage prepaid, to Lessor at Lessor's address stated in this Lease, or by facsimile transmission to Lessor's facsimile telephone number, with oral confirmation of receipt. All of Lessor's notices to Lessee may be sent first class mail, postage prepaid, to Lessee's address stated in this Lease. At any time after this Lease is signed, Lessee or Lessor may change an address or facsimile telephone number by giving notice to the other of the change.

**25. ANTI-MONEY LAUNDERING/INTERNATIONAL TRADE COMPLIANCE.** Lessee represents and warrants to Lessor, as of the date of this Lease, the date of each advance of proceeds under the Lease, the date of any renewal, extension or modification of this Lease, and at all times until the Lease has been terminated and all amounts thereunder have been indefeasibly paid in full, that: (a) no Covered Entity (i) is a Sanctioned Person; or (ii) does business in or with, or derives any of its operating income from investments in or transactions with, any Sanctioned Country or Sanctioned Person in violation of any law, regulation, order or directive enforced by any Compliance Authority; (b) the proceeds of the Lease will not be used to fund any unlawful activity; (c) the funds used to repay the Lease are not derived from any unlawful activity; and (d) each Covered Entity is in compliance with, and no Covered Entity engages in any dealings or transactions prohibited by, any laws of the United States.

As used herein: "**Compliance Authority**" means each and all of the (a) U.S. Treasury Department/Office of Foreign Assets Control, (b) U.S. Treasury Department/Financial Crimes Enforcement Network, (c) U.S. State Department/Directorate of Defense Trade Controls, (d) U.S. Commerce Department/Bureau of Industry and Security, (e) U.S. Internal Revenue Service, (f) U.S. Justice Department, and (g) U.S. Securities and Exchange Commission; "**Covered Entity**" means Lessee, its affiliates and subsidiaries and direct and indirect owners; "**Sanctioned Country**" means a country subject to a sanctions program maintained by any Compliance Authority; and "**Sanctioned Person**" means any individual person, group, regime, entity or thing listed or otherwise recognized as a specially designated, prohibited, sanctioned or debarred person or entity, or subject to any limitations or prohibitions (including but not limited to the blocking of property or rejection of transactions), under any order or directive of any Compliance Authority or otherwise subject to, or specially designated under, any sanctions program maintained by any Compliance Authority.



**26. USA PATRIOT ACT NOTICE.** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each lessee that opens an account. What this means: when the Lessee opens an account, Lessor will ask for the business name, business address, taxpayer identifying number and other information that will allow the Lessor to identify Lessee, such as organizational documents. For some businesses and organizations, Lessor may also need to ask for identifying information and documentation relating to certain individuals associated with the business or organization.

**27. WAIVERS. LESSOR AND LESSEE EACH AGREE TO WAIVE, AND TO TAKE ALL REQUIRED STEPS TO WAIVE, ALL RIGHTS TO A JURY TRIAL.** To the extent Lessee is permitted by applicable law, Lessee waives all rights and remedies conferred upon a lessee by Article 2A (Sections 508-522) of the Uniform Commercial Code including but not limited to Lessee’s rights to: (a) cancel or repudiate this Lease; (b) reject or revoke acceptance of the Equipment; (c) recover damages from Lessor for any breach of warranty or for any other reason; (d) grant a security interest in any Equipment in Lessee’s possession. To the extent Lessee is permitted by applicable law, Lessee waives any rights they now or later may have under any statute or otherwise which requires Lessor to sell or otherwise use any Equipment to reduce Lessor’s damages, which requires Lessor to provide Lessee with notice of default, intent to accelerate amounts becoming due or acceleration of amounts becoming due, or which may otherwise limit or modify any of Lessor’s rights or remedies. **ANY ACTION LESSEE TAKES AGAINST LESSOR FOR ANY DEFAULT, INCLUDING BREACH OF WARRANTY OR INDEMNITY, MUST BE STARTED WITHIN ONE YEAR AFTER THE EVENT, WHICH CAUSED IT.** Lessor will not be liable for specific performance of this Lease or for any losses, damages, delay or failure to deliver Equipment.

**28. SMALL ISSUER STATEMENT.** Lessee hereby certifies to Lessor and its assigns that: a) the Lessee designates the Lease as a “Qualified Tax-Exempt Obligation” for the purposes of Section 265(b)(3) of the Code; b) Lessee will own and operate the Equipment in the performance of its public purposes; and the Equipment will not be subject to the use or control of any other entity; c) Lessee will not designate more than \$10,000,000 of tax-exempt obligations during the current calendar year as “Qualified Tax-Exempt Obligation”, Lessee reasonably expects to issue no more than \$10,000,000 of tax-exempt obligations during the current calendar year; and d) For purposes of Paragraph 3 herein above, the amount of tax-exempt obligations stated as either issued or designated as “Qualified Tax-Exempt Obligations” includes tax-exempt obligations issued by all subordinate entities of Lessee, as provided in Section 265 (b) (3) (E) of the Code.

**29. IMPORTANT INFORMATION ABOUT PHONE CALLS.** By providing telephone number(s) to Lessor, now or at any later time, Lessee authorizes Lessor and its affiliates and designees to contact Lessee regarding Lessee account(s) with Lessor or its affiliates, whether such accounts are Lessee individual accounts or business accounts for which Lessee is a contact, at such numbers using any means, including but not limited to placing calls using an automated dialing system to cell, VoIP or other wireless phone number, or leaving prerecorded messages or sending text messages, even if charges may be incurred for the calls or text messages. Lessee consents that any phone call with Lessor may be monitored or recorded by Lessor.

**IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS LEASE SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. TERMS OR ORAL PROMISES WHICH ARE NOT CONTAINED IN THIS WRITTEN AGREEMENT MAY NOT BE LEGALLY ENFORCED. THE TERMS OF THIS LEASE MAY ONLY BE CHANGED BY ANOTHER WRITTEN AGREEMENT BETWEEN LESSEE AND LESSOR. LESSEE AGREES TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS LEASE. LESSEE AGREES THAT THE EQUIPMENT WILL BE USED FOR BUSINESS PURPOSES ONLY AND NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.**

**LESSEE CERTIFIES THAT ALL THE INFORMATION GIVEN IN THIS LEASE AND LESSEE’S APPLICATION WAS CORRECT AND COMPLETE WHEN THIS LEASE WAS SIGNED. THIS LEASE IS NOT BINDING UPON LESSOR OR EFFECTIVE UNLESS AND UNTIL LESSOR EXECUTES THIS LEASE. THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE OF THE LESSEE.**

City of Goldsboro

("Lessee")

X

Authorized Signature

Print Name

Title:

Date

200 NORTH CENTER STREET  
GOLDSBORO,NC27530

PNC Equipment Finance, LLC

("Lessor")

X

Authorized Signature

Print Name

Title:

655 Business Center Dr.  
Horsham PA 19044

**OPINION OF COUNSEL**

I have acted as counsel to the above-referenced Lessee (“Lessee”) with respect to this Lease-Purchase Agreement by and between the Lessee and Lessor (the “Lease”), and in this capacity have reviewed the original or duplicate originals of the Lease and such other documents as I have deemed relevant. Based upon the foregoing, I am of the opinion that: (A) Lessee is a state or a fully constituted political subdivision or agency of a state within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended; (B) the execution, delivery and performance of the Lease by Lessee has been duly authorized by all necessary action on the part of Lessee; (C) the Lease constitutes a legal, valid and binding obligation of Lessee enforceable in accordance with its terms, except as limited by laws of general application affecting the enforcement of creditors’ rights, and does not constitute a debt of Lessee which is prohibited by state law; (D) the authorization, approval and execution of the Lease and all other proceedings of Lessee related to the transactions contemplated thereby have been performed in accordance with all open-meeting laws, public bidding laws, and all other applicable state laws. The undersigned certifies that (s)he is an attorney duly authorized to practice law in the State of North Carolina.

The foregoing opinions are limited to the laws of such State and federal laws of the United States.

Attorney of Lessee

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Law firm: \_\_\_\_\_



## RESOLUTION AND CERTIFICATE OF INCUMBENCY

### Lease Number 1188013-2

Lessee: City of Goldsboro

Amount: \$112,172.64

WHEREAS, Lessee, a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State or Commonwealth (the "State") is authorized by the laws of the State to purchase, acquire and lease certain equipment and other property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, pursuant to applicable law, the governing body of the Lessee ("Governing Body") is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interest in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Lease-Purchase Agreements or lease schedules ("Leases") in the principal amount not exceeding the amount stated above for the purpose of acquiring the property ("Equipment") to be described in the Leases is appropriate and necessary to the functions and operations of the Lessee.

WHEREAS, PNC Equipment Finance, LLC ("Lessor") shall act as Lessor under said Leases.

NOW, THEREFORE, Be It Ordained by the Governing Body of the Lessee:

Section 1. Either one of the \_\_\_\_\_ OR \_\_\_\_\_ (each an "Authorized Representative") acting on behalf of the Lessee, is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Lease as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Leases are hereby authorized.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Leases on behalf of the Lessee.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases and the Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 4. The Lessee's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease and the Lessee's obligations under the Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

Section 5. As to each Lease, the Lessee reasonably anticipates to issue not more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" which are not "qualified 501(c)(3) bonds") during the fiscal year in which each such Lease is issued and hereby designates each Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended.

Section 6. This resolution shall take effect immediately upon its adoption and approval.

#### SIGNATURES AND TITLES OF AUTHORIZED REPRESENTATIVES: AUTHORIZED LEASE SIGNORS ONLY

Name	Title	Signature
Name	Title	Signature

ADOPTED AND APPROVED on this \_\_\_\_\_, 20\_\_.

Section 7. I, the undersigned Secretary/Clerk identified below, does hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of the above Lessee, a political subdivision duly organized and existing under the laws of the State where Lessee is located, that I have the title stated below, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of the Lessee holding the offices set forth opposite their respective names.

The undersigned Secretary/Clerk of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

LESSEE: City of Goldsboro

\_\_\_\_\_  
Signature of Secretary/Clerk of Lessee

[SEAL]

Print Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

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



# CERTIFICATE OF ACCEPTANCE

**Lease Number: 1188013-2**

Quantity	Description	Serial Number
1	2014 Toro Greensmaster 3150-Q	
1	2014 Toro Greensmaster 3150-Q	
1	2014 Toro Reelmaster 5510	
1	2014 Toro Reelmaster 5510	
1	2014 Toro Groundsmaster 4500	
1	2014 Toro Groundsmaster 3500-D	
1	2014 Toro Groundsmaster 3280-D 2WD	

Together with all attachments, tooling, accessories, appurtenances, and additions thereto.

Equipment Location: 200 North Center Street  
Goldsboro, NC 27530

Lessee, through its authorized representative, hereby certifies to Lessor that:

1. The Equipment has been delivered to the location where it will be used, which is the Equipment Location given in the Lease-Purchase Agreement ("Lease");
2. All of the Equipment has been inspected and is (a) complete, (b) properly installed, (c) functioning, and (d) in good working order;
3. Lessee accepts the Equipment for all purposes under the Lease as of \_\_\_\_\_, 20\_\_ (the "Acceptance Date"), which is the date on which the Equipment was delivered and installed;
4. The Equipment is of a size, design, capacity and manufacture acceptable to Lessee and suitable for Lessee's purposes; and
5. Lessee is not in default under the Lease, no Non-Appropriation of Funds (as described in the Lease) has occurred, and all of Lessee's statements and promises set forth in the Lease are true and correct.

Lessor is hereby authorized to insert serial numbers on the Lease.

THIS CERTIFICATE OF ACCEPTANCE IS SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

City of Goldsboro ("Lessee")

**X**

Authorized Signature

Print Name

Title:

Date

200 NORTH CENTER STREET  
GOLDSBORO, NC, 27530





The undersigned hereby irrevocably authorizes and directs **PNC EQUIPMENT FINANCE, LLC ("PNCEF")** and PNCEF's parent company, **PNC BANK, NATIONAL ASSOCIATION ("PNC Bank")**, to initiate debit entries for payments on our lease and loan obligations with PNCEF to our Checking Account indicated below, at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. We acknowledge that the origination of ACH transactions to our account must comply with the provisions of U. S. law. The undersigned acknowledges and agrees that, to the extent there are insufficient funds in any such account to pay the required amounts when due, the undersigned shall immediately pay to PNCEF all sums remaining unpaid. This authorization supplements, and does not limit, PNCEF's rights under the undersigned's lease agreement or loan agreement and other documents evidencing or securing the obligations to PNCEF.

**A. CUSTOMER INFORMATION:**

<b>Customer Name(s)</b> City of Goldsboro	<b>Customer Number</b> 1188013
--	-----------------------------------

**B. DEPOSIT ACCOUNT INFORMATION:**

☐

Checking

Account Number :

☐

Savings

Routing / ABA :

Name on Checking / Savings Account:

Bank Name:

Bank Address:

*\*\*Note: If not a PNC bank account, please return a copy of a voided check with this form.*

**I WISH TO RECEIVE MONTHLY INVOICES FOR NOTIFICATION PURPOSES: YES NO**

Each person signing below is authorized to make this request, and PNCEF and PNC Bank are entitled to rely conclusively on the above authorization until this authorization is terminated by PNCEF or the undersigned.

**Customer: City of Goldsboro  
(a(n) North Carolina Municipal )**

Signature

X

Print Name

Title

Date



September 17, 2019

**City of Goldsboro**

200 NORTH CENTER STREET  
GOLDSBORO, NC 27530  
Attn: Accounts Payable  
Lease Number: 1188013-2

RE: Insurance Coverage Requirements for Equipment Financing Transaction between  
PNC Equipment Finance, LLC and City of Goldsboro

Before funding your transaction, PNC Equipment Finance, LLC requires evidence of appropriate insurance coverage on the equipment described in your transaction documents. Please forward this request to your insurance company, agent or broker as soon as possible and ask for the evidence of insurance to be sent to the address below.

PNC Equipment Finance, LLC will have an insurable interest in the following equipment:

Quantity	Description	Serial No.
1	2014 Toro Greensmaster 3150-Q	
1	2014 Toro Greensmaster 3150-Q	
1	2014 Toro Reelmaster 5510	
1	2014 Toro Reelmaster 5510	
1	2014 Toro Groundsmaster 4500	
1	2014 Toro Groundsmaster 3500-D	
1	2014 Toro Groundsmaster 3280-D 2WD	

As a condition to entering into the equipment financing transaction, PNC Equipment Finance, LLC requires the following at all times during the term of the transaction:

1. All of the equipment must be insured for its full insurable value on a 100% replacement cost basis or as set forth in the documents.
2. PNC Equipment Finance, LLC must be named as lender loss payee under a property insurance policy insuring all risks to the equipment, including fire, theft, and other customary coverage under an "extended coverage" endorsement, with a deductible not to exceed \$10,000 per occurrence.
3. PNC Equipment Finance, LLC must receive evidence that a comprehensive general liability insurance policy is in place with a minimum coverage of \$1,000,000. PNC Equipment Finance, LLC must be named as an additional insured under the liability policy.
4. Each property insurance policy must contain a lender's loss payable clause, or special endorsement, in which the insurer agrees that any loss will be payable in accordance with the policy terms, notwithstanding any act or negligence of the insured.
5. Each policy must provide for 30 days' written notice to PNCEF prior to any cancellation, non-renewal or amendment of the policy.

The evidence of insurance can consist of a Certificate of Insurance form, Evidence of Insurance form, Memorandum of Insurance, binder for insurance, declarations page, or the actual policy and endorsements, in each case naming PNC Equipment Finance, LLC as follows:

PNC Equipment Finance, LLC, and its successors and assigns, as lender loss payee  
Attn: Insurance Department  
655 Business Center Drive, Suite 250  
Horsham, PA 19044

When completed, the evidence of insurance should be provided to the following address:

PNC Equipment Finance, LLC  
655 Business Center Drive, Suite 250  
Horsham, PA 19044









**Lease # 1188013-2**

Please provide the following information. By providing such information, you will enable us to ensure prompt payment of your vendor and the correct processing of your lease transaction.

Thank you.

**Lessee Information**

Full Business Legal Name: City of Goldsboro	Federal Tax ID Number: 566000228
Invoices should be directed to:	Attention:
Address	City: State: Zip:

**Preferred Method of Payment: (Please check)**

<input type="checkbox"/> Monthly Invoice (Mail)	
Invoices should be directed to:	Attention:
Address	City:
<input type="checkbox"/> Monthly Invoice (Email)	Email:
Billing Contact:	

**Contact Information**

In order to verify receipt of equipment and review terms and conditions of the lease, please provide contact information for one or more staff that can assist in this process.

Contact 1:	Phone:
Email:	
Contact 2:	Phone:
Email:	

**I hereby attest the above information is accurate.**

Signature X	Date
Email:	



**PNC Equipment Finance, LLC** a Delaware limited liability company ("**PNC**"), is required to collect and remit sales/use tax in the taxing jurisdiction where your equipment will be located. If you select that you are exempt by marking one of the checkboxes below, you must provide a valid exemption certificate. If you do not provide this certificate *prior* to the booking of your transaction, you will be responsible for sales tax on all accrued payments.

- If tax has been remitted up front and financed into your lease payment, your account will not be marked sales tax exempt if you provide an exemption certificate after your transaction has been booked.
- If your tax is remitted on a monthly basis, your lease may be marked sales tax exempt for the remaining payments left to be invoiced if you provide a valid exemption certificate after your transaction has been booked.
- In the event we do not receive a valid sales tax exemption certificate prior to the date your lease commences, you will be charged sales/use tax.

Personal property tax returns will be filed as required by local law. In the event that any tax abatements or special exemptions are available on the equipment you will be leasing from us, please notify us as soon as possible and forward the related documentation to us. This will ensure that your leased equipment will be reported correctly.

**Please indicate below if your lease is subject to tax or whether a valid exemption exists.**

**Sales Tax**

- ☐ I agree that my lease is subject to sales/use tax.
- ☐ I am exempt from sales/use tax and I have attached a completed exemption certificate to PNC.
- ☐ I am claiming a partial exemption from tax. I have attached a completed exemption certificate or other documented proof of this partial exemption.
- ☐ I agree that my business is subject to sales/use tax and I have attached a completed resale certificate. This certificate indicates that I will be responsible for collection and remittance of sales/use tax based on the subsequent re-rental of the property.

If applicable to the tax rates in your state, are you outside the city limits or in an unincorporated area?

- ☐ Inside city limits      ☐ Outside city limits      ☐ Unincorporated area

**Property Tax**

- ☐ I have a valid abatement or property tax exemption (documentation attached).
- ☐ Location:      State \_\_\_\_\_  
Taxing District \_\_\_\_\_

Additional comments:

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**Lease Number 1188013-2**

**Lessee: City of Goldsboro**

Signature:

X

Print Name:

Title:

Date:

**PLEASE COMPLETE AND SIGN FORM**





PO BOX 931034 CLEVELAND OH 44193

## INVOICE

INVOICE NUMBER	INVOICE DATE
1188013-2	09/17/2019
CONTRACT NUMBER	DUE DATE
1188013-2	10/15/2019

City of Goldsboro

BILLING SUMMARY	
RENTAL PAYMENT	\$4,673.86
DOCUMENTATION FEE	\$250.00

**TOTAL AMOUNT DUE: \$4,923.86**

PNC Equipment Finance, LLC (USD)  
PO BOX 931034  
Cleveland OH 44193-0004



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019

**SUBJECT:** Bid Award to Stantec for Comprehensive Utility Rate Study

**BACKGROUND:** The City's last comprehensive rate study was done in 1987. The City is seeking a user-friendly rate model that can incorporate various fees, Capital Improvement Plan estimates as developed from the City's Master Plan and corresponding debt components with the ability to make adjustments to these amounts and expenses. Allowing these adjustments to the model should allow for dynamic or scenario modeling to the rate structure thereby calculating bond coverage and cash reserves with flexibility over a 10-year period. The rate model should equitably distribute costs between water and wastewater and between base and volume or fixed and variable and include comparisons of regional and similar size cities. The study should include analysis by normalizing the comparative rates against the local economics, thereby identifying possible differences in production costs to deliver similar services. The firm should inform the City of any upcoming regulatory changes that may affect the City's rate or rate structure.

**DISCUSSION:** The City of Goldsboro advertised for Request For Qualifications RFQ# 2019-004 on July 18, 2019 and received five responsive firms on August 5, 2019 at 10:00AM.

Interviews were conducted on August 28, 2019 with all five responsive firms. After staff discussion and reference checks, Stantec Winston-Salem, NC was selected to submit a proposal for the Comprehensive Utility Rate Study.

A proposal has been received from Stantec for these services in an amount not to exceed \$75,000. The City allocated monies in its current FY 19-20 for these services.

**RECOMMENDATION:** It is recommended that the City Council approve the attached Resolution authorizing the City Manager to execute a contract with Stantec not to exceed \$75,000 to provide services for the Comprehensive Utility Rate Study.

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

\_\_\_\_\_  
Michael Wagner, Public Utilities Director

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

\_\_\_\_\_  
Timothy A. Salmon, City Manager



RESOLUTION NO. 2019-

RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF CONTRACT  
FOR COMPREHENSIVE UTILITY RATE STUDY

WHEREAS, on August 5, 2019 the City of Goldsboro received a responsive Request For Qualifications for the Comprehensive Utility Rate Study; and

WHEREAS, the City has received a proposal for \$75,000 from Stantec to prepare a Comprehensive Utility Rate Study to evaluate current rate structure for managing the City's water and sanitary sewer systems; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to authorize a contract for services to Stantec in an amount not to exceed \$75,000.

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

1. The City Manager is hereby authorized and directed to execute a contract with Stantec, in an amount not to exceed \$75,000 to provide services for the Comprehensive Utility Rate Study.
2. This Resolution shall be in full force and effect from and after this 23rd day of September 2019.

\_\_\_\_\_  
Mayor

Attested by:

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





**Stantec Consulting Services Inc.**

One West Fourth Street, Suite 820, Winston-Salem NC 27101-3818

September 13, 2019

Mr. Mike Wagner, MPA  
Public Utilities Director  
City of Goldsboro  
200 N. Center Street  
Goldsboro, NC 27530

Re: RFP 2019-004 Professional Engineering Services Comprehensive Utility Rate Study

Dear Mr. Wagner:

We are pleased to present this proposal to perform the Water and Sewer Comprehensive Rate Study for the City of Goldsboro. We have assembled our project team to provide you with the dedicated and experienced resources needed to conduct the requested services in a timely manner and address your unique issues and areas of emphasis.

The enclosed proposal outlines the details of what will be completed under each task, including deliverables and the number of onsite and webinar meetings that we expect to conduct. Given the amount of time that has passed since the City's last formal rate study, we have developed a scope of work that will provide the City with a comprehensive water and sewer rate study, including the development of a long-term financial management plan, cost of service analysis and rate structure analysis. The cost proposal attached in Section 3 of this document outlines the estimated time for each task by consultant. The total cost is calculated by applying the billing rates for each consultant position to the estimated total hours required for each position. The work plan demonstrates that the project can be completed for a fee of \$75,000. Based upon this cost estimate, we propose to complete the project for a lump sum cost of \$75,000 that would be invoiced monthly based upon the percentage of each task completed. To the extent that any additional presentations, meetings, analysis, or any other services are requested beyond the scope identified in the work plan, they would be completed based upon the necessary time and the hourly rates identified on the work plan. We can begin work on this project immediately upon notice to proceed and estimate that the effort will require approximately 3 and half months for completion.

We appreciate the opportunity to present this proposal and scope of work to the City for your consideration. Please do not hesitate to contact me at (443) 538-1175 or Mihaela Coopersmith at (854) 202-8272 if you have any further questions.

Sincerely,

**Stantec Consulting Services Inc.**

A handwritten signature in black ink, appearing to read "David Hyder", written in a cursive style.

**David Hyder**

Principal, Financial Services



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# 1. Past Performance

## Firm Background

The Stantec community unites more than 22,000 employees working in over 400 locations across the globe. Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

Stantec's Financial Services practice is home to an impressive amount of experience and knowledge, including **35 full-time professional rate consultants** who have completed over 1,500 financial and rate-related studies for utilities and local governments combined. It is this deep bench of experience that brings value to your project. As a group, we collaborate and learn from each other's experiences every day. This combination of diverse backgrounds and experience has made us who we are today – a resource to over 275 communities in providing independent and objective financial management services to local governments and utilities throughout the country. This sharing of knowledge and observed best practices will be brought to your project as well.

We are trusted partners to our clients and our national perspective is second to none. But we know local governments live in unique conditions, so our work in Goldsboro will reflect your situation, needs, funding constraints and opportunities, and vision. Only locally relevant and implementable outcomes are worth the effort. Our focus is to develop solutions tailored for your specific situation.



## General Experience & Specializations

We have a vast amount of experience and knowledge with a variety of accepted ratemaking and cost of service methodologies, including practices and approaches identified in American Water Works Association Manuals M1 and M54 and Water Environment Federation MOP 27, as well as accepted industry practices in various parts of the country. **Several members of our team are active members of AWWA Rates and Charges Committee and were contributing authors to the most recent edition of M1.** The members of Stantec's Financial Services practice have proudly served over 275 municipal utilities across the United States.

In addition, we are very familiar with the financial criteria used by the municipal rating agencies in evaluating the financial health of municipal water and sewer systems. In fact, our project team has conducted financial feasibility analyses and other services in support of the issuance of \$1 billion in utility bonds in just the past five years. Our practice covers a broad range of financial issues for our clients, listed below.

### Rate Studies

- Water & Wastewater
- Solid Waste & Recycling
- Reclaimed Water
- Stormwater
- Electric / Gas
- General Government Services

### Cost-of-Service Analysis

- Wholesale/Outside-City rates
- Functionalized cost allocation
- Custom cost allocation modeling
- Regional cost-sharing models
- Customer class determinations
- Asset/rate base allocation

### Long-Term Financial & Capital Plans

- Setting financial goals and KPI's
- Managing reserve levels
- Bond feasibility plans
- Live scenario analysis
- Sensitivity analysis
- Bond rating improvement plans

### System Development Fees/Capacity Fees

- Legal compliance evaluation
- Buy-in fee development
- Incremental fee development
- Expert witness assistance
- Hybrid fee approaches
- Developer reimbursement plans

### Benchmarking

- Proprietary U.S. database
- 100 data points per record
- 50,000 financial metrics
- Audited financial statements
- 1, 3, 5-year industry averages
- Custom group comparisons

### Affordability

- Innovative approach (WARi®)
- Industry-changing technique
- Multi-year affordability metrics
- Output to high-definition maps
- Regulatory case support
- Low-income programs

## Local Experience

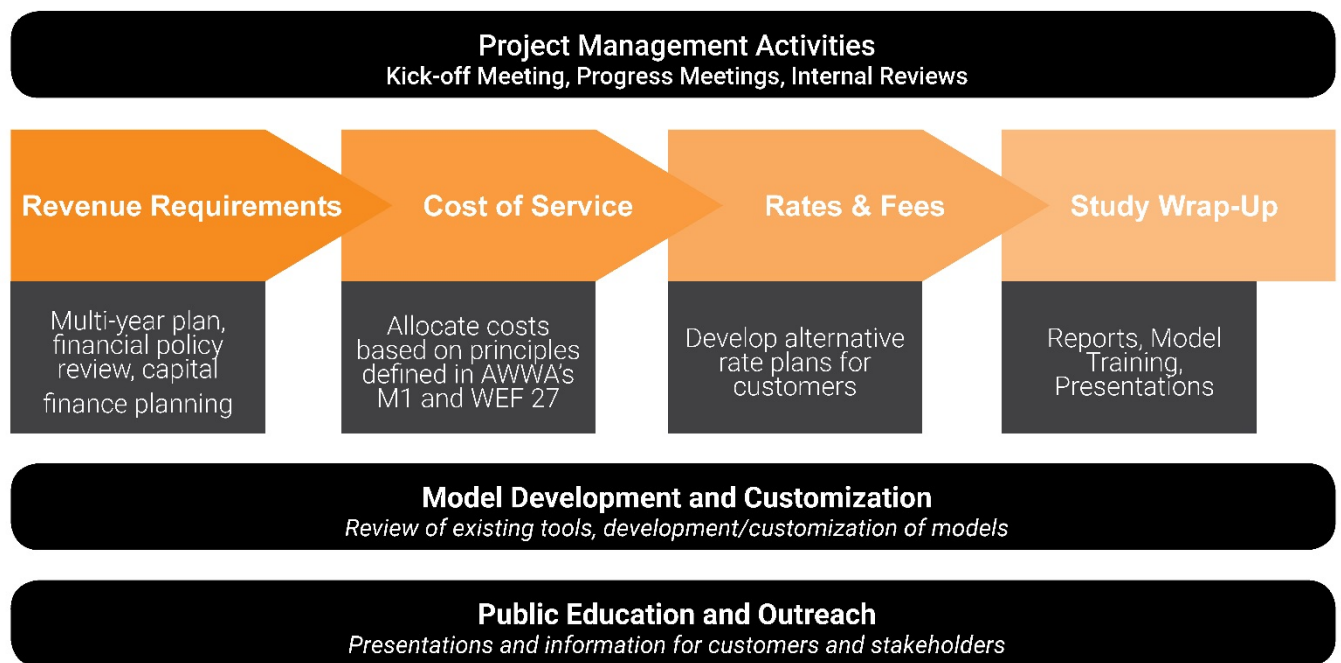
Our project team has extensive experience working in the southeast and in North Carolina, including rate studies for Burlington, Cary, Union County, High Point, OWASA, BRWA, Jacksonville, Southeast Brunswick Sanitary District, and more. We are familiar with local standards for ratemaking, as well as the complex issues associated with multiple utilities providing closely related services.



## 2. Scope of Work

Our approach to conducting utility rate analyses is centered on our interactive decision support process that engages your staff, management and other stakeholders. This approach will **enhance the efficiency and effectiveness of the rate study process**. While our team will facilitate all aspects of the study, provide industry expertise, and give specific recommendations, we believe that City input is essential to achieving successful outcomes.

Our interactive process effectively facilitates staff input in an efficient manner while providing transparency and ultimately a comprehensive look at our clients' utility systems. You can use this process to facilitate input from other parties, including elected officials or other agencies if such opportunities would be helpful in broadening the base of support. We have prepared the following task plan, which outlines our proposed approach to completing a comprehensive Water and Sewer Cost of Service and Rate Study for the City of Goldsboro. The figure below provides the key aspects of the comprehensive water and sewer rates study.



### Task 1: Project Initiation & Data Collection

To initialize the study, we will submit a data request to the City. Shortly thereafter, we will conduct an onsite kickoff meeting with staff to:

- Familiarize our team with current practices and procedures
- Discuss goals and objectives of the study
- Discuss key issues, roles and responsibilities
- Confirm data requirements and discuss the data already received
- Finalize the project schedule, including milestones and deliverables



Once all data has been received, we will review it in detail – including reports, past studies, historical information, etc. Follow-up calls with staff will be made to ensure full understanding of all data received.

Task 1 Summary	
Deliverables	Data Request List
Meetings	1 In Person Project Kickoff Meeting
Timeline	Within 2 weeks of signed contract

## Task 2: Development of Financial Management Plan

We will prepare an analysis to determine the revenue required to support the water and wastewater operations, including capital spending. We will use our financial models to develop financial management plans (including 5-year near term and 10-year long term plans) and will identify projected annual revenue requirements and rate adjustments. Within the models, we will examine historical operating expenses, customer growth and volume trends, alternative capital improvement spending levels (including backlog of maintenance), debt service coverage ratios, levels of operating and capital reserves, and other financial policies that drive the revenue requirements of the utilities.

In addition to evaluating financial goals and objectives, we will also evaluate alternative revenue source projections, cost escalation factors, changes in usage patterns, elasticity of customer demand in response to rate and fee increases, and other variables that could affect the financial performance of the utility. The models allow for the distinction of revenue types by customer class that can be grouped into fixed and variable components.

Our financial planning model provides a valuable capital planning tool which we will use to review the City's projections for capital improvements and evaluate the impacts of alternative projects, costs, timing, and funding sources. For all scenarios reviewed, the financial planning module will develop a funding plan, including the identification of the amount, timing, and type of borrowing required, if necessary. We will examine the utility's use of debt versus cash financing for capital improvements and build a financing plan to support a proper balance of debt service coverage and rate stabilization over the planning period.

Closely related to this analysis is an examination of the adequacy of each system's reserves. Adequate reserves are fundamental to achieving financial stability and can help some systems avoid sudden or disruptive rate adjustments in the face of unanticipated operating or capital needs or changes in demand. We will examine your current reserve balances relative to management goals, the age and condition of infrastructure, and industry standards, and incorporate these balances and alternative reserve policies into the financial planning model and into the conversations we will have regarding financial sustainability.

As part of this task, our team will also perform a comparative analysis of the rates of local communities including the service rates, fees and rate structures of comparable water and wastewater utilities to the fees recommended during the study. This analysis is often necessary to address questions from key stakeholders related to how your rates compare to surrounding communities.



Additionally, the City has requested assistance with reviewing and providing recommendations regarding the adequacy of the staffing levels for the water and wastewater utilities. We will work with our engineering group to provide an engineering review of the water and wastewater budget and staffing levels, and offer input on the adequacy of both, including identification of any gaps. As part of this review, we will also provide high level recommendations on augmentation of staff and budget as appropriate.

Task 2 Summary	
Deliverables	Assumptions & Results Workbook(s)
Meetings	1 In-Person Interactive Work Session, 2-3 GoToMeeting Interactive Work Sessions
Timeline	4-6 weeks

### Task 3: Conduct Cost Allocation Analysis

We will perform an in-depth review of the allocation of costs between customer classes (i.e. retail and bulk, inside and outside for water and sewer) and within each segment or sub-group within the retail class (i.e. residential, multi-family, commercial, etc.). The cost-of-service module of our modeling system allows for the total cost of service and revenue requirements for each utility service to be functionalized and distributed to and within customer classes. Each utility's cost of service and revenue requirements are functionalized to defined categories, which are then allocated to each class of customer based upon their characteristics or units of service. We identify the most appropriate industry-accepted cost of service allocation methodologies, such as those defined by the AWWA and WEF, based upon available data, legal requirements, system configuration, service agreements, resources, customer base, demand and usage characteristics, local practice, and public policy objectives. We customize the cost of service module to employ the identified methodologies and concepts best suited for the utility that build upon your existing approaches.

At the conclusion of the cost of service analysis, we compare the resulting allocation of revenue requirements to the revenue generated by the current rates for each customer class segment of the utility. To the extent current revenue recovery levels are not in line with the results of the cost of service allocation analysis, we evaluate alternative levels of revenue recovery by class and segment of customer within the rate structure analysis that would better comport with the identified cost of service allocations.

Task 3 Summary	
Deliverables	Assumptions & Results Workbook(s)
Meetings	1 In-Person Interactive Work Session, 2-3 GoToMeeting Interactive Work Sessions
Timeline	4-6 weeks

### Task 4: Rate Design and User Fees

Based upon the annual revenue requirements identified in Task 2 and the cost allocation analysis completed in Task 3, we will work to develop new rates, including rates for water and sewer, for a five-year projection period. It is important to note that our analysis will include an allowance for price elasticity to account for changes in consumption patterns by your customers due to rate structure, metering, or other modifications.



As part of this task, our project team will discuss with the City the various alternative rate structures that the City may want to consider based on pricing goals and objectives for each utility. We are well versed in the wide range of rate structures that can be implemented and will review the pros and cons of each rate structure including items such as revenue volatility, customer understanding and affordability, administrative requirements and the feasibility of the City to implement the structure.

Our scope of work assumes that a maximum of three alternative rate structures will be developed for water and three will be developed for sewer. For each rate structure considered for the study, we will provide an analysis of the impacts to each customer class and segment, bill impacts at various levels of volume, and revenue impacts as appropriate. Customer impact analyses will be provided for all customer classes and segments, and high-level summaries of the impacts will be critical for public presentation purposes.

Throughout this process, we will work closely with staff to evaluate the best ways to recover the costs of providing service, while minimizing the impact to customers and keeping affordability in mind. To the extent that significant changes are necessary, we will develop a phased approach, such that customer impacts are moderated over a multi-year period rather than observed in a single change.

Task 4 Summary	
Deliverables	Assumptions & Results Workbook(s) & Rate Schedules
Meetings	1 In-Person Interactive Work Session concurrent with Task 3, 2-3 GoToMeeting Interactive Work Sessions concurrent with Task 3
Timeline	4-6 weeks (concurrent with Task 3)

## Task 5: System Development Charges

As the cost of utility infrastructure has increased, the cost of maintaining or building new capacity to serve new customers has become its own kind of financial burden. When properly designed, system development charges or capacity fees get new customers to pay their fair share of the capital costs that have been incurred to have system capacity available to serve them. Yet, system development fees are one of the most contested of all utility charges. Getting it right requires a rigorous evaluation of both the system itself and the costs of expanding it.

Our system development charges model is adjusted for each client to reflect the specific system configuration, available data, and local legal requirements (such as the 2017 findings of the NC Supreme Court in the case of Quality Built Homes, Inc. v. Town of Carthage). We will review all data relative to the system to determine the portion of the costs eligible for recovery from system development charges.

We will then provide recommendations related to the system development fees based on the analysis of the available data and financial impacts and/or benefits of such fees. We will provide a comparative fee survey of other localities in the region and evaluate alternative levels of fees in the context of consistency with industry practice and the capital requirements of the system.



Task 5 Summary	
Deliverables	Assumptions & Results Workbook(s) & Rate Comparison
Meetings	1 In-Person Interactive Work Session to review the fees and final rate design, 1 GoToMeeting Interactive Work Session
Timeline	3-4 weeks (concurrent with other tasks)

## Task 6: Reports & Presentations

The City will gain long-term value in a report that clearly and comprehensively documents the results of the study. We will first prepare a draft report for your review, and once comments are received, we will incorporate them into a final report. The report provides a simplified and straightforward synopsis of the analysis, and includes appendices that contain a series of graphs, charts, and tables that provide the supporting details of the study described in the body of the report. The report will include a stand-alone Executive Summary for distribution, which often serves as an effective communication tool with stakeholders.

When the report is finalized, we will prepare a summary presentation for the City Council members. Finally, we will present the results in a public meeting with the City Council, management, staff and other stakeholders. Our scope of work assumes that Stantec will participate in one onsite meeting to present the results of the study. The meeting will include an initial briefing to City Management follow by a presentation of the final results to the City Council.

During the course of the study, we will populate and customize our financial modeling tools to meet the specific needs of the City's utilities. At the conclusion of the study, we will provide you with any of the modeling tools used during the study at no additional cost. The models you will receive are fully functioning Microsoft Excel based models and can be used by staff for future updates. We do require that you sign a usage and non-disclosure agreement for any of our modeling tools. Upon request, we can provide a sample agreement that we have used with our clients. We would also provide a customized user manual for the financial models and onsite training for staff to ensure the future beneficial use of the model by the City, if desired.

Task 6 Summary	
Deliverables	Draft Report, Final Report, Council Presentation
Meetings	1 Presentation to Staff and Council
Timeline	Draft report within 100 Days of Award; Final Report within 15 days after comments received from City staff



# 3. Cost Proposal



## City of Goldsboro, North Carolina

Comprehensive Utility Rate Study

Project Work Plan and Cost Estimate Schedule

Project Tasks		Estimated Labor-Hours						Total Project
		Director \$275	Managing Consultant \$225	Sr. Analyst \$150	Engineer \$140	Analyst \$125	Admin \$90	
<b>Task 1 Project Initiation &amp; Data Collection</b>								
1.1	Prepare initial data request list and preliminary project schedule. Perform project set up and administrative activities.	0	1	1	0	1	4	7
1.2	Conduct kickoff meeting with City Staff for data collection and to finalize study objectives, approach, timeline, etc. [On Site Meeting # 1]	4	8	8	0	1	0	21
1.3	Compile and review historical, current, and projected financial, and other system data as provided by staff.	0	1	2	0	4	0	7
<b>Task 2 Development of Financial Management Plan</b>								
2.1	Compile and review historical, current, and projected financial, system, and billing data. Perform a detailed review and analysis of historical billed volume and customer data to observe trends in demands, usage patterns and customer growth in order to develop projections of customers and usage for all customer classes.	0	1	2	0	2	0	5
2.2	Evaluate budget versus actual performance (O&M and capital) to determine proper funding levels to include in rate revenue requirements, as well as trends in annual expenses to inform future cost escalation factors/assumptions.	0	1	1	0	2	0	4
2.3	Input current financial and billing data into our modeling system, run the module, and produce preliminary output, including a ten year financial management program that will include the following: <ul style="list-style-type: none"> <li>o Capital Improvements Program <ul style="list-style-type: none"> <li>- Project listing by year</li> <li>- Evaluation of existing and alternative capital improvement programs</li> <li>- Work with City staff to determine a capital funding solution that the City can</li> </ul> </li> <li>o Financial Policy Review, including reserve levels (operating, capital, and rate stabilization), capital reinvestment, etc.</li> <li>o Borrowing Program <ul style="list-style-type: none"> <li>- Identify any borrowing required and/or appropriate to fund certain CIP projects, to include but not necessarily be limited to, revenue bonds and state programs.</li> <li>- Determine timing of the need for borrowed funds</li> </ul> </li> <li>o Revenue Sufficiency Analysis <ul style="list-style-type: none"> <li>- Annual revenue and operations &amp; maintenance expense projections</li> <li>- Projections of other revenue requirements such as R&amp;R, minor capital, transfers, debt service/loan payments, replenishment of reserves, etc.</li> <li>- Evaluation of adequacy of revenue provided by existing rates to meet current and projected system requirements</li> <li>- Alternative plans of annual percentage rate adjustments to provide sufficient revenues over a multi-year projection period.</li> </ul> </li> </ul>	1	6	10	0	20	0	37
2.4	Make adjustments to the module as required to calibrate to the utility's specific financial dynamics.	0	1	2	0	2	0	5
2.5	Review results with consulting team, QA/QC, make adjustments as needed.	3	2	2	0	2	0	9
2.6	Prepare for and meet with City staff in an interactive work session to review preliminary assumptions and results [GoToMeeting].	2	2	4	0	4	0	12
2.7	Make adjustments as required based upon input from City staff and prepare workbook of assumptions and preliminary results.	1	1	2	0	4	0	8
2.8	Prepare for and meet with City staff in an interactive work session to review updated results [On-Site Meeting #2].	4	8	8	0	0	0	20
2.9	Make adjustments as required based upon input from City staff and prepare revised workbook of assumptions and results.	0	1	2	0	2	0	5
2.10	Prepare comparative residential water & sewer rate structure comparison and bill calculations.	0	0	2	0	4	0	6
2.11	Engineering review water and wastewater budget and staffing levels and provide input on adequacy including identification of gaps.	0	0	0	34	0	0	34
2.12	Provide high level recommendations on augmentation of staff and budget as appropriate.	0	0	0	10	0	0	10





**City of Goldsboro, North Carolina**  
Comprehensive Utility Rate Study  
Project Work Plan and Cost Estimate Schedule

Project Tasks		Estimated Labor-Hours						Total Project
		Director	Managing Consultant	Sr. Analyst	Engineer	Analyst	Admin	
		Hourly Rates →	\$275	\$225	\$150	\$140	\$125	
Task 3 Cost of Service Analysis								
3.1	Identify all test year costs/revenue requirements associated with the provision of water and sewer service.	1	2	2	0	2	0	7
3.2	Allocate costs/revenue requirements to functional and customer classes based upon industry standard allocation criteria and usage characteristics as provided by Goldsboro.	1	2	4	0	6	0	13
3.3	Review existing rates and rate structure methodologies including the cost distribution to various rate categories, inside/outside differentials, bulk customers.	1	2	2	0	2	0	7
3.4	Prepare for and meet with City staff in an interactive work session to review preliminary assumptions and results [On-Site Meeting #3].	1	2	2	0	2	0	7
3.5	Make adjustments as required based upon input from City staff and prepare workbook of assumptions and preliminary results.	3	1	2	0	3	0	9
3.6	Prepare for and meet with City staff in an interactive work session to review updated results [GoToMeeting].	4	8	8	0	0	0	20
3.7	Make adjustments as required based upon input from City staff and prepare revised workbook of assumptions and results.	0	1	4	0	6	0	11
Task 4 Rate Design and User Fees								
4.1	Load updated billing data into our Excel rate model and create a bill frequency analysis.	0	2	3	0	6	0	11
4.2	Conduct a revenue test to ensure accuracy of billing data.	0	1	2	0	2	0	5
4.3	Run the model and prepare rate structures that reflect the following considerations: <ul style="list-style-type: none"><li>o Recovery of current and future costs of service in accordance with established and anticipated legal standards and regulations</li><li>o Capabilities of the City's billing system</li><li>o Elasticity of demand associated with the conservation elements of each structure</li><li>o Funding requirements for all current long-term liabilities and debt requirements</li><li>o Affordability of rates for all City customers, ensuring equity and fairness</li><li>o Consistency with industry practice for utility rate making in the region and in North Carolina</li></ul>	0	2	4	0	6	0	12
4.4	Prepare a summary customer impact analysis to compare the recommended water and sewer rates for each class of customer existing rates.	0	1	2	0	4	0	7
4.5	Review results with consulting team and adjust as required.	0	1	2	0	2	0	5
4.6	Meet with City staff in an interactive work session to review preliminary results [On-Site Meeting #3].	1	2	2	0	2	0	7
4.7	Make adjustments based upon input from City staff in the prior sub-task and distribute workbook of preliminary results.	2	1	2	0	3	0	8
4.8	Meet with City staff to review adjusted results and finalize analysis [GoToMeeting].	1	2	2	0	2	0	7
Task 5 System Development Fees								
5.1	Obtain and review relevant ordinances, master plan, capital improvement information, capacity reports, and system GIS data.	0	1	1	0	2	0	4
5.2	Obtain and review fixed asset records for all major system components.	0	1	1	0	4	0	6
5.3	Prepare reproduction cost schedule of fixed assets by major system component.	0	1	1	0	4	0	6
5.4	Review City's designation of purpose for CIP projects for expanded capacity and renewal and rehabilitation.	0	1	1	0	2	0	4
5.5	Allocate fixed assets and CIP between major facility components of supply, treatment, transmission/collection, disposal, reuse, etc.	0	1	2	0	0	0	3
5.6	Load appropriate data into our system development fee model, adjust and calibrate for City specific needs.	0	1	2	0	3	0	6
5.7	Prepare workbook of results, review with consulting team and make any necessary adjustments.	1	1	2	0	2	0	6
5.8	Meet with City staff in an interactive work session to review results of the fees and final rate design. [On-Site Meeting # 4]	1	1	1	0	1	0	4
5.9	Perform adjustments based upon input from City staff to finalize fee analysis.	1	1	1	0	0	0	3
Task 6 Presentation and Report								
6.1	Prepare draft report of the analysis and presentation for the City Council.	4	6	8	0	1	1	20
6.2	Prepare for and present results of study to the City Council at one (1) meeting. [On Site Meeting #5]	4	8	1	0	1	0	14
6.3	Update analysis as required and prepare Final Report.	2	3	4	0	1	0	10
Total Estimated Labor Hours		43	89	114	44	117	5	412
Total Estimated Fee		\$ 11,825	\$ 20,025	\$ 17,100	\$ 6,160	\$ 14,625	\$ 450	\$ 70,185
Total Estimated Expenses								4,815
Total Estimated Project Cost								\$ 75,000



City of Goldsboro, North Carolina

Project Work Plan Summary

Comprehensive Utility Rate Study		Hours	Cost
Task 1	Project Initiation & Data Collection	35	\$6,110
Task 2	Development of Financial Management Plan	111	\$24,860
Task 3	Cost of Service Analysis	118	\$13,300
Task 4	Rate Design and User Fees	62	\$10,025
Task 5	System Development Fees	42	\$6,900
Task 6	Presentation and Report	44	\$8,990
Totals		412	\$70,185
Estimated Expenses			\$4,815
<b>Total Project Cost</b>			<b>\$75,000</b>



## 4. Schedule

Our proposed project schedule for the completion of the Comprehensive Water and Sewer Rate Study is presented below. The project assumes a notice to proceed by mid-October and the completion of the project by the end of January 2020. Our project team has extensive experience completing comprehensive water and sewer rate studies within the timeframe outlined in our schedule.

### City of Goldsboro, North Carolina

#### Comprehensive Utility Rate Study Proposed Project Schedule

Tasks		Month			
		October	November	December	January
Task 1	Project Initiation & Data Collection				
Task 2	Development of Financial Management Plan				
Task 3	Cost of Service Analysis				
Task 4	Rate Design and User Fees				
Task 5	System Development Fees				
Task 6	Presentation and Report				



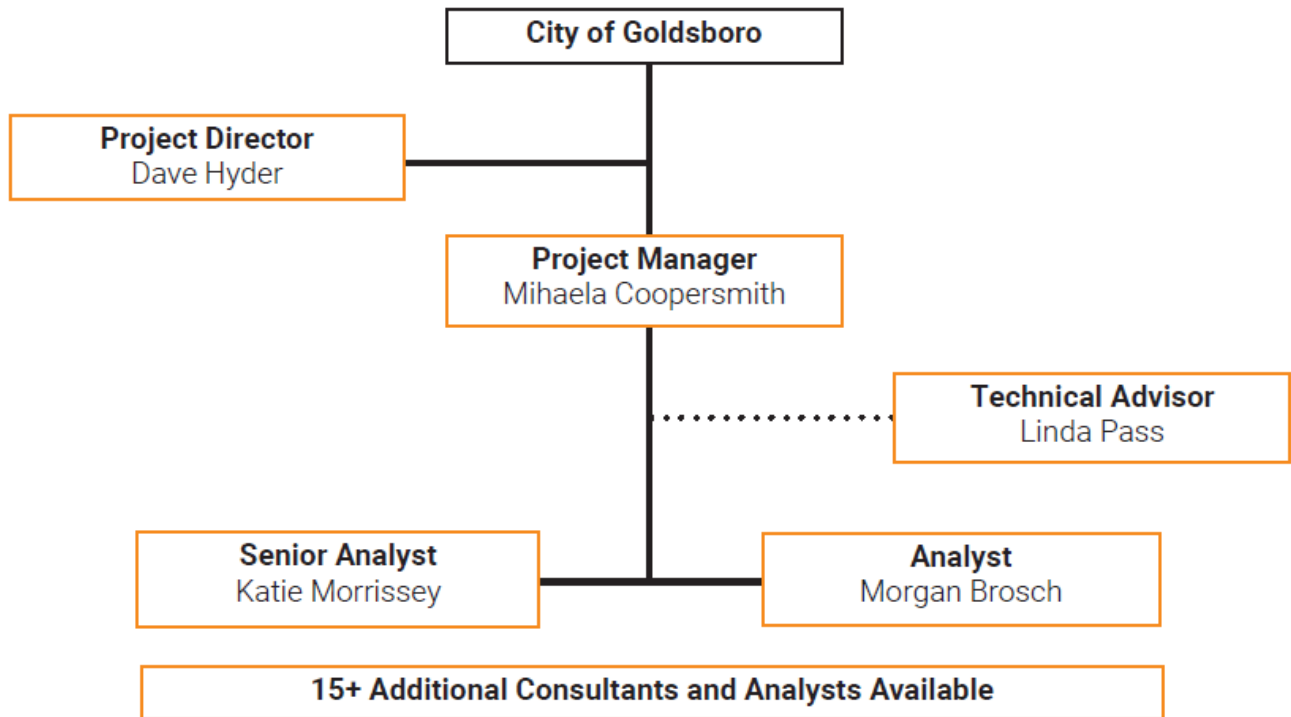
## 5. Project Team

Our Financial Services Practice offers a depth of resources to the City. We have compiled a project team to best serve the City's needs and objectives for this study, including personnel experienced in:

- Development of Multi-Year Financial Management Plans and Rate Programs, for systems of similar size operated by local government agencies, including capital and operations & maintenance expense budgeting, grant funding, and ensuring finance best practices.
- Cost of Service Allocations According to AWWA, WEF, and EPA Guidelines, with the expertise to analyze system configurations, facilities, plans, design criteria, usage characteristics, etc. in the context of allocating costs in order to establish fair and equitable rates for all customer classes.
- Retail and Wholesale Rate Structure Concepts and their practical application to address specific local policy objectives (such as affordability, conservation, fixed cost recovery/revenue stability) while conforming to accepted industry practice and legal precedent.
- Financial Policy Review including the development of specific targets relative to various types of reserves, capital funding strategies, debt levels, affordability, and other metrics.
- Development of Specific Fees and Charges, including development of impact fees, connection fees, tap fees, and other miscellaneous charges.
- Preparation of Public Education and Outreach Initiatives, including special purpose public engagement meetings and presentation of information about the rate study process, identification of key system issues/challenges, necessity of any rate adjustments, national trends and local benchmarking, as well as customer impacts.

The organization chart on the following page presents our project team. Resumes for all project team members are presented in the appendix of our proposal.







## Appendix – Staff Resumes





**Mihaela** Coopersmith  
*Project Manager*

Mihaela is a Managing Consultant with Stantec. She has over 12 years of professional experience as a municipal financial consultant serving local government utilities. She has experience with financial modeling, capital planning, system development fee calculation, and budget forecasting. She has been involved in several financial planning projects for different water, sewer, stormwater, gas and electric utilities.

#### Education

International MBA, Finance, University of South Carolina  
BBA, Management, Brenau University

#### Relevant Experience

- **Orange Water and Sewer Authority, NC.** Ms. Coopersmith was the project manager for a recent update to the financial models and impact fee models for the Orange Water and Sewer Authority. During the study, Ms. Coopersmith developed a ten-year financial management plan and plan of annual rate adjustments using our FAMS-XL modeling system to replicate the dynamics of the Authority's water and sewer system. The analysis also included updating of water and sewer impact fees, including an analysis of the usage household size to complete the impact fee analysis.
- **Athens-Clarke County Public Utilities Department (ACC PUD), GA.** Ms. Coopersmith has worked with ACC PUD for 10 years serving as their financial consultant. During that time, she has assisted in the creation of a financial planning model, annual updates of the model, impact fee model development and update, and assistance with the implementation of their Service Delivery Plan for the next 20-year planning period.
- **City of Jacksonville, NC.** Ms. Coopersmith is the project manager for a recent update to the financial models and system development fee models for the City of Jacksonville, NC. The study included the development a ten-year financial management plan and plan of annual rate adjustments using our FAMS-XL modeling system to replicate the dynamics of the City's water and sewer system. The analysis also included updating of water and sewer system development fees.
- **City of Anderson, SC.** Ms. Coopersmith was the project manager for the water and sewer financial model and cost of service analysis for the City of Anderson, SC. During the study, we developed a 10-year financial planning model for each of the City's water and sewer systems, as well as a cost of service model to update their sewer partner rate.



**David** Hyder  
*Project Director*

David is a Principal with Stantec, applying engineering, environmental and financial expertise to a broad range of projects. He specializes in assisting public sector clients with the financial and managerial aspects of environmental infrastructure. He has managed hundreds of cost of service and rate studies for water, wastewater, storm water, reclaimed water and solid waste utilities, including development of financial plans, cost of service analysis, rate structure design and evaluation, customer affordability, total utility cost of ownership analysis, and project reporting. He has also assisted several communities around the country with the establishment of regional water utilities including the Cape Fear Public Utility Authority in Wilmington, North Carolina.

#### Education

MBA, Finance, Johns Hopkins University  
BS, Civil/Environmental Engineering, Michigan State University

#### Relevant Experience

- **Union County, NC.** Mr. Hyder has provided Union County with financial consulting expertise for several years. He recently served as the Project Director for the completion of a revenue bond feasibility study in support of a recent \$70 million bond issue for the water and sewer utility. He has also assisted with the completion of a comprehensive system development fee analysis and water and sewer cost of service and rate study for the County.
- **City of High Point, NC.** Mr. Hyder is currently serving as Project Director for the completion of a comprehensive water and sewer system development fee and financial planning engagement with the City. The study has included the evaluation of various fee structure options, presentations to key stakeholders and demonstration of potential customer impacts.
- **Orange Water and Sewer Authority, NC.** Mr. Hyder has assisted OWASA with water and sewer financial planning for the past four years. The engagements have included oversight of the development of long-term financial plans, water and sewer cost of service analysis, reclaimed water pricing, system development fee analysis and water and sewer rate structure modifications.
- **City of Cleveland, OH.** Mr. Hyder is currently serving as the Project Manager responsible for completion and oversight of five-year financial plan for Cleveland Division of Water and Water Pollution Control. The City provide water to over 500,000 retail customers and over 50 wholesale customers serving a large portion of Northeast Ohio. The Study includes development of fully functionalized cost of service, rate structure evaluation, demand model development and project reporting.





**Linda** Pass, PE  
Technical Advisor

Linda has more than 20 years of experience engineering multi-million-dollar projects with a variety of roles from design engineer to construction and project manager. Her experience includes the planning, design and construction of water and wastewater treatment plants ranging in size from 1 to 30-mgd capacity, elevated storage tanks, lift stations, sewer force mains, booster pumping stations, large diameter water transmission lines, distribution mains, gravity sewer interceptors, trenchless sewer rehabilitation, stream bank stabilization, stream restoration, and large stormwater culverts and drainage projects. Linda is particularly effective as program manager of projects with multiple design teams, engineering consultants and sub-consultants to achieve project objectives and meet aggressive schedules. Linda is a resourceful decision-maker whose hands-on engagement during all project phases ensures our client's objectives are being met.

#### Education

Master of Civil Engineering, North Carolina State University  
BS, Civil Engineering, North Carolina State University  
BA, Industrial Design, Auburn University

#### Relevant Experience

- **Brawley School Road Utility Relocations, Mooresville, NC.** Project engineer for utility easement determinations, design, cost estimating, work sequencing and permitting for the parallel replacement and relocation of 3,500 linear feet of 6-inch to 16-inch water mains, 2,400 linear feet of 8-inch gravity sewer, and 150 linear feet of 24-inch ductile iron sanitary sewer force main. Project challenges include the relocation of the 24-inch force main under a new box culvert while maintaining continuous wastewater pumping service. Two 24-inch by 24-inch bypass hot taps and two temporary 24-inch linestops on the existing force main were designed to allow continuous wastewater pumping during construction of the relocated sewer force main.
- **Ooltewah-Georgetown Road Water Main Extension, Savannah Valley Utility District, Georgetown, TN.** Project engineer for design of 1,400 linear feet of 12-inch restrained joint water main extension within road rights-of-way.
- **Sewer Rehabilitation Project, Winston-Salem, NC.** Project manager, engineer and construction administrator for preliminary and final design, bidding, and construction services. Preliminary design included subsurface utility engineering (SUE) vacuum bores, pipe cleaning and CCTV inspections to determine the existing condition of the sewers, prioritization for rehabilitation, and an opinion of probable construction cost to reduce the proposed rehabilitation improvements to match project funding. Using GIS maps inset with snapshot photos, the "worst case" defect of each pipe segment was presented to the city. Pipe defects were easily reviewed by the City to confirm high priority pipes. Approximately 12,000 LF of 8-inch to 18-inch sanitary sewer lines were rehabilitated using open-cut pipe replacements, cured-in-place (CIPP) liner, HDPE pipe bursting, and manhole rehabilitation.



**Katie** Morrissey  
Senior Analyst

Katie is a Senior Financial Analyst with experience in populating and customizing the long-term planning modules of our proprietary financial management modeling system. She has assisted management consultants in providing client specific financial sustainability solutions based on application of sound financial and economic concepts. Katie has contributed to the development of long-term financial plans for our utility and municipal clients, with a focus on water, sewer and stormwater utilities. Katie has also provided financial analysis support for utility acquisition valuations, new utility implementation studies and ancillary fee studies for our clients.

#### Education

MS, Finance, Florida State University  
BS, Finance, Florida State University

#### Relevant Experience

- **Multiple System Development Fee Studies for Utilities in NC (Southeast Brunswick Sanitary District, Town of Wrightsville Beach, City of Burlington, Pender County, Union County).** Project analyst for multiple system development fee studies regarding compliance with the Public Water and Sewer System Development Fee Act, S.L. 2017-138. All study recommendations were adopted by the respective boards.
- **Bonita Springs Stormwater Utility Program, Bonita Springs, FL.** Project analyst for a new stormwater utility program feasibility and implementation study.
- **Revenue Sufficiency Analysis, City of Venice, FL.** Project analyst who used FAMS-XL, to develop multiple scenarios of capital funding and rate plans that would help the City achieve their financial goals and maintain their mandated operating policies.
- **Annual Rate Study Update, Pasco County, FL.** Project analyst for the County's annual rate study update and the acquisition analysis for Florida Governmental Utility Authority.
- **Water & Sewer Utility Rate Study, City of Atlantic Beach, FL.** Project analyst who employed industry standard assumptions and used the City's financial and operational data to evaluate the sufficiency of the cash inflows. Contributed to the development of an unanimously adopted multi-year rate plan that will help maintain reserve levels, adequately cover operating expenditures and capital spending, and reduce the need for future debt financing.





**Morgan** Brosch  
*Analyst*

Morgan is a Financial Analyst at Stantec with a background in accounting and project management. Her strong attention to detail coupled with her ability to look at the bigger picture makes her a valuable asset to the financial analysis team. She has experience developing long-term financial plans within the FAMS-XL financial planning module, working directly with clients to populate cost-of-service modules, collaborating with engineers to develop funded capital improvement programs, and creating customized miscellaneous fee analyses to meet client needs. In addition to her excellent analytical and business skills, Morgan is well-versed in effective communication and is passionate about delivering exceptional client service.

#### **Education**

Master of Accounting, University of Tampa  
Bachelor of Accounting, Florida State University

#### **Relevant Experience**

- **Town of Cary Water & Sewer RSA and Billing Data Analysis, Cary, NC.** Morgan performed a revenue sufficiency analysis for the Town of Cary's water and sewer utility to develop a multi-year financial plan to sustain operations and fund capital projects. Per the Town's request, Morgan also performed a deep dive into the water, sewer, irrigation, and reclaimed water billing data to reconcile billing data revenues to actual reported revenues. This study accomplished the closest reconciliation of billing data to actual revenues of any previous study.
- **James City Service Authority - Water and Sewer Rate Study, Williamsburg, VA.** Morgan worked directly with JCSA Staff to annually update the customized financial models to ensure financial sustainability could be achieved with the proposed rate adjustment plans. She also helped the utility plan for anticipated extraordinary water supply sourcing capital costs expected within the projection period.
- **City of Palmetto RSA , Palmetto, FL.** Morgan conducted a revenue sufficiency analysis for Water, Wastewater, Reclaimed Water, and Stormwater utilities. She assisted in developing a multi-year financial plan to achieve financial sustainability in each fund. She also performed a comparative analysis of residential and commercial rate structures of neighboring utilities.
- **City of Port Orange Stormwater Rate Study, Port Orange, FL.** Morgan conducted a revenue sufficiency analysis for the Stormwater utility and assisted in an in-depth analysis of impervious area calculations to redesign the City's stormwater fee from a flat rate for all parcels to a tiered rate structure based on impervious area that more equitably distributed and recovered costs of stormwater services. She also performed a comparative analysis of rate structures of neighboring utilities and identified sample bill impacts to customers.



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019

SUBJECT: Approve Compost Bulk Pricing

BACKGROUND: Following three years of increased sales, average compost and mulch sales have decreased since August 2018. At that time, wholesale and retail bulk compost prices were increased \$6.00 per cubic yard and mulch \$2.00 per cubic yard. This preceded Hurricanes Florence and Michael and the next nine months of wet and rainy weather.

DISCUSSION: Compost and mulch sales were increasing steadily over the last three years. However, due to weather out of our control and negative feedback from some regular customers on the price increases, sales declined. It is essential that the Compost Facility move compost and mulch products to ensure compliance with the facility's stormwater and biosolids permits. Space has become limited due to an abundance of product.

Onsite there is around 4,880 cubic yards of bulk compost and around 8,640 cubic yards of mulch on the ground. October tends to be a time of replanting cover crops and maintaining healthy soils. In order to make room at the Compost Facility, it is recommended that October 2019 pricing for bulk compost be reduced \$6.00 and mulch be available free.

RECOMMENDATION: 1. It is recommended that the City Council approve compost pricing for October 1, 2019 – October 31, 2019 as follows: \$9.00/cubic yard for compost purchases over 20 cubic yards, \$15.00/cubic yard for compost purchases less than 20 cubic yards; \$2.00 per 30-lb. bag (minimum order of 100 bags) for regular wholesale buyers; \$4.00 per 30-lb. bag for non-wholesale buyers; and mulch free.

2. This Resolution will be in full force and effect from and after the 23<sup>rd</sup> day of September 2019.

Date: \_\_\_\_\_  
Michael Wagner, Public Utilities Director

Date: \_\_\_\_\_  
Timothy A. Salmon, City Manager



RESOLUTION NO. 2019-

RESOLUTION AMENDING COMPOST PRICING FOR OCTOBER 2019

WHEREAS, the City of Goldsboro produces and sells high quality bulk compost to commercial landscapers, nurseries, and similar businesses; and

WHEREAS, it is in the City's best interest to increase compost revenues to offset operational costs; and

WHEREAS, it is in the City's best interest to make room for new compost and mulch by increasing October sales on existing compost and mulch with historical purchasing trends.

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

1. A temporary price of \$9.00 per cubic yard of compost be established, for new bulk wholesale compost buyers for purchases over 20 cubic yards, effective October 1, 2019 – October 31, 2019.
2. A temporary price of \$15.00 per cubic yard for compost purchases less than 20 cubic yards at the time of advance purchase be established effective October 1, 2019 – October 31, 2019.
3. A temporary price for bulk mulch at \$0.00 per cubic yard be established effective October 1, 2019 – October 31, 2019.

This Resolution shall be in full force and effect from and after this 23<sup>rd</sup> day of September 2019.

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Mayor

Attested by:

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City Clerk



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
September 23, 2019 COUNCIL MEETING

SUBJECT: Amendment to Goldsboro's Code of Ordinances Title III  
Administration, Chapter 33: Police and Fire Department

BACKGROUND: After council approval, the City of Goldsboro established the  
newly created position of Deputy Fire Chief. The first Deputy  
Fire Chief was appointed in February of 2019.

DISCUSSION: The Deputy Fire Chief position is critical in providing  
continuity of service to the citizens and guests of the Goldsboro  
community. The current language of the City of Goldsboro  
Code of Ordinances should be changed to reflect the addition  
to the Goldsboro Fire Department's organizational command  
structure.

RECOMMENDATION: It is recommended that the City Council adopt the attached  
Ordinance amending Title III Administration, Chapter 33:  
Police and Fire Department of the City of Goldsboro's Code  
of Ordinances.

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

\_\_\_\_\_  
Joe Dixon, *Fire Chief*

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

\_\_\_\_\_  
Timothy Salmon, *City Manager*



ORDINANCE NO. 2019-\_\_\_\_

AN ORDINANCE AMENDING TITLE III- ADMINISTRATION, CHAPTER 33:  
POLICE AND FIRE DEPARTMENT

WHEREAS, through due process, the City of Goldsboro has approved and recently appointed a new Deputy Fire Chief; and

WHEREAS, the City Ordinance currently does not currently reference the position of Deputy Fire Chief; and

WHEREAS, the City wishes to define the title, position and associated powers of Deputy Fire Chief; and

BE IT HEREBY ORDAINED by the City Council of the City of Goldsboro, North Carolina, that Title III: §33 of the City of Goldsboro Code of Ordinances be amended as outlined below:

1. Title III: § 33: **Police and Fire Department**

**§ 33.16 APPOINTMENT OF FIRE CHIEF.**

The Fire Department shall be headed by a Fire Chief who is appointed by the City Manager.

2. Title III: 33.17 – **Assistant Fire Chief - Revised Title and Sub-paragraph**

**§ 33.17 ~~Assistant~~ Deputy Fire Chief**

In the absence of the Fire Chief from the city, or in the event of his being prevented from attending to his duties by sickness or otherwise, the Assistant Fire Chief shall perform all duties required of the Fire Chief, and shall be clothed with the same authority as the Fire Chief.

3. Title III: § 33.18- **Fire Chief, Assistant Authorized to Arrest Offenders - Revised**

**§ 33.18- Fire Chief, ~~Assistant~~ Deputy Fire Chief Authorized to Arrest Offenders**

The Fire Chief and ~~Assistant~~ Deputy Fire Chief are hereby vested with all the powers of a police officer of the city insofar as to make arrest within the city during the existence of any fire for the violation of any of the provisions of this Code of Ordinances regulating the Fire Department.

WHEREAS, this Ordinance is adopted in the interest of public safety and general welfare of the residents of the City of Goldsboro, North Carolina, and shall be in full force and effect from and after its adoption.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, that this Ordinance shall take effect on this 23<sup>rd</sup> day of September 2019.

\_\_\_\_\_  
Mayor

Attested by:

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



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: US DEPT. OF JUSTICE: EDWARD BYRNE MEMORIAL  
JUSTICE ASSISTANCE GRANT (JAG) FORMULA PROGRAM:  
LOCAL SOLICITATION

BACKGROUND: The Goldsboro Police Department has been notified that Federal grant funds are available from the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG). This is the same grant that was applied for in 2018.

DISCUSSION: The total amount of the grant is \$47,003.00. As in 2018, the Grant requires that the application be filed on behalf of both the Goldsboro Police Department and the Wayne County Sheriff's Office. Each agency would receive \$23,501.50.

The grant requires that an Interlocal Agreement is submitted with the application indicating the agreement between both agencies, the amount each agency will receive and how the grant will be administered. In addition, the Interlocal Agreement and Grant Application are required to be distributed to the City Council for review only, no fewer than 30 days prior to the application submission, or before the grant will be awarded.

The Goldsboro Police Department has agreed to purchase additional patrol rifles to improve officer safety by having the ability to confront heavy-duty firepower situations that cannot be accomplished through the use of traditional sidearms and the Wayne County Sheriff's Office has agreed to purchase 32 Ballistic Shields.

RECOMMENDATIONS: It is recommended that the attached resolution be adopted supporting the Police Department applying for this grant.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Michael West, Chief of Police

DATE: \_\_\_\_\_

\_\_\_\_\_  
Timothy M. Salmon, City Manager



RESOLUTION NO. 2019-

A RESOLUTION SUPPORTING THE 2019 EDWARD BYRNE MEMORIAL  
JUSTICE ASSISTANCE GRANT (JAG) APPLICATION

WHEREAS, the City of Goldsboro wishes to submit an application for the 2019 Justice Assistance Grant Funds; and

WHEREAS, The Goldsboro Police Department wishes to purchase patrol rifles with JAG Funds to improve officer safety and better protect citizens by having the ability to confront heavy-duty firepower situations that cannot be accomplished through the use of traditional sidearms.

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

1. The Goldsboro Police Department is authorized to apply for the 2019 JAG Funds in the amount of \$47,003.00.
2. This resolution shall be in full force and effect from and after the 23rd day of September, 2019.

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Mayor

Attested by:

---

City Clerk



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Fall Fest at the First Church – Temporary Street Closing Request

BACKGROUND: The First Church is seeking a permit to close First Church Road so that the Fall Fest can take place on October 31, 2019.

DISCUSSION: Due to the logistics of the event and to keep attendees safe, the First Church has requested the closing of First Church Road from 9:00 a.m. - 11:00 p.m. on October 31, 2019.

All vendor booths, entertainment attractions and displays will be arranged to secure proper access to all fire hydrants, alleyways and driveways.

Affected city departments will be contacted and the following concerns are to be addressed:

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

RECOMMENDATION: By motion, grant the requested temporary closing of First Church Road for the Fall Fest at the First Church from 9:00 a.m. - 11:00 p.m. on October 31, 2019.

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

\_\_\_\_\_  
Mike West, Police Chief

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

\_\_\_\_\_  
Tim Salmon, City Manager



# CITY OF GOLDSBORO

## SPECIAL EVENTS/PARADE/STREET CLOSING

### PERMIT APPLICATION

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

#### I. General Information

**Type of Event:** (please check all that apply)

☐ Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☐ Other (explain): \_\_\_\_\_

**Event Name:** Fall Fest at The First Church

**Event Date(s):** Oct 31 2019 **Event Website:** thefirstchurch.com

**Inclement Weather/Rain Date(s):** None

**Description of Event** (Please briefly describe the event.)

Same as 2018 Free event for community  
Inflatables, food, games, candy

**Requested Event Location:** The First Church Rd

**Event Start Time/End Time:** 6:30 - 8:30pm

**Set-Up:** Date & Time (start/end): 9:00 am - 6:30 pm

**Dismantle** (Completion): Date & Time (start/end): 9:30 - 10:30 pm

**Estimated Daily Attendance:** 2,500

**Will this event require street closures?** ☒ Yes ☐ No **Closure Times** 9am - 11pm

**If yes, please list the streets that you are requesting to be closed:** \_\_\_\_\_

The First Church Rd

#### II. Applicant and Sponsoring Organization Information

**Sponsoring Organization Name:** The First Church

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

**Applicant Name:** Cory Jackson **Title:** Family Pastor

**Address:** 1100 The First Church Rd

**City:** Goldsboro **State:** NC **Zip:** 27534 **Phone:** 910 890 2682

**Cell Phone:** 910 890 2682 **Email:** pastor Cory @ thefirstphchurch.org

\* Gary Whaley road closure and traffic coordinator  
919 738 3170



Day of Event Contact:

Name: Cory Jackson Phone: 910 890 2682

### III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: First Church Rd

For Run/Walk/Parades - STARTING POINT: Wayne Memorial Dr

For Run/Walk/Parades - ENDING POINT: North Dr

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**

See attached Map

### IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☒ Portable Toilets ☒ Other  
If portable toilets will be provided, please list the name/contact of the company:

\_\_\_\_\_  
If no portable toilets will be provided, how will these requirements be handled?

Both portable and inside

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

Pumpsters



**V. Event Details:** Please answer the following questions regarding your event.

- ☐ Yes ☒ No Does the event involve the sale of food?  
☐ Yes ☒ No Does the event involve the sale of alcohol?  
If "YES" has the health department been notified?  
➤ For events with food, a letter from the health department must be submitted 30 days prior to the event.  
    ○ Health Department: (919) 731-1000  
➤ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.  
    ○ NC ABC Commission: (919) 779-0700

- ☐ Yes ☒ No Will there be **musical entertainment** at your event?

If "YES", please provide the following information:

- Amplification? ☐ Yes ☐ No

**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

- ☒ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:

- Approximate Number of tents: 4

- Approximate Sizes: 12x12

- Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No

**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**

▪ **City of Goldsboro Inspections Department (919) 580-4385**

- ☐ Yes ☒ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

- ☐ Yes ☒ No Will **admission fees** be charged to attend this event?

If "YES", provide the cost(s) of all tickets: Free

- ☐ Yes ☒ No Will **fees be charged to vendors** to participate in this event?

If "YES", please provide the schedule of fees: Free

- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? Parking Team  
First Church Parking lot -

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**



Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Cory L. Quinn Date: 9-12-19

Organization: The First PH Church

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
jadams@goldsboronc.gov

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

[Signature]  
Goldsboro Police Department Representative

9-16-19  
Date

NA  
Downtown Goldsboro Representative

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



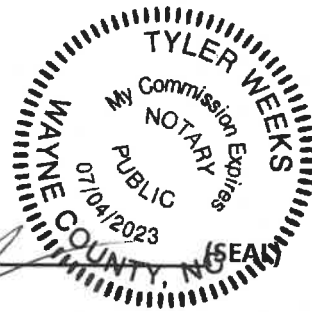


## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

The First PH Church from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 12 day of September, 2019.



  
(Applicant & Authorized Representative of Event)

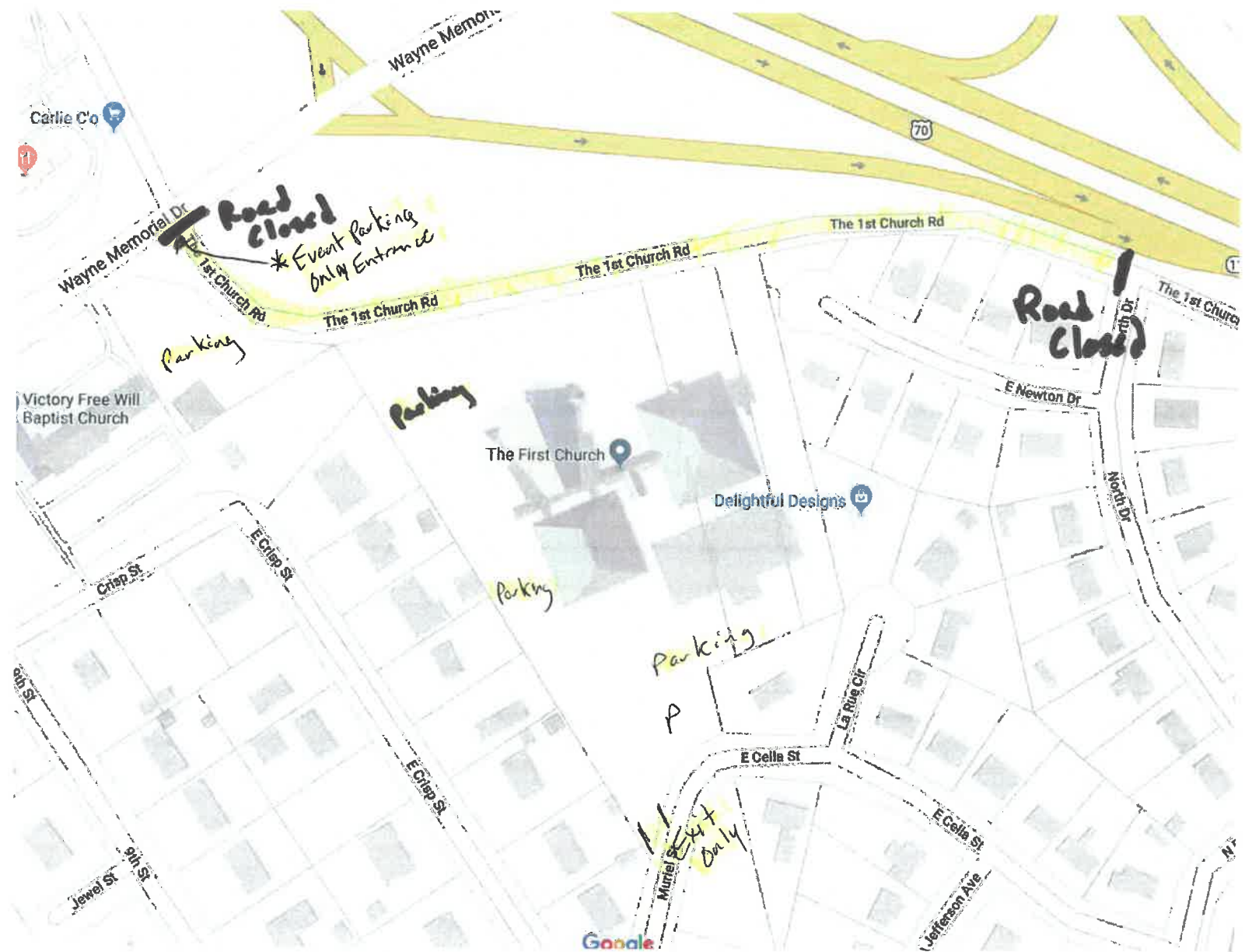
**This form must be completed, signed and returned with the completed application.**



Same as last Year

**\* Road Closed**  
First Church Road

Intersection of Wayne Memorial  
and the First Church / North Drive  
and The First Church







FIRSPEN-12

KJONES

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/16/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> American Church Group of North Carolina, LLC 401 E Antietam St., Ste B Hagerstown, MD 21740	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (877) 766-7981 <b>FAX (A/C, No):</b> (877) 281-9040 <b>E-MAIL ADDRESS:</b> service@bithenhenry.com		
<b>INSURED</b>  First Pentecostal Holiness Church 1100 The First Church Rd Goldsboro, NC 27534	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Brotherhood Mutual Insurance		13528
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:  <input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			32M5A461094	12/11/2016	12/11/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	DED RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

## CERTIFICATE HOLDER

## CANCELLATION

Goldsboro Police Department  
Community Police Services  
204 S Center St  
Goldsboro, NC 27530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Thriller Night – Temporary Street Closing Request

BACKGROUND: A request was received from the Downtown Goldsboro Merchants Association requesting permission to close a portion of certain City streets on October 25, 2019 from 2:00 p.m. to 9:00 p.m. in order to hold Thriller Night.

DISCUSSION: The street closing request is as follows:

The Downtown Goldsboro Merchants Association has requested the closing of the 100 and 200 block of North Center Street between Ash and Walnut Streets to include the intersection at Center and Mulberry Streets.

A rain date has been scheduled for October 26, 2019.

The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

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

RECOMMENDATION: It is recommended that the City Council by motion, grant a street closing at the 100 and 200 block of North Center Street between Ash and Walnut Street to include the intersection at Center and Mulberry Streets on October 25, 2019 from 2:00 p.m. to 9:00 p.m. in order that the Annual Thriller Night event may take place, subject to the above conditions.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mike West, Police Chief

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tim Salmon, City Manager



**CITY OF GOLDSBORO**  
**SPECIAL EVENTS/PARADE/STREET CLOSING**  
**PERMIT APPLICATION**

**\*\*An application for this permit MUST be submitted at least 30 days prior to your special event.**

**I. General Information**

**Type of Event:** (please check all that apply)

☐ Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☐ Other (explain): \_\_\_\_\_

**Event Name:** Thriller Night

**Event Date(s):** October 25th, 19 **Event Website:** \_\_\_\_\_

**Inclement Weather/Rain Date(s):** October 26th, 19

**Description of Event** (Please briefly describe the event.)

Thriller Night is a festival that is free to the public. We will have vendors, games, and trunk or treat. We will also have a flash mob dance on the street.

**Requested Event Location:** Center Street Goldsboro, NC

**Event Start Time/End Time:** 5-8 pm

**Set-Up:** Date & Time (start/end): 8:00 pm 2:00 pm

**Dismantle** (Completion): Date & Time (start/end): 9 pm

**Estimated Daily Attendance:** 2,000 people

**Will this event require street closures?** ☒ Yes ☐ No **Closure Times** 2-9 pm

**If yes, please list the streets that you are requesting to be closed:** Center Street

200' & 100' block of N. Center St. including intersection at Center/Mulberry

**II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** Downtown Goldsboro Merchants Association

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

**Applicant Name:** Amber Long **Title:** Board Member/Events Committee Leader

**Address:** 224 N. Center Street

**City:** Goldsboro **State:** NC **Zip:** 27330 **Phone:** (919) 344-2049

**Cell Phone:** (919) 583-5094 **Email:** hairchic01@gmail.com

**Day of Event Contact:**

**Name:** Amber Long **Phone:** (919) 344-2049



### III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: \_\_\_\_\_

For Run/Walk/Parades - STARTING POINT: \_\_\_\_\_

For Run/Walk/Parades - ENDING POINT: \_\_\_\_\_

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**

See attachment

### IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

Hay Clean

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)



**V. Event Details:** Please answer the following questions regarding your event.

- ☒ Yes ☐ No Does the event involve the sale of food?  
☐ Yes ☒ No Does the event involve the sale of alcohol?  
If "YES" has the health department been notified?  
➤ For events with food, a letter from the health department must be submitted 30 days prior to the event.  
    ○ Health Department: (919) 731-1000  
➤ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Downtown Goldsboro office prior to the event. The event permit will not be issued until the ABC Permit is submitted.  
    ○ NC ABC Commission: (919) 779-0700
- ☒ Yes ☐ No Will there be **musical entertainment** at your event?  
If "YES", please provide the following information:  
➤ Amplification? ☒ Yes ☐ No  
**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**
- ☒ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:  
➤ Approximate Number of tents: 10  
➤ Approximate Sizes: 10x10  
➤ Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No  
**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**  
    ▪ **City of Goldsboro Inspections Department (919) 580-4385**
- ☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)
- ☐ Yes ☒ No Will **admission fees** be charged to attend this event?  
If "YES", provide the cost(s) of all tickets: \_\_\_\_\_
- ☒ Yes ☐ No Will **fees be charged to vendors** to participate in this event?  
If "YES", please provide the schedule of fees: \$50 per vendor
- ☒ Yes ☐ No If your event requires the closing of a street(s), have all property/business owners within 100 feet of the event space been notified via hand-delivered flyer or letter by applicant, stating time, place and description of event? **Please complete page 7 and submit with the application.**  
**\*The temporary closing of a NC Department of Transportation street would be at the discretion of the NC Dept. of Transportation.**
- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? public parking lots and spaces

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**



## **Special Information and Conditions of receiving a Special Event/Parade Permit:**

### **Insurance:**

*General Liability Insurance coverage of at least \$1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event. This Proof of Insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance.*

### **Event Cancellation:**

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

### **Public Safety:**

The City of Goldsboro reserves the right to require security and medical personnel for your event.

**Police:** The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro's Police Department Off-Duty Coordinator at 919-580-4253.

### **Prohibited Items:**

No open carry firearms or illegal drugs are allowed.

### **Policy of Non-Discrimination:**

City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

### **Additional Rules Pertaining to Events:**

1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a fee charged if the area is not clean. A clean-up fee will be charged at the discretion of the City Manager's Office.

### **Alcoholic Beverages:**

*(If consumption of alcohol is planned on property for event, the following additional requirements **MUST** be met.)*

1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.
4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at [www.abc.nc.gov/permits](http://www.abc.nc.gov/permits).
5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**



**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

### **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: \_\_\_\_\_

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

Organization: \_\_\_\_\_

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
[jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov)

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

\_\_\_\_\_  
Goldsboro Police Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Downtown Goldsboro Representative

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

Downtown Goldsboro Merchant's Association from the City of Goldsboro and hereby agrees to indemnify

and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands,

expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted

against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any

acts or omissions, active or passive, related to operating an event on the city's property.

This the 9<sup>th</sup> day of August, 20 19.

(Applicant & Authorized Representative of Event)

(SEAL)

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
BIN INSURANCE HOLDINGS LLC/PHS  
46505500  
The Hartford Business Service Center  
3600 Wiseman Blvd  
San Antonio, TX 78265

## CONTACT

NAME:

PHONE (866) 467-8730

(A/C, No, Ext):

FAX (888) 443-6112

(A/C, No):

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC#

INSURED  
MEGAN HOYLE DBA LEGACY DANCE PROJECT  
110 N JAMES ST  
GOLDSBORO NC 27530-3629

INSURER A: Twin City Fire Insurance Company

29459

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		46 SBA VU6632	03/28/2019	03/28/2020	EACH OCCURRENCE \$1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	X General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$1,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE \$2,000,000
	OTHER:						PRODUCTS - COM/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS						BODILY INJURY (Per accident)
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)
	SCHEDULED AUTOS						
	NON-OWNED AUTOS						
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE
	DED						AGGREGATE
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT
							E.L. DISEASE -EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT

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

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business liability Coverage Form SS0008 attached to this policy. RE: Event October 25, 2019

## CERTIFICATE HOLDER

City of Goldsboro  
200 N CENTER ST  
GOLDSBORO NC 27530-3623

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan P. Castaneda*

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CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Walk to De-feet Dementia – Temporary Street Closing Request

BACKGROUND: A request was received from the Dementia Alliance of North Carolina requesting permission to close a portion of certain City streets on October 26, 2019 from 7:00 a.m. to 11:30 a.m. in order to hold Walk to De-feet Dementia, an event that recognizes caregivers, sponsors and teams. The event sponsors will supply dementia educational information.

DISCUSSION: The street closing request is as follows:

The closing of the 200 block of North Center Street between Ash and Mulberry Streets.

The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

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

RECOMMENDATION: It is recommended that the City Council by motion, grant a street closing at the 200 block of North Center Street on October 26, 2019 from 7:00 a.m. to 11:30 a.m. in order that the Walk to De-feet Dementia event may take place, subject to the above conditions.

DATE: \_\_\_\_\_  
Mike West, Police Chief

DATE: \_\_\_\_\_  
Tim Salmon, City Manager



**CITY OF GOLDSBORO**  
**SPECIAL EVENTS/PARADE/STREET CLOSING**  
**PERMIT APPLICATION**

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

**I. General Information**

Type of Event: (please check all that apply)

Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☒ Other (explain): \_\_\_\_\_

Event Name: DUBLIN/GREENE/WAYNE WALK TO DE-FEET DEMENTIA

Event Date(s): OCTOBER 26, 2019 Event Website: WWW.DEMENTIANC.ORG

Inclement Weather/Rain Date(s): NONE

Description of Event (Please briefly describe the event.)

RECOGNIZE CAREGIVERS, SPONSORS + TEAMS. SUPPLY  
DEMENTIA EDUCATIONAL INFORMATION AND WALK TO  
SHOW SUPPORT. OPEN TO THE PUBLIC.

Requested Event Location: 200 N. CENTER STREET - IN FRONT OF CITY HALL

Event Start Time/End Time: 8 AM - 11:00 AM

Set-Up: Date & Time (start/end): OCTOBER 26, 2019 7 AM - 8 AM

Dismantle (Completion): Date & Time (start/end): OCTOBER 26, 2019 11 AM - 11:30 AM

Estimated Daily Attendance: 100

Will this event require street closures? ☒ Yes ☐ No Closure Times 7 AM - 11:30 AM

If yes, please list the streets that you are requesting to be closed: 200 BLOCK  
OF NORTH CENTER STREET (IN FRONT OF CITY HALL)

**II. Applicant and Sponsoring Organization Information**

Sponsoring Organization Name: DEMENTIA ALLIANCE OF NORTH CAROLINA  
(formerly Alzheimer's NC)

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

Applicant Name: CAROL LANCASTER Title: EVENT CHAIR

Address: 302 SADDLEWOOD DR.

City: GOLDSBORO State: NC Zip: 27534 Phone: 919-778-8664

Cell Phone: 919-750-1469 Email: twoheels1184@gmail.com



**Day of Event Contact:**

Name: CAROL LANCASTER Phone: 919-750-1469 (612)

**III. Event Map**

For Run/Walk/Parades - FORMATION AREA LOCATION: 200 N. CENTER ST.

For Run/Walk/Parades - STARTING POINT: 200 N. CENTER ST.

For Run/Walk/Parades - ENDING POINT: 200 N. CENTER ST.

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**

SEE ATTACHED

**IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)**

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

PARKS PORTABLE TOILETS - JENNIFER P. SHAFER

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

CITY RECEPTACLES



**2019 Dementia Alliance of North Carolina Walk Route Request in Downtown Goldsboro, NC.  
--formerly Alzheimer's North Carolina--**

**Walk is October 26, 2019**

Start at 200 N. Center Street  
S. Center Street to E. Chestnut Street  
Left on E. Chestnut Street  
Left on John Street – continue to E. Mulberry Street  
Left on E. Mulberry to Center Street  
Back to 200 N. Center Street

Request Police lead car, as in years past.

Requested by:

Carol Lancaster

Event Chair 2019 Dementia Alliance of NC – Duplin/Greene/Wayne Walk to De-feet Dementia  
(Goldsboro Walk)



**V. Event Details:** Please answer the following questions regarding your event.

- Yes ☒ No Does the event involve the sale of food?
- Yes ☒ No Does the event involve the sale of alcohol?
- If "YES" has the health department been notified?
- For events with food, a letter from the health department must be submitted 30 days prior to the event.
    - Health Department: (919) 731-1000
  - The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
    - NC ABC Commission: (919) 779-0700
- ☒ Yes ☐ No Will there be **musical entertainment** at your event?
- If "YES", please provide the following information: D.J.
- Amplification? ☐ Yes ☐ No
- Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**
- Yes ☐ ☒ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:
- Approximate Number of tents: \_\_\_\_\_
  - Approximate Sizes: \_\_\_\_\_
  - Will any tent exceed 400 sq. feet in area? ☐ Yes ☐ No
- Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**
- **City of Goldsboro Inspections Department (919) 580-4385**
- ☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)
- Yes ☐ ☒ No Will **admission fees** be charged to attend this event?
- If "YES", provide the cost(s) of all tickets: \_\_\_\_\_
- Yes ☐ ☒ No Will **fees be charged to vendors** to participate in this event?
- If "YES", please provide the schedule of fees: \_\_\_\_\_
- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? PUBLIC PARKING

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**



**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Carol Lancaster Date: 8/23/19

Organization: DEMENTIA ALLIANCE OF NORTH CAROLINA

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
jadams@goldsboronc.gov

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

JH Sgt Adams 8-30-19  
Goldsboro Police Department Representative

Eric Fournier  
Downtown Goldsboro Representative

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





## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

Dementia Alliance of NC from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 23 day of August, 2019.

A handwritten signature in cursive script, reading "Carol Lancaster", is written over a horizontal line.

(SEAL)

(Applicant & Authorized Representative of Event)

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



**ACORD™****CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

8/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>McGriff Insurance Services</b> <b>414 Gallimore Dairy Road</b> <b>Suite F</b> <b>Greensboro, NC 27409</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 888 743-2217</b>		<b>FAX (A/C, No): 8888279861</b>
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> <b>Alheimers North Carolina Inc DBA</b> <b>Dementia Alliance of North Carolina</b> <b>9131 Anson Way Suite 206</b> <b>Raleigh, NC 27615-3267</b>	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Auto Owners Insurance Co</b>		<b>18988</b>
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		104615355922217	10/05/2018	10/05/2019	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
							\$
						COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE (Per accident)	\$						
	\$						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
						\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

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

Duplin/Greene/Wayne Walk to De-Feet Dementia - October 26, 2019

**CERTIFICATE HOLDER****CANCELLATION**

<b>City of Goldsboro</b> <b>200 N. Center St.</b> <b>Goldsboro, NC 27530</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Lisa Murray</i>

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CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Goldsboro Christmas Parade – Temporary Street Closing Request

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

DISCUSSION: The street closing request for Saturday, December 7, 2019 is as follows:

Parade Route: South on Center Street beginning at Ash Street to Chestnut Street; going around traffic circle heading North on Center Street to Walnut Street; East on Walnut Street to John Street; North on John Street to Mulberry Street; West on Mulberry Street to Center Street; North on Center Street to Ash Street ending at Ash Street.

Staging Areas: Oak Street between James and William Streets, Vine Street between Center and William Streets, Beech Street between John and William Streets, and Center Street from Oak to Ash Streets.

Streets closed for the Staging Area: Center Street from Holly Street to Ash Street; John Street from Holly Street to Ash Street; and Center Street at Spruce Street.

Additional Closures recommended by the Police Department to manage traffic flow will encompass: James Street from Oak to Ash Streets, John Street from Chestnut Street to Ash, Mulberry Street from James to William, Walnut Street from James to Ormond Ave, Chestnut Street from James to Ormond Ave; and Ash Street from James to John Streets.

Parking Restrictions: No parallel parking on Center Street from Spruce Street to Ash Street.

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

The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.



Staff recommends approval of this request subject to the following conditions:

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

RECOMMENDATION: It is recommended that the Council approve the street closing of sections of Pine, Spruce, Center, Walnut, John, Mulberry, James, and Chestnut Streets for the Christmas Parade route from 8:00 a.m. to 8:00 p.m. on Saturday, December 7, 2019.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mike West, Police Chief

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tim Salmon, City Manager



**CITY OF GOLDSBORO**  
**SPECIAL EVENTS/PARADE/STREET CLOSING**  
**PERMIT APPLICATION**

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

**I. General Information**

**Type of Event:** (please check all that apply)

☒ Parade ☐ Run/Walk ☐ Festival ☐ Street Closure ☐ Other (explain): \_\_\_\_\_

**Event Name:** Goldsboro Christmas Parade

**Event Date(s):** Sat. Dec. 7, 2019 **Event Website:** waynecountychamber.com

**Inclement Weather/Rain Date(s):** none

**Description of Event** (Please briefly describe the event.)

annual Christmas Parade

**Requested Event Location:** downtown Goldsboro

**Event Start Time/End Time:** 4:00pm

**Set-Up:** Date & Time (start/end): Friday, Dec. 6<sup>th</sup>

**Dismantle** (Completion): Date & Time (start/end): \_\_\_\_\_

**Estimated Daily Attendance:** \_\_\_\_\_

**Will this event require street closures?** ☒ Yes ☐ No **Closure Times** as soon as possible

**If yes, please list the streets that you are requesting to be closed:** \_\_\_\_\_

GPD has map of route + set up area /see attached

**II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** Wayne County Chamber of Commerce

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

**Applicant Name:** Lara Landers **Title:** Director of Marketing & Events

**Address:** 308 N. William St.

**City:** Goldsboro **State:** NC **Zip:** 27530 **Phone:** 919-734-2241

**Cell Phone:** 919-920-5949 **Email:** lalar@waynecountychamber.com



**Day of Event Contact:**

Name: Lara Landers Phone: 919-920-5949

**III. Event Map**

For Run/Walk/Parades - FORMATION AREA LOCATION: \_\_\_\_\_

For Run/Walk/Parades - STARTING POINT: \_\_\_\_\_

For Run/Walk/Parades - ENDING POINT: \_\_\_\_\_

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**

See attached

**IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)**

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

Parks Toilets

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

n/a



**V. Event Details:** Please answer the following questions regarding your event.

Yes ☒ No Does the event involve the sale of food?

Yes ☒ No Does the event involve the sale of alcohol?

If "YES" has the health department been notified?

- For events with food, a letter from the health department must be submitted 30 days prior to the event.
  - Health Department: (919) 731-1000
- The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
  - NC ABC Commission: (919) 779-0700

Yes ☒ No Will there be **musical entertainment** at your event?

If "YES", please provide the following information:

- Amplification? ☐ Yes ☐ No

**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

Yes ☒ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:

- Approximate Number of tents: \_\_\_\_\_
- Approximate Sizes: \_\_\_\_\_
- Will any tent exceed 400 sq. feet in area? ☐ Yes ☐ No

**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**

▪ **City of Goldsboro Inspections Department (919) 580-4385**

Yes ☒ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

Yes ☒ No Will **admission fees** be charged to attend this event?

If "YES", provide the cost(s) of all tickets: \_\_\_\_\_

Yes ☒ No Will **fees be charged to vendors** to participate in this event?

If "YES", please provide the schedule of fees: \_\_\_\_\_

☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? downtown parking all over

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**



**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: *Kara Sanders* Date: 8/20/19

Organization: Wayne County Chamber of Commerce

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
[jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov)

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

*[Signature]*  
Goldsboro Police Department Representative

9-9-19  
Date

*Erin Fonseca*  
Downtown Goldsboro Representative

9/9/19  
Date

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

\_\_\_\_\_  
Date





## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Wayne County Chamber of Commerce from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 20 day of August, 20 19.

Rara Landers

(SEAL)

(Applicant & Authorized Representative of Event)

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





CHAMB-1

OP ID: LM

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Crawford-Henderson, Inc. 202 N. Spence Avenue P.O. Box 10885 Goldsboro, NC 27532-0885 Lisa B. Musselman	<b>919-778-9400</b>	<b>CONTACT NAME:</b> Lisa B. Musselman <b>PHONE (A/C, No, Ext):</b> 919-778-9400 <b>FAX (A/C, No):</b> 919-751-2142 <b>E-MAIL ADDRESS:</b> lisam@crawhen.com
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A : The Cincinnati Insurance Co.</b>		<b>10677</b>
<b>INSURER B :</b>		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**INSURED**  
Chamber of Commerce  
of Wayne County Inc.  
P. O. Box 1107  
Goldsboro, NC 27533 1107

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EPP0092820	10/04/2019	10/04/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP0092820	10/04/2019	10/04/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Christmas Parade December 7, 2019

## CERTIFICATE HOLDER

## CANCELLATION

CITYO-1

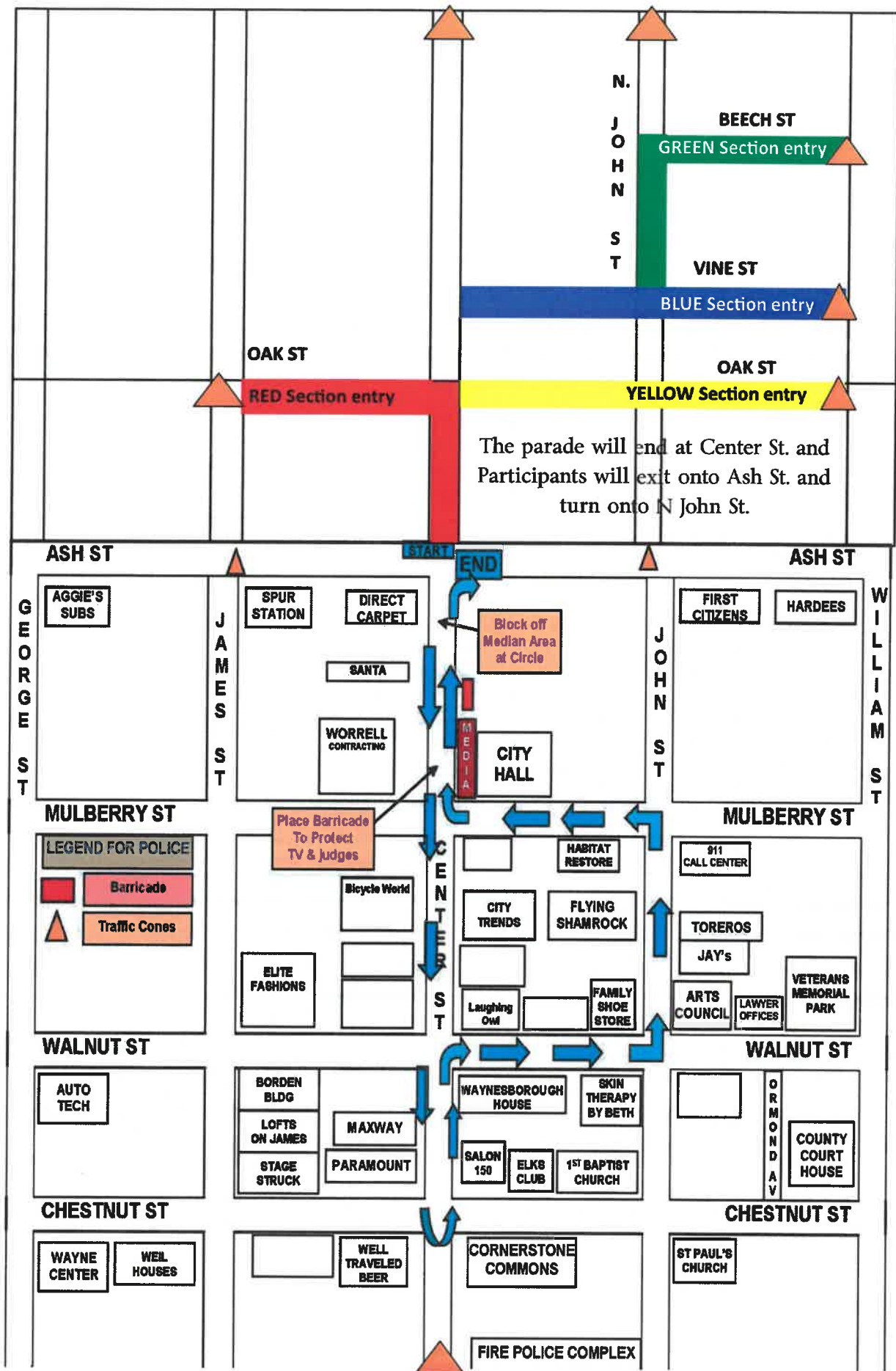
City of Goldsboro  
P O Drawer A  
Goldsboro, NC 27533

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lisa B. Musselman *Lisa B. Musselman*







CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Victorian Mourning Practices – Temporary Street Closing Request

BACKGROUND: The Wayne County Historical Association is requesting permission to close a portion of certain City streets beginning at 5:00 p.m. until 10:30 p.m. on Saturday, October 26, 2019 to hold their Victorian Mourning Practices event.

DISCUSSION: The street closing request is for Chestnut Street between George and James Streets.

The Police, Fire, Public Works and Downtown Development offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

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

RECOMMENDATION: Staff recommends Council, by motion, grant the street closings for Chestnut Street between George and James Street from 5:00 p.m. until 10:30 p.m. on Saturday, October 26<sup>th</sup> for the Wayne County Historical Association's Victorian Mourning Practices event, subject to the above conditions.

DATE: \_\_\_\_\_  
Mike West, Police Chief

DATE: \_\_\_\_\_  
Tim Salmon, City Manager



# **CITY OF GOLDSBORO**

## **SPECIAL EVENTS/PARADE/STREET CLOSING**

### **PERMIT APPLICATION**

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

#### **I. General Information**

**Type of Event:** (please check all that apply)

Parade Run/Walk Festival Street Closure Other (explain): \_\_\_\_\_

**Event Name:** Victorian Mourning Practices

**Event Date(s):** 10/26/19 **Event Website:** Wayne County Museum

**Inclement Weather/Rain Date(s):** \_\_\_\_\_

**Description of Event** (Please briefly describe the event.)

A walk through event where attendees are shown different traditions of the Victorian home and how they mourned a death through displays

**Requested Event Location:** Gertrude Weil House (James St. / Chestnut St.)

**Event Start Time/End Time:** 1800 - 2200 hrs

**Set-Up:** Date & Time (start/end): 5:00 pm

**Dismantle** (Completion): Date & Time (start/end): 10:30 pm

**Estimated Daily Attendance:** 200

**Will this event require street closures?** Yes No Closure Times 5:00pm to 10:30pm

**If yes, please list the streets that you are requesting to be closed:** George St. / Chestnut St.  
James St. / Chestnut St.

#### **II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** Wayne County Historical Association

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

**Applicant Name:** Thomas Bailey **Title:** Wayne County Historical Assoc. Boardmember

**Address:** 116 N. William St.

**City:** Goldsboro **State:** NC **Zip:** 27530 **Phone:** (919) 738-8946

**Cell Phone:** — **Email:** tbonenc26@yahoo.com



Day of Event Contact:

Name: Thomas Bailey Phone: (919) 738-8946

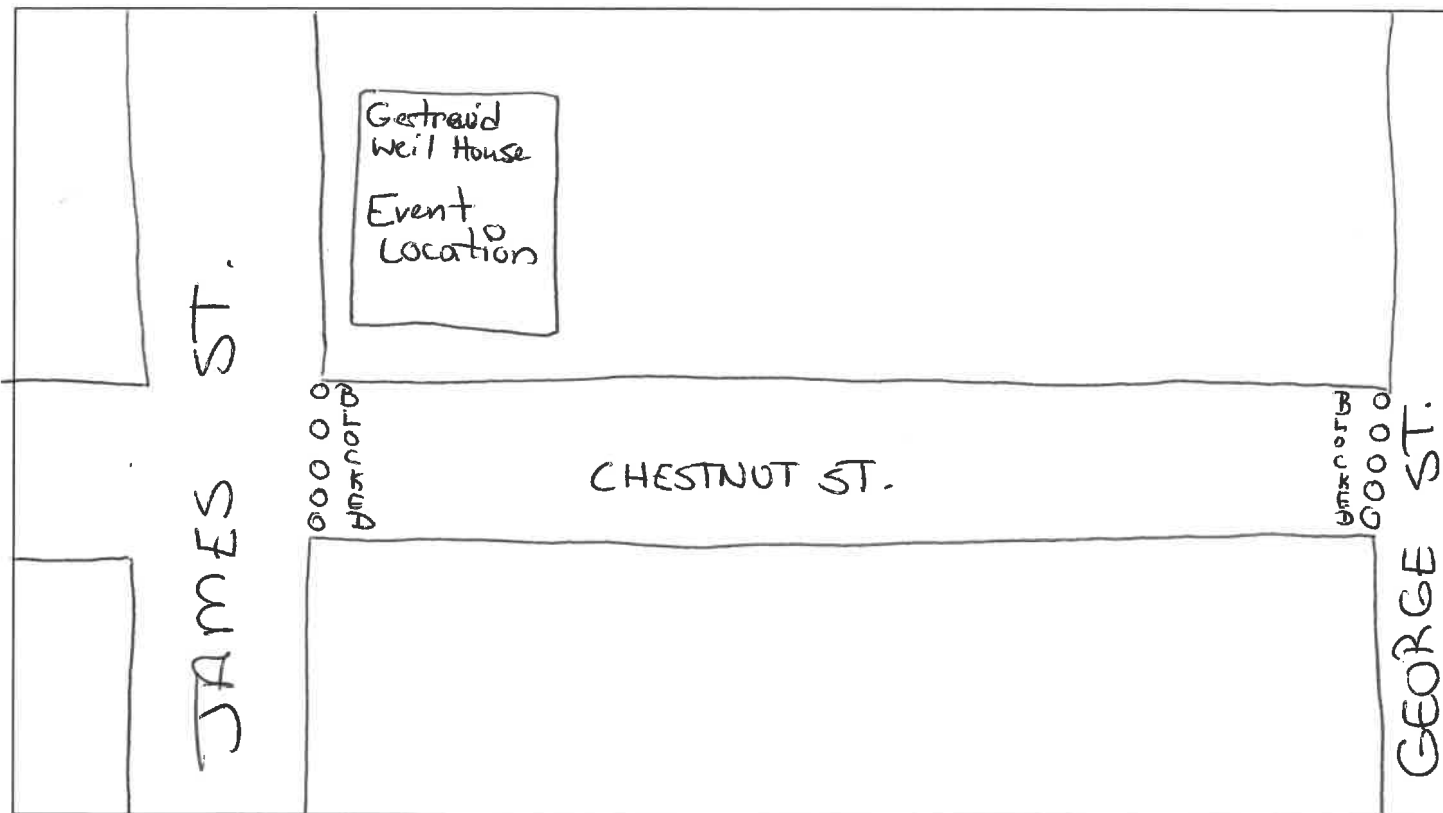
### III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: \_\_\_\_\_

For Run/Walk/Parades - STARTING POINT: \_\_\_\_\_

For Run/Walk/Parades - ENDING POINT: \_\_\_\_\_

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**



### IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

Parks - Airport Road Goldsboro 2-toilets 1-handwash

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

Personal Disposal



**V. Event Details:** Please answer the following questions regarding your event.

- Yes ☒ No Does the event involve the sale of food?
- Yes ☒ No Does the event involve the sale of alcohol?
- If "YES" has the health department been notified?
- For events with food, a letter from the health department must be submitted 30 days prior to the event.
    - Health Department: (919) 731-1000
  - The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
    - NC ABC Commission: (919) 779-0700
- Yes ☒ No Will there be **musical entertainment** at your event?
- If "YES", please provide the following information:
- Amplification? ☐ Yes ☐ No
- Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**
- Yes ☒ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:
- Approximate Number of tents: \_\_\_\_\_
  - Approximate Sizes: \_\_\_\_\_
  - Will any tent exceed 400 sq. feet in area? ☐ Yes ☐ No
- Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**
- City of Goldsboro Inspections Department (919) 580-4385
- Yes ☒ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)
- ☒ No Will **admission fees** be charged to attend this event?
- If "YES", provide the cost(s) of all tickets: \$15 per person \$10 for students
- Yes ☒ No Will **fees be charged to vendors** to participate in this event?
- If "YES", please provide the schedule of fees: \_\_\_\_\_
- ☒ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

*\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.*

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? Empty lot near James St. Chestnut St.

**Note:** You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.



**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

## **Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: [Signature] Date: 9/3/19

Organization: Wayne County Historical Assoc.

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
jadams@goldsboronc.gov

**CANCELLATION POLICY:** Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

### **For Inner Office Use Only:**

[Signature]  
Goldsboro Police Department Representative

9-17-19  
Date

Erin Fonseca  
Downtown Goldsboro Representative

9/18/19  
Date

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

\_\_\_\_\_  
Date





## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Wayne County Historical Assoc. from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 3 day of September, 2019.

(SEAL)

(Applicant & Authorized Representative of Event)

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> O'Berry & Lewis, Inc. PO Box 127 Goldsboro NC 27533	<b>CONTACT NAME:</b> Kitzi Bass	
	<b>PHONE (A/C, No, Ext):</b> 919 735 1237 <b>FAX (A/C, No):</b> 919 735 8819	
	<b>E-MAIL ADDRESS:</b> kitzi@oberry-lewis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> TRAVELERS CASUALTY & SURETY CO OF AM	31194
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		16601478C587	03/01/2019	03/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> OCCUR <b>EXCESS LIAB</b> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


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

Re: 10/26/2019 Victorian Mouring Practices

Event Location: The 1897 Gertrude Weil house at the corner of James & Chestnut, Goldsboro, NC

Additional Insured: City of Goldsboro

## CERTIFICATE HOLDER

City of Goldsboro PO Drawer A Goldsboro, NC 27533	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

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CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Downtown Lights Up! - Temporary Street Closing Request

BACKGROUND: Downtown Lights Up! Is an annual holiday event held downtown to celebrate the “flipping of the switch” - officially beginning the holiday season. All the decorative lights, including those along Center Street, the traffic circle Magnolia tree, and the Water Tower are turned on simultaneously. Before conducting this ceremony of lights, our Mayor, Santa, the Grinch and children ride a horse-drawn trolley down to City Hall to welcome guests. We’re even trucking in tons of snow to set the tone for a very festive downtown holiday season.

DISCUSSION: Downtown Development completes the evening by hosting an array of free activities, including: holiday entertainment, horse drawn trolley rides, Santa Claus, face painting, and providing warm beverages and treats. It is a wonderful time of the year for people to experience the warm atmosphere and festive activities downtown has to offer. The majority of the event takes place on the 200 block of North Center Street, in front of City Hall, which will provide a natural backdrop for the Mayor when he speaks to the crowd wishing them a happy holiday season. Trolley rides will take place along Center Street from Mulberry to Walnut St, a holiday movie will play in the John Street Parking Lot, a large ice slide will be set up for sledding and much more. The NC Symphony performs at 8 p.m. at the Paramount Theatre that same evening to continue the holiday celebration. Each year our crowd gets larger and we believe this year to be no different with an expected 5000+ in attendance.

Due to the logistics of the horse drawn trolley, this event has always been promoted as a street fair. Downtown Development is requesting that the 200 block of North Center Street be closed on Tuesday, November 26, 2019 from 9:00 a.m. to 8:30 p.m. and the 100 block of South Center and the 100 block of North Center be closed from 4:15 p.m. to 8:30 p.m. to keep guests safe.



All vendor booths, entertainment attractions and displays will be arranged to secure proper access to all fire hydrants, alleyways and driveways.

As with all Downtown Development events, effected city departments will be contacted and the following concerns are to be addressed:

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

RECOMMENDATION: By motion, grant the requested temporary closing of the 200 block of North Center Street on Tuesday, November 26, 2019 from 9:00 a.m. to 8:30 p.m. and the 100 block of South Center and the 100 block of North Center be closed from 4:15 p.m. to 8:30 p.m. to be used for activities associated with Downtown Lights Up!, subject to the above conditions.

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

\_\_\_\_\_  
Mike West, Police Chief

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

\_\_\_\_\_  
Tim Salmon, City Manager



**CITY OF GOLDSBORO**  
***SPECIAL EVENTS/PARADE/STREET CLOSING***  
***PERMIT APPLICATION***

**\*\*In the event of a street closing, an application should be submitted at least 30 days prior to your parade or special event.**

**I. General Information**

**Type of Event:** (please check all that apply)

☐ Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☐ Other (explain): \_\_\_\_\_

**Event Name:** Downtown Lights Up!

**Event Date(s):** Tuesday, November 26th **Event Website:** \_\_\_\_\_

**Inclement Weather/Rain Date(s):** N/A

**Description of Event** (Please briefly describe the event.)

Downtown Lights Up! is an annual holiday event held downtown to celebrate the "flipping the switch" officially kicking off the holiday season. This free, family-friendly event is a community favorite and attracts more than 5000 attendees each year.

**Requested Event Location:** 100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S. Center

**Event Start Time/End Time:** Tuesday, November 26th 5pm - 8pm

**Set-Up:** Date & Time (start/end): November 26, 9am (200 block of N. Center only), 4:15pm remaining closure

**Dismantle** (Completion): Date & Time (start/end): Tuesday, November 26th, 8:30pm

**Estimated Daily Attendance:** 5000+

**Will this event require street closures?** ☒ **Yes** ☐ **No** **Closure Times** 9am - 200 block of N. Center  
4:15pm - 100 & 200 block of

**If yes, please list the streets that you are requesting to be closed:** S. Center & 100 block of N. Center

100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S. Center, 4 spaces John Street lot

**II. Applicant and Sponsoring Organization Information**

**Sponsoring Organization Name:** City of Goldsboro - Downtown Development

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

**Applicant Name:** Erin Fonseca **Title:** Marketing & Events Manager

**Address:** 219 N. John St.

**City:** Goldsboro **State:** NC **Zip:** 27530 **Phone:** 919-735-4959

**Cell Phone:** \_\_\_\_\_ **Email:** efonseca@goldsboronc.gov



**Day of Event Contact:**

Name: Erin Fonseca Phone: 919-735-4959

**III. Event Map**

*For Run/Walk/Parades - FORMATION AREA LOCATION:* \_\_\_\_\_

*For Run/Walk/Parades - STARTING POINT:* \_\_\_\_\_

*For Run/Walk/Parades - ENDING POINT:* \_\_\_\_\_

**\*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)**

See attached.

**IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)**

**One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.**

How do you plan to handle restroom services? ☒ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

Parks Portable Toilets

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

City Receptacles



**V. Event Details:** Please answer the following questions regarding your event.

- ☒ Yes ☐ No Does the event involve the sale of food?  
☐ Yes ☒ No Does the event involve the sale of alcohol?  
If "YES" has the health department been notified?  
➤ For events with food, a letter from the health department must be submitted 30 days prior to the event.  
    ○ Health Department: (919) 731-1000  
➤ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.  
    ○ NC ABC Commission: (919) 779-0700

- ☒ Yes ☐ No Will there be **musical entertainment** at your event?  
If "YES", please provide the following information:  
    ➤ Amplification? ☒ Yes ☐ No  
**Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.**

- ☒ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:  
    ➤ Approximate Number of tents: 30  
    ➤ Approximate Sizes: 10x10  
    ➤ Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No

**Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.**

▪ **City of Goldsboro Inspections Department (919) 580-4385**

- ☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

- ☐ Yes ☒ No Will **admission fees** be charged to attend this event?  
If "YES", provide the cost(s) of all tickets: \_\_\_\_\_

- ☒ Yes ☐ No Will **fees be charged to vendors** to participate in this event?  
If "YES", please provide the schedule of fees: \$100 - food trucks only. Very limited # of vendors allowed on South end of festival footprint

- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

**\*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

**VI. Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? Public parking lots and spaces.

**Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.**



## **Special Information and Conditions of receiving a Special Event/Parade Permit:**

### **Insurance:**

General Liability Insurance coverage of at least \$1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event. This Proof of insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance.

### **Application Fee:**

An application fee of \$25.00 for special events and \$50.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

### **Event Cancellation:**

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

### **Public Safety:**

The City of Goldsboro reserves the right to require security and medical personnel for your event.

**Police:** The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro's Police Department Off-Duty Coordinator at 919-580-4236, option 3.

### **Prohibited Items:**

No firearms or illegal drugs are allowed.

### **Policy of Non-Discrimination:**

City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

### **Additional Rules Pertaining to Events:**

1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

### **Alcoholic Beverages:**

***(If consumption of alcohol is planned on property for event, the following additional requirements MUST be met.)***

1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.
4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at [www.abc.nc.gov/permits](http://www.abc.nc.gov/permits).
5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.



**\*\* Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**\*\*For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

**Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Erin Fonseca Date: 9/9/19


Organization: City of Goldsboro - Downtown Development

**Please return this application and all supporting documentation by email, mail or in person to:**

Goldsboro Police Department  
Community Police Services  
204 S. Center Street  
Goldsboro, NC 27530  
jadams@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at [jadams@goldsboronc.gov](mailto:jadams@goldsboronc.gov).

**For Inner Office Use Only:**

  
Goldsboro Police Department Representative

9-17-19  
Date

Erin Fonseca  
Downtown Goldsboro Representative

9/9/19  
Date

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

\_\_\_\_\_  
Date





## Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of COG Downtown Development from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 9 day of September, 2019.

*Erin Fonseca*

(SEAL)

(Applicant & Authorized Representative of Event)

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



# DOWNTOWN LIGHTS UP!

Nov. 26th  
5-8pm

## 1 City Hall

5pm—7pm

Santa, Snow, Activities,  
Entertainment, Sledding (until 8pm)  
Wayne UNC Photo Booth

## 2 John Street Parking Lot

5:30pm– 8pm Movie & Craft (ACWC)

Food Truck

Trolley Ride Line

## 3 South Center Street

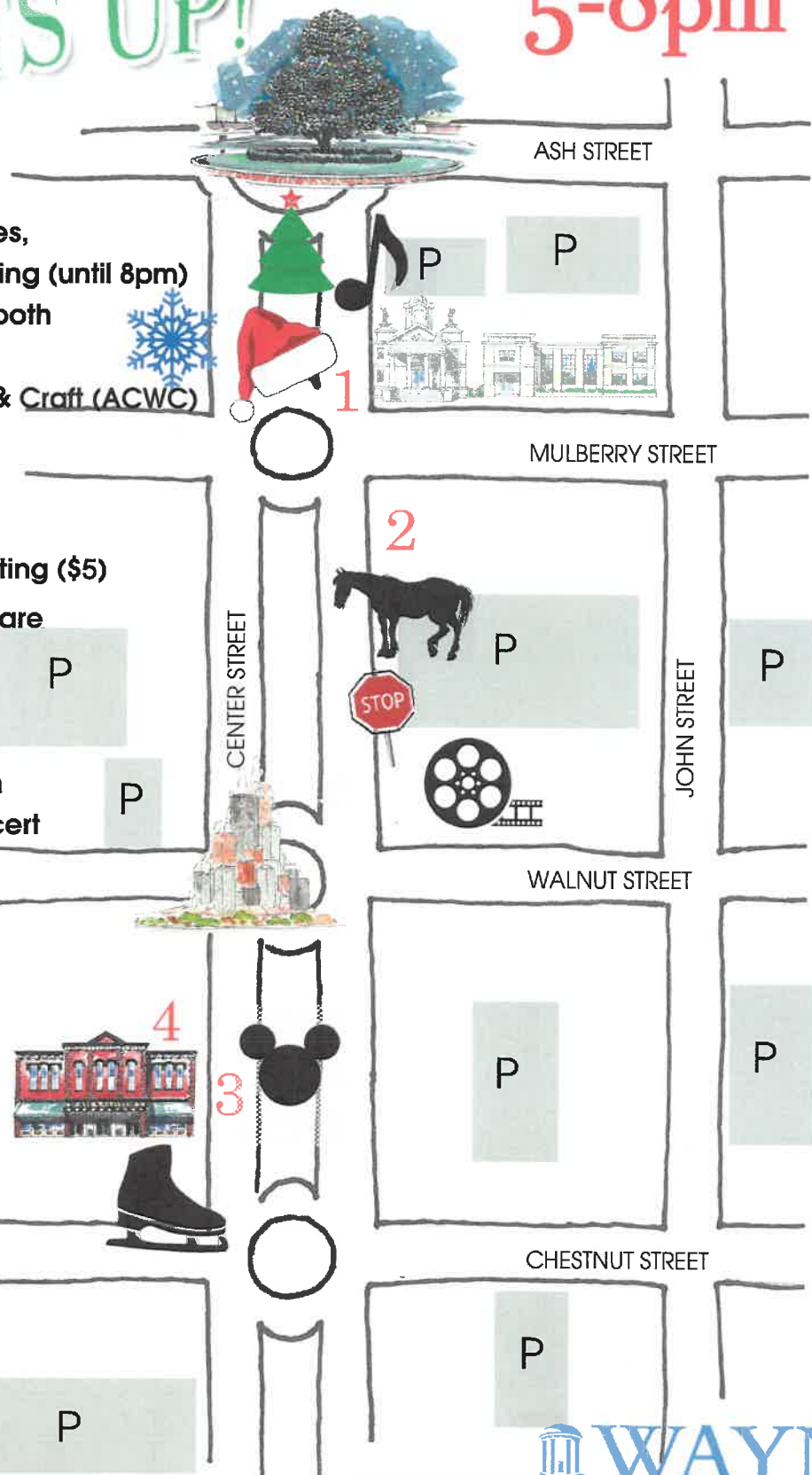
6:00pm–8pm: Ice Skating (\$5)

Wayne UNC Health Care  
Frozen Characters  
Food Truck

## 4 Paramount Theatre

Wayne UNC Photo Booth

8pm: Holiday Pops Concert



WHAT  
EVER  
YOU  
DO  
DO IT  
DOWNTOWN



CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 23, 2019 COUNCIL MEETING

- SUBJECT:** Resolution Authorizing the City Manager to Hire Outside Legal Counsel for and Limited Authority to Resolve Liability Claims
- BACKGROUND:** Pursuant to N.C. General Statutes, the City of Goldsboro is authorized to enter into contracts for the retention of attorneys for services in addition to the retention of the City Attorney. Pursuant to N.C. General Statutes, the City of Goldsboro has the authority to purchase liability insurance.
- DISCUSSION:** Liability insurance carriers often desire, and include in the contracts of coverage, the right to retain an attorney other than the City Attorney on behalf of the insurance carrier and the City to defend the interests of the City and the insurance carrier against claims.
- Oftentimes the said retained attorneys will require the execution of an engagement letter/agreement with the City setting forth the terms of its retention and representation and fees. It is necessary for such to be executed and retained by an official of the City with the authority to execute said letter/agreement authority. The City Manager would be an appropriate official to execute the same and retain the said attorney.
- RECOMMENDATION:** By motion, adopt a resolution authorizing:
1. The City Manager to retain the services of outside legal counsel to assist in the defense of claims brought where one or more of the City's liability insurance carriers have requested outside counsel for representation of the their and the City's interests and to execute any engagement letters and/or agreements for retaining the same.
  2. The City Manager to authorize the resolution of any claims covered by liability insurance coverages within and/or to the extent of the deductible not to exceed Ten Thousand Dollars (\$10,000.00) applicable to the policy and to execute any agreements or other documents for said resolution on behalf of the City within and to the extent of the same.

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

\_\_\_\_\_  
Ron Lawrence, City Attorney

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

\_\_\_\_\_  
Tim Salmon, City Manager



**RESOLUTION NO. 2019-\_\_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO HIRE OUTSIDE  
LEGAL COUNSEL FOR AND LIMITED AUTHORITY TO RESOLVE  
LIABILITY CLAIMS**

**WHEREAS**, pursuant to N.C. General Statutes, the City of Goldsboro is authorized to enter into contracts for the retention of attorneys for services in addition to the retention of the City Attorney, and pursuant to N.C. General statutes, the City of Goldsboro has the authority to purchase liability insurance; and

**WHEREAS**, liability insurance carriers often desire, and include in the contracts of coverage, the right to retain an attorney other than the City Attorney on behalf of the insurance carrier and the City to defend the interests of the City and the insurance carrier against claims; and

**WHEREAS**, oftentimes the said retained attorneys will require the execution of an engagement letter/agreement with the City setting forth the terms of its retention and representation and fees; it is necessary for such to be executed and retained by an official of the City with the authority to execute said letter/agreement authority; and that the City Manager would be an appropriate official to execute the same and retain the said attorney; and

**WHEREAS**, the City incurs expenses for the procurement of said coverages under liability insurance policies which are included in the budget each year and are approved each year when the said budget ordinance is approved and therefore any deductible not to exceed Ten Thousand Dollars (\$10,000.00), applicable to the said policies are approved; and

**WHEREAS**, there is often a deductible for each said policy and it is necessary to authorize the resolution of claims either within the said deductible or to the extent of the deductible as a contribution to a resolution of a claim and that an official of the City have the authority to so enter such agreement and to authorize the settlement within and/or to the extent of said deductible and thus the payment of said funds to accomplish the same; and that for convenience purposes that City Manager would be an appropriate official to authorize and execute the same.

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

Section 1. The City Manager is hereby authorized to retain the services of outside legal counsel to assist in the defense of claims brought where one or more of the City's liability insurance carriers have requested outside counsel for



representation of the their and the City's interests and to execute any engagement letters and/or agreements for retaining the same.

Section 2. The City Manager is hereby authorized to authorize the resolution of any claims covered by liability insurance coverages within and/or to the extent of the deductible not to exceed Ten Thousand Dollars (\$10,000.00) applicable to the policy and to execute any agreements or other documents for said resolution on behalf of the City within and to the extent of the same.

Section 3. This resolution shall be in full force and effect from and after this 23rd day of September 2019.

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By: Chuck Allen, Mayor  
Goldsboro City Council

Attested by:

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Michelle Capps, City Clerk



City of Goldsboro  
Departmental Monthly Reports  
August 2019

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

August 2019

Prepared By: Pamela C. Leake

Date Prepared: September 9, 2019

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The Human Resources Department posted 15 job vacancies and processed 247 applications this month. One hundred twenty-three notices were sent to applicants (101 sent to applicants not selected for an interview and 21 sent to candidates interviewed but not selected for hire). We welcomed nine new hires this month: Six full-time (**Chandler Daughtry, Jennifer LeCrone, Donald Riggs, Shirley James, and Felicia Tavares – Police Officer Trainees** and **Adam Henn – Operator I (Public Utilities)**) and three part-time (**Delbert Council – Custodian, Parks and Recreation; Kayla Keyes – Recreation Aide, Parks and Recreation, and John Stutts, Fire Inspector – Civilian**). There were 28 reductions this month: three resignations, one retirement, one termination, and 23 seasonal employees whose assignments ended. Total employment for August was 621: 459 full time and 162 part-time. Employee turnover rate (voluntary) was 4.5% due to seasonal reduction.

### Departmental Activities

- The Senior HR Consultant conducted NeoGov training for Fire personnel on August 1 and Employment Law training for the new Police Officer (Recruiter) on August 6.
- Human Resources staff attended National Night Out on August 6.
- Skype Interviews were held for candidates who applied for the Golf Director vacancy.
- Safety Officer Interviews were held August 29.
- Human Resources staff presented Performance Management and the evaluation process, updates to NeoGov, and the new Performance Pay Award at the large staff meeting on August 30. One hundred eleven personnel attended the session at W.A. Foster.
- Plans are underway for this year's Health/Wellness Fair being held **October 4** at the Event Center.

### Safety Highlights

- OSHA consultative reports were sent to the Safety Officer identifying items for abatement, as a result of the on-site visits on July 22. They were sent to the respective departments for correction.
- Employees participated in on-line safety training for professional development. Topics included Lock-Out/Tag-Out, Confined Spaces, and Fall Protection.
- An appeals committee met on July 31 to review two vehicle accident cases. The City Manager received the committee's recommendations and will submit final notifications to affected staff.
- The Vehicle Accident and Personal Injury Committee met on August 29 to review five (5) vehicle accidents. Recommendations were sent to the City Manager with three (3) employees determined to be at fault and two (2) not at-fault.

This month's Occupational Health report includes 68 clinic visits. Four non-DOT random drug screens were performed; all tests were negative.



2019	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Applications	348	320	346	542	283	203	401	247					336
New Hires	11	7	1	3	3	1	8	6					5
Separations	3	3	6	3	1	5	4	3					3
Vehicle Accidents	7	4	6	3	6	4	5	5					5
Workers' Compensation	2	4	3	0	2	2	0	0					2



COMMUNITY RELATIONS DEPARTMENT

August 2019

Prepared By: Shycole Simpson-Carter, Community Relations Director

Date Prepared: September 18, 2019

- The Commission on Community Relations and Development meeting for Thursday, August 13, 2019 was cancelled. The next scheduled meeting is Tuesday, September 10, 2019 at 6:00 pm.
- The Department received two (2) housing complaints and one (1) request for assistance. Description of said complaints and/or inquiries are: one (1) eviction dispute; one (1) rodent infestation and minimum housing issues with the ceiling of the rental; and one (1) request for assistance related to HVAC system needed for the home. All complaints were submitted through the 311 GIS system or to the appropriate City Department for resolution or designated community/state resources.
- The Goldsboro Mayor's Youth Council (GYC) is out for summer recess and will return to regular business in September. GYC Orientation is scheduled for Wednesday, September 4, 2019 at 6:00 pm. A few members of the Youth Council participated in recruitment at National Night Out held at Herman Park on August 6, 2019.
- The Mayor's Committee for Persons with Disabilities met on Thursday, August 15, 2019. The next scheduled meeting is Thursday, September 15, 2019. The committee is working on planning its annual Disability Awards Luncheon, scheduled for Thursday, October 17, 2019 to be held at the Goldsboro Event Center.
- On July 26<sup>th</sup>, the 2019 Summer Youth Employment Initiative (SYEI) program had thirty (30) youth employees to end their work assignments at various designated worksites for Track 1. On July 15<sup>th</sup>, the SYEI program had twenty (20) youth employees to begin their work assignments at various designated worksites for Track 2. Youth employees for SYEI Track 2 work assignments will ended on August 23<sup>rd</sup>.

SYEI Track 2 youth employees also completed three (3) scheduled training sessions at Wayne Community College as part of the program's comprehensive workforce development strategy. On August 21<sup>st</sup> SYEI Track 2 youth employees participated in a new workforce readiness component of the SYEI program – an Industry and Business Tour to Stormberg Foods, Franklin Baking Co., and Uchiyama Manufacturing America, Inc.

<b>2019 Complaints</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	1	4	5	2	2	4	2	2					3
Consumer & Other	3	4	3	4	3	4	6	1					4
<b>2018 Complaints</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	5	5	9	3	2	3	1	3	0	9	0	1	3
Consumer & Other	1	2	0	0	3	2	9	10	2	5	7	2	4



PARAMOUNT & GEC  
 August, 2019  
 Prepared By: Adam Twiss  
 Date Prepared: 9/16/2019

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

- **August Activities included:** Princess of North Carolina Pageant, United Way “Elvis in Hawaii” Benefit Concert, locally produced feature film premiere, “Blacq Summa”.
- **Repairs and Maintenance:**
  - HVAC and Roof leaks identified by PW, repairs being coordinated under HVAC contract.
  - Theatre “Fly rigging” underwent annual inspection and maintenance.
  - Detailed painting, cleaning, storage and equipment mounting executed by Paramount Staff.

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

- **August Activities included:** 6 events, including 2 tournaments, 3 meetings, 1 family reunion.
- **Repairs and Maintenance:**
  - HVAC and Ceiling leaks identified by PW, repairs being coordinated under HVAC contract.
- **Paramount and GEC staff participation included:** Foundation Board meeting, Goldsboro/Wilson/Rocky Mount collaboration meeting, Communications Team, Staff meetings, Council Work Sessions, Renter conferences, South Arts/DTI, South Arts/NC Arts, Arts Council, Touch a Truck, Wayne County Schools.

-----FINANCIAL-----

**Paramount: Expenses are above average; Revenues are below average.**

- Expenses – \$41,241: Labor - \$27,111 /Operational – \$15,130
- Revenues - \$8,090: Rentals -\$6,238 /Tickets \$2,185 /Concession \$0

Note: Elevated Aug expenses due to 3 pay periods in month

	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					\$301,274	\$37,659
Rev	\$12,993	\$13,259	\$15,347	\$5,406	\$20,107	\$19,988	\$8,423	\$8,090					\$103,613	\$12,952
	Jan-18	Feb-18	Mar-18	April-18	May-18	June-18	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	2018 Total	2018 Average
Exp	\$32,968	\$25,012	\$48,050	\$39,962	\$32,137	\$24,298	\$55,630	\$40,550	\$68,803	\$42,545	\$40,161	\$32,024	\$482,140	\$40,178
Rev	\$16,549	\$7,471	\$35,001	\$8,954	\$15,408	\$11,597	\$6,293	\$17,910	\$332	\$5,741	\$23,896	\$16,954	\$179,948	\$14,995

\*August 2018 revenue reflects box office fees transferred from 2017/2018 fiscal year. Sept. 18 expense includes repairs to exterior building

**GEC: Expenses above average; Revenue above average; Non-revenue City use below average.**

- Expenses – \$10,356 Labor - \$7,089 /Operational – \$3,267
- Revenues – \$8,369: Rentals - \$7,794 /Concessions – \$575
- City Use – \$2,700: Value of non-Revenue City use: 4 events = \$2,700

Note: Elevated Aug expenses due to 3 pay periods in month

	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					\$77,006	\$9,626
Rev	\$4,645	\$7,204	\$11,475	\$5,932	\$2,529	\$13,136	\$2,000	\$8,369					\$55,290	\$6,911
City	\$1,900	\$5,100	\$8,525	\$3,875	\$7,975	\$5,225	\$2,075	\$2,700					\$37,375	\$4,672
	Jan-18	Feb-18	Mar-18	April-18	May-18	June-18	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	2018 Total	2018 Average
Exp	\$5,379	\$7,310	\$14,096	\$14,484	\$7,852	\$7,072	\$9,083	\$11,367	\$7,815	\$16,427	\$8,760	\$10,306	\$119,951	\$9,996
Rev	\$2,890	\$5,556	\$7,526	\$15,201	\$9,980	\$4,309	\$7,971	\$7,131	\$2,143	\$10,781	\$3,326	\$5,224	\$82,038	\$6,837
City	\$750	\$4,800	\$4,750	\$4,975	\$9,475	\$4,325	\$3,425	\$6,175	\$3,925	\$12,475	\$9,150	\$7,000	\$71,225	\$5,935



## INSPECTIONS

August, 2019

Prepared By: Allen Anderson, Jr.

Date Prepared: 9/10/19

The valuation of all building permits issued during the month of August totaled \$11,095,352. Three (3) of these permits were new residential single-family dwellings at a valuation of \$557,250.

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 \$1,550,251.

All permit fees collected for the month totaled \$39,877. Of the permit fees collected for the month, \$3,285 was collected in technology fees. Plan review fees collected during the month totaled \$1,575. Business Registration fees collected totaled \$2,120.

The Inspectors did a total of 663 inspections for the month. During the month of August one (1) business inspection was completed. A total of 255 permits were issued for the month. Thirty-five (35) plan reviews were completed for August. We now have a total of 111 residential structures in the Minimum Housing Process and 6 commercial structures in the Demolition by Neglect Process.

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Value													
All Bldgs (mm)	\$2	\$14	\$6	\$428K	\$8	\$2	\$4	\$11					\$6
Residential (k)	\$805	\$1mm	\$599	\$0	2mm	\$767	\$580	\$557					\$790
Misc (mm)	\$5	\$2	\$2	\$2	\$2	\$1	\$3	\$2					\$2
Permit Fee (k)	\$34	\$40	\$48	\$27	\$46	\$41	\$38	\$40					\$39
Inspections	614	603	531	497	603	488	533	663					566
Permits Issued	296	296	270	271	334	296	329	255					293
Plan Reviews	39	47	65	46	34	43	90	35					50
Min Housing	171	99	102	118	121	125	126	111					122
In Process													
2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Value													
All Bldgs (mm)	\$10	\$13	\$3	\$5	\$5	\$2	\$5	\$6	\$3	\$5	\$12	\$6	\$6
Residential (k)	\$848	\$518	\$1mm	\$786	\$1mm	\$2mm	\$1mm	\$2mm	\$120	\$207	\$246	\$807	\$882
Misc (mm)	\$2	\$2	\$2	\$3	\$2	\$1	\$2	\$2	\$1	\$1	\$2	\$1	\$2
Permit Fee (k)	\$31	\$33	\$30	\$31	\$48	\$51	\$65	\$60	\$21	\$41	\$49	\$21	\$40
Inspections	524	539	544	564	582	692	675	659	345	589	516	373	550
Permits Issued	258	263	284	295	418	351	344	373	279	326	258	226	306
Plan Reviews	75	41	52	74	85	39	42	67	51	85	39	50	58
Min Housing	163	163	143	152	152	152	161	161	161	161	163	171	159
In Process													



Downtown Development Department  
August 2019  
Prepared By: Julie Metz  
Date Prepared: August 31, 2019

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

- Staff continued to work through TIGER VIII developments.
- Staff met with (or conversed by email/phone) 6 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited current downtown businesses 21 different times.
- Staff worked on the Wayfinding Signage Bid Package related to the TIGER grant.
- Staff helped facilitate and participate in several neighborhood plan meetings.
- Julie worked to assure the continuation of the NC Historic Preservation Tax Credit program throughout the month.

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

- Staff created ads for Go, Buzz, 107.9, digital billboards and News-Argus for upcoming downtown events.
- Staff attended multiple Merchants Association meetings throughout the month.
- Staff hosted the Small Business Center in Downtown event on the first Monday of the month.
- Staff help to facilitate and attended several Streetscape meetings throughout the month of August.
- Staff attended a meeting with SJAFB and Travel & Tourism to discuss the History Channel visit to film "It's How You Get There".
- Staff attended the Economic Outlook Luncheon hosted by the Chamber of Commerce on August 7<sup>th</sup>.
- Staff hosted a NC Historic Preservation Site Visit on August 16<sup>th</sup>.
- Staff attended the United Way Ribbon Cutting ceremony on August 22<sup>nd</sup>.
- Staff attended the WAYne Forward Opportunity Zones in our Community meeting on August 28<sup>th</sup>.
- Staff continued to work on establishing a relationship with UNC's based NC GROWTH that will lead to a feasibility study to research an incubator type facility for downtown.

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

- Staff facilitated and attended the following monthly meetings: DGDC Board (08/21), DGDC Executive Committee (08/14), DGDC Design (08/13), DGDC EV (08/13), DGDC Promotions (08/13) and Org. Work Plan (08/14).
- Staff helped assist the DGDC with seven (7) DGDC boardroom rentals throughout the month.
- Staff worked with committees on the 2019 Work Plan development.
- Staff facilitated notifications to the artists who will install their art on Center Street in October.
- Staff facilitated and hosted Center Street Jam on August 8<sup>th</sup>.
- Staff facilitated and hosted Center Street Jam on August 22<sup>nd</sup>.
- Staff continued to plan the Annual Dinner in the month of August.
- Staff worked through contracts with the artists chosen to display their art in Downtown for the next year.

**Upcoming Events/Activities:**

- Annual Dinner and Awards Ceremony will be held on September 20<sup>th</sup> from 6:15pm until 8:00pm.



- The Creepy Crawl bar crawl will be held on October 25<sup>th</sup> from 9:00pm until 12:00am.
- A play, Blithe Spirit, will be performed at The Paramount Theatre on September 26<sup>th</sup> and 27<sup>th</sup>, hosted by the DGDC Board of Directors.

**Businesses Opening/Properties Purchased:**

- Gypsy Bean Coffee Shop held its Grand Opening Ribbon Cutting on August 13<sup>th</sup>.
- Brisas Latin Cuisine held its Grand Opening Ribbon Cutting on August 16<sup>th</sup>.
- Construction has begun on 215 N John St.

**Other:**

- Downtown Goldsboro's Facebook page followers/likes grew from 10,753 to 10,801 in the month of August.



## Information Technology

August, 2019

Prepared By: Patricia Wischmann

Date Prepared: September 10, 2019

- Installed and configured multiple network devices to improve City networking infrastructure.
- Deployed new Mobile Device Terminals for Police Department vehicles.
- Installed speakers in Large Conference Room to improve sound level for those in attendance.
- Set up temporary workspace for Police Department employees due to construction.
- Installed new multifunction devices for Finance, Fire, Park Maintenance, Police, and Public Utilities.
- Created a mobile app for Public Works users to submit work orders into Cityworks.
- Created report for tracking open tickets.

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					559	3913
Tickets Closed	551	467	575	429	496	454	942	664					559	3914
Open Tickets	456	490	457	549	582	612	300	342					474	



**PUBLIC WORKS**

August 2019

Prepared By: Chad Edge

Date Prepared: September 16, 2019

**Distribution & Collections**

- Responded to 25 after hour calls for a total of 41.25 hours.
- Set bypass pumps, replaced backflow preventer and mowed around the ponds at WRF.

**Buildings & Grounds**

- Assisted with two Center Street Jam events, set up for the National Night Out event downtown, and set up stage for Back To School event at HV Brown Park.
- Installed 500 feet of new underground electrical conduit and conductor at PD/FD Complex for parking lot lighting—saving significant time and money associated with contract change orders.
- Upgrade and installed 16 LED lighting fixtures in the WA Foster basketball gym area, as well 45 LED lighting fixtures in the City Garage storage room.

**Streets and Stormwater**

- Continued with Cornerstone Commons DEMO—coordinated with contractor to remove asphalt.
- Coordinated with CSX to clean partially blocked railroad culvert near Orchard St that conveys city stormwater runoff.

<b>Distribution &amp; Collections</b>	Utility Line Maint (1000-ft)	24.2
	Lines Camera'd (1000-ft)	14.3
	Water Repairs	26
	Sewer Repairs	10
	Hydrants Replaced/Fixed	13
	Meters Install/Changed	51
<b>Buildings &amp; Grounds</b>	Radio, Electrical, Building Maint. Work Orders	324
	Sign Repairs	25
	ROW Mowing (ac)	107
	City-Owned Lots Mowing (ac)	106
<b>Garage</b>	Total Work Orders	397
	Total Fuel Cost (x1000)	\$68
<b>Solid Waste</b>	Refuse (x1000 tons)	1.0
	Recyclables (tons)	79
	Leaf-n-Limbs (x1000 tons)	0.7
<b>Cemetery</b>	Funerals	3
<b>Streets &amp; Stormwater</b>	Utility Cut Repairs	13
	Pot Hole Repairs	19
	Streets Swept (curb miles)	45
	Storm Pipe Maint (1000-ft)	1.26
	Ditch Mowing (1000-ft)	6.05
	Storm Pipe Repairs	5



PUBLIC UTILITIES DEPARTMENT

August 2019

Prepared By: Michael Wagner

Date Prepared: September 12, 2019

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
- Bids are scheduled to be received October 1, 2019 for the Plate Settler Project.
- Interviews were conducted with qualified firms for the Utility Rate Study.

Water Reclamation Facility

- The Water Reclamation Facility operations are proceeding smoothly.
- The average daily flows for August were 6.83 MGD.
- All of the city's 26 pump stations are operating well, with the exception of the 117 station bar screen.

Compost Facility

- One hundred and twenty-one cubic yards of compost/mulch was sold in August 2019.

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

2019 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
<b>Water*</b>	6.206	6.053	6.016	6.175	7.237	7.351	7.361	6.890					6.661
<b>Sewer**</b>	11.66	11.76	12.22	11.01	7.84	8.28	7.39	6.83					9.62
<b>Compost</b>	52	319	390	552	503	437	103	121					309

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

2018 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
<b>Water*</b>	6.625	6.232	6.262	6.017	6.303	6.83	6.632	6.727	6.149	6.692	6.374	6.027	6.405
<b>Sewer**</b>	7.66	10.45	9.97	9.41	10.77	7.83	6.71	11.50	17.46	10.54	11.48	13.97	10.64
<b>Compost</b>	395	876	686	913	951	910	220	604	157	144	233	238	527

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



FINANCE  
AUGUST, 2019  
Prepared By: Andrea Thompson  
Date Prepared: September 14, 2019

OVERALL SUMMARY				
	<u>FY 18-19</u>		<u>FY 19-20</u>	
			<u>Actual to Date</u>	<u>YTD %</u>
<b>Revenues</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>August-19</b>	<b>Collected</b>
General Fund	\$ 3,972,919	\$ 43,395,311	\$ 1,500,104	3.46%
Utility Fund	4,173,469	17,207,328	3,040,250	17.67%
Downtown District Fund	1,803	100,351	345	0.34%
Occupancy Tax Fund	231,413	1,113,732	178,171	16.00%
Stormwater Fund	236,465	1,366,249	255,583	18.71%
Total	\$ 8,616,069	\$ 63,182,971	\$ 4,974,453	7.87%
<b>Expenditures</b>				
General Fund	\$ 7,962,765	\$ 43,395,311	\$ 6,448,219	14.86%
Utility Fund	3,919,450	17,207,328	1,539,012	8.94%
Downtown District Fund	11,010	100,351	1,146	1.14%
Occupancy Tax Fund	308,033	1,113,732	106,252	9.54%
Stormwater Fund	138,686	1,366,249	97,950	7.17%
Total	\$ 12,339,944	\$ 63,182,971	\$ 8,192,579	12.97%

MAJOR CATEGORIES				
	<u>FY 18-19</u>		<u>FY 19-20</u>	
			<u>Actual to Date</u>	<u>YTD %</u>
<b>Revenues</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>August-19</b>	<b>Collected</b>
Property/Occupancy Taxes	\$ 529,402	\$ 18,092,380	\$ 349,071	1.93%
Charges for Services	3,849,685	22,522,489	4,044,932	17.96%
Revenue Other Agencies	2,565,587	16,382,031	292,911	1.79%
Other Revenues	1,671,395	6,186,071	287,541	4.65%
Total	\$ 8,616,069	\$ 63,182,971	\$ 4,974,455	7.87%
<b>Expenditures</b>				
Labor	\$ 5,600,811	\$ 31,024,058	\$ 4,705,093	15.17%
Non-Labor	6,739,133	32,158,913	3,487,445	10.84%
Total	\$ 12,339,944	\$ 63,182,971	\$ 8,192,538	12.97%

SELECTED OTHER INFORMATION			
	<u>FY 18-19</u>	<u>Actual</u>	<u>Total</u>
<b>Collections</b>	<b>Actual</b>	<b>August-19</b>	<b>Collected F-YTD</b>
Debt Setoff	\$ 42,896	\$ 478	\$ 2,545
Surplus	\$ 160,832	\$ 6,367	\$ 10,952



PLANNING  
August, 2019  
Prepared By: Debra Creighton  
Date Prepared: 9-13-2019

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During the month of August, 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 August, sixteen (16) tickets were issued (see below).

Parked in Wrong Direction	8
Parked in Proximity of Hydrant	0
Parked in Prohibited Area – No Parking Zone	8
Other – Bus Loading, Crosswalk, Sidewalk	0

2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
<b>Site/Subdivision Plans</b>														
<b>Planning Commission</b>	3	6	6	5	5	5	4	1					35	4
<b>Staff Level</b>	0	1	0	3	1	7	3	3					18	2
<b>Rezoning</b>	0	2	3	3	1	3	2	0					14	2
<b>Historic District Commission</b>	0/1	0/1	2/1	1/1	1/3	1/3	1/2	1/0					6/10	1/2
<b>Code Enforcement</b>														
<b>Grass Cutting # Lots + Payments</b>	0	0	0	0	40 / \$4,915	98 / \$7,025	15 / \$1,145	69 / \$5,225					252 / \$18,310	63 / \$4,578
<b>Junk Vehicles</b>	4	4	3	4	5	6	2	8					36	5
<b>Tagged Vehicles</b>	0	0	0	20	30	18	28	15					111	14
<b>Illegal Signs Removed</b>	444	79	30	197	20	25	35	0					830	104
<b>Bags of Litter Picked Up</b>	388	551	602	555	522	305	367	307					3597	450



ENGINEERING DEPARTMENT

AUGUST 2019

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

Date Prepared: 09-16-2019

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**Stoney Creek Greenway**

- Staff is awaiting authorization to construct from NCDOT;
- Project manual and final estimate are complete;
- Anticipated advertisement for bids in October 2019.

**Phase IV Sewer Collection Rehabilitation**

- T. A. Loving Company is currently performing pipe bursting and CCTV work for sections of sanitary sewer line;
- Project is 50% complete with a contract completion date of November 26, 2019.

**Center/Holly Street Water Tank Painting**

- Additional work added by Change Order No. 1 for installing davit arm manway and removal of internal spider rods and the center hub increased the contract time to October 21, 2019;
- Project is 75% complete.

**SJAFB Sewer Outfall Improvements**

- Staff is coordinating having the sewer line CCTV work completed to determine if sewer line can be lined using CIPP;
- Anticipated advertisement for bids in October 2019.

**2019 Infrastructure Recovery (Goldenleaf Foundation)**

- The design phase is complete with a scheduled bid opening of September 27, 2019.

**2018 Street Improvement Project**

- This paving project includes Oak Hill Drive from North Berkeley Boulevard to Green Drive and East Chestnut Street from South Slocumb Street to South Leslie Street;
- City Council rejected all bids for this project during the August 5<sup>th</sup> Council meeting;
- The project scope and design are being revised and the project will be advertised for bids in the next couple of months.

**2018 Street Resurfacing**

- Railroad encroachment application has been submitted and approved; however, availability of railroad flaggers is approximately 6 weeks out;
- Contract completion date is May 6, 2019, but will be adjusted due to railroad encroachment permit delays;
- Project is 75% complete.



### **2018 Wastewater Collection System Rehabilitation Project**

- Additional work added by Change Order No. 1 is underway;
- Project is 98% complete.

### **2018 Virginia Street Storm Sewer Improvements**

- Staff is researching alternatives to correcting the drainage situation.

### **Ash Street/Alabama Avenue Sidewalk**

- Preliminary construction plans have been started;
- Duke Energy has been contacted to relocate needed poles;
- Anticipated advertisement for bids in October 2019.

### **2017 Wastewater System Improvements**

- Design plans and specifications are being reviewed by NCDEQ;
- Project advertisement anticipated in November 2019.

### **2017 Water System Improvements**

- Design plans and specifications are being developed;
- Design plans and specifications are anticipated to be sent for NCDEQ review in November 2019.

### **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 in October 2019.

### **2019 Street Resurfacing**

- Final list was approved during the August 5<sup>th</sup> Council meeting;
- Staff is working to develop a more detailed cost estimate to determine if additional street segments can be added;
- Once the detailed estimate is developed, staff will begin putting together the contract documents and advertise for bids;
- Anticipated advertise for bids in October 2019.

### **Best Management Practices (BMPs) Inspections**

- Approximately 308 BMPs have been approved and 258 BMPs have been constructed to date;
- All BMP inspections have been completed through the month August 2019.



FIRE DEPARTMENT  
August, 2019  
Prepared By: CL/JD  
Date Prepared: 09.06.19

### Fire Prevention and Outreach

- 8/1, 8/8, 8/15 – Community Service – Sprinkler Fun Days – Golds. Ped. Dent. and Ortho.
- 8/2, 8/9, 8/16 – Community Service – Summer Splash Days – Fairview Homes
- 8/4 – Public Education – Kathy's Kitchen – Engine 4
- 8/5 – Public Education – Station 1 Tour – First Baptist Summer Camp
- 8/6, 8/13 – Community Service – Summer Splash Days – West Haven Apts.
- 8/6 – Public Education – National Night Out – Engine 2
- 8/7, 8/14 – Community Service – Summer Splash Days – The Grand at Day Point Apts.
- 8/7, 8/14 – Community Service – Summer Splash Days – Lincoln Homes
- 8/7, 8/21 – Community Service – Car Seat Checks – Station 2
- 8/7 – Public Education – Station 1 Tour – US Navy
- 8/8, 8/22 – Community Service – Center Street Jam
- 8/8 – Community Service – Car Seat Checks – Deacon Jones Chevrolet
- 8/10 – Public Education – Staples Back to School Block Party – Engine 5
- 8/16 – Community Service – Dillard/Goldsboro Alumni Back to School Event – Engine 4
- 8/17 – Public Education – North End Park – Engine 3
- 8/18 – Community Service – Waynesboro House - Blood Pressure Checks – Tower 1
- 8/20 – Community Service – Brookdale Senior Living- Blood Pressure Checks – Engine 3
- 8/23 – Community Service – Herman Park Center – Sprinkler Day – Engine 1
- 8/26 – Community Service – Carver Heights Elementary – Clap In – Engine 4

### Working Structure Fires

- 8/5 – 1304 N Carolina St
- 8/13 – 306 S John St

### Working Vehicle Fires

- 8/13 – 294 S US 117 BYP

<b>2019</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Avg.</b>
<b>Total Incidents:</b>	196	191	203	209	241	207	215	199					208
<b>Structure Fires:</b>	5	3	2	4	1	1	4	2					3
<b>EMS Calls:</b>	72	84	79	76	76	79	75	74					77
<b>Vehicle Accidents:</b>	27	30	40	33	39	27	22	36					32
<b>Fire Alarms:</b>	33	33	29	40	54	54	47	46					42
<b>Other:</b>	59	41	53	56	71	46	67	41					54
<b>Training Hours:</b>	3122	3211	3263	1804	2128	1788	1885	2995					2525
<b>Safety Car Seat Checks:</b>	3	8	5	4	5	8	9	10					7
<b>Inspections:</b>	94	86	123	118	113	71	91	114					101
<b>2018</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Avg.</b>
<b>Total Incidents:</b>	234	165	196	197	222	182	195	229	375	223	205	197	218
<b>Structure Fires:</b>	3	6	2	2	6	2	1	2	4	4	2	3	3
<b>EMS Calls:</b>	63	52	63	68	89	69	71	87	138	79	87	69	78
<b>Vehicle Accidents:</b>	49	22	39	27	38	34	38	31	36	34	41	29	35
<b>Fire Alarms:</b>	49	34	44	35	38	38	47	59	80	50	35	45	46
<b>Other:</b>	70	51	48	65	51	39	38	50	117	56	40	51	56
<b>Training Hours:</b>	2683	2871	2149	2172	1962	1878	2776	3228	1465	1909	2138	1163	2199
<b>Safety Car Seat Checks:</b>	2	10	10	9	10	4	3	8	3	11	6	11	7
<b>Inspections:</b>	52	67	68	95	102	106	99	142	64	19	69	65	79

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

AUGUST, 2019

Prepared By: Michael D. West MDW/KB

Date Prepared: September 16, 2019

Total IBR offenses (homicide, rape, robbery, assault, burglary, motor vehicle theft, arson and fraud) for August 2019 were 270 compared to 245 for July 2019.

Property with an estimated value of \$172,928 was reported stolen while property with an estimated value of \$114,978 was recovered.

Officers arrested 193 people and 359 citations were issued during the month. There were 48 drug-related charges.

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

Revenue collected for August 2019 included:

Police Reports	\$	308.00
Fingerprints	\$	130.00
Special Events	\$	200.00
<b>Total</b>	\$	<b>638.00</b>

IBR COMPARISON & TREND															
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					2	0.3	
Rape(&attempts)	1	0	0	2	1	0	2	1					7	0.9	
Robbery	6	4	5	4	5	1	3	5					33	4.1	
Aggravated Assault	7	8	10	5	15	14	9	10					78	9.8	
Simple Assault	30	30	36	24	29	35	33	49					266	33.3	
Breaking & Entering	33	31	24	35	35	22	34	25					239	29.9	
Larceny	157	92	104	135	99	138	134	138					997	124.6	
Motor Vehicle Theft	7	9	11	8	5	7	6	7					60	7.5	
Arson	0	1	0	0	0	0	0	0					1	0.1	
Fraud	24	37	35	19	25	35	24	35					234	29.3	
<b>TOTALS</b>	265	212	225	232	214	254	245	270	0	0	0	0	1917	239.6	
2018	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	0	0	0	2	1	0	0	3	0.3	
Rape(&attempts)	2	1	0	2	1	0	2	0	2	0	0	0	10	0.8	
Robbery	1	10	7	5	4	6	6	5	2	2	3	8	59	4.9	
Aggravated Assault	6	12	11	13	15	13	17	9	17	12	7	11	143	11.9	
Simple Assault	34	29	55	34	32	32	24	46	43	25	24	41	419	34.9	
Breaking & Entering	40	27	23	31	37	41	36	27	30	31	35	39	397	33.1	
Larceny	129	115	126	134	132	121	127	110	107	96	108	142	1447	120.6	
Motor Vehicle Theft	7	4	7	7	7	5	6	11	6	12	13	8	93	7.8	
Arson	0	2	0	0	0	1	1	1	0	3	0	2	10	0.8	
Fraud	46	33	22	34	42	38	42	35	25	34	23	34	408	34.0	
<b>TOTALS</b>	265	233	251	260	270	257	261	244	234	216	213	285	2989	249.1	



- August 1<sup>st</sup> – South Eastern Seniors Golf Association Tournament at Goldsboro Municipal Golf Course
- August 3<sup>rd</sup> – “Ride the City” bike adventure with the Goldsboro Police Dept. & Outdoor World to promote bike fun & safety.
- August 6<sup>th</sup> – “National Night Out” was hosted in Herman Park with the Goldsboro Police Dept. & Wayne County Sheriff’s Dept.
- August 22<sup>nd</sup> – Annual Sunrise Kiwanis Golf Tournament at Goldsboro Municipal Golf Course

2019 - FINANCIAL REPORT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
<b>Herman Park Center</b>								
Program Revenue	\$1,805	\$3045	\$1,826	\$2,928	\$3,225	\$7,242	\$16,676	\$8,574
Rental Revenue	\$860	\$1,390	\$2,455	\$1,770	\$2,270	\$3,490	\$2,765	\$2,545
Facility Usage	1,735	2,126	1,691	1,788	1,901	1,694	1,568	2,013
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$22,141	\$8,837
<b>WA Foster Rec Center</b>								
Program Revenue	\$200	\$1,180	\$160	\$205	\$300	\$2,890	\$4,695	\$3,235
Rental Revenue	\$350	\$1,275	\$350	\$1,100	\$4,600	\$1,600	\$1,200	\$2,830
Facility Usage	7899	7,848	8,320	7,525	9,663	8,624	7,452	5,007
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$32,727	\$18,189
<b>Specialized Recreation</b>								
Program Revenue	---	\$102	\$94	---	---	---	----	\$230
Rental Revenue	---	---	---	---	---	---	---	---
Facility Usage	413	388	467	348	1,675	277	368	562
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$1,851	\$2,436
<b>Senior Programs &amp; Pools</b>								
Program Revenue	\$242	\$264	\$277	\$309	\$2,396	\$6,124	\$7,939	\$2,621
Rental Revenue	---	---	---	---	---	\$550	\$425	\$375
Facility Usage	1,532	1,723	1,674	3,097	2,517	4,920	5,825	3,161
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$20,542	\$13,897
<b>Athletics, Field &amp; Picnic Shelters, BMSC</b>								
Program Revenue	\$5,206	\$3,573	\$8451	\$2,229	\$12,128	\$11,459	\$4,963	\$6,487
Field / Shelter Rental \$	\$1,600	\$150	\$610	\$890	\$1,250	\$1,480	\$1,300	\$795
Facility Usage	15,250	14,340	13,150	20,470	42,520	27,285	11,372	8,245
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$13,842	\$8,892
<b>Golf Course</b>								
Revenues	\$43,326	\$22,930	\$28,167	\$52,962	\$55,502	\$65,797	\$68,373	\$49,754
Expenditures	\$33,159	\$44,676	\$47,976	\$41,149	\$41,387	\$71,439	\$43,750	\$20,941
Rounds of Golf	808	1,088	1,741	1,799	2,528	2,812	2,511	2,659
<b>Special Events</b>								
Sponsorships	\$0	\$0	\$0	\$0	\$0	\$1,450	\$1,990	\$0
Participation	0	0	125	3,000	0	180	256	60
Expenditures								
<b>TOTAL REVENUE</b>	<b>\$53,589</b>	<b>\$33,909</b>	<b>\$42,390</b>	<b>\$62,393</b>	<b>\$81,671</b>	<b>\$102,082</b>	<b>\$110,326</b>	<b>\$77,446</b>



## Travel and Tourism

September, 2019

Prepared By: Josie Jenkins and Amber Herring

Date Prepared: 09/12/19

- Inquiries were fulfilled for the month of August by the TTO—493 inquiries, 57 incoming phone calls, and 76 visitors to the office.
- Total hotel revenue generated in July was \$2,048,726, which is up 12.8% YOY. August revenue not yet released.
- For the month, TTO Facebook page had 157 new page likes. Instagram page has 45 new followers. Twitter page gained 10 new followers.
- US Quidditch will generate and confirm 250 room nights and approximately 1,000 visitors to the area. The tournament is set for November 9-10, 2019 at the Bryan Multi-Sports Complex.
- Josie Jenkins, the TTO Communications Manager, has finalized the media and marketing plan for the FY 2019-2020. The media plan is now rolling out, with a focus on Sports, Meetings, Events, Tours and ongoing overall Tourism.
- Josie is planning a Fam Tour for media for October 18-19<sup>th</sup> for NC-based journalists, to stay in and experience Goldsboro in return for editorial content and promotion in their publications.
- The History Channel project planning is underway and TTO is coordinating efforts with partners such as Downtown Goldsboro, SJAFB Public Affairs, Busco Beach, and local BBQ establishments.
- Josie and Amber are working on the Fall Tour program. The tour program includes Ghost Tours, Base Tours, Brews and 'Cues Tours, and BBQ Tours. WRAL is coming to Goldsboro on September 19<sup>th</sup> and 20<sup>th</sup> to film for the show Out and About, in which Goldsboro is featured in a 5-minute slot. The focus of the slot is 'Goldsboro in Fall', which will feature Downtown Goldsboro food, drinks, and live music, followed by the Downtown Ghost Tour. WRAL has also captured the Base Tour which they will feature.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
<b>2019-20</b>	\$82,004	\$88,424	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$85,214
<b>2018-19</b>	\$76,448	\$71,981	\$72,429	\$89,311	\$85,534	\$49,108	\$104,633	\$73,949	\$59,855	\$98,520	\$86,921	\$141,913	\$1,010,602	\$84,217