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

ADOPTION OF THE AGENDA

OLD BUSINESS
a. 2020 Street Resurfacing Discussion (Engineering)
b. Union Station Benchmark Planning (Downtown)

NEW BUSINESS
c. CARES Act/Coronavirus Relief Fund (CRF) (City Manager)

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

Invocation (Pastor Ronald Miller, St. James AME Zion Church)
Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES (*Motion/Second)
A. Minutes of the Work Session and Regular Meeting of July 13, 2020

V. PRESENTATIONS

VI. PUBLIC COMMENT PERIOD

VII. CONSENT AGENDA ITEMS (*Motion/Second--Roll Call)
B. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 619 and 621 Slaughter Street from Edna Burns (Finance)
C. Establishing a Grant Project Fund Ordinance – FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104) (Finance)
D. Operating Budget Amendment FY20-21 (Finance)
E. US Dept. of Justice: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation (Police)
F. Approve the Application for Asset Inventory and Assessment Grants (Public Utilities)
G. Adopt and Approve the Water and Sewer System Capital Improvement Plan (Public Utilities)
H. SITE-17-20 Site and Landscape Plans- Precision Franchising, Inc. (Precision Tune Autocare) (Planning)
I. S-6-20 Habitat for Humanity of Goldsboro-Wayne Inc. (Preliminary Subdivision Plat) (Planning)
J. Adopting an Electronic Records and Imaging Policy for the City of Goldsboro (City Clerk)
VIII. ITEMS REQUIRING INDIVIDUAL ACTION (*Motion/Second)
IX. CITY MANAGER’S REPORT
X. MAYOR AND COUNCILMEMBERS’ REPORTS AND RECOMMENDATIONS
XI. CLOSED SESSION
XII. ADJOURN
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## 2020 Proposed Street Resurfacing Project

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Total = $1,804,522.00

- = Previously Approved
- = Original Additions
- = Additions from last Council meeting
PROJECT OBJECTIVES

• Preservation of Union Station
  ✓ Historical significance
  ✓ Stabilization of the structure
• Integrate passenger rail options
• Market-based reuse options

• Financial tools / options
• Public / private partnerships
• Development strategies
  ✓ Surrounding neighborhood
  ✓ Connection to downtown

BENCHMARK
PROJECT APPROACH

• Background Research & Stakeholder Input
• Prepare and Present Preliminary Findings
• Prepare and Present Final Report
Project History

• 1999 – NCDOT Passenger Rail study connecting Raleigh to Wilmington
• 2005 – Study identifies Goldsboro as a station/hub on RAL to WIL route
• 2006 – NCDOT acquired the Union Station property for future rail service
• 2006 to 2009 – NCDOT completes studies, surveys and minor demolition
• 2009 – NCDOT conveyed property to City of Goldsboro
• 2010 – Phase 1 construction bid documents finalized
• 2010 to 2011 – Plans stall for rail service (unscheduled and unfunded)
Project History

• 2009 – 2015 – GWTA offices and transit hub planned and constructed
  - Constructed on northern portion of 6.1 acre site
  - Concurrent with Union Station improvement plans that were not completed due to rail service uncertainties

• 2018 – NCDOT & City replaced roof tiles over main upper story
  - Unforeseen structural and roof decking issues prohibited entire roof replacement

• 2019 – Union Station Reuse Feasibility Study initiated
EXISTING SITE CONDITIONS

- Close proximity to downtown
- Good vehicular/bike/ped connections
- Adjacent to transportation hub
- GB - General Business Zoning
- Parking for a variety of uses
- Base Flood Elevation requirements
- Underutilized land on-site
- Surrounding development potential
EXISTING BUILDING CONDITIONS

- 2 Story; approximately 12,600 square feet
- Deteriorating condition / more stabilization needed
- Main roof replaced with clay tiles
- North & south wings cannot carry load of clay tiles
- Passenger canopy is in need of stabilization/repair
- Rain runoff from main building needs redirecting
- Damaged floor in south wing
- Second floor is minimally finished
Main Lobby

Postal Shipping Room

South Wing

Gross square feet utilized

1,468 s.f.

1,979 s.f.

1,468 s.f.

Freight Room & Rest Rooms

Main Terminal

(Unfinished 2nd Story Above)

4,611 s.f.

4,549 s.f.

2nd Floor

North Wing

*Gross square feet utilized
LISTENING SESSIONS / FOCUS GROUPS

- Interviewed over 80 people
- June 8 -10 and July 2
- Property owners / business owners
- Developers / Real Estate Professionals
- Elected Officials (State & Local)
- Volunteer Board Members
- Residents
- Community Supporters
- Wayne Community College
- NCDOT
- City Staff and County Staff
- Wayne County EDC
- Public Schools
- Library
- NC Rural Center
- Arts Council
LISTENING SESSIONS - INTERVIEW SUMMARIES

OPPORTUNITIES

• Local interest in start-up businesses – lack of space / lack of capital
• Destination business that helps generate redevelopment surrounding station
• Alternative location for smaller events looking for a unique space
• Community focused / connecting with people / gathering opportunities
• Family activities and entertainment options for a variety of ages
• Housing needs – apartments, townhomes, condos (off site)
LISTENING SESSIONS – IDEAS & USES

• Restaurant & Event Space
• Farmer’s Market & Florist
• Museum / Library
• Grocery / Coop / Small
• Art Studio / Art Display
• Small performance space
• Entrepreneurial / Incubator
• Fitness opportunity downtown

• Activities (all ages / indoor & outdoor)
• Community focused
• Coffee shop & other small shops / variety
• Office, coworking, shared meeting spaces
• Food Hall with commercial kitchen
• Growing catering / mobile food industry
• Culinary / hospitality education & training
• Childcare needs
POTENTIAL BUILDING REUSE SCENARIOS
POTENTIAL BUILDING REUSE SCENARIOS

A. Building Stabilization
B. Office Use
C. Destination Restaurant
D. Event Venue
E. Entrepreneurial Space
F. Cultural Space
G. Community Grocery
SCENARIO A – BUILDING STABILIZATION

Action Items need to stabilize

• New roof on north and south wings
• New roof for passenger canopy
• New floor in south wing
• Redirect runoff from roof
• Preservation Vs. Restoration
SCENARIOS B – G: CONSISTENT LAYOUT

South Wing – Consistent in all scenarios

Main Lobby

North Wing

2nd Floor

1st Floor

North Wing

Flexible Use / Future Rail
Restrooms
SCENARIO B – OFFICE USE

Office (2nd Floor)

Common Area for Training / Meetings (1st Floor)

Offices

Office / Future Rail
Restrooms
SCENARIO C – DESTINATION RESTAURANT

Glass Enclosure – Salisbury, NC
Historic Railway Station

Separate Offices or Storage / Office for Restaurant
(2nd Floor)

Main Restaurant Seating Area
(1st Floor)

Office / Future Rail
Restrooms

“Glassed” / Enclosed Connector

Kitchen
SCENARIO D – EVENT VENUE

Unique Event Space

Dressing Rooms / Future Storage or Separate Offices (2nd Floor)

Open Area for Seating Weddings, Parties, Meetings, etc. (1st Floor)

Office / Future Rail Restrooms

“Glassed” / Enclosed Connector

Kitchen
SCENARIO E.1 – ENTREPRENEURIAL SPACE

Option E.1
Traditional Incubator Space

Offices / Coworking Space
(2nd Floor)

Common Area for Training / Meetings
(1st Floor)

Office / Future Rail
Restrooms

“Glassed” / Enclosed Connector

Offices / Training

[diagram of space layout]
Option E.2
Culinary / Hospitality
Focused Space

SCENARIO E.2 – ENTREPRENEURIAL SPACE

Classroom / Future Rail
Restrooms

"Glassed" / Enclosed Connector

Multi-purpose Area
Seating, Training,
Meetings & Events
(1st Floor)

Offices / Classrooms
(2nd Floor)

Commercial Kitchen
Option E.3
Market Hall & Office Concept

Offices / Coworking Space (2nd Floor)

Market Hall / Small Retail Spaces for Lease (1st Floor)

Office / Future Rail Restrooms

“Glassed” / Enclosed Connector

Offices / Training
Museum / Library / School / YMCA

Display Space or Offices (2nd Floor)

Large Display Area (1st Floor)

Offices / Future Rail
Restrooms

“Glassed” / Enclosed Connector

Display Area
SCENARIO G – COMMUNITY GROCERY / MARKET

Community Coop Grocery Store / Farmer’s Market

Storage / Future Rail
Restrooms

Storage or Separate Offices (2nd Floor)

Grocery Area / Small Cafe (1st Floor)

Cold Storage Area

“Glassed” / Enclosed Connector
EXPANDING THE “FOOTPRINT” / SUPPORTING USES

- Passenger Platform Canopy
- Potential Greenspace / Outdoor Activity Areas
- Covered Walkways & Porticos
EXPANDING THE “FOOTPRINT” / SUPPORTING USES
COST ESTIMATES
Development Costs & Financial Strategies

- Assumptions
- Stabilization Costs
- Common Costs
- Additional Costs
- Return on Investment
- Financing Strategies
- Partnerships
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<th>Estimated Cost</th>
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<td>Platform Canopy Roof</td>
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<td>East &amp; West Canopy Replacement</td>
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<td><strong>Total with contingency/taxes, etc</strong></td>
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SCENARIOS WITHOUT A COMMERCIAL KITCHEN

- Scenario B – Office
- Scenario D – Event Venue
- Scenario E.1 Traditional Incubator
- Scenario E.3 – Market Hall & Office Use
- Scenario F – Cultural Space
- Scenario G – Community Grocery

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SCENARIOS WITH A COMMERCIAL KITCHEN

- Scenario C – Destination Restaurant
- Scenario E.2 – Entrepreneurial (Culinary School)

<table>
<thead>
<tr>
<th>General Categories</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Stabilization and Shell Costs</td>
<td>$3,700,000</td>
</tr>
<tr>
<td>Upfit for Assembly and Office use</td>
<td>$968,000</td>
</tr>
<tr>
<td>Commercial Kitchen</td>
<td>$300,000</td>
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<tr>
<td>Sprinkler &amp; Toilet Rooms</td>
<td>$696,000</td>
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<tr>
<td>Soft Costs</td>
<td>$626,000</td>
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<tr>
<td>FF &amp; E</td>
<td>$256,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6.6 Million</strong></td>
</tr>
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</table>
PARTNERSHIPS / STRATEGIES

• All strategies will require a varying degree of public/private partnership
  ✓ What costs can/should be absorbed by the City?
  ✓ Non-profit role?
  ✓ Private entity’s role(s)?

• City Ownership introduces complexity to the use of Historic Tax Credits

• Opportunity for multiple tenants to support the project

• Opportunity for grants / partnerships with WCC, Golden Leaf, etc.

• Opportunity to leverage underutilized property on-site
PARTNERSHIPS / STRATEGIES

• Three primary approaches:
  ✓ Option A. City Develops and Maintains Ownership
  ✓ Option B. City Develops and Sells Portions of the Building
  ✓ Option C. City Offers Union Station and Property for Sell
Option A. City Develops and Maintains Ownership

- Budget and secure funding to develop Union Station in its entirety
- Building stabilization, shell costs, and upfits
- City to utilize for its needs
- For-lease space
- City maintains control of South Wing for future rail service
APPROACHES

• Option B. City Develops and Sells Portions of the Building
  ✓ Condominium ownership
  ✓ Monitor upfits through the building
  ✓ City maintains control of South Wing for future rail service
APPROACHES

• Option C. City Offers Union Station and Property for Sell
  ✓ Private developer purchases building
  ✓ Greatest use of State and Federal Tax Credits
  ✓ City ensure easements / rights-of-way are maintained by the City
FINANCING STRATEGIES

• Minimum full renovation cost for non-kitchen options - $5.6 Million

• Minimum full renovation cost for commercial kitchen options - $6.6 Million

• Potential funding sources:
  ✓ Federal HTC
  ✓ State HTC
  ✓ State Railroad Station HTC
  ✓ Golden Leaf
  ✓ Building Reuse Grant
  ✓ Municipal Fund Balance
  ✓ Fundraising
  ✓ Lease Income
  ✓ Sale of Surplus Site Property
  ✓ Private Loans
  ✓ Other Grant Sources
SURROUNDING AREA
• Continue to strengthen West Walnut Street connection to downtown
• Explore reuse options of larger historic homes for other uses
  ✓ Examine zoning for intervening blocks between the station & downtown
  ✓ Single family to multi-tenant, assisted living, office, commercial
SURROUNDING AREA – REDEVELOPMENT STRATEGIES

• Spin-off support development of nearby/adjacent properties
  ✓ Multi-unit residential opportunities (townhomes, condos, apartments)
  ✓ Identify potential areas for future parking expansion

• Concentrate redevelopment efforts
  ✓ One block at a time

• Opportunity to leverage underutilized Union Station property (on-site)
• Building Stabilization
  ✓ Regular inspections until stabilized

• Union Station Ownership and Development Responsibility
  ✓ Option A. City Develops and Maintains Ownership
  ✓ Option B. City Develops and Sells Portions of the Building
  ✓ Option C. City Offers Union Station and Property for Sell

• Neighborhood Redevelopment Plan
Coronavirus Relief Fund

Octavius Murphy, Assistant to the City Manager

Tuesday, September 8, 2020

www.goldsboronc.gov
CARES Act

• The Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act included over $4 billion to North Carolina.

• NC General Assembly passed Session Law 2020-4, as amended by SL2020-80, allocated $300 million to counties and requires counties to pass at least 25% to their municipalities.

• Wayne County received from the NC Coronavirus Relief Fund (CRF) $4.6M and allocated $967K to the City of Goldsboro.
North Carolina Pandemic Recovery Office (NCPRO)

• The North Carolina Pandemic Recovery Office (NCPRO) was established under Session Law 2020-4 of House Bill 1043 as a temporary office to oversee and coordinate funds made available under COVID-19 Recovery Legislation which includes Coronavirus Relief Fund (CRF). This Office shall also provide technical assistance and ensure coordination of federal funds received by State agencies and local governments and ensure proper reporting and accounting of all funds.
City CRF Plan

• The City’s CRF plan was submitted to NCPRO on Friday, August 28, 2020 through Wayne County to meet the NCPRO September 1, 2020 deadline.

• Municipalities are responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible.
CARES Act Constraints

• Provides that payments from the Fund may only be used to cover costs that:
  – Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID 19);
  – Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
  – Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

• A municipality is liable for ineligible expenditures.
  – The funding can be pulled back by NCPRO.
CRF Plan Expenditure Categories

#1 – Medical expenses
#2 – Personal Protective Equipment
#3 – Payroll Expenses
#4 – Public Health Measures
#5 – Public Economic Support
#6 – Impact on Residential REFUSE & Recycle Collections
#7 – Grants to Nonprofits
Medical Expenses (ME)

• Public hospitals, temporary public medical facilities and testing sites.

• None to report
Personal Protective Equipment (PPE)

- Expenses for protective supplies, including face mask, gloves and sanitizing products for all departments.
- $36,363.00
Payroll Expenses (PE)

- For public safety and similar employees whose services are substantially dedicated to mitigating or responding to the COVID 19 public health emergency.
  - $196,692.00
    - Police and Fire Departments
Public Health Measures (PHM)

- Expenses for food, distance learning, technology improvements in connection with school closings, broadband, paid sick and paid family leave.

- $387,737.00
  - Broadband Connectivity: $150,000
  - Temperature reading cameras, terminals, and hand-held devices: $72,000
  - FFCRA and eFMLA: $66,000
  - Touchless water faucets and water fountains: $60,000
  - Laptops, Desk, Copier, Headsets, and 65” TV’s: $36,537
Public Economic Support (PES)

• Expenses associated with the provision of economic support in connection with COVID 19 public health emergency:

• $100,000.00
  – Small Business Grant
  – Parameters and recipients TBD
Impact on REFUSE and Recycle Collections

- Expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.

- $45,897.00
  - Refuse increase: $35,000
  - Recycle increase: $11,000
Grants to Nonprofits

• Expenses to provide food, rent, utilities, supplies, case management & facility accommodations for CDC recommendations to adjust for virtual learning and social distancing.

• $200,000.00
  – WAGES: $50,000
  – Salvation Army: $50,000
  – Boys and Girls Club of Wayne County: $25,000
  – Three is One Family Center: $25,000
  – A lot of Direction Love & Affection (ADLA) $25,000
  – Wayne Uplift Resource Center: $25,000
City Expenditures

#1 – Medical expenses: $0
#2 – Personal Protective Equipment: $36,363
#3 – Payroll Expenses: $196,692
#4 – Public Health Measures: $387,737
#5 – Public Economic Support: $100,000
#6 – Impact on Residential REFUSE & Recycle Collections: $45,897
#7 – Grants to Nonprofits: $200,000

Total: $966,688
Questions
Appropriated Coronavirus Relief Fund Contracting Process

**Step 1:** Receive Application from NCPro

**Step 2:** Submit Attachments A-1, A-2, D, E, W-9, and Electronic Payment Request Form to NCPro

**Step 3:** NCPro processes documents, sends back contract for electronic signature

**Step 4:** Sign contract electronically. Executed contract is routed back to NCPro

**Step 5:** NCPro transfers funds within 10 days after receiving executed contract

**Step 6:** Send proof of use of funds and reimbursement documentation to NCPro monthly

**Step 7:** Use ALL funds by December 30, 2020 or return unused funds to NCPro

**Step 8:** Comply with NCPro Audit Requests (before or after 12/30/2020)
MINUTES OF THE MEETING OF THE CITY COUNCIL HELD
JULY 13, 2020

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:00 p.m. on July 13, 2020 with attendance as follows:

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

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

Adoption of the Agenda. Mayor Pro Tem Broadaway made a motion to approve the agenda. Councilmember Aycock stated I would like to add discussion about Juneteenth. Councilmember Williams stated I would like to add Pat Best track. Councilmember Polack seconded the motion. The motion passed unanimously.

Councilmember Williams stated I’ll be removing myself because of the past issues that have taken place with the Community Relations Director. I ask that no votes be taken. Upon motion of Councilmember Matthews, seconded by Councilmember Polack and unanimously carried Councilmember Williams was removed from the discussion. Councilmember Williams left the room at 5:02 p.m.

HOME Program – Tiffany Garden’s LIHTC Project. Ms. Shycole Simpson-Carter shared the city received a counter letter from the developer. Due to COVID and the market the developer has requested the following changes:

- 1% - City’s original interest rate offer was 2%
- Total development cost to approximately $11,933,229 instead of $12,175,981
- The number of units up to 80 instead of 84
- The units would comply with the HOME Rules and Regulations for affordability of 25 years versus 20 years.
- No deferral of payments – original offer was no payment for five years.
- We offered an extra 90 days and the developer says he does not need so a change of June 2021 instead of September 2021.

Ms. Simpson-Carter stated if you accept these changes he is presenting then we can execute the commitment letter; if you want to counter you can do so.

Councilmember Ham stated I would prefer 2%. Councilmember Polack, Matthews, and Aycock agreed to counter with 2%.

Councilmember Williams came back in at 5:10 p.m.

Council discussed. Councilmember Williams stated I feel we should keep it at 2%. Upon motion of Councilmember Ham, seconded by Mayor Pro Tem Broadaway and unanimously carried, Council accepted the changes with the exception of the 1%, keep at 2%.

Juneteenth Discussion. Councilmember Aycock stated I feel we should give consideration to making Juneteenth a city holiday.
Mayor Allen stated what I was hoping we could do and I’m fine with that, but I think the whole state is going to do something, let’s wait to see what they do.

Councilmember Polack stated Wake County is going to talk about this tonight. I do not think a lot of people realize the importance of it, between the 13th and 14th amendment, which we know the 13th is the abolishment, and the 14th was the ratification of that, but there were three years in between that, once they were freed slaves, they were not an American citizen, it is almost the equivalence of our independence. I know we normally follow the recommendations from the western part of the state, so I think this would be good for us to be in the forefront of this movement.

Mayor Allen asked that the Clerk and Attorney work on a Resolution.

Councilmember Ham asked are you proposing a work holiday.

Councilmember Aycock stated I am saying we need to explore the issue and we need to know how much it will cost us and see what others are doing in the state. Right now let’s just recognize it and then during the year, before it comes along, we can decide whether to make it a city holiday for employees. I’d like to do it, but we do not know about the budget.

**Pat Best Track (Dillard Track).** Councilmember Williams stated there has been many constituents that have expressed unsafe conditions about the track. We started a discussion last year, our Parks Director, Felicia and she stated we had some resources.

Ms. Felicia Brown, Parks & Recreation Director joined by Webex.

Councilmember Williams stated I was trying to bring everyone up to speed. We had a discussion, there was about $50,000 available to restore the track, you had placed it out for bid, but there were no contractors that responded or showed interest. Where are we at right now?

Ms. Brown stated I am getting ready to release it to bid again to see if we get any prospects this go around. We have actually put it out for bid a couple of times.

Mayor Allen asked that Ms. Brown confirm the money available. Ms. Brown stated with grant funding and city match there is about $50,000, but I will double check with Finance.

Mayor Allen asked that Ms. Brown confirm who owns the track.

Councilmember Williams asked that staff get an estimate to repair the track.

**TC Coley Committee Discussion.** Mr. Salmon asked if Council would consider whether the committee is still needed.

Council discussed. Mayor Pro Tem Broadaway made a motion to abolish the TC Coley Committee. The motion was seconded by Councilmember Aycock. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Polack, Ham and Aycock voted in favor of the motion. Councilmembers Williams and Matthews voted against the motion. The motion carried 5:2.

Councilmember Williams stated there are needed repairs at the TC Coley Community Center.

Councilmember Ham stated I drove by TC Coley I noticed the meeting sheeting on the wall nearest Leslie Street had pulled away from brick and could cause some leaking. Ms. Brown stated thank you.

Councilmember Polack asked about an update on Ashford Boxing. Mr. Salmon stated no contract has been signed due to COVID-19.

**Item L. FY 20-24 Consolidated Plan (ConPlan) and FY 20-21 Annual Action Plan.**

Upon motion of Councilmember Williams, seconded by Councilmember Polack and unanimously carried, Item L. Consolidated Plan (ConPlan) and FY 20-21 Annual Action Plan was moved from the Consent Agenda to Items Requiring Individual Action.
Consent Agenda Review. Each item on the Consent Agenda was reviewed. Additional discussion included:

Item F. US Dept. of Justice: 2020 Coronavirus Emergency Supplemental Funding Program. Total amount of funds should be $108,628 instead of $108,000. Chief West shared information regarding what will be purchased with these funds.

Item H. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 412 E. Walnut Street from Oliver Design Group, LLC. Councilmember Ham shared there is no registered company with the Secretary of State for Oliver Design Group, LLC. Council discussed. Councilmember Aycock moved that item H. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 412 E. Walnut Street from Oliver Design Group, LLC from the consent agenda. Councilmember Matthews stated if it is going to be an issue just because they are not registered, I may be missing something, but I do not see anything wrong with someone wanting to buy property or land. Councilmember Williams stated we don’t know much about this individual but he has made an offer we have agreed upon based on what was listed, we should not discriminate if they have other properties and have not done anything. Discussion continued. Attorney Lawrence stated if it is not a legal or valid entity, then you would really be selling it to nothing; the individual should really be the one buying it. Councilmember Polack stated my district is plagued with dilapidated property, I am not trying to prohibit anybody from purchasing property, but there has to be a level of accountability. Mayor Pro Tem Broadaway seconded the motion. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Ham and Aycock voted in favor of the motion. Councilmembers Williams, Polack and Matthews voted against the motion. The motion carried 4:3.

Item I. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 1005 S. Slocumb Street from Oliver Design Group, LLC (Finance). Councilmember Polack made a motion to talk to the individuals to see what their intentions are before we move forward with the rest of their items. Mayor Pro Tem Broadaway made a motion to review Item I. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 1005 S. Slocumb Street from Oliver Design Group, LLC and Item J. Accept or Reject Bud and Authorize Finance to Advertise for Upset Bids for 211 S. Slocumb Street from Imari Olliver. The motion was seconded by Councilmember Polack. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Polack, Ham and Aycock voted in favor of the motion. Councilmember Williams did not vote, however, pursuant to NCGS 160A-75, Councilmember Williams vote will be counted as an affirmative vote. Councilmember Matthews voted against the motion. The motion carried 6:1.

Item K. Authorization of Sale of Substandard Lots to Adjacent Property Owners under Session Law 2004-94 (Senate Bill 1370) for 917 Devereaux Street (Advance Management Enterprise, Inc.). Upon motion of Councilmember Williams, seconded by Councilmember Aycock and unanimously carried, Council amended the motion to accept the offer on 917 Devereaux Street.

Councilmember Williams stated I had a constituent contact me regarding pavement of Isler Street to Elm Street, it has not been paved in a while. I rode down and it is in really bad condition. Mr. Anderson stated I will have to look to see if it was on the list for paving and bring the list back before Council.

Closed Session Held. Upon motion of Councilmember Williams, seconded by Councilmember Polack, Council convened into Closed Session to discuss a personnel and real estate matter.

Council came out of closed session.

Councilmember Williams left the room at 6:24 p.m.

Item L. FY 20-24 Consolidated Plan (ConPlan) and FY 20-21 Annual Action Plan (AAP). Councilmember Polack asked why was there a big drop in rehab administration in 23. Ms. Simpson-Carter stated in the handouts, the reason you are seeing that change, the
rehabilitation is just for indirect costs, such as consultants, that tend is going down. Ms. Simpson-Carter stated as we begin to do more production of land banking, acquiring, dilapidated properties we are going to rehab, will determine that number.

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

CITY COUNCIL MEETING

The City Council of the City of Goldsboro, North Carolina, met in regular session in Large Conference Room, City Hall Annex, 200 North Center Street, at 7:00 p.m. on July 13, 2020 with attendance as follows:

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

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

Mr. Timothy Salmon, City Manager provided the invocation. The Pledge of Allegiance followed.

Approval of Minutes. Mayor Pro Tem Broadaway made a motion to approve the Minutes of the Work Session and Regular Meeting of June 1, 2020 as submitted. The motion was seconded by Councilmember Ham. Councilmember Williams stated I noticed there were some comments made by local citizens and they were inaccurate. I would just like to note that. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Polack, Ham and Aycock voted in favor of the motion. Councilmember Williams and Matthews voted against the motion. The motion passed 5:2.

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

1. Carl Martin shared information regarding Wayne Forward Housing Work Group. He also shared information regarding a letter from Legal Aid of North Carolina to Ms. Simpson-Carter concerning the CDBG Consolidated Annual Action Plan FY 20-24. Mr. Martin also shared concerns regarding the CDBG Consolidated Annual Action Plan.

Councilmember Williams asked what was the major flaws he saw regarding the plan. Mr. Martin replied the number one goal as I understand is fair and affordable housing; if you look at the plan, most of the monies are not going towards that purpose. Councilmember Williams stated you didn’t see any allocation for the homeless and the facilities that care for the homeless population. Mr. Martin stated the amounts that are allocated for all the other aspects are relatively minor in compared to the major slice of public facilities and public services. Mr. Martin also shared concerns regarding COVID-19 funding and the need to provide masks.

2. Alicia Pierce shared concerns regarding the budget meeting held recently in which Councilmember Matthews was asking about the 17.5% increase and at that meeting Mayor Allen censored her voice. Ms. Pierce asked that the Mayor apologize to Councilmember Matthews for disregarding her final question. Ms. Pierce also shared concerns regarding the response to their questions and comments regarding the CDBG Consolidated Plan.

Councilmember Matthews asked about the process of responding to the comments received during the public hearing. Ms. Pierce shared during the Community Relations Commission’s meeting Ms. Simpson-Carter shared those who spoke
during the public hearing would be receiving a response on Friday, July 10th and it was coming before Council on July 13th.

Councilmember Williams asked Ms. Pierce to tell him about her background. Ms. Pierce shared information regarding her experience as a budget analyst.

3. Bobby Jones shared concerns regarding COVID-19, Mr. George Floyd, racism, white supremacy and unjust policing.

Councilmember Williams stated thank you for coming here. I really respect you coming here.

4. Imari Olliver stated she is not a part of the Oliver Design Corp. and Item J. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 211 S. Slocumb Street from Imari Olliver was her individual offer to purchase 211 S. Slocum Street.

Councilmember Williams stated sorry that happened.

Upon motion of Councilmember Williams, seconded by Councilmember Polack and unanimously carried Council accepted the offer on 211 S. Slocumb Street and adopted the following entitled resolution authorizing Finance to advertise for upset bids.

RESOLUTION NO. 2020-44 “RESOLUTION AUTHORIZING UPSET BID PROCESS”

5. Donna Stevenson shared she sent an email to Council on Sunday and expressed concerns regarding Team Goldsboro Facebook’s page and racism.

Mayor Allen shared someone did a public records request and then it was posted to Team Goldsboro’s Facebook page. Mayor Allen shared we do not have authority to take down Team Goldsboro’s page.

Councilmember Matthews stated I did read your email. You were questioning about how they gained access to emails and Mayor Allen explained. Councilmember Matthews asked is there a policy in place that notifies Council when their emails have been requested.

Mayor Allen stated if you are going to send our emails out, you could tell us.

Councilmember Williams stated normally they would, Melissa would send us an email stating someone has requested your emails, I do not mind that and recently no one has notified me at all. My problem is I have requested emails from the city manager and I have not received those emails.

Discussion continued regarding Freedom of Information Act, public records request, and notifying Council when their emails are requested.

6. Sharon Matthews expressed concerns on how Mayor Allen treated her daughter during the budget meeting and how no one on the board has addressed it. She also asked Councilmember Williams about his email request. She shared concerns regarding public records requests.

Mayor Allen stated Councilmember Williams requested volumes of emails. Whoever requested the email between Brandi and I was one email.

Public records requests, procedures and Team Goldsboro’s public records requests were discussed.
7. Constance Coram expressed concerns regarding the budget, rate hike for the water, the lack of an audit, transparency, finance department hiring from Lenoir County and Friends of Seymour, Ms. Shycole Simpson-Carter, disrespect by Mayor Allen to Councilmember Matthews.

8. Thomas Rice shared information regarding MLFL and a project he would like the city to participate in regarding homelessness.

9. Gentleman with MLFL shared he was homeless and spoke on homelessness.

10. Kim Vick shared she is a student, is homeless and shared information regarding a tiny home project.

   Councilmember Williams stated I am proud of you, he also suggested she contact Wages or Community Relations.

   Councilmember Polack shared he is working on tiny homes.

11. Henry Battle shared concerns regarding properties he own at 1302 George Street, 1304 George Street, 312 James Street and asked for paperwork related to those properties.

12. Matt Whittle stated he is a part of Wayne Forward and expressed concerns regarding the Consolidated Plan. He also shared information regarding the need to create a comprehensive plan that addresses affordable housing and development, bringing in stakeholders and asked Council to consider adding additional staffing to Community Development and Relations.

13. Devin stated I live on Patrick Street. He stated he has noticed crime has gone down but expressed concerns regarding noise, prostitution and panhandlers in his neighborhood. He stated he also has noticed some racial tension.

   Council suggested he call the Police when needed. Mayor Allen stated we are looking into that area. Councilmember Polack shared concerns regarding gatherings of more than 25 people and needs to be enforced more as it is aiding in the spread of COVID.

14. Yvonnia Moore expressed concerns regarding the minutes of June 1, 2020 and asked that they be amended. She stated she spoke about COVID-19, businesses suffering downtown, George Floyd, and racism. Ms. Moore spoke on Juneteenth, Council’s actions, a letter written by Councilmember Aycock, how Mayor Allen spoke to Councilmember Matthews at the budget meeting, apologizing to Councilmember Williams on how he has been treated, body language and the City of Goldsboro becoming morally bankrupt.

No one else spoke and the public comment period closed.

Mayor Allen stepped out at 8:34 p.m.

CU-5-20 Kiapo Copeland (110 E. Mulberry Street) – Subject property is located on the north side of E. Mulberry Street between Center Street and John Street. Public Hearing Held. The applicant is requesting a Conditional Use Permit to allow the operation of a Place of Entertainment (Paint and Play) with ABC for Brown Bagging.

Frontage: 58.33 ft.
Depth: 89.55 ft.
Area: 5,099 sq. ft.
Zoning: Central Business District (CBD)

The applicant has proposed to up-fit an existing one-story 1,749 sq. ft. concrete commercial building for the operation of a Paint and Play facility.
Since the site is located within the Historic District, any exterior improvements to the building will be required to receive a Certificate of Appropriateness from the Historic District Commission.

The property was previously occupied as a church.

As previously stated, the applicant request to operate a Paint and Play facility within an existing building and allow customers the option of brown bagging at the facility. Activities such as painting lessons and paint parties will be available on-site. Brown bagging would be limited to a 6-pack of beer or 1-bottle of wine per customer.

The applicant’s floor plan indicates a painting area to include no more than 6 tables to accommodate a maximum of 15 occupants including an office space and a restroom.

Days/hours of Operation: Tuesday – Saturday 7:00 p.m. – 11:00 p.m.

Employees: 1

The Unified Development Ordinance specifies that required parking standards would not apply in the Central Business District within an area bounded by the south side of Ash Street, the east side George Street, the north side of Chestnut Street and the west side of William Street. Since the subject site is located within this area, no off-street parking is required.

Refuse Collection: The applicant will utilize roll-out carts for garbage collection purposes.

Mayor Pro Tem Broadaway opened the public hearing and the following person spoke after being properly sworn in:

Mayor Allen returned at 8:36 p.m.

Kiapo Copeland stated first I would like to commend everyone in here doing good work for the city. I have been watching some videos of y’all work and y’all do have a stressful job. I would like to bring a paint and play, like art to downtown since there is a lot of art stuff downtown. It is going to be setup to where I will have a max of 12 to 15 people and it will be brown bagging. I will not be selling alcohol, but if someone would like to bring a beer or a wine that would be up to them; their choice. Does anyone have any questions?

Councilmember Polack stated like a wine and design. Mr. Copeland stated exactly. Councilmember Polack stated that will be a nice addition.

Councilmember Williams stated I appreciate you just stepping into the arena with a business here in downtown. We welcome any business. Welcome to the community.

Mayor Allen stated thank you and good luck.

No one else spoke and the public hearing was closed. No action necessary. The Planning Commission will have a recommendation for the Council meeting on August 3, 2020.

Consent Agenda - Approved as Recommended. City Manager, Timothy Salmon, presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Mayor Pro Tem Broadaway moved the items on the Consent Agenda, Items C, D, E, F, G, K, M and N be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Polack and a roll call vote resulted in all members voting in favor of the motion. The items on the Consent Agenda were as follows:

CU-04-20 Ace Hardware and Flex Space – East side of Mollie Drive between Miles Lane and Southeast Drive. Approved. The applicant requests a Conditional Use Permit for retail sales to include outside storage. In conjunction with the request, the applicant is asking for
separate site plan approval for the construction of a 21,105 sq. ft. multi-tenant commercial center.

According to the City’s Unified Development Code, commercial developments incorporating retail sales of less than 30,000 sq. ft. with outdoor storage require a Conditional Use Permit. Separate site plan approval is required and shall be approved by City Council.

The subject property consist of two private lots. These lots were approved by City Council on November 7, 2005 as part of a 14-lot preliminary subdivision plat proposed for commercial development and formally known as Southeast Commercial Park.

Lot #8:
Frontage: 177 ft.
Depth: 217.5 ft. (avg.)
Area: 50,240 sq. ft., or 1.15 acres
Zoning: General Business

Lot #9:
Frontage: 150 ft.
Depth: 291 ft. (avg.)
Area: 41,983 sq. ft. or 0.96 acres
Zoning: General Business

Currently, the subject properties referenced above are clear and vacant.

The submitted site plan indicates the recombination of two private lots for the construction of a single-story, 21,105 sq. ft. metal building used for commercial development. Ace Hardware intends to occupy 11,025 sq. ft. of commercial building space. The hardware store proposes to occupy an additional 3,937 sq. ft. for outside retail sales and storage.

Hours of Operation: 7:30 a.m. to 6:30 p.m.  
(Monday – Saturday)
No. of Employees: 5

The remaining 6,143 sq. ft. of commercial tenant space will be divided into five (5) separate tenant spaces for rent or lease. At this time, there are no proposed uses for the (flex) spaces.

Two 24 ft. wide curb cuts are proposed off Mollie Drive and are adjacent to the northern and southern property lines. A 24 ft. wide access drive provides access to parking spaces located at the front and rear of the site, as well as, loading and unloading zones for on-site commercial businesses.

Parking for the proposed hardware store requires 1 space per 500 sq. ft. of gross floor area. Parking for the remaining commercial retail spaces requires 1 space per 250 sq. ft. of gross floor area. A total of 42 parking spaces are required for the site. 46 parking spaces have been provided to include 2 van accessible handicap parking spaces.

In addition to parking, the submitted site plan proposes a 12 ft. wide stacking lane sufficient for 4 vehicles along the northern building wall should a tenant opt to provide pick up window services in the future.

7 Autumn Blaze Maples are proposed as street trees along Mollie Drive. A Type A, 5 ft. wide buffer is proposed along the northern and southern property lines consisting of Blaze Maples and Variegated Privets. Snow Goose Flowering Cherries and Dwarf Yaupons will serve as vehicular surface area plantings.

An existing Type C, 20 ft. wide landscape buffer is required and present along the eastern property line adjacent to residentially-zoned property.

Currently, the owner is in the process of choosing exterior building components for the proposed commercial multi-tenant space. One option utilizes brick-veneer walls, masonry column supports, sloped metal roofs over entryways and aluminum thermal windows. The second option
utilizes projected and recessed brick-veneer walls and EIFS wall panels and aluminum thermal windows. Staff will ensure that commercial design guidelines are incorporated into the construction of the commercial building.

Existing 5 ft. wide exterior sidewalks are shown on the submitted site plan. The applicant shows interior sidewalks leading from the parking lot to the building entrances through sloped walkways and handicap ramps.

Commercial lighting plans have not been submitted. However, all exterior lighting improvements proposed for the site shall be in accordance with the City’s commercial lighting design standards.

The property is not located within a Special Flood Hazard area. Water is available to serve the property and is provided by Eastern Wayne Sanitary District. City sewer is available to serve the property. Storm water calculations and drainage plans have not been submitted. Commercial building permits cannot be issued until all City engineering requirements have been satisfied.

The site falls within the 70-74 day-night average sound level (DNL) noise zone of Seymour Johnson Air Force Base. Base officials have indicated that a noise level reduction (NLR) of 25 decibels is required for the proposed commercial development to be compatible within the noise zone.

A solid waste commercial dumpster enclosure has been provided for tenants of the commercial center and is shown along the southeastern property line located behind the proposed hardware store. The dumpster will be located in a coral and screened from off-site views in accordance with City standards.

Interconnectivity has not been identified on the site plan. The applicant believes that interconnectivity would be impractical due to location of an underground storm sewer along the southern property line. The applicant is requesting a modification of the interconnectivity requirement along the southern property line. Staff is working with the developer to provide interconnectivity along the northern property line.

As previously stated, the applicant is requesting a modification of interconnectivity due to the location of an underground storm sewer along the southern property line. At the public hearing held on June 15, 2020, no one appeared to speak for or against this request. The Planning Commission, at their meeting held on June 29, 2020, recommended approval of the Conditional Use Permit with modification to interconnectivity along the southern property line.

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

1. Adopt an Order approving the Conditional Use Permit for retail sales to include outside storage. In conjunction with the request, the applicant is asking for separate site plan approval for the construction of a 21,105 sq. ft. multi-tenant commercial center within the General Business District (GB) zoning district.
2. Approve the Conditional Use permit with the following modification;
   a) Modification of the interconnectivity requirement along the southern property line. Consent Agenda Approval. Broadaway/Polack (7 Ayes )

Z-3-20 Adamsville Gateway Center, LLC. – East side of S. Berkeley Boulevard between E. Elm Street and East Street. Ordinance Adopted. On December 9, 1986, City Council approved a rezoning change from Neighborhood Business (NB) to General Business Conditional District (GBCD) limiting the subject property to the following permitted uses in the General Business zoning district: retail sales, appliance installation and repairs, barber shops, pawn shops, restaurants, bakeries and apparel tailoring/alterations.

In recent months, the owner of the commercial multi-tenant center has had several inquiries regarding potential uses that were not approved as uses for the site, however, are permitted uses within the General Business zoning district.
A zoning change is requested by the owner in order to maximize the use and marketability of his commercial property. The owner is requesting the following uses to be added as permitted uses for the site: pet grooming, laundromats/dry cleaning (personal), health spas, tanning salons, fitness centers, martial arts studios, nail salons, copying/printing services, offices to include business, medical and professional and travel agencies.

Surrounding Zoning:

North: General Business (GB)

South: Property owned by SJAFB

East: Property owned by SJAFB

West: General Business Conditional District (GBCD) and Shopping Center (SC)

As previously stated, the owner is requesting a zoning change from General Business Conditional District (GBCD) to General Business Conditional District (GBCD) to amend the permitted uses allowed for the site. Separate site plan approval is required.

The following uses are requested by the owner to be added to the list of permitted uses approved for the site: pet grooming, laundromats/dry cleaning (personal), health spas, tanning salons, fitness centers, martial arts studios, nail salons, copying/printing services, offices to include business, medical and professional and travel agencies.

The submitted site plan indicates an existing 6,965 sq. ft., single-story, brick-veneer and concrete block commercial building. Currently, the commercial building is separated into seven (7) tenant spaces. If the rezoning is approved, new uses must meet building code regulations as regulated by the North Carolina State Building Code.

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

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

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

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

The site is not located in an Accident Potential Zone (APZ) or within the Noise Overlay District of Seymour Johnson Air Force Base. Since the property was adjacent to SJAFB, City officials contacted Base officials for comment. According to Base officials, the proposed uses requested by the owner to be added to the list of permitted uses for the site pose no commercial development concerns or hazard to flight operations.

At the public hearing held on June 15, 2020, the applicant came forward to speak in favor of the request and no one appeared to speak against the request.

The Planning Commission, at their meeting held on June 29, 2020, recommended approval of the amended change of zone request General Business Conditional District (GBCD) to allow the following uses to be added as permitted uses for the site: pet grooming, laundromats/dry cleaning (personal), health spas, tanning salons, fitness centers, martial arts studios, nail salons, copying/printing services, offices to include business, medical and professional and travel agencies.

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

1. Finding the request consistent with the City’s adopted Comprehensive Land Use Plan and;
2. Adopt an Ordinance amending the zoning General Business Conditional District (GBCD) to allow the following uses:
   a. Pet grooming
   b. Laundromats/dry cleaning (personal)
   c. Health spas
   d. Tanning salons
   e. Fitness centers
   f. Martial arts studios
   g. Nail salons
   h. Copying/printing services
   i. Offices to include business, medical and professional and travel agencies. Consent Agenda Approval.

ORDINANCE NO. 2020-17 “AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF GOLDSBORO, NORTH CAROLINA CODE OF ORDINANCES”

SITE-13-20 Site and Landscape Plan – Wood-Mac (Retail Sales). Approved. The property is located on the northeast corner of North Berkeley Boulevard and East New Hope Road.

Frontage: 300 ft. (Berkeley Boulevard)
            398 ft. (East New Hope Road)
Area: 1.297 Acres
Zoning: General Business Conditional District

On November 4, 2013, the City Council approved a rezoning request for this property from O&I-1 to General Business Conditional District. At that time, no use for the property was proposed. As a Conditional District zone, a site plan for any use, including those, which would normally require a Conditional Use Permit, would have to be approved by the City Council prior to development.

On June 2, 2014 and December 4, 2017, City Council approved conditional use permits and associated site plans for the operation of two used car sales establishments. On March 2, 2020, City Council approved site and landscape plans for retail sales associated with hemp products.

Approval for both used car lots and retail sales included a modification of the street tree and vehicular surface buffer to allow existing plant material to serve in these capacities. In addition, a modification of the sidewalks and fee in lieu requirement for both street frontages was approved by Council.

Originally, the site was served by three curb cuts, however, the southernmost driveway on Berkeley Boulevard was closed and appropriate landscaping was installed.

The owner of the property is in the process of selling the entire site and will continue to do so until the property is sold.

Now, the applicant wishes to operate an ice cream and shaved ice business and wishes to utilize the same site and landscape plan, previously approved for the two used car lots and retail sales establishment.

Days/Hours of Operation: Mon.-Sat.: 12 Noon-9 pm
                        Sunday: 1-9 pm
Employees: 2

Parking for retail sales, small non-durable goods, is based on 1 space per 250 sq. ft. of gross floor space of the facility. 6 spaces are required. 21 parking spaces have been provided to include 1 handicap accessible parking space.
According to the City’s current UDO, the proposed development is not an intensification of use and the location is not recommended for sidewalks in accordance with the City’s Recommended Pedestrian Facilities plan. As such, sidewalks are not required.

There are no exterior improvements proposed for the existing facility. Any interior renovations will require a commercial building permit and compliance with the North Carolina State Building Code.

No other changes to the parking or landscaping are proposed.

The Planning Commission, at their meeting held on June 29, 2020, recommended approval of the Site and Landscape plan.

It was recommended Council accept the recommendation of the Planning Commission and approve the Site and Landscape plan. Consent Agenda Approval. Broadaway/Polack (7 Ayes)

US Dept. of Justice: 2020 Coronavirus Emergency Supplemental Funding Program Grant. Resolution Adopted. The Goldsboro Police Department has been notified that Federal grant funds are available from the 2020 Coronavirus Emergency Supplemental Funding Program. The total amount of funds available is $108,628.00 for preventing, preparing for and responding to the coronavirus.

The Goldsboro Police Department has agreed to purchase personal protective equipment (PPE) for officers and employees, including masks, gloves, as well as disinfectants, sanitizers, thermometers, portable wash stations in order to effectively sanitize work areas and provide personal protection.

The Goldsboro Police Department is also eligible to purchase a law enforcement Utility Vehicle for use in patrolling the City’s greenways, bicycle trails and parks due to the increase in residents utilizing these areas more frequently, as they abide by stay-at-home and social distancing recommendations. The greenways and many areas of the City’s twelve (12) parks are inaccessible by patrol vehicles. This will increase citizen safety and ensuring social distancing. Additionally, the Goldsboro Police Department will be able to purchase traffic cones and a utility trailer for transporting traffic cones to needed locations. There has been an increased use of traffic cones in business areas that require vehicle and customer traffic control due to restricted business operations.

It is recommended the following entitled resolution be adopted supporting the Police Department acceptance of this grant. Consent Agenda Approval. Broadaway/Polack (7 Ayes)


Establishing a Special Revenue Fund Ordinance – BJA FY20 Coronavirus Emergency Supplemental Funding Program (2020-VD-BX-1476) (P3106). Ordinance Adopted. In May, 2020 the City applied for funding for personal protective equipment (PPE) for officers and employees, equipment and supplies related to the Coronavirus pandemic.

On June 8, 2020, the City received notification of award for $108,628 from the Department of Justice Office of Justice Programs “BJA FY20 Coronavirus Emergency Supplemental Funding Program”. There is no local match required for this grant.

G.S. §159-13.2 allows for the adoption of a grant project that is financed in whole or in part by revenues received from the federal and/or State government for operating or capital purposes as defined by the grant contract.

It is recommended the following entitled Special Revenue Fund Ordinance for the BJA FY20 Coronavirus Emergency Supplemental Funding Program Grant (P3106) be adopted for $108,628.00. Consent Agenda Approval. Broadaway/Polack (7 Ayes)
ORDINANCE NO. 2020-18 “AN ORDINANCE ESTABLISHING A SPECIAL REVENUE PROJECT FOR THE BIA FY20 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM”

Authorization of Sale of Substandard Lots to Adjacent Property Owners under Session Law 2004-94 (Senate Bill 1370) for 917 Deveraux Street (Advance Management Enterprise, Inc.). Resolution Adopted. Staff has received an offer to purchase on a city/county-owned properties deemed substandard lots. Council must either accept or reject the offer, and if accepted authorize City officials to execute instruments necessary to transfer ownership. (Session Law 2004-94 Senate Bill 1370)

The following offer has been received:

917 Deveraux Street
Offeror: Advance Management Enterprise, Inc.
Offer: $1.00
Bid Deposit: $1.00
Parcel #: 34054 Pin #: 3509013160
Tax Value: $2,710.00 Zoning: R-6

This is a substandard lot sale, therefore the minimum offer is $1.00. The Planning Department notified the adjacent property owners, and no other offers have been received.

It is recommended the City Council accept the offer on 917 Devereaux Street and adopt the following entitled resolution authorizing City officials to execute instruments necessary to transfer ownership to Advance Management, Inc. upon concurrence by Wayne County Board of Commissioners. Consent Agenda Approval. Broadaway/Polack (7 Ayes)

RESOLUTION NO. 2020-45 “RESOLUTION AUTHORIZING SALE OF SURPLUS SUBSTANDARD REAL PROPERTY UNDER SESSION LAW 2004-94 SENATE BILL 1370”

Contract Award – 2020 Wastewater System Improvements Formal Bid No. 2020-003. Resolution Adopted. On Thursday, June 11, 2020, three (3) sealed bids were received for 2020 Wastewater System Improvements.

The proposed project consists of the removal and replacement of approximately 1,800 linear feet of existing sanitary sewer mains by cured in place piping (CIPP), pipe bursting and/or open cut for SJAFB sanitary sewer outfall improvements and includes Glen Oak Drive sanitary sewer outfall connection.

Vortex Services, LLC submitted the low bid for this project for a total cost of $370,597.40. The bids received for this project are tabulated as follows:

<table>
<thead>
<tr>
<th>Name of Bidder</th>
<th>Amount of Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vortex Services, LLC</td>
<td>$ 370,597.40</td>
</tr>
<tr>
<td>Greenville, SC</td>
<td></td>
</tr>
<tr>
<td>NAPM</td>
<td>$ 454,550.00</td>
</tr>
<tr>
<td>Columbia, SC</td>
<td></td>
</tr>
<tr>
<td>AM-Liner East, Inc.</td>
<td>$ 546,186.00</td>
</tr>
<tr>
<td>Berryville, VA</td>
<td></td>
</tr>
</tbody>
</table>

The bids for this project have been reviewed by the Engineering Department, checked for accuracy, and found to be in order. We have reviewed the financing of this project with the Finance Director and determined that funds are available in Sewer Bonds.

The bid proposal for City projects require contractors to submit references and describe work of a similar nature to wastewater system improvements. Staff checked the three references provided by Vortex Services and received a good report from one company. The second and third references could not be reached.
It was recommended the City Council adopt the following entitled resolution authorizing the Mayor and City Clerk to execute a contract for $370,597.40 with Vortex Services, LLC for the 2020 Wastewater System Improvements Project. Consent Agenda Approval. Broadaway/Polack (7 Ayes)

RESOLUTION NO. 2020-46 “RESOLUTION AWARDING AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR 2020 WASTEWATER SYSTEM IMPROVEMENTS PROJECT FORMAL BID NO. 2020-003”

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

End of Consent Agenda.

FY20-24 Consolidated Plan (ConPlan) and FY20-21 Annual Action Plan (AAP). Approved. The FY20-24 ConPlan and FY20-21 AAP identifies the needs of lower-income persons in the locality and the proposed actions to be taken to serve those needs. A draft FY20-24 ConPlan and the FY20-21 AAP were made available for review and comment on May 27, 2020 until 5:00 p.m. on June 25, 2020. An advertisement was published in the Goldsboro News Argus on May 12, 2020, relative to the holding of a May 22, 2020 virtual public meeting before the Commission on Community Relations and Development. An advertisement was also published on May 15, 2020 relative to the FY20-24 ConPlan and FY20-21 AAP regarding the availability for a thirty-day review and comment period, and a final advertisement was published on May 30, 2020 relative to the holding of a June 15, 2020 public hearing before City Council.

Goldsboro’s draft FY20-24 ConPlan and the FY20-21 AAP were made available for review and comment on May 27, 2020 until 5:00 p.m. on June 25, 2020. The FY20-24 ConPlan and FY20-21 AAP will outline the proposed use of funds Goldsboro is expected to receive: $351,137 from CDBG, $237,076 from HOME, $206,554 from CDBG-CV and any other funding to be used in conjunction with these three grants. Goldsboro expects to receive $1,369,863 in CDBG; $1,348,095 in HOME; and $400,000 in Urgent Repair (URP) funds over the remainder of FY20-24 ConPlan.

Additionally, the City will have available in FY20-21 approximately $180,123 in prior year CDBG funds and $525,028 in prior year HOME funds (prior year balances as of February 1, 2020) along with program income of $3,120 in CDBG and $4,048 in HOME. 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 LMI 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.

Comments received at June 15, 2020 public hearing held before City Council, from the May 22, 2020 virtual public meeting held before the Commission on Community Relations and Development, and during the thirty-day review and comment period will be incorporated as part of Goldsboro’s final version of the FY20-24 ConPlan and FY20-21 AAP to be sent to HUD on or before July 15, 2020.

City Council action is needed to approve FY20-24 ConPlan and FY20-21 AAP and to accept FY20-21 allocation of funds by the United States Department of Housing and Urban Development (HUD) from the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs.

Councilmember Williams made a motion to not approve the draft FY20-24 Consolidated Plan (ConPlan) and FY 2021- Annual Action. The motion was seconded by Councilmember Matthews. Councilmembers Williams, Polack and Matthews voted in favor of the motion. Mayor Allen, Mayor Pro Tem Broadway, Councilmembers Ham and Aycock voted against the motion. The motion failed 3:4.
Councilmember Ham made a motion to approve as presented:

1. Approve the draft FY20-24 Consolidated Plan (ConPlan) and FY20-21 Annual Action Plan (AAP) presented during City Council’s Regular Meeting of June 15, 2020 with all comments received during the Citizen Participation process and Goldsboro’s response incorporated into the final submission to HUD.

2. Accept FY20-21 allocation of funds by HUD $351,137 from CDBG, $237,076 from HOME, and $206,554 from CDBG-CV.

3. Authorize the Mayor and staff to execute and file the FY20-24 ConPlan and FY20-21 AAP, 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.

The motion was seconded by Mayor Pro Tem Broadaway.

Councilmember Matthews stated how can we rightfully approve this considering the information we were just provided; we have not had time to consider Matthew Whittle and Carl Martin and all these people who came and spoke. If they were supposed to have their comments responded to and that didn’t happen, how can we approve it.

Mayor Allen stated first it is very fluid and you can change it when you need to.

Councilmember Matthews stated often times we say that Mayor Allen and then nothing every changes.

Mayor Allen stated the ability to change it is there if four want to change it.

Councilmember Ham stated in Mr. Martin’s presentation he spoke that the ConPlan did not address affordable housing, there is 16 items in the ConPlan that are directly contributed to housing.

Mayor Allen called for a vote. Mayor Allen, Mayor Pro Tem Broadaway, Councilmembers Ham and Aycock voted in favor of the motion to approve it. Councilmembers Williams, Polack and Matthews voted against it. The motion passed 4:3.

City Manager’s Report. Mr. Timothy Salmon stated I would like to thank the GPD, Police Department for its community policing efforts. If you go to our city’s website, you will see Chief West put together a Use of Force policy and CALEA update for citizens. You can find that in the information that was posted on June 25th. You also see information on their strategic plan which talks about strengths, weaknesses, opportunities and threats and other CALEA execution on how we are adding to our professionalism of our force. I recommend those for people who are concerned with our policing actions. I would also like to remind people about COVID-19; there are 2000 cases in Wayne County to date about 90% of those have recovered; we are seventh in the state for the total number of COVID cases and third for the number of cases per 10,000 people. Please continue to wait 6 feet apart, where your mask and wash your hands.

Mayor and Councilmembers’ Reports and Recommendations.

Councilmember Aycock stated no comment.

Councilmember Ham stated no comment.

Councilmember Matthews stated the budget meeting a few weeks back created a lot of chatter that I think needs to be addressed by me specifically. Me asking questions should in no way come as a surprise to anyone. I made it very clear during the campaign and what District 4 and Goldsboro could expect from me as their councilwoman. During my campaign there were five words that you heard me speak on every platform, energize, engage, educate, challenge and
create. I meant those words then and I mean them even more now. Our proposed budget was released and I spent hours upon hours reading and researching. It didn’t take very long for there to be some cause for concern, a lot of red flags and a lot of questions. I even went so far to encourage my District 4 residents to get involved because this proposal will definitely affect them as well as all of our residents. The drastic increase in water and sewer rates should raise questions. We are cutting department funding we are freezing needed positions and unable to purchase needed equipment to do city business, should raise questions. Paying out $60-$80,000 to a certain group only a few councilmembers have privy to know about while our front line supporting agencies have to take cuts, should raise questions. Let me pause to say again I am well aware of the economic impact of Seymour Johnson Air Force Base and their significance. Let me say again that was never my question. It was never my comment. It was never my concern. I also stated as a city, we should in fact support our air men and women and their families. And million dollar violations surrounding Case Farms considering there has been an issue surrounding a conflict of interest that has been brought up by former councilmember last year, should raise questions. Our Finance Director’s comments about the money and departments and I consider her to be a subject matter expert, should raise questions. There is much cause for concern and I’m not sure how many of our residents have been in charge for making millions of dollars but this is my first experience which I took very seriously and I deserved more compassion and understanding from our city leadership. Now what I do understand sometimes asking certain questions may be uncomfortable for those when they have personal invested interest with the topic at hand, however, that in no way should warrant the disrespect I received from the Mayor. Mayor Allen, I came before this City Council a year ago to speak on several issues and I addressed you specifically. I spoke about your disrespect towards certain women who came to the podium. A year later that is felt in real time towards myself and our Finance Director during our budget meeting. I will in no way accept or overlook that blatant disrespect from you or any member of this council. I will be respected. I saw a huge push for members of this board when censoring a seated councilmember based off some allegations. So I asked this board, what happens now amotion, censorship, removing your voting privileges, or calling for your immediate dismissal from this board, what will be your accountability Mayor Allen. Because as the leader of the city that kind of behavior cannot be dismissed. Many times you and I have disagreed on record and off record, each time I respected your position. You need to respect mine and there is no compromise on this. Have personally come to you and asked you what can we do to strengthen the board together. I talked to you many times about the personal feeling certain councilmembers have against one another and how it’s affecting the work that we were elected to do. I have begged you to ask your friends to pull the plug on Team Goldsboro. I shared with you the damage it is causing and you have seen the many citizens’ requests and concerns. I told you that city employees participate and how much bad representation it is on the city. Rather you or anyone else likes it or not I will stand by and stand firm on everything I have said to you. Your influence and loyalty from your circle is like anything I have ever seen. You and I both agreed this group was created in support of you, surely they can dismantle in support of you as well. I simply asked you to do the right thing. Our residents are being affected, they are being verbally attacked and threatened online and I was recently verbally attacked inside of the shopping store by a page supporter and contributor, what more has to happen, considering the climate we are in now this has to stop and let me be very clear to Mark and your team, the email that you posted was not the first time I had mentioned Team Goldsboro, the involvement of the city’s Community Relations Director or the Mayor and his influence as it relates to your page. I met with the city manager within a month of me being sworn in to discuss this very issue. So the narrative that you tried to create that says I was wanting to silence a group or infringe on the First Amendment rights is absurd. Let’s iron out this wrinkle now, freedom of speech does not mean freedom of consequences. If you want to say what real leadership looks like look over at our Wayne County Sheriff office, an employee used her freedom of speech and she was fired. Speaking of silencing though Mayor Allen, when you abused your power to silence me, when you banged your gavel while I was talking you also silenced the three hundred thousand plus residents that I represent in District 4 and not only do I and the residents I represent deserve an apology anyone and everyone that was offended by your behavior deserves an apology. As I said in my email and I’ll say it now I expect more from you as our city’s leader I will not sit in this seat idle just to gain popularity. I have greater work to do. To this board are you really listening, are you listening to the people you were elected to serve. Thank you tremendously to those people who showed up today specifically in support of me, that spoke up that use your voice, it does matter. We have work to do, I encourage that we do it together, thank you.
Councilmember Polack stated I want to give a shout out to a nine year old named Eli Wilson, for his unselfish act of putting together a tie dye spin on masks as well as t-shirts during COVID-19 pandemic. Since June, 50 to 100 orders have been placed weekly and on June 29th he has donated $300 of proceeds to the United Way. Tie Dye by Eli on Facebook is a way to get in contact. I also want to recognize the consist efforts of the Seventh Day Adventist Church, at the intersection of Lee and East Mulberry Street that ensures I can deliver food weekly to the elderly at Waynesborough House.

Mayor Pro Tem Broadaway stated I would like to thank all of our first responders and the Police Department they have been doing a great job. I would like to thank all the citizens who are wearing masks and keeping social distancing. We are a long way out of this COVID-19, we have got to all stay together and support each other.

Councilmember Williams stated first I would like to say Brandy I’m sorry for what happened in our budget meeting. You do not deserve it. You said that you did a lot of homework, we did a lot of homework pertaining to the budget and it is not easy. I would hope of course our Mayor would apologize, you deserve to be apologize so we can move forward. A couple of things that have been on my mind, there was a news reporter here and he had wrote that I should have knew who friends of Seymour was and I just tell him do some true investigation before you say what I should have known. I say to him, call me before you print something and maybe I could elaborate or explain a little bit more. If you want to see the information we can go back from fiscal year 2015 all the way to fiscal year 19 – 20. I can show you all the books I kept all of our budget books, there is no friends of Seymour anywhere. So I would hope that you would retract what you said about me knowing about friends of Seymour. How could I know about friends of Seymour when I was never invited to be on the board in all the years I’ve been here. How could I know about friends of Seymour when our Mayor after the second day of the budget admitted that he was on that board as well as Councilmember Broadaway. I would know if I was not in the club, how could I know if no one took me under their wing and said hey I want to let you get involved in this. The other issue that I have was because I asked her city attorney if there was a conflict of interest and he sent me something which I received today and we always mention Ms. Freda Bluestein, but I do not see any details, what I read says quite the opposite that any public official involved in administrating a contract, if he or she oversees the performance of the contract or has authority to make decisions, they are prohibited from voting. This is statute, but I cannot get any honest answer from our city attorney from the people sitting on this board, so I am talking about transparency here. We trust people who have these positions but they are not being honest with you. We have a city attorney whose contract is ran out he had a year contract it has not come before this board nor has this board said anything nor has he said anything. Where’s the transparency, where’s the honesty. While in our city manager address that because you are too busy addressing issues about nonsense instead of handling business properly. Then we just made a settlement with Shycole Simpson-Carter and our city attorney states that we can’t tell the public, its public dollars. I guess I’ll be censored because I’m explaining this, well if you censor me make sure you censor our Mayor for his actions. That’s all I got. Good night.

There being no further business, the meeting adjourned at 8:57 p.m.

___________________________
Chuck Allen
Mayor

___________________________
Melissa Capps, MMC/NCCMC
City Clerk
CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 8, 2020 COUNCIL MEETING

SUBJECT: Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 619 and 621 Slaughter Street from Edna Burns

BACKGROUND: Staff has received an offer to purchase city/county owned property. Council must either accept or reject the offer, and if accepted authorize advertisement for upset bids (G.S. 160A-266 and 160A-269).

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

619 Slaughter Street – City Owned
Offeror: Edna Burns
Offer: $1,750.00
Bid Deposit: $175.00
Parcel #: 0050834 Pin #: 3509127054
Tax Value: $3,450.00 Zoning: R-6

The offer is at least 50% of the tax value of the property. The bid deposit of 5% has been received in the form of a personal check.

621 Slaughter Street – City/County Jointly Owned
Offeror: Edna Burns
Offer: $1,655.00
Bid Deposit: $163.00
Parcel #: 0050833 Pin #: 3509127050
Tax Value: $3,310.00 Zoning: R-6

The offer is at least 50% of the tax value of the property. The bid deposit of 5% has been received in the form of a personal check.

RECOMMENDATION: It is recommended that the City Council, by motion:

1. ACCEPT or REJECT offer on 619 Slaughter Street.
2. ACCEPT or REJECT offer on 621 Slaughter Street.
3. IF ACCEPTED, adopt attached resolution(s) authorizing Finance to advertise for upset bids.

Date: 8/29/2020

Catherine F. Gwynn, Finance Director

Date: 9/11/20

Tim Salmon, City Manager
RESOLUTION NO. 2020- _____

RESOLUTION AUTHORIZING UPSET BID PROCESS

WHEREAS, the City of Goldsboro owns certain real property at 619 Slaughter Street (Pin #3509127054); and

WHEREAS, North Carolina General Statute § 160A-269 permits the city to sell real property by upset bid, after receipt of an offer for the property; and

WHEREAS, the City has received an offer to purchase the property described above, in the amount of $1,750.00 (One Thousand Seven Hundred Fifty Dollars and no/100) submitted by Edna Burns (Offeror); and

WHEREAS, Offeror has paid the required five percent (5%) deposit on his/her offer in the amount of $175.00 (One Hundred Seventy Five Dollars and No/100).

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

1) The City Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.

2) The Finance Director shall cause a notice of the proposed sale to be published in a newspaper of general circulation within its jurisdiction. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.

3) Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Finance Director at 200 N. Center Street, Goldsboro, NC 27530 during normal business hours within 10 days after the notice of sale is published. At the conclusion of the 10-day period, the Finance Director shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

4) If a qualifying higher bid is received, the Finance Director shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the City Council.

5) A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first $1,000.00 of that offer and five percent (5%) of the remainder of that offer.

6) A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier’s check, or certified check. The city will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The city will return the deposit of the final high bidder at closing.

7) The terms of the final sale are:
   a) City Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed.
   b) Buyer must pay with cash at the time of closing.
   c) Buyer must pay closing costs.

8) The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

9) If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. Appropriate city officials are authorized to execute the instruments necessary to convey the
property to Offeror.

This resolution shall be in full force and effect from and after this ____________ day of ____________, 2020.

________________________________________
Mayor

Attest: __________________________________
City Clerk
RESOLUTION NO. 2020-_____

RESOLUTION AUTHORIZING UPSET BID PROCESS

WHEREAS, the City of Goldsboro and County of Wayne jointly own certain real property at 621 Slaughter Street (Pin #3509127050); and

WHEREAS, North Carolina General Statute § 160A-269 permits the city to sell real property by upset bid, after receipt of an offer for the property; and

WHEREAS, the City has received an offer to purchase the property described above, in the amount of $1,655.00 (One Thousand Six Hundred Fifty Five Dollars and 00/100) submitted by Edna Burns (Offeror); and

WHEREAS, Offeror has paid the required five percent (5%) deposit on his/her offer in the amount of $163.00 (One Hundred Sixty Three Dollars and 00/100).

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

1) The City Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.

2) The Finance Director shall cause a notice of the proposed sale to be published in a newspaper of general circulation within its jurisdiction. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.

3) Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Finance Director at 200 N. Center Street, Goldsboro, NC 27530 during normal business hours within 10 days after the notice of sale is published. At the conclusion of the 10-day period, the Finance Director shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

4) If a qualifying higher bid is received, the Finance Director shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the City Council.

5) A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first $1,000.00 of that offer and five percent (5%) of the remainder of that offer.

6) A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier’s check, or certified check. The city will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The city will return the deposit of the final high bidder at closing.

7) The terms of the final sale are:
   a) City Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed.
   b) The Wayne County Board of Commissioners must approve the final sale by concurrence after final approval by City Council.
   c) Buyer must pay with cash at the time of closing.
   d) Buyer must pay closing costs.

8) The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.
9) If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. City staff is authorized to seek concurrence from the Wayne County Board of Commissioners and upon such approval, the appropriate city officials are authorized to execute the instruments necessary to convey the property to Offeror.

This resolution shall be in full force and effect from and after this _______________ day of ________________, 2020.

____________________________________
Mayor

Attest: _____________________________
City Clerk
EDNA BURNS
4304 CEDARLAKE COURT
ALEXANDRIA, VA 22309

PAY TO THE ORDER OF ____________________________

City of Woodlawn — $338.88
Three Thousand Eight Hundred Thirty-Eight

Navy Federal Credit Union

FOR:  619-621 Strasburg St.
I, Edna Burns Matthews would like to offer the City of Goldsboro the sum of $1,750.00 + $1,655.00 = $3,405.00 for the purchase of property at the following location:

Parcel: 019-350-918-7054 621-350-918-7050
Street: Slaughter Street, Goldsboro, NC

Signed: Edna Burns Matthews
Date: August 25, 2020

Name: Edna B. Matthews
Address: 1304 Cedar Lake Ct.
Phone: 703-209-1881
Email: burnes1041@gmail.com
Amount of Deposit: $338.00

RECEIVED
2020 AUG 27 PM 30

CITY OF GOLDSBORO
FINANCE DEPARTMENT
<table>
<thead>
<tr>
<th><strong>OBJECTID</strong></th>
<th><strong>4269</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Co-Owner Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Owner Name</strong></td>
<td>CITY OF GOLDSBORO</td>
</tr>
<tr>
<td><strong>Owner Address 1</strong></td>
<td>PO BOX A</td>
</tr>
<tr>
<td><strong>Owner Address 3</strong></td>
<td></td>
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<tr>
<td><strong>Owner Zip</strong></td>
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<tr>
<td><strong>REID</strong></td>
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<tr>
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<td><strong>Previous Deed Book</strong></td>
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<td><strong>Previous Sale Year</strong></td>
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<tr>
<td><strong>Land Value</strong></td>
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<tr>
<td><strong>Vacant Or Improved</strong></td>
<td>I</td>
</tr>
<tr>
<td><strong>PIN</strong></td>
<td>3509127054</td>
</tr>
<tr>
<td><strong>Owner Address 2</strong></td>
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<tr>
<td><strong>Owner City</strong></td>
<td>GOLDSBORO</td>
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<tr>
<td><strong>Unit or Apt</strong></td>
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<td><strong>Deed Book</strong></td>
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<tr>
<td><strong>Sale Year</strong></td>
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<td><strong>Previous Deed Page</strong></td>
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<tr>
<td><strong>Previous Sale Price</strong></td>
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<tr>
<td><strong>Property Address</strong></td>
<td>619 SLAUGHTER ST</td>
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<td><strong>Neighborhood</strong></td>
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<tr>
<td><strong>Building Value</strong></td>
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<td><strong>Total Market Value</strong></td>
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<td><strong>Vacant or Improved 2</strong></td>
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<td><strong>Property Use</strong></td>
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<td><strong>Legal Description</strong></td>
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<td><strong>Total Assessed Value</strong></td>
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## Appraisal Card

### WAYNE COUNTY

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<th>Return/Appeal Notes:</th>
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<td>50834</td>
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<tr>
<td>ID NO:</td>
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<td>Reval Year: 2019 Tax Year: 2020</td>
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<tr>
<td>S LAUGHTER ST</td>
<td>1.000</td>
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<tr>
<td>SRC=</td>
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<tr>
<td>TW-12</td>
<td>C-01</td>
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<tr>
<td>C-01 EX-SAT-</td>
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### CONSTRUCTION DETAIL

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### BUILDING ADJUSTMENTS

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### TOTAL QUALITY INDEX

<table>
<thead>
<tr>
<th>CREDENCE TO</th>
</tr>
</thead>
</table>

### MARKET VALUE

| MARKET LAND VALUE - CARD | 3,450 |
| TOTAL MARKET VALUE - CARD | 3,450 |
| TOTAL APPRAISED VALUE - CARD | 3,450 |
| TOTAL APPRAISED VALUE - PARCEL | 3,450 |
| TOTAL PRESENT USE VALUE - PARCEL | 0 |
| TOTAL TAXABLE VALUE - PARCEL | 3,450 |

### MARKET LAND DATA

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<th>SUBAREA</th>
<th>TYPE</th>
<th>CODE</th>
<th>QUALITY</th>
<th>DESCRIPTION</th>
<th>GS</th>
<th>AREA</th>
<th>RPL CS</th>
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### TERME DE VÉNEMENT ET NOTES

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<th>痣-type:</th>
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### RESTAURATION ET AUTRES ADJUSTMENTS

| TOTAL MARKET LAND DATA | 3,450 |
| TOTAL PRESENT USE DATA |      |

---

realestate.waynegov.com/ITSNet/AppraisalCard.aspx?idP=1762571&Action=Auto
Wayne County - Basic Search

Basic Search

View Property Record for this Parcel  View Map for this Parcel

Parcel #: 3509127054
Account #: 76121320

Owner Information
CITY OF GOLDSBORO
PO BOX A
GOLDSBORO, NC 27533

Tax Codes
C ADVLTAX - COUNTYWIDE ADVALOREM TAX
C01ADVLTAX - CITY - GOLDSBORO

Property Information
Land (Units/Type): 1,000 LT
Address: 619 SLAUGHTER ST

Township
12

Local Zoning
R-6

Deed Information
Date: 09/2006 Book: 02472 Page: 0801
Plat Book: Page:

Legal Description
S SLAUGHTER ST

Alternate Parcel Number
12000017002009

Property Values
Building: 0
OBXF: 0
Land: 3,450
Market: 3,450
Assessed: 3,450
Deferred: 0

Sales Information

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<tr>
<th>No.</th>
<th>Book</th>
<th>Page</th>
<th>Month</th>
<th>Year</th>
<th>Instrument</th>
<th>Qual/UnQual</th>
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<td>0710</td>
<td>08</td>
<td>1995</td>
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<td>02293</td>
<td>0338</td>
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<td>Improved</td>
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<td>2006</td>
<td>WD</td>
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<td>Improved</td>
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</table>

<< Return to Basic Search

All information on this site is prepared for the inventory of real property found within Wayne County. All data is compiled from recorded deeds, plats, and other public records and data. Users of this data are hereby notified that the aforementioned public information sources should be consulted for verification of the information. All information contained herein was created for the Wayne County's internal use. Wayne County, its employees and agents make no warranty as to the correctness or accuracy of the information set forth on this site whether express or implied, in fact or in law, including without limitation the implied warranties of merchantability and fitness for a particular use. If you have any questions about the data displayed on this website please contact the Wayne County Tax Department at 919-731-1461 option #2.

1.4.1
| **OBJECTID** | **56255** |
| **Co-Owner Name** | CITY OF GOLDSBORO |
| **Owner Address 1** | WAYNE COUNTY |
| **Owner Address 2** | PO DRAWER A |
| **Owner Address 3** | GOLDSBORO |
| **Owner Zip** | WAYNE COUNTY |
| **Owner City** | 27533-9701 |
| **Owner State** | CITY OF GOLDSBORO |
| **Owner Name** | GOLDSBORO |
| **Owner Address 1** | NC |
| **Owner Address 2** | 6/20/2019 12:00:00 AM |
| **Owner Address 3** | Deed Page |
| **Owner City** | 517 |
| **Owner State** | Sale Year |
| **Owner Name** | 2019 |
| **Owner Address 1** | Sale Price |
| **Owner Address 2** | 0 |
| **Owner Address 3** | Previous Sale Month |
| **Owner City** | 3 |
| **Owner State** | Previous Deed Page |
| **Owner Name** | 0302 |
| **Owner Address 1** | Previous Sale Price |
| **Owner Address 2** | 0 |
| **Owner Address 3** | Property Use |
| **Owner City** | 01 - SINGLE FAMILY RESIDENTIAL |
| **Owner State** | Legal Description |
| **Owner Name** | 621 SLAUGHTER ST |
| **Owner Address 1** | Account Number |
| **Owner Address 2** | 75254500 |
| **Owner Address 3** | Outbuilding Value |
| **Owner City** | 0 |
| **Owner State** | Total Market Value |
| **Owner Name** | 3310 |
| **Owner Address 1** | Total Assessed Value |
| **Owner Address 2** | 3310 |
| **Owner Address 3** | V |
| **Owner City** | Vacant Or Improved |
| **Owner State** | Vacant Or Improved 2 |
| **Owner Name** | V |

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https://wayne.connectgis.com/DownloadFile.ashx?i=_ags_mapb74cd9c000ae45cd83fc2b2f7bf4b4bx.htm&t=printid
## Construction Detail

### Market Value

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<tr>
<th>TOTAL POINT VALUE</th>
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<th>DEPRECIATION</th>
<th>CORRELATION OF VALUE</th>
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<tr>
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### Building Adjustments

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<tr>
<th>USE MOD</th>
<th>Eff. Area</th>
<th>QUAL</th>
<th>BASE RATE</th>
<th>RCN YE</th>
<th>AYB</th>
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<tbody>
<tr>
<td>01 00</td>
<td>% GOOD</td>
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### Total Adjustment Factor

DEPR. BUILDING VALUE - CARD: 0
MARKET LAND VALUE - CARD: 3,310
TOTAL MARKET VALUE - CARD: 3,310
TOTAL APPRAISED VALUE - CARD: 3,310
TOTAL APPRAISED VALUE - PARCEL: 3,310
TOTAL PRESENT USE VALUE - PARCEL: 0
TOTAL VALUE DEFERRED - PARCEL: 0
TOTAL TAXABLE VALUE - PARCEL: 3,310

### Prior

BUILDING VALUE: 0
OB/XF VALUE: 0
LAND VALUE: 3,310
PRESENT USE VALUE: 0
DEFERRED VALUE: 0
TOTAL VALUE: 3,310

### Permit

### Sales Data

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<thead>
<tr>
<th>OFF. RECORD</th>
<th>DATE</th>
<th>DEED TYPE</th>
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<th>INDICATE SALE PRICE</th>
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<tr>
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<td>6 2019</td>
<td>WD C V</td>
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<tr>
<td>X2292 K202</td>
<td>3 2005</td>
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<td>X1571 K565</td>
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### Heated Area

### Notes

### Building Dimensions

| TOTAL OB/XF VALUE: 0 |

### Land Information

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<tr>
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<th>USE CODE</th>
<th>LOCAL ZONING</th>
<th>FRON TAGE</th>
<th>DEPTH</th>
<th>DEPTH SIZE</th>
<th>NLD MOD</th>
<th>COND MENT</th>
<th>OTHER ADJUSTMENTS AND NOTES AC LC TO OT</th>
<th>ROAD TYPE</th>
<th>LAND UNIT PRICE</th>
<th>TOTAL LAND UNITS</th>
<th>UN TYP</th>
<th>TOTAL ADJUST</th>
<th>ADJUSTED UNIT PRICE</th>
<th>LAND VALUE</th>
<th>LAND NOTES</th>
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<td>65.00</td>
<td>48.000</td>
<td>1.060</td>
<td>68.96</td>
<td>3307</td>
<td>3,310</td>
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</table>
Wayne County - Basic Search

Basic Search

View Property Record for this Parcel  View Map for this Parcel

Parcel #: 3509127050

Account #: 75254500

<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Tax Codes</th>
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<tbody>
<tr>
<td>CITY OF GOLDSBORO &amp; WAYNE COUNTY PO DRAWER A GOLDSBORO, NC 27533</td>
<td>C ADVLTAX - COUNTYWIDE ADVALOREM TAX CI01ADVLTAX - CITY - GOLDSBORO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Township</th>
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</thead>
<tbody>
<tr>
<td>Land (Units/Type): 1.000 LT</td>
<td>12</td>
</tr>
<tr>
<td>Address: 621 SLAUGHTER ST</td>
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<td>Plat Book:</td>
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<thead>
<tr>
<th>Legal Description</th>
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<td>OBXF:</td>
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<tr>
<td>Land:</td>
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<td>Assessed:</td>
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<td>Deferred:</td>
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<th>Sales Information</th>
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<tr>
<th>No.</th>
<th>Book</th>
<th>Page</th>
<th>Month</th>
<th>Year</th>
<th>Instrument</th>
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<th>Improved</th>
<th>Price</th>
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<td>00315</td>
<td>0553</td>
<td>01</td>
<td>1947</td>
<td>WD</td>
<td>Unqualified</td>
<td>Improved</td>
<td>0</td>
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<tr>
<td>2</td>
<td>01571</td>
<td>0665</td>
<td>01</td>
<td>1984</td>
<td>WD</td>
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<td>Improved</td>
<td>18,000</td>
</tr>
<tr>
<td>3</td>
<td>02252</td>
<td>0302</td>
<td>03</td>
<td>2005</td>
<td>WD</td>
<td>Unqualified</td>
<td>Improved</td>
<td>0</td>
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<td>4</td>
<td>03446</td>
<td>0517</td>
<td>06</td>
<td>2019</td>
<td>WD</td>
<td>Unqualified</td>
<td>Vacant</td>
<td>0</td>
</tr>
</tbody>
</table>

View Property Record for this Parcel  View Map for this Parcel

<< Return to Basic Search

All information on this site is prepared for the inventory of real property found within Wayne County. All data is compiled from recorded deeds, plats, and other public records and data. Users of this data are hereby notified that the aforementioned public information sources should be consulted for verification of the information. All information contained herein was created for the Wayne County's internal use. Wayne County, its employees and agents make no warranty as to the correctness or accuracy of the information set forth on this site whether express or implied, in fact or in law, including without limitation the implied warranties of merchantability and fitness for a particular use. If you have any questions about the data displayed on this website please contact the Wayne County Tax Department at 919-731-1461 option #2.

1.4.1

realestate.waynegov.com/ITSNet/View.aspx?prid=1715067
CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 8, 2020 COUNCIL MEETING

SUBJECT: Establishing a Grant Project Fund Ordinance – FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104)

BACKGROUND: The City applied for the FEMA Assistance to Firefighters Grant for a Source Capture System for Fire Stations 1, 2, 3 and 5 in March 12, 2020 and received notification of award on July 24, 2020. Council accepted the award of $202,083.00 by resolution on August 17, 2020. The grant will be spent to upfit the four stations with a vehicle exhaust removal system.

The project cost was approved at $202,083.00, requiring a 10% local match of $18,371.18 which will be funded by the General Fund. The period of performance is July 31, 2020 through July 30, 2021.

DISCUSSION: Federal grant requirements call for the City to establish a means of tracking the expenditures for Single Audit purposes so that external auditors can verify compliance with the various Federal and State grant guidelines in the compliance supplements. The purpose of this project qualifies as a grant project under G.S. § 159-13.2, and staff requests that the Council appropriate expenditures in the amount of $202,083.00. This will be funded with a combination of Federal grant revenue and a transfer from the General Fund.

RECOMMENDATION: It is recommended that the attached Grant Project Ordinance for the FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104) be adopted for $202,083.00.

Date: 08/29/2020
Catherine F. Gwynn, Finance Director

Date: 09/11/20
Timothy M. Salmon, City Manager
ORDINANCE NO. 2020-

AN ORDINANCE ESTABLISHING THE GRANT PROJECT FUND FOR THE FEMA ASSISTANCE TO FIREFIGHTERS GRANT FOR SOURCE CAPTURE SYSTEM INSTALLATION FOR FIRE STATIONS 1, 2, 3 AND 5 (EMW-2091-GF-0443) GRANT PROJECT FUND (R1104)

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

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

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

WHEREAS, a grant in the amount of $202,083.00 requiring a ten percent match of $18,371.18 was awarded on July 24, 2020, and City Council by resolution accepted the grant award on August 17, 2020; and

WHEREAS, the City intends to construct and modify said facilities in accordance with the grant guidelines during the project period of July 31, 2020 through July 30, 2021; and

WHEREAS, it is necessary to appropriate expenditures for the construction of the source capture exhaust ventilation system in order to comply with the terms of the grant, and this will be funded with federal grant revenue and a transfer from the General Fund.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104) be adopted as follows:

<table>
<thead>
<tr>
<th>FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Budget</strong></td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
</tr>
<tr>
<td>Federal Grants                                                                   $ 183,711.82</td>
</tr>
<tr>
<td>Transfer from General Fund                                                       18,371.18</td>
</tr>
<tr>
<td><strong>Total Revenues</strong>                                                                $ 202,083.00</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
</tr>
<tr>
<td>FEMA AFG Source Capture Exhaust Systems                                           $ 202,083.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong>                                                             $ 202,083.00</td>
</tr>
</tbody>
</table>

This Ordinance shall be in full force and effect from and after this _______ day of __________________, 2020.

______________________________
Chuck Allen
Mayor

ATTEST:

__________________________
City Clerk
CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 8, 2020 COUNCIL MEETING

SUBJECT: Operating Budget Amendment FY20-21

BACKGROUND: As part of the FY20-21 Budget Ordinance, the City includes a provision to allow for unfulfilled purchase orders to be carried over and appropriated in the new fiscal year. (G.S. §159-13).

DISCUSSION: Please find attached an ordinance amending the annual operating budget for fiscal year 2021 for the amount of appropriations necessary to re-establish encumbrances for the individual outstanding purchase orders as of June 30, 2020 that we intend to honor in the new fiscal year (FY 2021). Also, enclosed is a purchase order rollover listing by fund and includes a brief description of the items/services. Departments must submit rollover requests in late July after submitting final invoices for June 30 to allow Finance a chance to clear out prior year bill payments. It was requested that rollover requests should be more than $5,000.

Also, please find attached a fund balance appropriated analysis reflecting the Purchase Order Rollovers.

Items/services on the list represent construction contracts or service contracts that require significant time to completion or implementation which extends beyond the boundaries of the annual operating budget year from July 1 through June 30.

Purchase orders for project funds are presented for informational purposes only and are not included in the attached ordinance as they are not annual operating type funds.

The Local Government Commission of the State Treasurer’s Office recommends following the method of Reserve for Encumbrances that the City uses above. The other acceptable method offered requires the City to hold open the prior fiscal year to account for encumbrances. Although it is an acceptable method, the LGC does not recommend the use of this method.

Also, included is an amendment to transfer funds for the FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-G16-0443) (R1104) capital project fund which requires a 10% local match of $18,371.18. This will be funded with a reduction of expenditures in the City Manager’s budget of $15,000.00 and appropriation of General Fund fund balance in the amount of $3,371.18.
Analysis of Purchase Order Rollovers by Fund (FY20 to FY21)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$434,324.93</td>
</tr>
<tr>
<td>Utility Fund</td>
<td>142,936.74</td>
</tr>
<tr>
<td>Downtown Municipal Service District</td>
<td>20,000.00</td>
</tr>
<tr>
<td><strong>Total Operating Funds</strong></td>
<td><strong>$597,261.67</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herman Park Center</td>
<td>$735,950.00</td>
</tr>
<tr>
<td>Police Evidence &amp; Fire Station Renovation</td>
<td>31,201.11</td>
</tr>
<tr>
<td>JAG Grant</td>
<td>29,282.48</td>
</tr>
<tr>
<td>TIGER 2016 Streetscape Project</td>
<td>670,336.44</td>
</tr>
<tr>
<td>Phase IV Sewer Rehab SRF</td>
<td>3,006,539.20</td>
</tr>
<tr>
<td>Sewer Rehab SRF W-17-0110</td>
<td>15,697.60</td>
</tr>
<tr>
<td>Golden Leaf Stormwater &amp; Sewer Infrastructure</td>
<td>516,722.10</td>
</tr>
<tr>
<td>Water Lines/Booster Pump SRF WIF-1938</td>
<td>14,629.00</td>
</tr>
<tr>
<td>Plate Settlers Project SRF</td>
<td>1,403,612.37</td>
</tr>
<tr>
<td>CDBG</td>
<td>29,875.00</td>
</tr>
<tr>
<td><strong>Total Project Funds</strong></td>
<td><strong>$6,453,845.30</strong></td>
</tr>
</tbody>
</table>

| Total All Fund Types                    | **$7,051,106.97** |

Analysis of Appropriated Fund Balance (Operating Funds Only)

**GENERAL FUND**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/2020</td>
<td>Ord 2020-16 FY20-21 Adopted Budget (Cemetery Mower $12,964)</td>
<td>$12,964.00</td>
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</table>

Current Year Appropriations

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9/8/2020 FY19-20 Purchase Order Rollovers</td>
<td>$434,324.93</td>
</tr>
<tr>
<td>9/8/2020 Transfer for FEMA AFG Grant R1104</td>
<td>3,371.18</td>
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</tbody>
</table>

Proposed

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$437,696.11</td>
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</tbody>
</table>

Current Year with Proposed

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>$450,660.11</td>
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### UTILITY FUND

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6/17/2020</td>
<td>Ord 2020-16 FY20-21 Adopted Budget</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Current Year Appropriations</td>
<td>$ -</td>
</tr>
<tr>
<td>9/8/2020</td>
<td>FY19-20 Purchase Order Rollovers Proposed</td>
<td>$ 142,936.74</td>
</tr>
<tr>
<td></td>
<td>Current Year with Proposed</td>
<td>$ 142,936.74</td>
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### DOWNTOWN MUNICIPAL SERVICE DISTRICT FUND

<table>
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<tr>
<th>Date</th>
<th>Description</th>
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</tr>
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<tbody>
<tr>
<td>6/17/2020</td>
<td>Ord 2020-16 FY20-21 Adopted Budget</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Current Year Appropriations</td>
<td>$ -</td>
</tr>
<tr>
<td>9/8/2020</td>
<td>FY19-20 Purchase Order Rollovers Proposed</td>
<td>$ 20,000.00</td>
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<tr>
<td></td>
<td>Current Year with Proposed</td>
<td>$ 20,000.00</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:** It is recommended that the City Council, by motion:

1. Adopt the attached FY20-21 Operating Budget amendment.

Date: 8/29/2020

Catherine F. Gwynn, Finance Director

Date: 9/1/20

Tim Salmon, City Manager
## Purchase Order Rollovers FY20 to FY21

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor Name</th>
<th>Original Amount</th>
<th>Remaining Balance</th>
<th>For?</th>
<th>Justification for Rollover?</th>
<th>DEPT</th>
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<tbody>
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<td>P2006413</td>
<td>T A Loving Company</td>
<td>$6,319,650.89</td>
<td>$640,062.46</td>
<td>TIGER VIII - STREETSCAPE, HUB, &amp; STAGE</td>
<td>PROJECT</td>
<td>CITY MGR</td>
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<tr>
<td>P2006414</td>
<td>Lockwood Identity, Inc.</td>
<td>$302,739.60</td>
<td>$30,273.98</td>
<td>TIGER VIII - WAYFINDING SIGNAGE</td>
<td>PROJECT</td>
<td>CITY MGR</td>
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<td>P2006251</td>
<td>Dudley Construction, Inc.</td>
<td>$60,000.00</td>
<td>$29,875.00</td>
<td>HOME REHABILITATION</td>
<td>NOHFA GRANTED EXTENSION OF COMM</td>
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<tr>
<td>P1901711</td>
<td>Well Enterprises</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td>PARKING LOT IMPROVEMENTS</td>
<td>COUNCIL APPROVED AGREEMENT DOWNTOWN DEV</td>
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<tr>
<td>P2006238</td>
<td>Atec Industries Inc.</td>
<td>$144,164.00</td>
<td>$144,164.00</td>
<td>BUCKET TRUCK</td>
<td>CUSTOM MANUFACTURE</td>
<td>ENGINEERING</td>
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<td>P2007245</td>
<td>Econolite Systems, Inc.</td>
<td>$39,717.44</td>
<td>$39,717.44</td>
<td>SERVER FOR TRAFFIC SIGNAL SYSTEM</td>
<td>DELAYED IN ORDERING, REIMB BY NCDOT</td>
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<td>P2006289</td>
<td>T A Loving Company</td>
<td>$6,160,317.27</td>
<td>$2,951,175.77</td>
<td>PHASE IV SEWER REHAB SRF</td>
<td>PROJECT</td>
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<tr>
<td>P2006538</td>
<td>McKinn &amp; Creed, Inc.</td>
<td>$55,363.43</td>
<td>$55,363.43</td>
<td>PHASE IV REHAB SRF</td>
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<td>ENGINEERING</td>
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<tr>
<td>P2007472</td>
<td>The Wooten Company</td>
<td>$15,697.60</td>
<td>$15,697.60</td>
<td>GOLDEN LEAF STORMWATER &amp; SEWER INFRASTR</td>
<td>PROJECT</td>
<td>ENGINEERING</td>
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<tr>
<td>P2006646</td>
<td>Herring &amp; Rivencark, Inc.</td>
<td>$942,590.00</td>
<td>$942,590.00</td>
<td>GOLDEN LEAF STORMWATER &amp; SEWER INFRASTR</td>
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<tr>
<td>E0000007</td>
<td>The Wooten Company</td>
<td>$21,533.75</td>
<td>$21,533.75</td>
<td>TURN OUT GEAR SETS FOR NEW HIRES</td>
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<td>P2007350</td>
<td>NAFECO</td>
<td>$14,629.00</td>
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<td>HUB CARD ACCESS</td>
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<td>P2007385</td>
<td>Reads Uniforms Inc</td>
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<td>Galls, LLC</td>
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<td>P2007448</td>
<td>SiteMed North America LLC</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
<td>2020 PHYSICALS PHASE I - DELAYED DUE TO COVID-1</td>
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<tr>
<td>P2007450</td>
<td>City of Goldsboro</td>
<td>$24,000.00</td>
<td>$24,000.00</td>
<td>BANNER SELF SERVICE MODULE</td>
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<tr>
<td>E0000006</td>
<td>Brady Integrated Security, Inc.</td>
<td>$5,177.72</td>
<td>$5,177.72</td>
<td>HUB CARD ACCESS</td>
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<tr>
<td>P2007440</td>
<td>SiteMed North America LLC</td>
<td>$16,500.00</td>
<td>$16,500.00</td>
<td>2020 PHYSICALS PHASE II - DELAYED DUE TO COVID-1</td>
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</tr>
<tr>
<td>E000002</td>
<td>Vortex Construction Co., LLC</td>
<td>$238,959.50</td>
<td>$9,051.51</td>
<td>HV BROWN SHELTER CONSTRUCTION</td>
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<tr>
<td>P2006122</td>
<td>Life's Specialites</td>
<td>$13,000.00</td>
<td>$6,353.31</td>
<td>TENNIS EQUIPMENT</td>
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<tr>
<td>P2007378</td>
<td>Bill Howell &amp; Sons Construction Co.</td>
<td>$5,124.00</td>
<td>$5,124.00</td>
<td>PEDESTRIAN BRIDGE CONSTRUCTION</td>
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<tr>
<td>E0000006</td>
<td>Terracon Consultants, Inc.</td>
<td>$6,000.00</td>
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<td>SOIL CONCRETE TESTING-PEDESTRIAN BRIDGE CONSTRUCTION</td>
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</tr>
<tr>
<td>P2006541</td>
<td>T A Loving Company</td>
<td>$735,950.00</td>
<td>$735,950.00</td>
<td>DESIGN HERMAN PARK CENTER</td>
<td>PROJECT</td>
<td>PARKS &amp; REC</td>
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<tr>
<td>P2006425</td>
<td>Quest Corporation of America, Inc.</td>
<td>$34,334.73</td>
<td>$7,039.19</td>
<td>RELATIONS GWTA</td>
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<td>PLANNING</td>
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<tr>
<td>P2006779</td>
<td>Milligan&amp;Company,LLC Performance Automatic</td>
<td>$113,920.00</td>
<td>$84,434.00</td>
<td>ADA TRANSITION PLAN</td>
<td></td>
<td>PLANNING</td>
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<tr>
<td>P2006373</td>
<td>Group, Inc</td>
<td>$191,240.00</td>
<td>$23,905.00</td>
<td>POLICE VEHICLE FY19-20</td>
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<td>POLICE</td>
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<tr>
<td>P2007216</td>
<td>Galls, LLC</td>
<td>$37,349.88</td>
<td>$19,802.46</td>
<td>BALLISTIC VESTS</td>
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<td>POLICE</td>
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<tr>
<td>P2007400</td>
<td>Brady Integrated Security, Inc.</td>
<td>$7,759.31</td>
<td>$7,759.31</td>
<td>FENCING FOR POLICE COMPLEX -</td>
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<tr>
<td>P2006286</td>
<td>Milligan &amp; Company</td>
<td>$33,058.81</td>
<td>$20,968.62</td>
<td>BUILDING SECURITY (DOOR CONTROLS ETC)</td>
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<td>POLICE</td>
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<tr>
<td>P2007227</td>
<td>Global Equipment Co., Inc.</td>
<td>$10,232.49</td>
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<td>FIRE DEPARTMENT FURNITURE</td>
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<tr>
<td>P2007152</td>
<td>Craig's Firearm Supply, Inc.</td>
<td>$22,939.72</td>
<td>$15,954.74</td>
<td>17 PATROL RIFLES</td>
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<td>POLICE</td>
</tr>
</tbody>
</table>
## Purchase Order Rollovers FY20 to FY21

<table>
<thead>
<tr>
<th>PO #</th>
<th>Vendor Name</th>
<th>Original Amount</th>
<th>Remaining Balance</th>
<th>Justification for Rollover?</th>
<th>DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2007464</td>
<td>WithersRavenel, Inc.</td>
<td>$89,400.00</td>
<td>$89,400.00</td>
<td>18 MONTH PROJECT TO PREPARE</td>
<td>PUBLIC UTILITIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REQUIRED PLANS FOR AMERICAS WATER INFRASTRUCTURE ACT &amp; SOURCE WATER PROTECTION PLAN REQUIRED BY EPA &amp; STATE.</td>
<td></td>
</tr>
<tr>
<td>P2007454</td>
<td>Turner Murphy Company, Inc.</td>
<td>$1,376,544.00</td>
<td>$1,290,212.37</td>
<td>PLATE SETTLERS PROJECT</td>
<td>PUBLIC UTILITIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PROJECT</td>
<td></td>
</tr>
<tr>
<td>P2007455</td>
<td>AH Environmental Consultants</td>
<td>$113,400.00</td>
<td>$113,400.00</td>
<td>PROFESSIONAL ENGINEERING - PLATE SETTLERS</td>
<td>PUBLIC UTILITIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PROJECT</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$17,301,905.56</strong></td>
<td><strong>$7,051,106.97</strong></td>
<td></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>
ORDINANCE NO. 2020 -

AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE
CITY OF GOLDSBORO FOR THE 2020-21 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2020-21 Annual Operating Budget on June 17, 2020; and

WHEREAS, amendments may become necessary as circumstances arise; and

WHEREAS, it is necessary to amend the General Fund, Utility Fund, and Downtown District Fund; and

WHEREAS, the City follows the preferred practice of the Local Government Commission (Division of the State Treasurer’s Office) which recommends following the Reserve for Encumbrances method to honor prior year encumbrances; and

WHEREAS, it is necessary to appropriate funds for expenditures to provide for continuing contracts previously entered into in the prior fiscal year but not filled prior to June 30, 2020, and this will be funded with an appropriation of fund balance in each respective fund; and

WHEREAS, it is necessary to appropriate funds for expenditures to fund a 10 percent local match through a transfer to a capital project fund for the FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104), and this will be funded with a reduction of expenditures in the City Manager budget and an appropriation of fund balance in the General Fund.

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

### GENERAL FUND

<table>
<thead>
<tr>
<th>City Manager (1012)</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$791,851.00</td>
<td>$791,851.00</td>
<td>-</td>
</tr>
<tr>
<td>Air Show Donation</td>
<td>$15,000.00</td>
<td>-</td>
<td>(15,000.00)</td>
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<tr>
<td><strong>Total Expend. - City Manager</strong></td>
<td>$806,851.00</td>
<td>$791,851.00</td>
<td>(15,000.00)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Technology (1030)</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$1,477,799.00</td>
<td>$1,477,799.00</td>
<td>-</td>
</tr>
<tr>
<td>Software License Fees</td>
<td>$596,960.00</td>
<td>$620,960.00</td>
<td>24,000.00</td>
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<td>Technology Capital</td>
<td>-</td>
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<td><strong>Total Expend. - Information Tech.</strong></td>
<td>$2,074,759.00</td>
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<table>
<thead>
<tr>
<th>Planning (3151)</th>
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<th>Difference</th>
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<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$1,260,351.00</td>
<td>$1,260,351.00</td>
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</tr>
<tr>
<td>Transportation Planning Grant</td>
<td>$258,622.00</td>
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<td><strong>Total Expend. - Planning</strong></td>
<td>$1,518,973.00</td>
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<td>91,473.19</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineering (4172)</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$934,926.00</td>
<td>$934,926.00</td>
<td>-</td>
</tr>
<tr>
<td>Maintenance Materials</td>
<td>$50,000.00</td>
<td>$89,717.44</td>
<td>39,717.44</td>
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<tr>
<td>Bucket Truck</td>
<td>-</td>
<td>$144,164.00</td>
<td>144,164.00</td>
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<tr>
<td><strong>Total Expend. - Engineering</strong></td>
<td>$984,926.00</td>
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<td>183,881.44</td>
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</table>

<table>
<thead>
<tr>
<th>Parks and Recreation (7460)</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$3,018,882.00</td>
<td>$3,018,882.00</td>
<td>-</td>
</tr>
<tr>
<td>Operating Supplies</td>
<td>$75,944.00</td>
<td>$81,297.31</td>
<td>5,353.31</td>
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<tr>
<td>Contract Services</td>
<td>$110,000.00</td>
<td>$121,124.00</td>
<td>11,124.00</td>
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<tr>
<td>Shelter Construction</td>
<td>-</td>
<td>$9,051.51</td>
<td>9,051.51</td>
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<tr>
<td><strong>Total Expend. - Parks and Recreation</strong></td>
<td>$3,204,826.00</td>
<td>$3,230,354.82</td>
<td>25,528.82</td>
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</tbody>
</table>
### GENERAL FUND

<table>
<thead>
<tr>
<th>Section</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$6,151,341.00</td>
<td>$6,151,341.00</td>
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<tr>
<td>Medical Exams</td>
<td>$25,000.00</td>
<td>$47,000.00</td>
<td>$22,000.00</td>
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<tr>
<td>Uniforms</td>
<td>$45,000.00</td>
<td>$54,363.24</td>
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<tr>
<td>Protective Clothing</td>
<td>$60,000.00</td>
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<tr>
<td><strong>Total Expend. - Fire</strong></td>
<td>$6,281,341.00</td>
<td>$6,334,237.99</td>
<td>$52,896.99</td>
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<tr>
<td>All Other Operating Expenditures</td>
<td>$9,475,942.00</td>
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<tr>
<td>Protective Clothing</td>
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<tr>
<td>Building Maintenance</td>
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<tr>
<td>Line Cars</td>
<td>-</td>
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<td><strong>Total Expend. - Police</strong></td>
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<td>FY20-21 Adopted Budget 6/17/20</td>
<td>$1,000.00</td>
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<tr>
<td>Transfers to Capital Projects</td>
<td>$4,236.00</td>
<td>$22,907.18</td>
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<td><strong>Total Expend. - Transfers</strong></td>
<td>$5,236.00</td>
<td>$23,907.18</td>
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<tr>
<td>All Other Expenditures</td>
<td>$18,000,168.00</td>
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</tr>
<tr>
<td><strong>Total Expenditures - General Fund</strong></td>
<td>$42,425,220.00</td>
<td>$42,862,916.11</td>
<td>$437,696.11</td>
</tr>
</tbody>
</table>

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Revenues</td>
<td>$17,153,130.00</td>
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<td>$0</td>
</tr>
<tr>
<td>Licenses and Permits</td>
<td>$375,525.00</td>
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<tr>
<td>Revenue from Other Agencies</td>
<td>$15,014,633.00</td>
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</tr>
<tr>
<td>Charges for Services</td>
<td>$4,969,581.00</td>
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<tr>
<td>Capital Returns</td>
<td>$1,361,930.00</td>
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<tr>
<td>miscellaneous Revenue</td>
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<td>$450,660.11</td>
<td>$357,696.11</td>
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<tr>
<td>Appropriated Fund Balance</td>
<td>$12,964.00</td>
<td>$450,660.11</td>
<td>$437,696.11</td>
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<tr>
<td><strong>Total Revenues - General Fund</strong></td>
<td>$42,425,220.00</td>
<td>$42,862,916.11</td>
<td>$437,696.11</td>
</tr>
</tbody>
</table>

### UTILITY FUND

<table>
<thead>
<tr>
<th>Section</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Operating Expenditures</td>
<td>$2,325,124.00</td>
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<tr>
<td>Consultant Fees</td>
<td>$54,210.00</td>
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<tr>
<td>Machine/Equipment Maintenance</td>
<td>$415,614.00</td>
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<tr>
<td>River Intake Maintenance</td>
<td>$42,700.00</td>
<td>$52,700.00</td>
<td>$10,000.00</td>
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<td><strong>Total Expend. - Water Treatment</strong></td>
<td>$2,837,648.00</td>
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<td>All Other Operating Expenditures</td>
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<tr>
<td>Pump Stations Maintenance</td>
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<td><strong>Total Expend. - Water Reclamation</strong></td>
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<td>$3,654,021.50</td>
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<td>All Other Expenditures</td>
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<tr>
<td><strong>Total Expenditures - Utility Fund</strong></td>
<td>$18,402,385.00</td>
<td>$18,545,321.74</td>
<td>$142,936.74</td>
</tr>
</tbody>
</table>

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue from Other Agencies</td>
<td>-</td>
<td>-</td>
<td>$0</td>
</tr>
<tr>
<td>Charges for Services</td>
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<td>$18,068,818.00</td>
<td>$0</td>
</tr>
<tr>
<td>Capital Returns</td>
<td>$32,542.00</td>
<td>$32,542.00</td>
<td>$0</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>$301,025.00</td>
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<td>$0</td>
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<tr>
<td>Fund Balance</td>
<td>-</td>
<td>$142,936.74</td>
<td>$142,936.74</td>
</tr>
<tr>
<td><strong>Total Revenues - Utility Fund</strong></td>
<td>$18,402,385.00</td>
<td>$18,545,321.74</td>
<td>$142,936.74</td>
</tr>
</tbody>
</table>
### DOWNTOWN MSD FUND

<table>
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<tr>
<th></th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown District (8350)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Operating Expenditures</td>
<td>$80,898.00</td>
<td>$80,898.00</td>
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</tr>
<tr>
<td>Parking Lot/Paving Improvements</td>
<td>-</td>
<td>20,000.00</td>
<td>20,000.00</td>
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<tr>
<td>Total Expend. - Downtown District</td>
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<td>$100,898.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>All Other Expenditures</td>
<td>$17,000.00</td>
<td>$17,000.00</td>
<td>$</td>
</tr>
<tr>
<td>Total Expend. - Downtown District</td>
<td>$97,898.00</td>
<td>$117,898.00</td>
<td>$20,000.00</td>
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</table>

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Revenues</td>
<td>$97,075.00</td>
<td>$97,075.00</td>
<td>$</td>
</tr>
<tr>
<td>Capital Returns</td>
<td>823.00</td>
<td>823.00</td>
<td>-</td>
</tr>
<tr>
<td>Appropriated Fund Balance</td>
<td>-</td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Total Revenues - Downtown MSD Fund</td>
<td>$97,898.00</td>
<td>$117,898.00</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

This Ordinance shall be in full force and effect from and after this _______ day of __________________, 2020.

________________________________________

Chuck Allen
Mayor

ATTEST:

______________________________

City Clerk
CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
SEPTEMBER 8, 2020 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 2020 Edward Byrne Memorial Justice Assistance Grant (JAG). This is the same grant that was applied for in 2019.

DISCUSSION: The total amount of the grant is $34,766.00. As in 2019, the Grant requires that the application be filed on behalf of both the Goldsboro Police Department and the Wayne County Sheriff’s Office. The Goldsboro Police Department will be eligible to receive $20,859.60 and the Wayne County Sheriff’s Office will be eligible to receive $13,906.40.

The grant requires the application be submitted 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 proposed to purchase crowd control protective equipment for officers and the Wayne County Sheriff’s Office has proposed to purchase a vehicle.

RECOMMENDATIONS: It is recommended that the attached resolution be adopted supporting the Police Department applying for this grant.

DATE: 8-25-2020  
Michael West, Chief of Police

DATE: 9/1/20  
Timothy M. Salmon, City Manager
RESOLUTION NO. 2020-

A RESOLUTION SUPPORTING THE 2020 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) APPLICATION

WHEREAS, the City of Goldsboro wishes to submit an application for the 2020 Justice Assistance Grant Funds; and

WHEREAS, the Goldsboro Police Department wishes to purchase crowd control protective equipment in the amount of $20,859.60 in the event of a mass gathering involving actual or potential violence that threatens officer safety.

WHEREAS, the Wayne County Sheriff’s Office wishes to utilize their $13,906.40 allotted portion of the grant funds towards the purchase of a vehicle.

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 2020 JAG Funds in the amount of $34,766.00.

2. This resolution shall be in full force and effect from and after the 8th day of September, 2020.

Mayor

Attested by:

City Clerk
CITY OF GOLDSBORO
AGENDA MEMORANDUM
September 8, 2020

SUBJECT: Approve the application for asset inventory and assessment grants.

BACKGROUND: Asset management is the process of developing, operating, and maintaining assets. Correctly identifying and classifying assets is critical to the survival of a water and sewer utility, specifically its solvency and risk. An asset is a resource, operated by the City of Goldsboro, with future economic benefits for our systems.

DISCUSSION: The City of Goldsboro submits applications for clean water and drinking water state revolving funding and grants biannually. Scoring on applications for "system management" have traditionally been zero (0), having no approved capital improvement plan, asset management plan, and the affordability of water and sewer services.

In order to make the City of Goldsboro more competitive during application awards, create system integrity, and create cost savings, Public Utilities staff is working on developing best management practices through asset management.

Public Utilities has budgeted monies in fiscal year 20-21 for asset management and looks to leverage opportunities for additional funding by applying for a grant which requires a match.

RECOMMENDATION: It is recommended that the City Council approve the attached Resolution authorizing the Mayor to approve application for asset inventory and assessment grants.

Date: 09/08/2020

Michael Wagner, Public Utilities Director

Date: 9/1/20

Timothy Salmon, City Manager
RESOLUTION NO. 2020-

RESOLUTION AUTHORIZING THE APPLICATION FOR ASSET INVENTORY AND ASSESSMENT GRANTS

WHEREAS, The Federal Clean Water Act Amendment of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project; and

WHEREAS, The City of Goldsboro has need for and intends to develop asset inventories, condition assessment of critical assets, and other components of a comprehensive asset management program for water and sewer; and

WHEREAS, The City of Goldsboro intends to request state grant assistance for the project,

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

1. The City of Goldsboro, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State grant award.

2. The Applicant will provide for efficient completion of the project per program guidelines.

3. That Chuck Allen, Mayor, and Tim Salmon, City Manager, the Authorized Officials, and successors so titled, are hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a grant to aid in the assessment project described above.

4. The Authorized Officials, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project, to make the assurances as contained above, and to execute such other documents as may be required in connection with the application.

5. The Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

6. This Resolution shall be in full force and effect from and after this 8th day of September, 2020.
CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Goldsboro does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Goldsboro City Council duly held on the_______ day of _____________, 20____; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this ________ day of ______________, 20__.

(Signature of Recording Officer)

__________________________
(Signature of Recording Officer)

__________________________
(Title of Recording Officer)
CITY OF GOLDSBORO
AGENDA MEMORANDUM
September 8, 2020

SUBJECT: Adopt and approve the water and sewer system capital improvement plan

BACKGROUND: A capital improvement plan is a short-range plan, usually five to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.

DISCUSSION: The City of Goldsboro submits applications for clean water and drinking water state revolving funding and grants biannually. Scoring on applications for “system management” have been zero (0) in recent history, having no approved capital improvement plan, asset management plan, and the affordability of water and sewer services.

In order to make the City of Goldsboro more competitive during application awards, an approved plan of at least five years is necessary. The Utility Master Plan and forecasted capital improvements have not been updated by professional engineering firms since 2008. Utility fund staff has created an internal 10-year working plan for approval.

RECOMMENDATION: It is recommended that the City Council approve the attached Resolution authorizing the Mayor to approve the water and sewer system capital improvement plan.

Date: 09/08/2020

Michael Wagner, Public Utilities Director

Date: 9/1/20

Timothy Salmon, City Manager
RESOLUTION NO. 2020-

RESOLUTION TO ADOPT AND APPROVE THE WATER AND SEWER SYSTEM CAPITAL IMPROVEMENT PLAN

WHEREAS, the City of Goldsboro has developed a water and sewer system in and around the City of Goldsboro; and

WHEREAS, said municipal water and sewer system is operated and maintained by the City of Goldsboro; and

WHEREAS, the City of Goldsboro recognizes the need for, and advantage of, maintaining adequate short-term and long-term planning for capital improvements for the water and sewer system.

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

1. The 2020 Capital Improvement Plan is hereby adopted and approved.

2. The City Council authorizes staff to update the plan as new information becomes available.

3. This Resolution shall be in full force and effect from and after this 8th day of September, 2020.

____________________________________
Mayor

Attested by:

____________________________________
City Clerk
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Priority</th>
<th>Funding Source</th>
<th>FY 2020</th>
<th>FY 2021</th>
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**WTP CIP (Source: "add 2020 CIP WTP WRP Composite 1-13-20.xlsx")**

- Filter Scum Pump - UF
- Clear Cleanworks A1 and A2 - UF
- Concrete Pressure Test Station (Case Farm) - Loan
- grease River Sedimentation Basin - UF
- Concrete extensions for pressure locater station, (Case Farm) - UF
- Water Filter Installation - UF
- Water Filter Installation - UF
- New River Driveway - UF
- Harris Street Wastewater Asset Maintenance
- Holly/Med Stream Elevated Tank Asset Maintenance
- New Hope Elevated Tank Asset Maintenance
- Centerville Elevated Tank Asset Maintenance
- New Upstream River Intake - Loan
- NW Water Treatment Plant Construction - Loan
- New Water Treatment Plant Design - UF
- Plate Sealer Project - Loan
- Filter Media - UF
- Maintenance Building - UF
- Water Mover - UF
- Pickup Truck - UF
- Static Mixer in Harris Tank - UF
- Static Mixers in New Hope Tank - UF
- Upgrade SCADA system and Elevated tanks - UF
- US Army Corps of Engineers Flood Control Structure - UF
- Utilize Master Plan - UF

| **Subtotal** | $678,000 | $598,757 | $4,678,757 | $8,178,757 | $2,538,347 | $5,366,347 | $345,347 | $306,347 | $85,286,347 | $221,178 | $888,178 |

City of Goldsboro, NC Water & Sewer CIP
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<th>Amount</th>
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<td>Replace Pretreatment Car - UF</td>
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<td>Replace Pick-up Truck - UF</td>
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<td>Replace Clarifier #1 - UF</td>
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**Total for WRF Compost CIP:** $1,089,500
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Total Cost: $3,805,882
CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 8, 2020 COUNCIL MEETING

SUBJECT: SITE-17-20 Site and Landscape Plans- Precision Franchising, Inc. (Precision Tune Autocare)

BACKGROUND: Subject property is located on the south side of Spence Ave. between N. Hillcrest Dr. and Cashwell Drive.

Frontage: 155.89 ft.
Depth: 350 ft.
Area: 54,561 sq. ft. or 1.25 acres
Zoning: General Business (GB)

Existing use: The property is currently clear and vacant and is located between two existing restaurants. West of the site is a Burger King and east of the site is Jay’s Kitchen.

Nonresidential developments on parcels that disturb greater than one acre shall be approved by Goldsboro City Council.

DISCUSSION: The submitted site plan indicates a two-story, brick-veneer commercial building consisting of approximately 7,017 sq. ft. Applicant proposes to use the facility as an automobile inspection, repair and service center.

A floor plan has been provided which consists of a waiting room, laptop/internet bar, kid zone, offices, parts/supply storage area and restrooms for customers and employees of the business on the first floor of the facility fronting Spence Avenue. In addition, ten (10) garage bays are located at the rear of the facility for automobile inspection, service and repair.

The second floor consists of a mezzanine used for heating and air equipment including mechanical exhaust systems and miscellaneous storage.

Hours of Operation: Monday-Friday: 8am-6pm
Saturday: 8am-5pm
Employees: 12

Access: Access to the site will be provided from a 24 ft. wide driveway cut off of Spence Avenue. Since Spence Avenue is a
NCDOT state-maintained road, a driveway permit will be required and approved in accordance with NCDOT standards.

**Parking:** A total of 47 paved parking spaces have been provided including 2 handicap accessible parking spaces. 17 spaces will be located in front of the facility along Spence Avenue to include 2 handicap accessible parking spaces. 27 parking spaces will be located along the western property line. 3 parking spaces will be located adjacent to the principle building in close proximity to the main entrance.

Applicant has been informed that auto repair facilities and all outdoor storage areas for vehicles other than customer parking shall be screened from public view in accordance with the City’s Unified Development Code. Applicant has informed staff that there will be no outside storage of automobiles after business hours.

**Sidewalks and Pedestrian Access:** 6 ft. wide interior sidewalks and handicap ramps have been provided for access by customers and employees from the parking lot to building entrances.

Exterior sidewalks are not shown on the site plan. According to the Unified Development Code, exterior sidewalks are required for new development. Staff and NCDOT officials are working with the applicant to secure proper permits for the construction of sidewalks along the property frontage and within the public right of way.

**Landscaping:** The site plan indicates a proposed Type A, 10 ft. wide landscape buffer along the western, southern, and eastern property lines. A total of 4 street trees are proposed along Spence Avenue. Vehicular surface area plantings, vehicular surface buffers and landscape islands are not indicated on the plan. Applicant is working with staff to ensure that the site meets the City’s landscape ordinance.

A storm water retention pond is shown at the rear of the property. It will be required to be screened with evergreen shrubs.

**Building Elevations and Design:** The proposed automobile inspection, repair and service center’s exterior building materials consists of brick-veneer walls, exterior insulation finishing systems (stucco), metal awnings and copings and aluminum framed-metal windows and doors with tinted glazing.
Staff is working with the applicant to ensure that the parapet wall located over the ten garage bays features three dimensional cornice treatments and not be of a constant height for longer than one hundred feet.

**Commercial Lighting Plan:** 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.

**Interconnectivity:** Interconnectivity has been provided on the submitted site plan at the front and rear of the property adjacent to the eastern property line.

**Engineering:** 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 been submitted. The applicant will be required to meet City Engineering standards before construction permits are released.

**Refuse collection:** An enclosed commercial dumpster area with a concrete pad is shown at the rear of the site and adjacent to the storm water infiltration area. The dumpster enclosure will match the elevations of the proposed auto service center and will be screened in accordance with City standards.

The Planning Commission, at their meeting held on August 31, 2020, recommended approval of the Site and Landscape Plan with the requested modifications.

**RECOMMENDATION:** By motion, accept the recommendation of the Planning Commission and approve the site and landscape plan with the following modifications.

1. Modification to install City sidewalks due to the existing site conditions and recommendation from NCDOT to refrain from installation due to future road improvements.

2. Pay a fee in lieu of sidewalk construction in the amount of $2,380.00

Date: 9/1/20

Planning Director

Date: 9/1/26

City Manager
SITE PLAN REQUEST

CASE #: SITE-17-20
APPLICANT: PRECISION FRANCHISING, INC.
PIN #: 3519-22-3914
LOCATION: 302 N. SPENCE AVE.
PROPOSED USE: AUTOMOTIVE SERVICE & REPAIR

The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.
CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 8, 2020 COUNCIL MEETING

SUBJECT: S-6-20 Habitat for Humanity of Goldsboro-Wayne Inc. (Preliminary Subdivision Plat)

BACKGROUND: The applicant has recently acquired nine (9) existing private parcels located on the south side of W. Grantham Street between N. Alabama Avenue/W. US 70 Hwy. and the west side of N. Georgia Avenue.

The applicant intends to recombine and divide portions of previously subdivided and recorded lots for the purpose of sale and residential development.

According to the City of Goldsboro’s Unified Development Code, the applicant is required to follow the City’s subdivision approval process since the number of total number of existing lots will be increased from 9 to 12.

<table>
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<tr>
<th>Totals Lots:</th>
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<tr>
<td>Total Area:</td>
<td>2.774 acres</td>
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<td>Min. Lot Size:</td>
<td>6,746 sq. ft.</td>
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<td>Max. Lot Size:</td>
<td>11,423 sq. ft.</td>
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<td>Average Lot Size:</td>
<td>8,572 sq. ft. or 0.231 acres</td>
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<td>Zoning:</td>
<td>R-6 (Residential)</td>
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Currently, all existing lots are vacant with the exception of Lot #9 which is occupied by an existing single-family dwelling. Applicant intends to demolish existing home on Lot#9 and replace with a new home meeting the requirements of the R-6 (Residential) zoning district.

DISCUSSION: As previously stated, the submitted preliminary plat contains a total of twelve (12) lots proposed for residential development.
Building setbacks for single-family dwellings within the R-6 zoning district are as follows:

- Front: 25 ft.
- Rear: 25 ft.
- Side: 8 ft.
- Side (Corner Lot): 16 ft.

**Engineering:** No new streets are proposed for the subdivision. N. Alabama Avenue, Marshall Street and N. Georgia Avenue are existing City streets paved and maintained by the City of Goldsboro.

City water and sewer are available to serve all lots within the proposed subdivision. The proposed subdivision is not located within a Special Flood Hazard Area.

The Planning Commission, at their meeting held on August 31, 2020, recommended approval of the Preliminary Subdivision Plat.

**RECOMMENDATION:** By motion, accept the recommendation of the Planning Commission and approve the Preliminary Subdivision Plat.

Date: 9/11/20

Planning Director

Date: 9/11/20

City Manager
The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.
CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 8, 2020

SUBJECT: Adopting an Electronic Records and Imaging Policy for the City of Goldsboro

BACKGROUND: The City of Goldsboro utilizes modern electronic technology to efficiently and effectively deliver service to the public and document the city’s operations. The City would like to transition to a more paperless digital system to reduce required storage space for original documents as well as provide easier access to documents. To ensure these records remain accessible over time, established guidelines are needed.

DISCUSSION: The attached Electronic Records and Imaging Policy reflects guidelines established by the North Carolina Department of Natural and Cultural Resources publication Guidelines for Managing Trustworthy Digital Public Records. All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable. This policy also serves to protect those records digitized by the city’s in-house imaging system. The form provided in Section 10 of this document, Request for Disposal of Original Records Duplicated by Electronic Means, is completed and submitted to the Department of Natural and Cultural Resources whenever this city wishes to dispose of a series of paper records that have been digitized. This policy will be re-evaluated at least every five years and updated as required.

RECOMMENDATION: Staff recommends Council adopt the attached Resolution approving the Electronic Records and Imaging Policy.

DATE: 9/1/20
City Clerk

DATE: 9/1/20
City Manager
RESOLUTION NO. 2020-____

RESOLUTION ADOPTING THE ELECTRONIC RECORDS AND IMAGING POLICY

WHEREAS, The City of Goldsboro utilizes modern electronic technology to efficiently and effectively deliver service to the public and in documenting the city's operations; and

WHEREAS, The City would like to transition to a more paperless digital system in an effort to reduce required storage space for original documents as well as provide easier access to documents; and

WHEREAS, The City strives to increase the reliability and accuracy of records stored in the information technology system and to ensure these records remain accessible over time, established guidelines are needed; and

WHEREAS, The attached Electronic Records and Imaging Policy reflects guidelines established by the North Carolina Department of Natural and Cultural Resources publication Guidelines for Managing Trustworthy Digital Public Records; and

WHEREAS, This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable; and

WHEREAS, This policy also serves to protect those records digitized by the city's in-house imaging system.

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

1. The Electronic Records and Imaging Policy is hereby adopted until such time as the Council shall modify or revoke the same.

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 8th day of September, 2020.

Mayor

Attested by:

City Clerk
Electronics Records and Imaging Policy for the City of Goldsboro

Adopted: _________________
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1. Purpose

The records covered by this policy are in the custody of the City of Goldsboro and are maintained for the benefit of the city’s use in delivering services and in documenting the city’s operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records*. Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance records’ admissibility and acceptance by the judicial system as being trustworthy.

All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized by the city’s in-house imaging system, which reduces required storage space for original documents as the city transitions to a “more paperless” digital system and provides instant and simultaneous access to documents as needed.

The form provided in Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*, is completed and submitted to the Department of Natural and Cultural Resources whenever this city wishes to dispose of a series of paper records that have been digitized.

This policy will supersede any electronic records system policy previously adopted. This policy will be reevaluated at a minimum of every five (5) years, or upon the implementation of a new information technology system, and will be updated as required. A copy of this policy will remain on file at the Department of Natural and Cultural Resources.

2. Responsible Parties

- Department Director/Supervisor
- IT Department
- Records Creators

**Department Director/Supervisor**

Responsibilities include:

1. Determining access rights to the system.
2. Approving system as configured by IT.
3. Performing quality assurance checks by sampling the city’s imaged records before the original documents are destroyed.
IT Department
Responsibilities include:
1. Installing and maintaining equipment and software.
2. Configuring the system according to city needs, including creating and testing applications and indexes.
3. Controlling permission rights to the system.
4. Maintaining documentation of system hardware and software.
5. Establishing audit trails that document actions taken on records stored by the information technology system.
6. Providing backups for system records and recovering deleted imaged records when necessary.
7. Completing a disaster recovery backup at least once every two years.
8. Establishing and providing training on equipment and software, documenting such training, and providing remedial training as needed.
9. Creating and updating detailed procedural manuals describing the imaging process and equipment.

Records Creators
Responsibilities include:
1. Attending and signing off on training conducted by IT staff or by the Department of Natural and Cultural Resources.
2. Creating passwords for computers that are long, complex, and frequently changed
3. Creating and managing electronic records in their purview in accordance with the policies and other guidance issued by the Department of Natural and Cultural Resources and complying with all IT security policies
4. Reviewing system records annually and purging records in accordance with the retention schedule.
5. Guaranteeing that records, regardless of format, be retained for the period of time required by local records retention schedules.
6. Carrying out day-to-day processes associated with the city’s imaging program, including:
   • Designating records to be entered into the imaging system.
   • Noting confidential information or otherwise protected records and fields.
   • Removing transitory records from the scanning queue.
   • Completing indexing guide form for each record being scanned.
   • Reviewing images and indexing for quality assurance.
   • Naming and storing the scanned images in designated folders.
   • Once approved, destroying or otherwise disposing of original records in accordance with guidance issued by the Department of Natural and Cultural Resources.
   • Conducting any necessary batch conversions or batch renaming of imaged records.

3. Availability of System and Records for Outside Inspection
This city recognizes that the judicial system may request pretrial discovery of the information technology system used to produce records and related materials. City personnel will honor
requests for outside inspection of the system and testing of data by opposing parties, the court, and government representatives. Records must be available for inspection and audit by a government representative for the full period required by law and approved records retention schedules, regardless of the life expectancy of the media on which the records are stored. Records must continue to exist when litigation, government investigation, or audit is pending or imminent, or if a court order may prohibit specified records from being destroyed or otherwise rendered unavailable.

In order to lay a proper foundation for the purposes of admitting the city’s electronic records into evidence, the city will be able to provide up-to-date, detailed documentation that describes the procedural controls employed in producing records; procedures for input control including tests used to assure accuracy and reliability; and evidence of the records’ chain of custody. In addition to this policy, such documentation includes:

- Procedural manuals
- System documentation
- Training documentation
- Audit documentation
- Audit trails documenting access permission to records

The city will also honor inspection and copy requests pursuant to N.C. G.S. § 132. The city should produce the records created and used in the course of business, maintaining established folder structure as applicable. The city should produce records in any format it is capable of producing if asked by the requesting party; however, the city is not required to create or compile a record that does not already exist. If it is necessary to separate confidential from non-confidential information in order to permit the inspection or copying of the public records, the city will bear the cost of such separation, unless such request is deemed “excessive” according to the City of Goldsboro’s Public Records Request Policy and Procedure adopted by the City Council on April 6, 2020 pursuant to N.C. G.S. § 132-6.2(b) authorizes public agencies to charge a “special service charge” for requests involving extensive use of information technology resources or extensive clerical and/or supervisory assistance.

4. Maintenance of Trustworthy Electronic Records

- Produced by Methods that Ensure Accuracy
- Maintained in a Secure Environment
- Associated and Linked with Appropriate Metadata
- Stored on Media that are Regularly Assessed and Refreshed

Produced by Methods that Ensure Accuracy
All platforms used by the city to create and manage electronic records, including e-mail clients, social media platforms, and cloud computing platforms, conform with all Department of Natural and Cultural Resources policies and all applicable IT security policies.

Electronic files are named in accordance with the Best Practices for File Naming published by the Department of Natural and Cultural Resources (https://archives.ncdcr.gov/documents/best-practices-file-naming). Folders for each category of records will be created in Windows structure having a naming convention appropriate for each department with access security commensurate
with this policy and legal requirements.

Electronic files are saved in .pdf and .tif formats that comply with DNCR’s *File Format Guidelines for Management and Long-Term Retention of Electronic Records*. File formats used by the city are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

**Maintained in a Secure Environment**
Security of the system and the records it holds is maintained in the following ways:

- Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents.
- The information technology system is able to separate confidential from non-confidential information, or data creators organize and name file systems in such a way to identify confidentiality of the documents.
- Folders with confidential information are restricted, and access rights to confidential data are carefully managed. Confidential material is redacted before it is shared or otherwise made available. Original documents scanned by the city’s Laserfiche system can be accessed by a layered program which will allow redaction without changes to the original. Redactions will be applied as appropriate for each issue and department supervised by the department head or designee and in accordance with the law.
- Duplicate copies of digital media and system backup copies are stored in offsite facilities in order to be retrieved after a natural or human-made disaster.
- Physical access to computers, disks, and external hard drives is restricted.
- All system password and operating procedure manuals are kept in secure off-site storage.

**Associated and Linked with Appropriate Metadata**
Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file’s current use and/or retention.

**Stored on Media that are Regularly Assessed and Refreshed**
Data is converted to new usable file types as old ones become obsolete. The following steps are taken to ensure the continued accessibility of records kept in electronic formats:

- Data is audited and assessed annually. If there is evidence of file corruption, data should be migrated to new media.
- Media is refreshed every three to five years. The city documents when and how records are transferred from one storage medium to another.
- Records are periodically converted to new file types, particularly when a new information technology system requires that they be brought forward in order to render the file properly.
- Metadata is maintained during transfers and migrations.
- Records are periodically verified through hash algorithms. This is done before and after migration to new media to ensure that the record did not change during conversion.
- Storage media is maintained in a manner and in an environment that promotes bit-level preservation. Humidity does not exceed 50% and should not fall below 30%. Room
temperature is set between 65° F to 75° F. The city adheres to the media manufacturer’s recommendations for specific environmental conditions in which the media should be stored.

- Whatever media is used to store data is clearly labeled with enough information that its contents can be determined.

5. Components of Information Technology System

- Training Programs
- Audit Trails
- Audits

Training Programs
The IT department will conduct training for system use and electronic records management, using material published by the Department of Natural and Cultural Resources when appropriate. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs, and other relevant information.

Audit Trails
At a minimum, the IT department will maintain documentation on who has read and/or write permission to files maintained by the city. A log of activities on the system is maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

Audits
Audits are designed to evaluate the process or system's accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by city IT staff, at least annually.

6. Documentation of Information Technology System

- Content of System Design
- Retention of System Documentation

System Design
The city maintains documentation that describes system procedures, practices, and workflows. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated by IT staff annually or upon implementation of a new information technology system. Such documentation maintained by the city includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan
- System-level agreements for contracted information technology services
RetentionPolicySystemDocumentation

One set of all system documentation will be maintained during the period for which the records produced by
the process or system could likely be subject to court review and until all data created by every system
instance has been destroyed or transferred to a new operating environment. All such documentation is listed
in the city’s records retention schedule.

7. Digital Imaging Program Documentation and Procedures

- System and Procedural Documentation
- Training
- Indexing and Metadata
- Auditing and Audit Trails
- Retention of Original and Duplicate Records

System and Procedural Documentation

The IT department is responsible for preparing and updating detailed procedures that describe the process
followed to create and manage imaged electronic records. This documentation will include a description of
the system hardware and software. A current procedural manual will be maintained to ensure the most
current steps are followed and to ensure reliable system documentation will be available for judicial or similar
proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and
software, unless the scanner is collocated by means of a network interface:

- Document/image scanner authorized by IT
- Driver software for scanner
- Imaging software: Duplex Imaging Laserfiche software
- Instructions manual, maintained by IT staff, describing in detail the steps required in the scanning
  process. This manual will also define:
  - The resolution of scanned images, as well as any compression standard used
  - The file formats of scanned images
  - The file naming conventions used for scanned images
  - Whether batch conversion or batch file re-naming will be necessary, and what tool is used for
    such conversions
  - How the scanned images will be stored in the file system
  - Whether any image enhancement techniques should be conducted after imaging

Training

Only designated staff that have been formally trained by IT staff and have signed off on training
documentation on the use of the imaging software and equipment will be allowed to scan records. Covered
records will be scanned and filed as part of an ongoing regularly conducted activity. Components of the
training will include basic techniques for image capture, indexing, quality control, security configuration,
auditing, use of equipment, and general system maintenance. Permissions to image and index records will not
be assigned until the user has been trained. If a user improperly indexes or scans a document, an auditor will
address this occurrence with the user, and remedial training will be performed as necessary.

Indexing and Metadata

All imaged records must be indexed in order to facilitate efficient retrieval, ease of use, and up-to-date
information about the images stored. This index should capture the content, structure, and context of the
imaged records and will be developed by IT staff prior to the implementation of any imaging system.
Metadata will be maintained in accordance with the guidelines provided in Section 4, *Maintenance of Trustworthy Electronic Records*.

**Auditing and Audit Trails**

Staff trained to conduct imaging will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols
- Combinations of letters, numbers, and symbols forming words or sentences
- Graphics such as signatures, logos, and pictures
- Other features of records such as color, shape, texture, etc., that relate to the content of the information

Managerial staff for the various units of the city will also periodically audit imaged records for accuracy, readability, and reproduction capabilities. A written audit report will be prepared indicating the sampling of records and what remedial procedures were followed if the expected level of accuracy was not achieved.

Audit trails built into the imaging system that will automatically document who creates, duplicates, modifies, or otherwise accesses records and what procedures were taken. Audit trails include the success or failure, date, time, and user of the following events:

- Add/Edit electronic document
- Assign index template
- Copy document
- Copy pages
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image
- E-mail document
- Export document
- Index creation/deletion/modification
- Insert page
- Log in/out
- Move document
- Move pages
- Print document

**Retention of Original and Duplicate Records**

To obtain permission to destroy original records following imaging, this city will complete Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*. For each records series identified for scanning, the Department of Natural and Cultural Resources must approve the destruction of the original records. Permanent records may be imaged for ease of access, but the original documents may not be destroyed unless an analog copy exists prior to the records’ destruction.

Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, the electronic records system is audited for accuracy, and the destruction of records has been approved.

If digital images replace the original records and assume all legal authorities, these scanned records will be
considered the record copy and must be maintained for the specified retention period defined in the appropriate records retention and disposition schedule. The retention period is considered to have begun when the original document was created, not when the electronic version was produced. Any hard copy generated from the imaged records will be considered the city’s duplicate “working” record or reference copy.

8. Other Electronic Records Management Practices

- System Planning
- Shared Drive Management
- Security and Disaster Backup and Restoration

**System Planning**
The City uses traditional paper media, electronic systems, or microfilm, for the creation and storage of records, based upon which media best serves the records retention requirements of unique records groups, as well as the administrative needs of the City. Any document that is considered to be a permanent record must be kept either as paper media or microfilm. Permanent records may be scanned and become a part of the document imaging and electronic records systems to provide for greater efficiency; however, they will still be maintained in either a paper media or microfilm form. The City monitors all computing resources and information systems for performance, storage, and supportability. Those systems identified as requiring upgrading or additional resources, are part of the annual budgeting process within the city.

**Electronic Records Management**
System documentation, system access records, digitization and scanning records, metadata, and information maintained by that system is listed in an approved records retention and disposition schedule prior to their destruction or other disposition.

Records produced by local agencies are retained for the period of time required by local records retention scheduled regardless of format. Any permanent records maintained in electronic form also exist as a paper or microfilm preservation duplicate copy in compliance with the Department of Cultural Resources’ Human-Readable Preservation Duplicates policy.

**Security and Disaster Backup and Restoration**
The city has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Our backup server conducts backups every night. Email, database transaction logs and document management system backups are conducted every hour. The SAN also takes a snapshot of each server every night. Backups are done to our secured off site Disaster Recovery facility using a NAS device. SAN snapshots are done on the storage device and then replicated to an identical SAN device at Disaster Recovery facility. Snapshots are kept for 10 days. Backups are kept for a minimum of 14 days.

9. Compliance and Electronic Records Self-Warranty

The completion of this form by all signing employees signals that all employees will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the city are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources. [The self-warranting of records in itself does not authorize the destruction of records, originals or copies, nor does it change current records retention and disposition scheduling procedures. Destruction of records are authorized when your city approves the current retention and disposition schedule(s). If
scanned records are intended to take the place of original paper records, state agencies must amend the
Disposition instructions of the relevant items in their program records schedule to reflect this procedure,
and local agencies must submit the Request for Disposal of Original Records Duplicated by Electronic
Means form.]

Each signatory should initial each element for certification, print his/her name on the Approved by line,
fill in the job title, and sign and date the form.

Records Custodian/Managerial Staff

The records custodian is the person responsible for creating records or managing the staff who create
records. The records custodian certifies that:

______ The records created or duplicated by electronic means in this office are prepared
in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file
  naming, and if applicable, digital preservation guidance produced
  by DNCR.
- Detailed, documented procedures are in place and followed when
  the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives
  formal training on detailed system procedures prior to records
  preparation.
- Details of the training received are adequately documented through
  written policies and procedures.
- Employees sign training records after receiving training.

______ This city will comply with the best practices and standards established by the
Department of Natural and Cultural Resources as published on its website.

______ This city will submit to the Department of Natural and Cultural Resources
Section 10 of this policy, Request for Disposal of Original Records
Duplicated by Electronic Means, to seek approval for the destruction of
original records that have been converted from paper to electronic
record.

______ Affected records creators will be trained on the proper creation and maintenance
of electronic records.

______ Imaged records will be periodically audited for accuracy, readability, and
reproduction capabilities before the original documents are destroyed.

Approved by: ___________________________ Date: ________________

Title: ________________________________

Signature: ________________________________
IT Professional or other Project Supervisor
The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. In the absence of an IT department, the supervisor of the records custodian should verify the following items. The IT Professional certifies that:

_____ Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

_____ Audits:
  • are performed periodically to confirm that the process or system produces accurate results.
  • confirm that procedures followed are in accordance with the city’s documentation.
  • are performed routinely on files to ensure no information has been lost.
  • are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
  • are adequately documented.

_____ The process or system hardware and software are adequately documented.

_____ Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

_____ Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

_____ Successful disaster recovery backup is completed at least once every two years.

Approved by: ______________________ Date: ____________

Title: ________________________________

Signature: ____________________________

Department Director/Supervisor
The department director or supervisor is the person responsible for approving internal policies and procedures related to the creation and maintenance of electronic records. The department director/supervisor certifies that:

Determinations are made regarding employees’ permission rights to the electronic records system.

IT’s configurations for the electronic records system are reviewed and approved before the electronic records system becomes operational.

Approved by: ______________________ Date: ____________

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with a permanent retention.

Prior to the disposal of original records duplicated by electronic means, a fully executed copy of the **Request for Disposal of Original Records Duplicated by Electronic Means** form must be provided to the City Clerk.
Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

<table>
<thead>
<tr>
<th>City Contact Name:</th>
<th>Date (MM-DD-YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone (area code):</td>
<td>Email:</td>
</tr>
<tr>
<td>County/Municipality:</td>
<td>Office:</td>
</tr>
<tr>
<td>Mailing address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Series Title</th>
<th>Description of Records</th>
<th>Inclusive Dates</th>
<th>Approx. Volume of Records</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>A group of records as listed in records retention schedule</td>
<td>Specific records as referred to in-office</td>
<td>(1987-1989; 2005-present)</td>
<td>(e.g. “1 file cabinet,” “5 boxes”)</td>
<td>As listed in records retention schedule</td>
</tr>
</tbody>
</table>

Requested by:

Signature
Title
Date

Approved by:

Signature
Requestor’s Supervisor
Date

Concurred by:

Signature
Assistant Records Administrator
State Archives of North Carolina
Date