

**GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 8, 2020**

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

NC Gov. Cooper's Executive Order 163 restricts mass gatherings due to COVID-19; therefore, public attendance of the Work Session and Council Meeting is restricted to those who are on the agenda or who would like to speak during the Public Comment Period. If you are speaking at the meeting, please enter the City Hall Annex front entrance and maintain social distance while waiting to enter the Large Conference Room one at a time. The meeting will be streamed live on the City's Facebook and YouTube pages at <https://www.goldsboronc.gov/mayor-of-goldsboro/city-council-minutes/>, and broadcast on the Downtown Center Street speakers.

I. WORK SESSION-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**

2020 Proposed Street Resurfacing Project

Street Name	Begin	End	2017 PCR	District	Estimated Cost
Devereaux St	Elm St	Alvin St	52	1	\$ 36,774.00
Devereaux St	Alvin St	Eason St	52	1	\$ 6,439.00
Fussell St	James St	George St	18	1	\$ 51,228.00
Isler St	Elm St	Alvin St	62	1	\$ 32,366.00
Isler St	Alvin St	Eason St	78	1	\$ 9,892.00
Kennon Ct	Spruce St	End	43	1	\$ 31,845.00
Mulberry St	Georgia Ave	Alabama Ave	40	1	\$ 19,400.00
Murray St	George St	Virginia St	35	1	\$ 25,037.00
Orchard St	Miller Ave	Whitfield Dr	43	1	\$ 39,126.00
Orchard St	Whitfield Dr	End	15	1	\$ 17,403.00
Whitted Ct	Alabama Ave	End	28	1	\$ 16,791.00
Best St	Mulberry St	Ash St	50	2	\$ 36,576.00
Cashwell Dr	Berkeley Blvd	3103 Cashwell Dr	28	2	\$ 54,377.00
Cashwell Dr	3103 Cashwell Dr	Boxwood Ln	28	2	\$ 45,432.00
Corbet St	McLain St	End	42	2	\$ 39,120.00
Mulberry St	Claiborne St	Randolph St	36	2	\$ 24,005.00
Mulberry St	Claiborne St	Taylor St	56	2	\$ 27,483.00
Mulberry St	Taylor St	Best St	42	2	\$ 21,657.00
Walnut St	Claiborne St	Taylor St	17	2	\$ 28,801.00
Walnut St	Taylor St	Best St	29	2	\$ 24,176.00
Walnut St	Best St	Madison Ave	27	2	\$ 31,409.00
Audubon Ave	Elm St	Mimosa St	32	3	\$ 40,035.00
Brogden St	William St	Greenleaf St	0	3	\$ 13,090.00
Elm St	Pineview Ave	Audubon Ave	75	3	\$ 30,740.00
Elm St	Audubon Ave	Oleander Ave	78	3	\$ 31,540.00
Hooks River Rd	William St	Victor Pl	36	3	\$ 35,881.00
Hooks River Rd	Victor Pl	John Ct	40	3	\$ 26,512.00
Hooks River Rd	John Ct	Richard St	72	3	\$ 17,764.00
Hooks River Rd	Richard St	US 117 Alt	72	3	\$ 19,216.00
Mulberry St	William St	Patrick St	45	3	\$ 37,397.00
Mulberry St	Patrick St	Daisy St	45	3	\$ 19,518.00
Mulberry St	Daisy St	Kornegay St	45	3	\$ 15,643.00

2020 Proposed Street Resurfacing Project

Street Name	Begin	End	2017 PCR	District	Estimated Cost
Hawthorn St	Claiborne St	Randolph St	72	4	\$ 19,560.00
Hawthorn St	Claiborne St	Taylor St	40	4	\$ 21,527.00
Graham St	John St	Winslow Cir	23	4	\$ 35,573.00
Myers Ave	W Seymour Dr	E Seymour Dr	15	4	\$ 29,046.00
Rosewood Ave	E Seymour Dr	Wisteria Rd	32	4	\$ 15,877.00
Hart Cir	S Andrews Ave	End	21	4	\$ 38,273.00
Rosewood Ave	Wisteria Rd	W Seymour Dr	32	4	\$ 15,721.00
Beech St	Herman St	Lionel St	56	5	\$ 49,791.00
Claiborne St	Ash St	Peachtree St	57	5	\$ 28,411.00
Glen Oak Dr	Handley Acres Dr	305 Glen Oak Dr	42	5	\$ 27,290.00
Glen Oak Dr	305 Glen Oak Dr	Pineland Dr	42	5	\$ 31,705.00
Maple St	Edgerton St	Block Change	39	5	\$ 14,406.00
Maple St	Block Change	Jackson St	39	5	\$ 20,020.00
Maple St	Jackson St	Pineview St	12	5	\$ 30,030.00
Burtus Dr	New Hope Rd	Berkeley Blvd	28	6	\$ 33,520.00
Darby Pl	Scotty Dr	End	38	6	\$ 33,150.00
Darby Rd	New Hope Rd	Wood Pl	25	6	\$ 22,488.00
Darby Rd	Wood Pl	Scotty Dr	42	6	\$ 26,440.00
Forest Dr	Myrtle Rd	Holly Rd	43	6	\$ 35,170.00
Hill Dr	Berkeley Blvd	End	44	6	\$ 24,128.00
Mimosa Park Dr	Kay Dee St	Violeta St	45	6	\$ 25,920.00
Randall Ln	Sanborn Ln	End	18	6	\$ 80,470.00
Sawgrass Pl	Wintergreen Pl	End	26	6	\$ 14,230.00
Shelley Dr	Jay-Ryan Rd	Jennifer Pl	70	6	\$ 54,958.00
Shelley Dr	Jennifer Pl	Jennifer Rd	45	6	\$ 45,258.00
Shelley Dr	Jennifer Rd	Samuel Rd	34	6	\$ 53,838.00
Violeta St	Daniel Dr	Harding Dr	27	6	\$ 16,720.00
Violeta St	Harding Dr	Mimosa Park Dr	43	6	\$ 18,930.00
Powers Ct	Marion Dr	End	17	6	\$ 22,896.00
Kornegay St	Beech St	Park Ave	6	3/5	\$ 12,503.00

Total = \$ 1,804,522.00

	= Previously Approved
	= Original Additions
	= Additions from last Council meeting

September 8, 2020
City Council Work Session



City of **Goldsboro**

Goldsboro Union Station Building Reuse Feasibility Study

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**

PROJECT APPROACH

- **Background Research & Stakeholder Input**
- **Prepare and Present Preliminary Findings**
- **Prepare and Present Final Report**

Project History

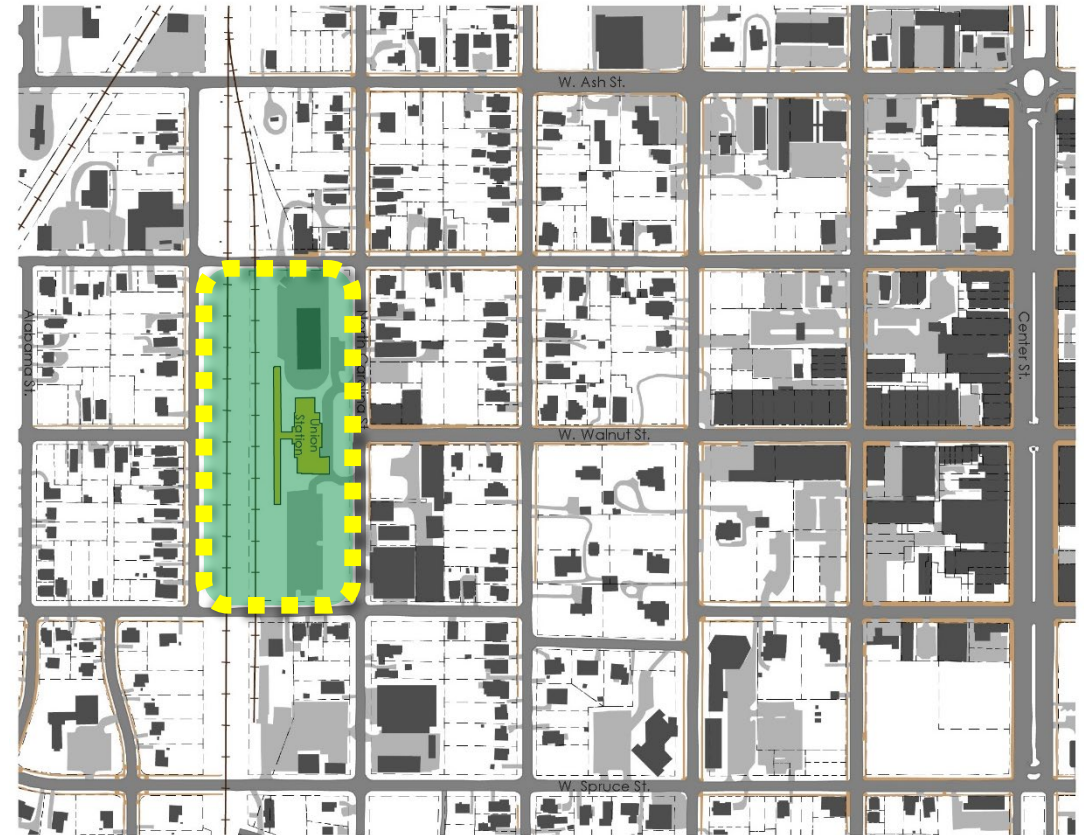
- 1999 – NCDOT Passenger Rail study connecting Raleigh to Wilmington
- 2005 – Study identifies Goldsboro as a station/hub on RAL to WIL route
- 2006 – NCDOT acquired the Union Station property for future rail service
- 2006 to 2009 – NCDOT completes studies, surveys and minor demolition
- 2009 – NCDOT 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



1,000 FEET

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

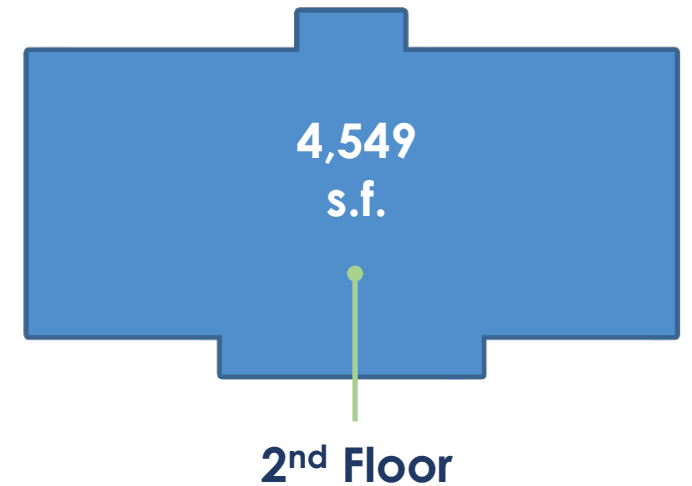
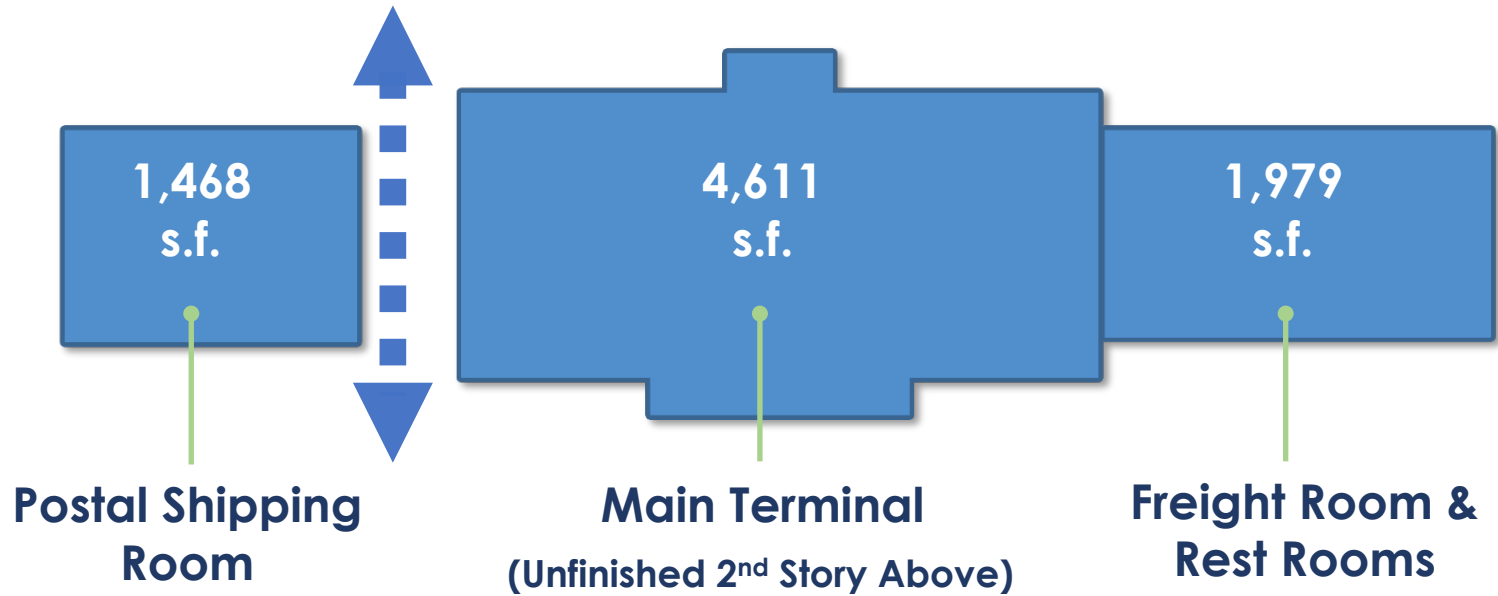




South Wing

Main Lobby

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

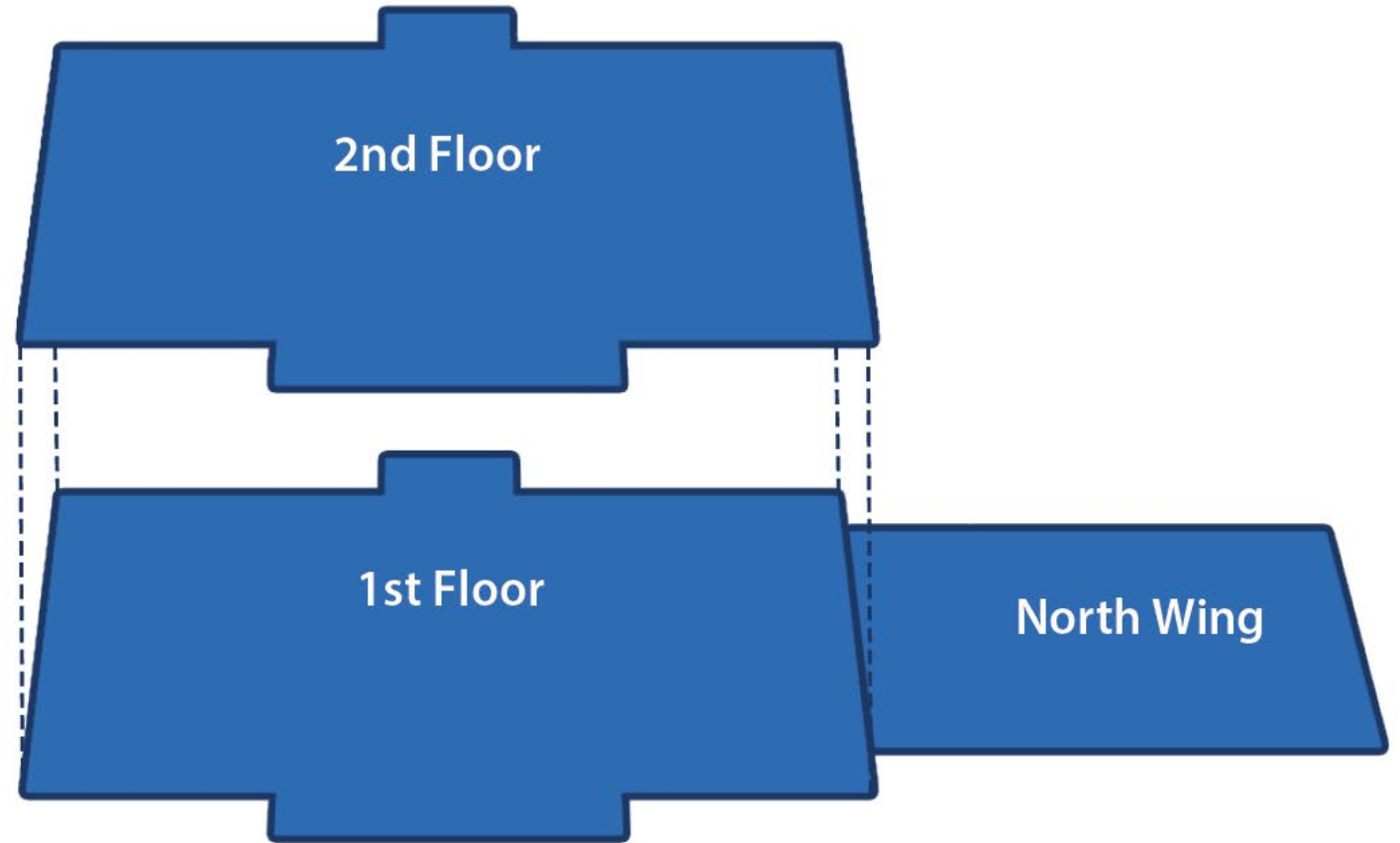
- New roof on north and south wings
- New roof for passenger canopy
- New floor in south wing
- Redirect runoff from roof
- Preservation Vs. Restoration



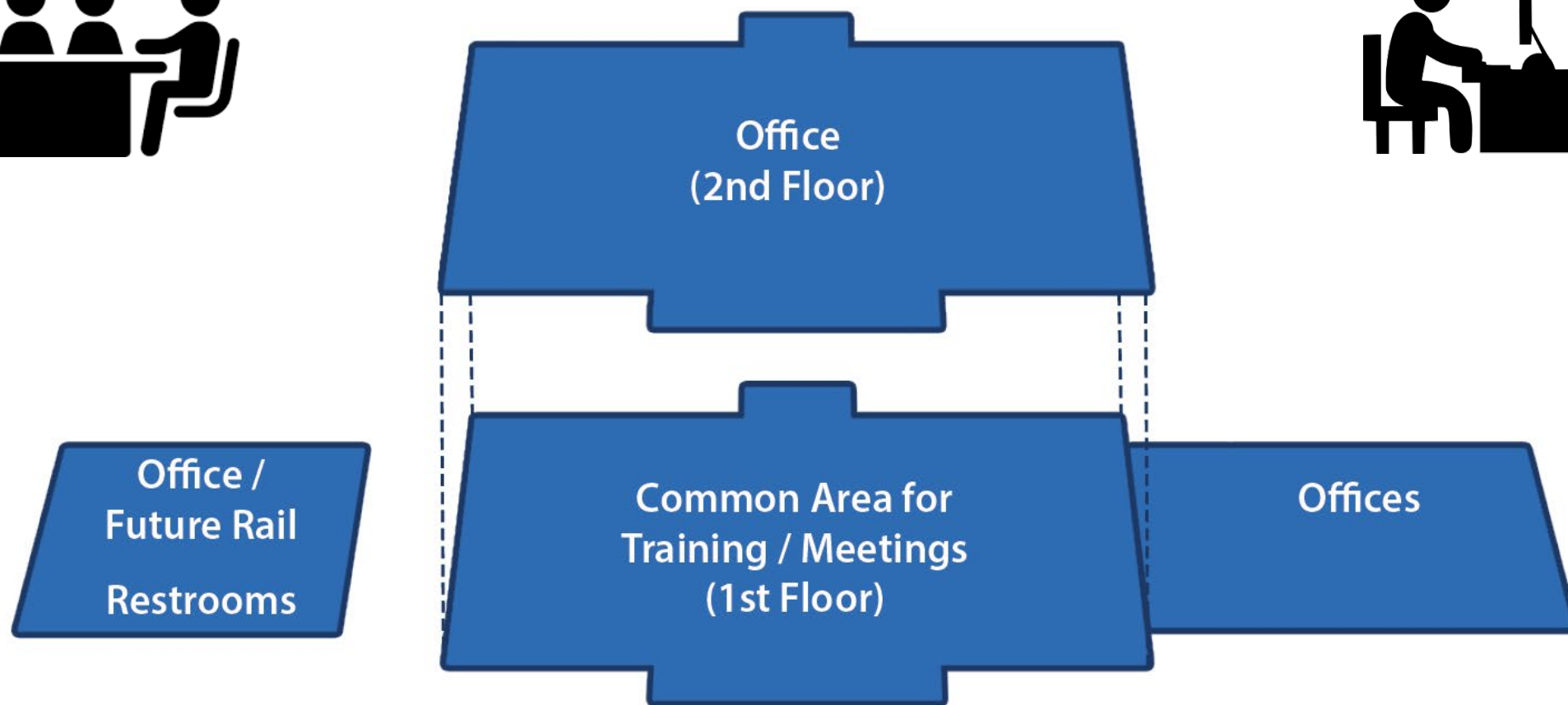
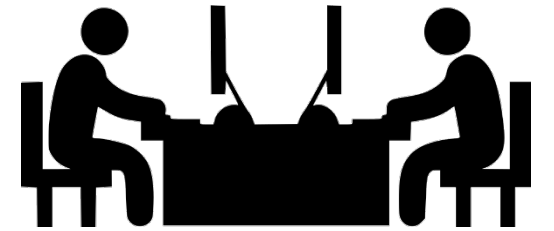
SCENARIOS B – G: CONSISTENT LAYOUT



**South Wing –
Consistent in all scenarios**



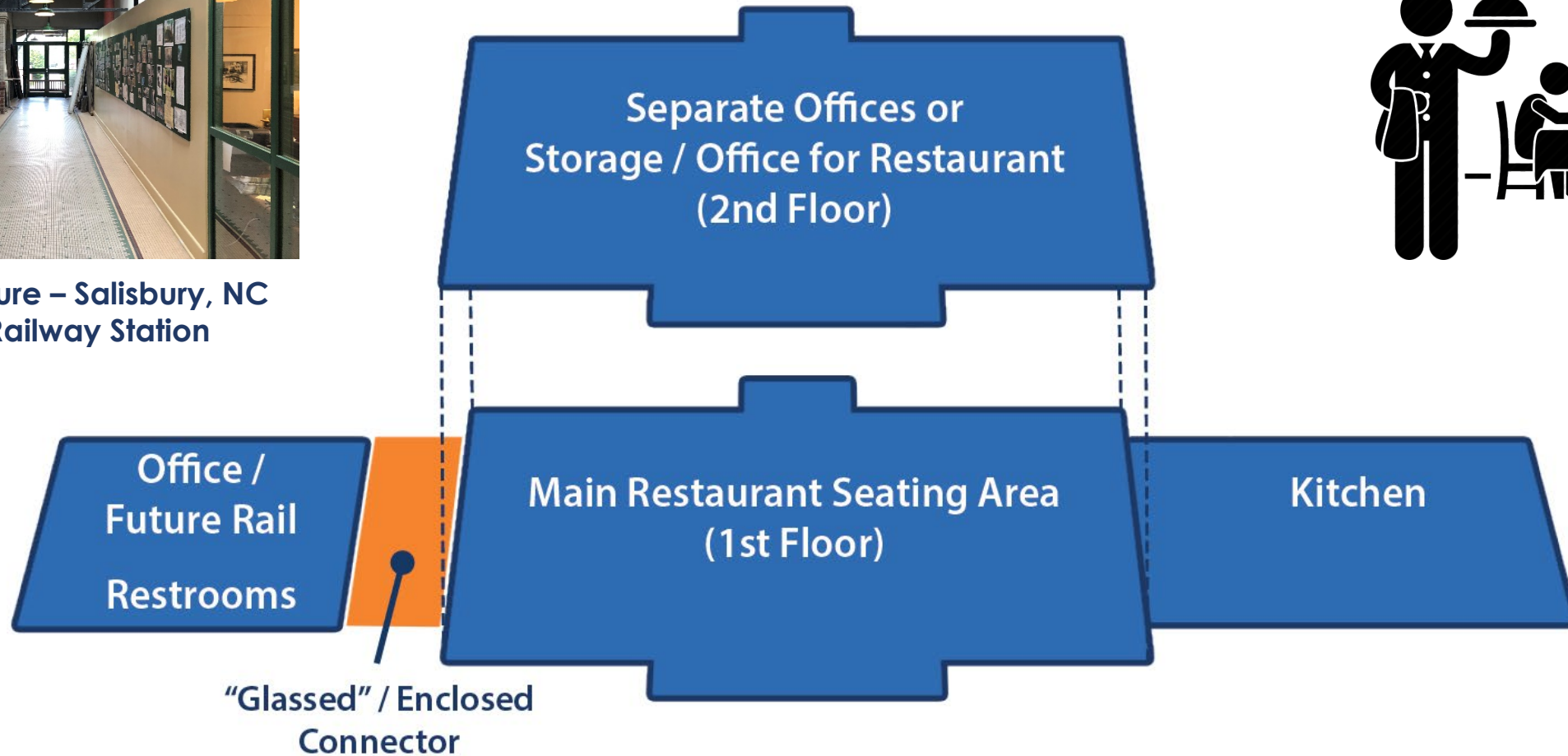
SCENARIO B – OFFICE USE



SCENARIO C – DESTINATION RESTAURANT

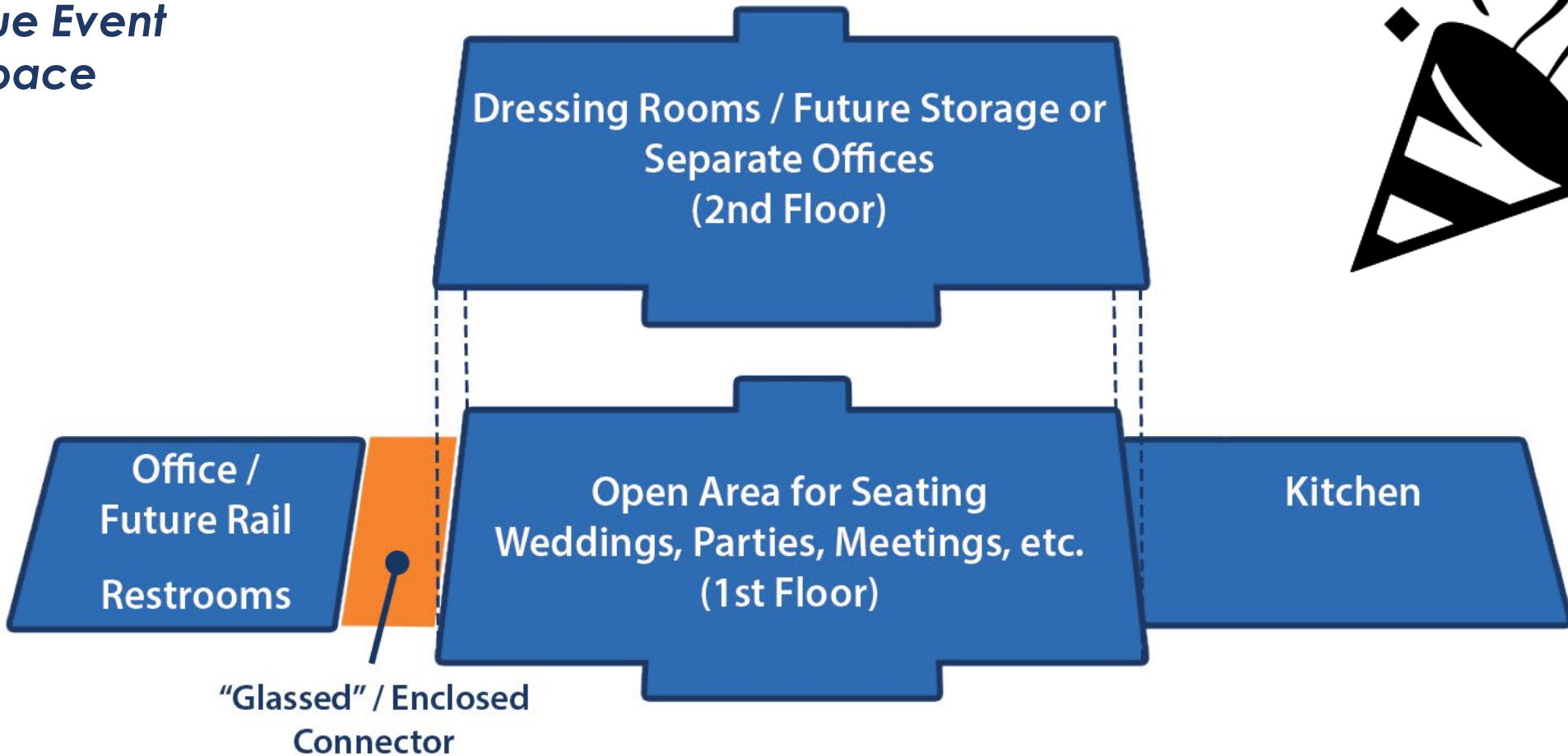


Glass Enclosure – Salisbury, NC
Historic Railway Station



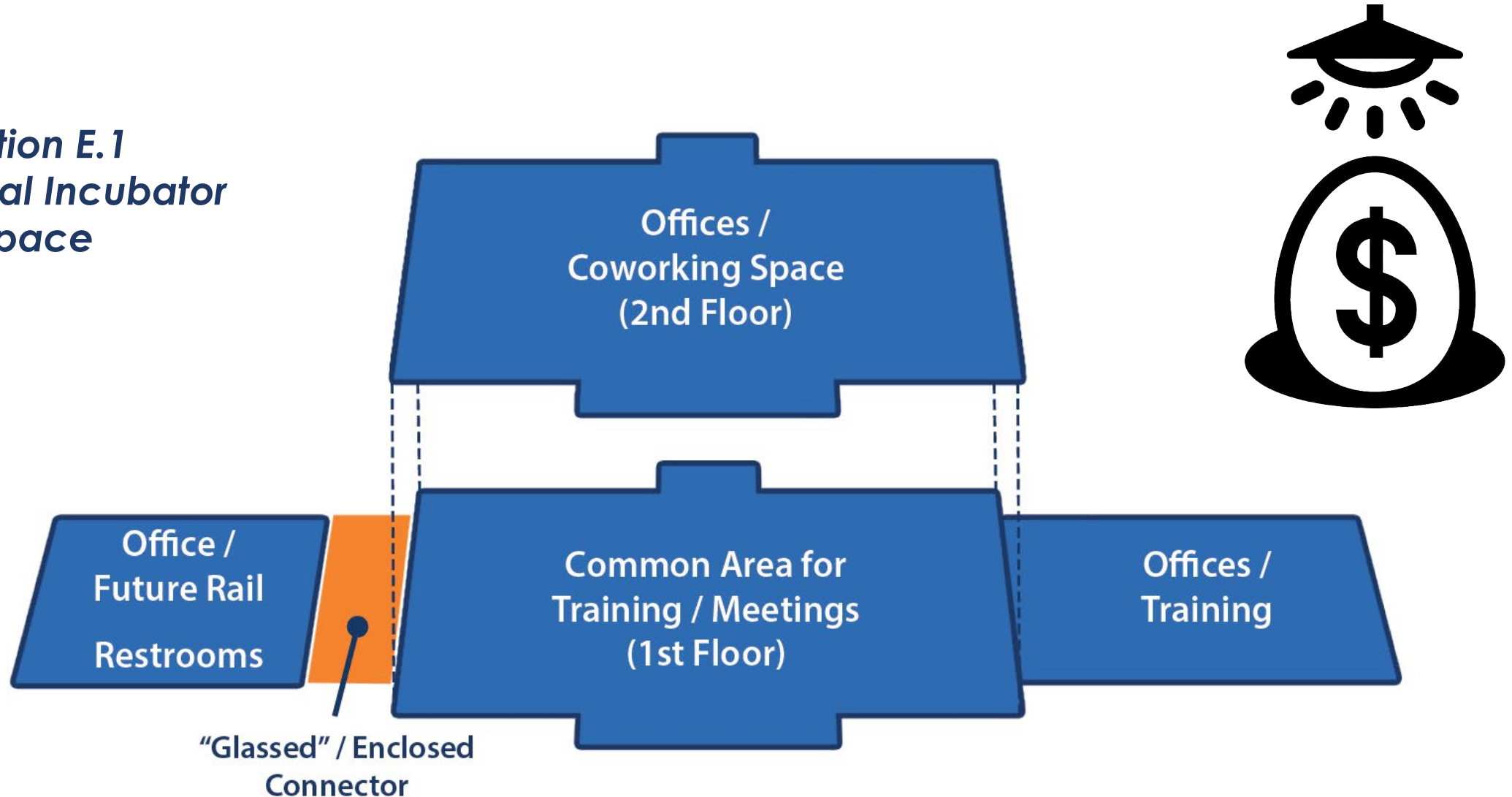
SCENARIO D – EVENT VENUE

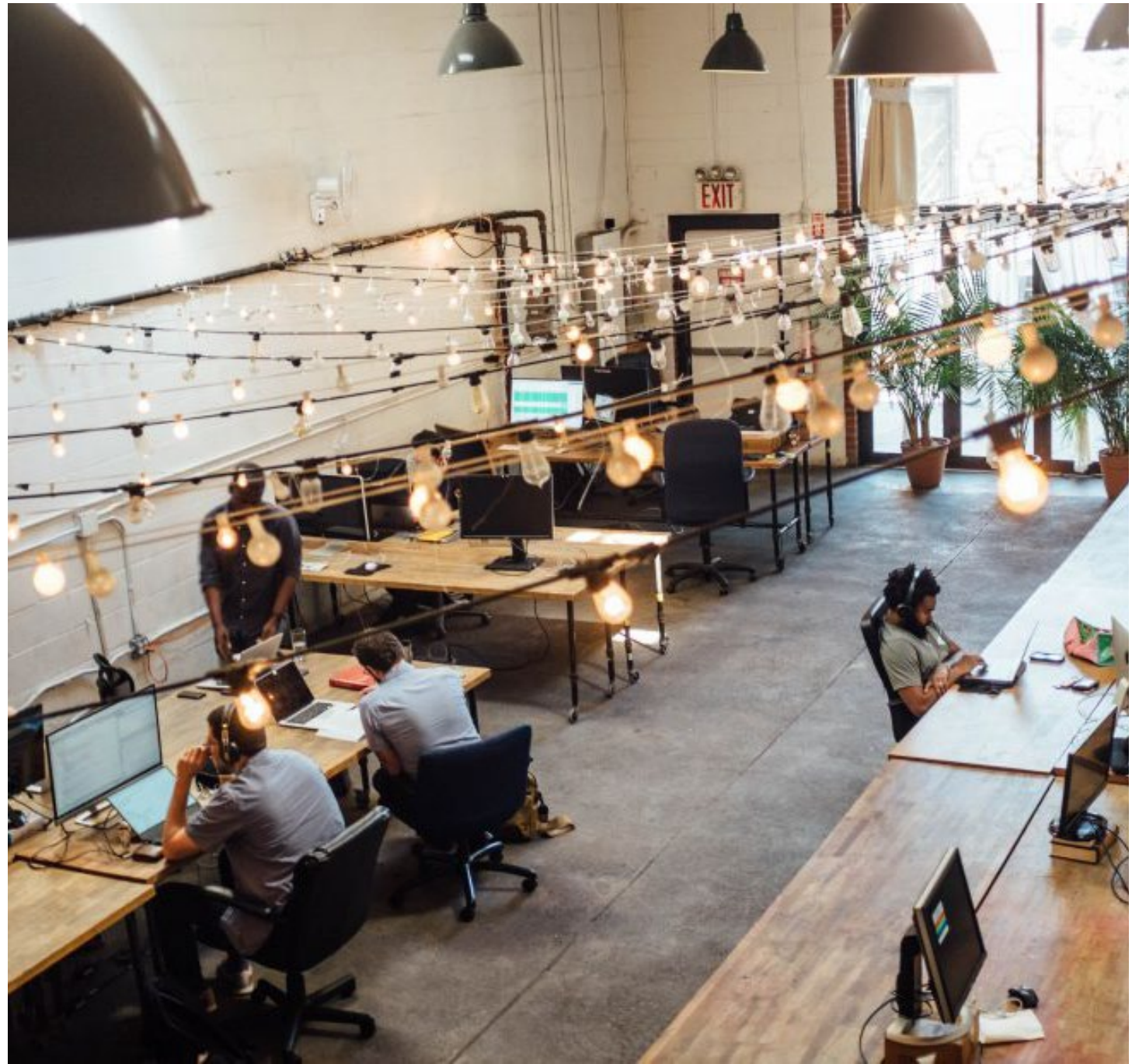
*Unique Event
Space*



SCENARIO E.1 – ENTREPRENEURIAL SPACE

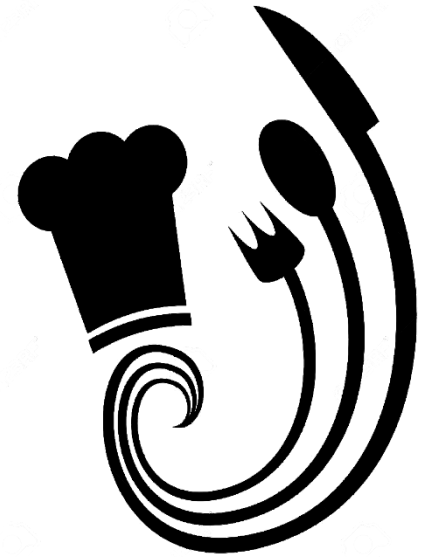
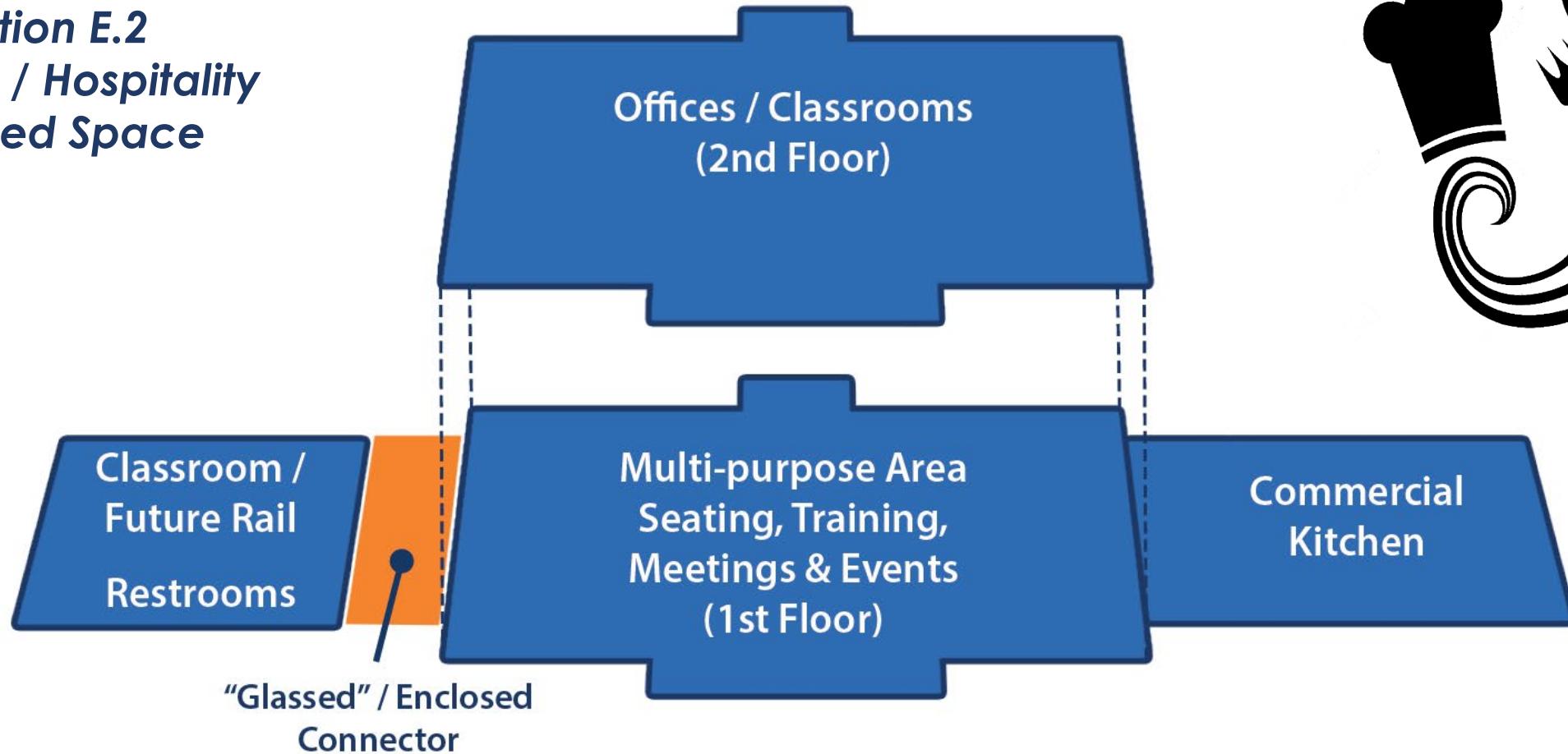
Option E.1 Traditional Incubator Space





SCENARIO E.2 – ENTREPRENEURIAL SPACE

Option E.2 Culinary / Hospitality Focused Space



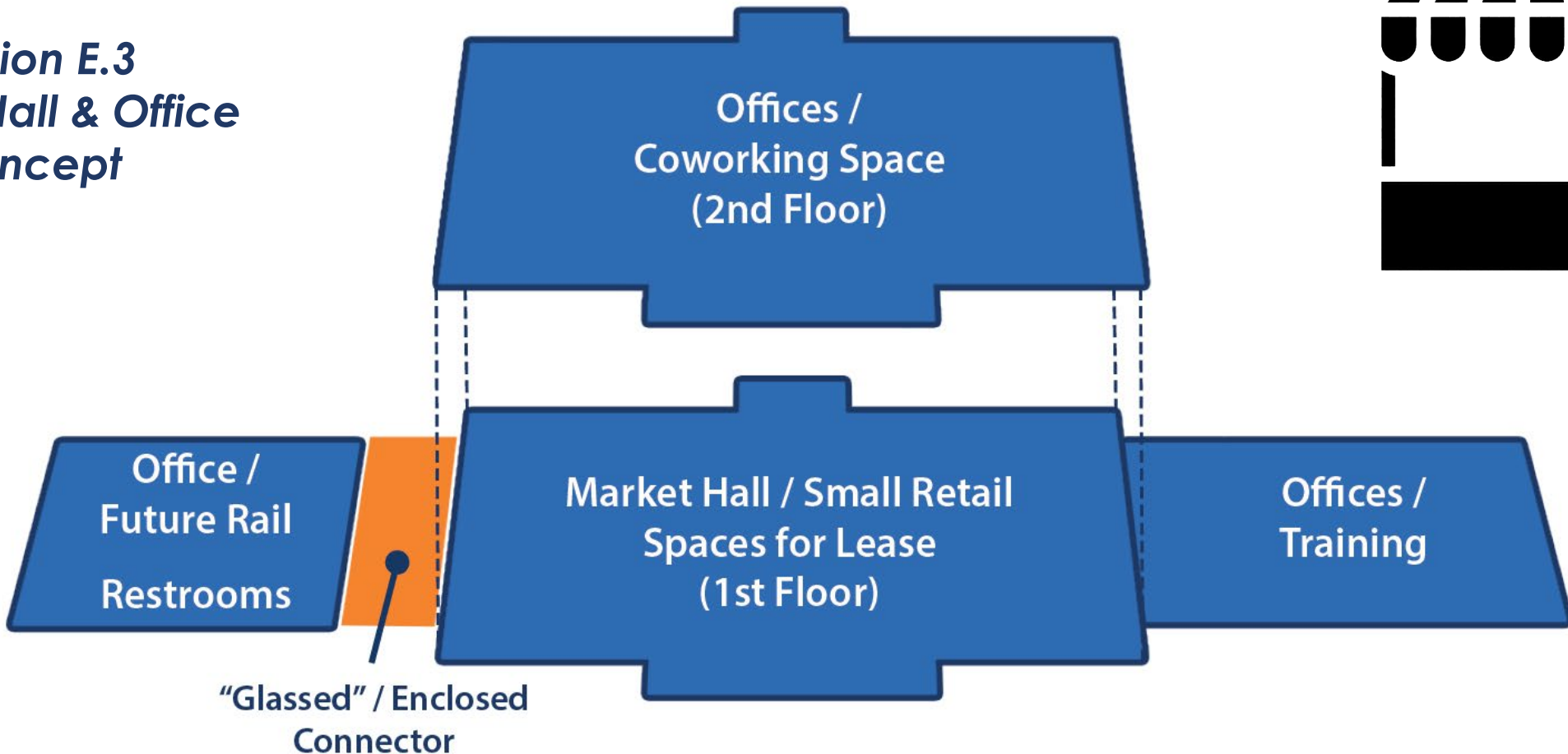




Rocky Mount Brewmill & Mill Village
Conceptual Master Plan

SCENARIO E.3 – ENTREPRENEURIAL SPACE

Option E.3 Market Hall & Office Concept

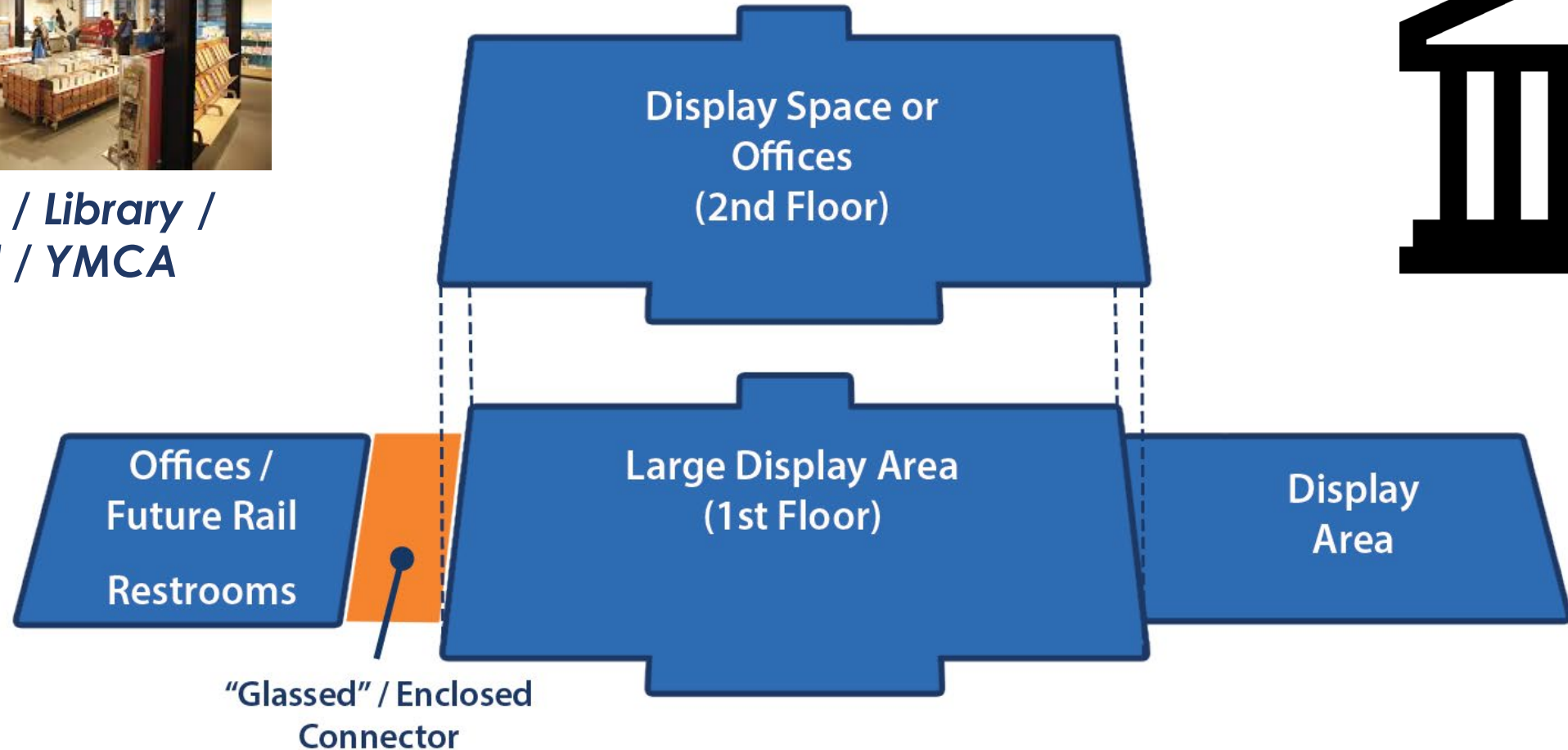




SCENARIO F – CULTURAL & CIVIC SPACE

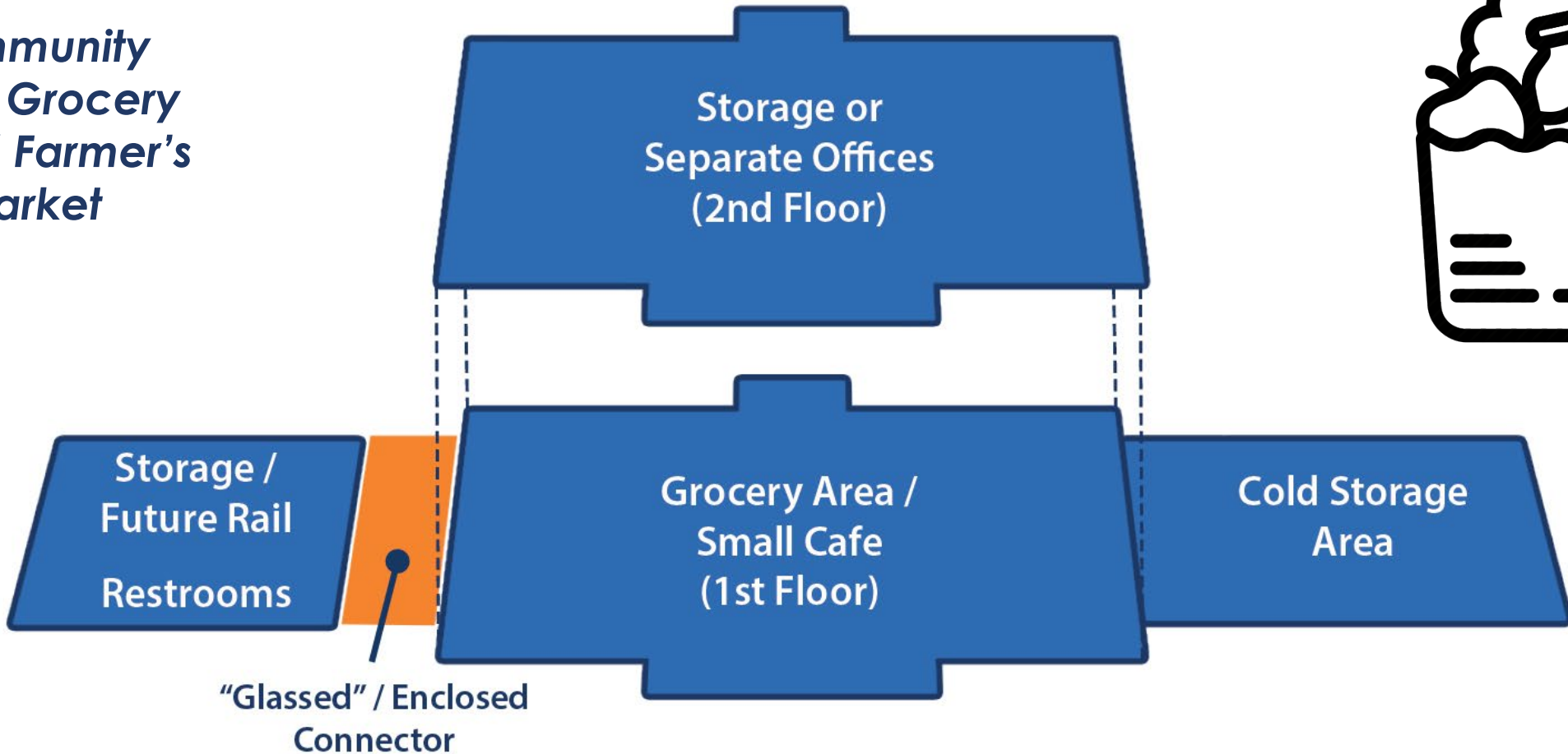


*Museum / Library /
School / YMCA*



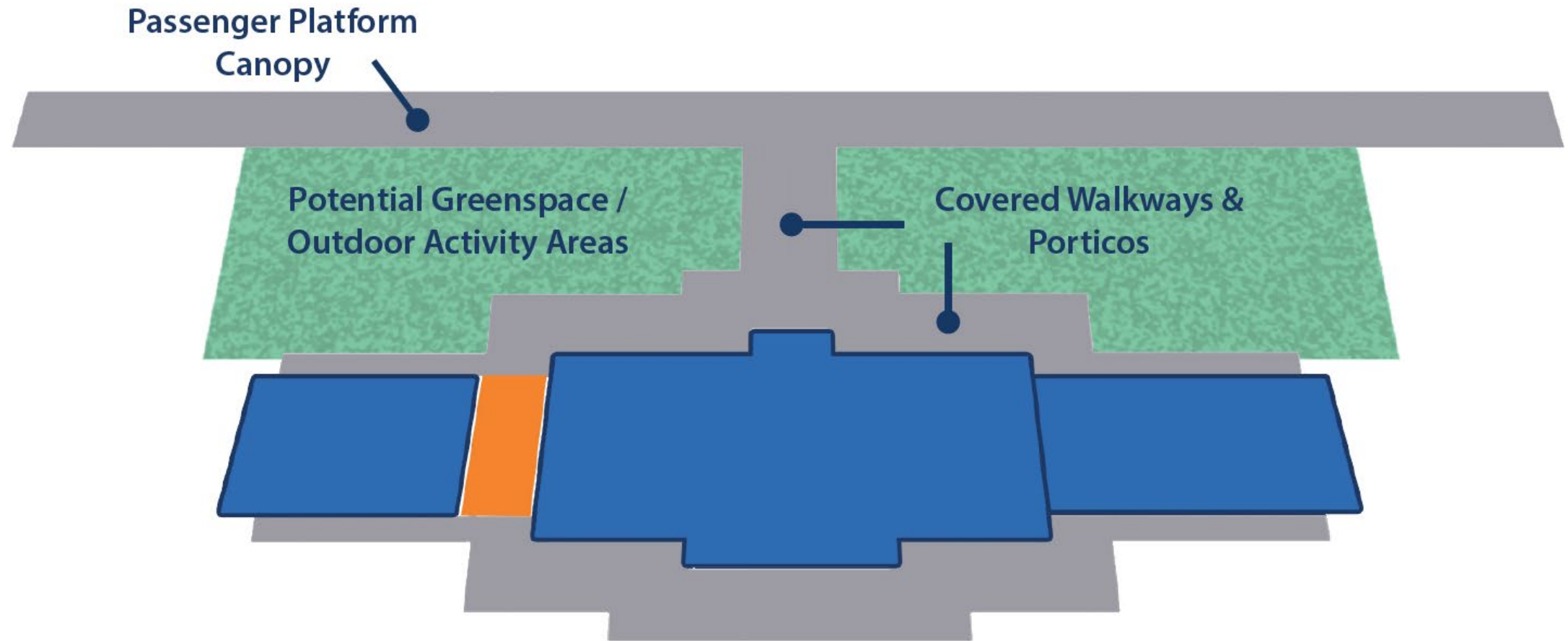
SCENARIO G – COMMUNITY GROCERY / MARKET

*Community
Coop Grocery
Store / Farmer's
Market*





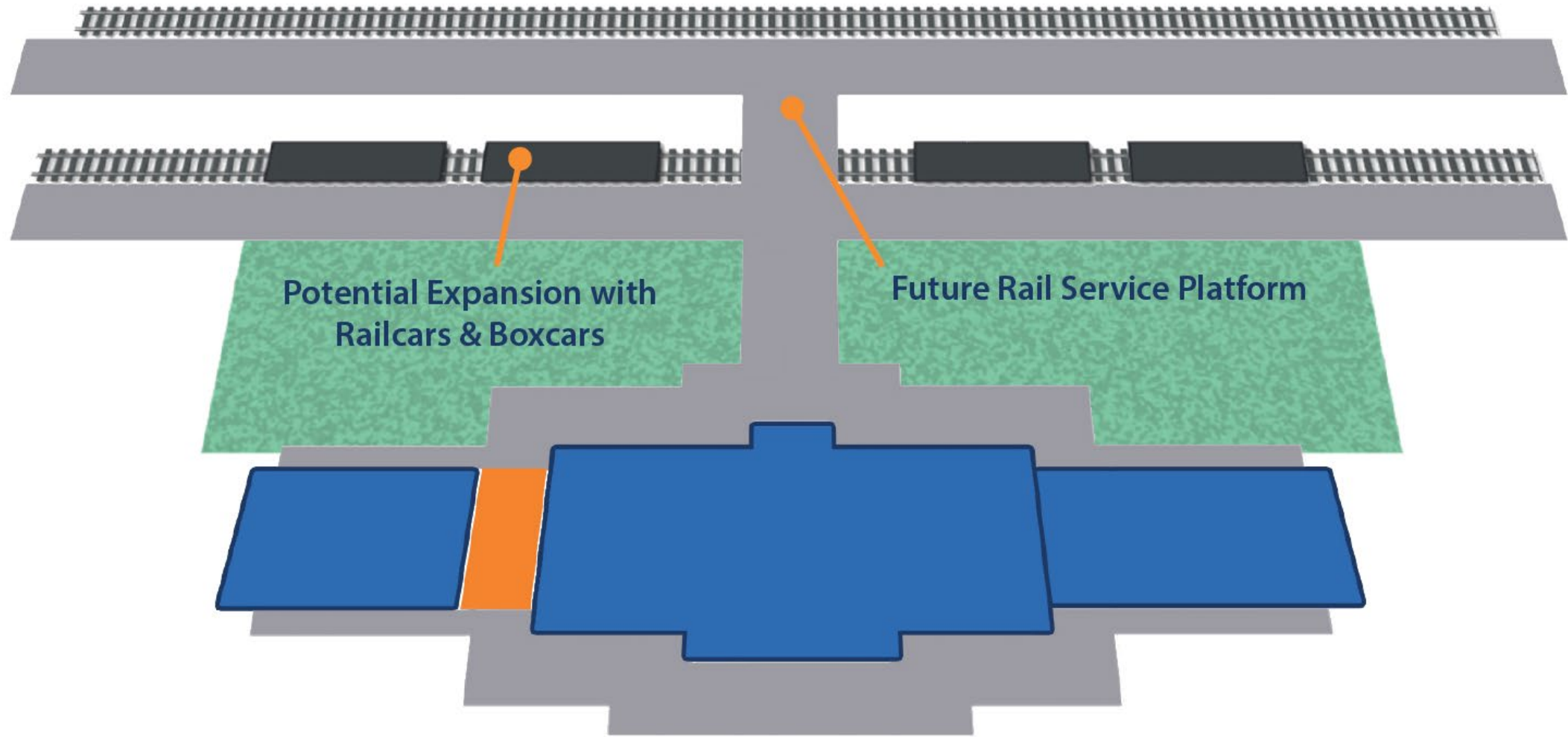
EXPANDING THE “FOOTPRINT” / SUPPORTING USES







EXPANDING THE “FOOTPRINT” / SUPPORTING USES





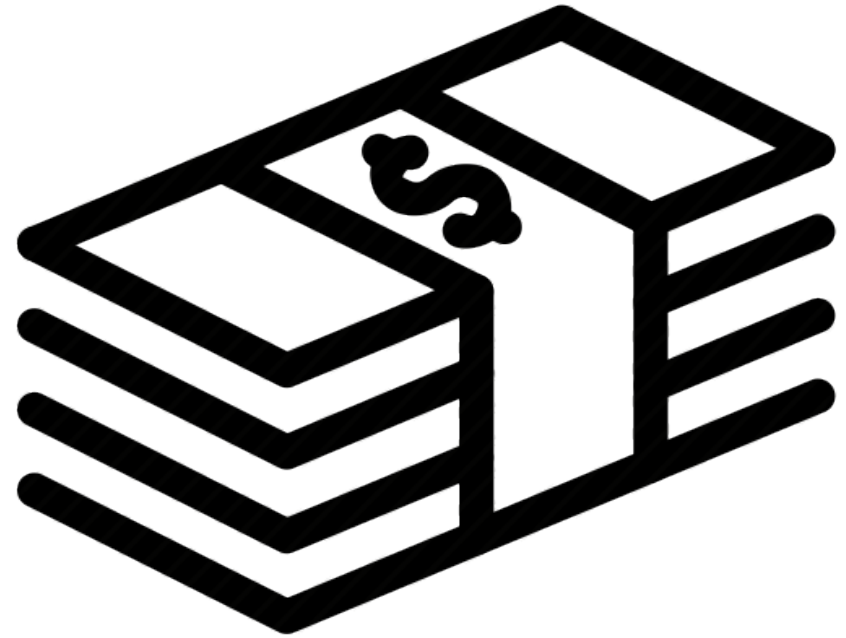




COST ESTIMATES

Development Costs & Financial Strategies

- Assumptions
- Stabilization Costs
- Common Costs
- Additional Costs
- Return on Investment
- Financing Strategies
- Partnerships



SCENARIO A – BUILDING STABILIZATION

Repair Needed	Estimated Cost
South and North Wing Roof Replacement	\$88,500
Roof Cap at Removed Tower	\$7,000
Platform Canopy Roof	\$128,700
East & West Canopy Replacement	\$118,000
Canopy Column Structural Repair	\$72,000
Drainage redirect from building	\$60,000
South Wing Floor Repair	\$37,800
Total with contingency/taxes, etc	\$826,700

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

General Categories	Estimated Cost
Building Stabilization and Shell Costs	\$3,700,000
Upfit for Assembly and Office use w/Lounge Kitchen	\$927,000
Toilet Rooms	\$277,000
Soft Costs	\$542,000
FF & E	\$197,200
Total	\$5.6 Million

SCENARIOS WITH A COMMERCIAL KITCHEN

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

General Categories	Estimated Cost
Building Stabilization and Shell Costs	\$3,700,000
Upfit for Assembly and Office use	\$968,000
Commercial Kitchen	\$300,000
Sprinkler & Toilet Rooms	\$696,000
Soft Costs	\$626,000
FF & E	\$256,000
Total	\$6.6 Million

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**

APPROACHES

- **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**
 - ✓ **US Ec. Dev. Admin. Grants**
 - ✓ **Other Grant Sources**

SURROUNDING AREA

SURROUNDING AREA – REDEVELOPMENT STRATEGIES

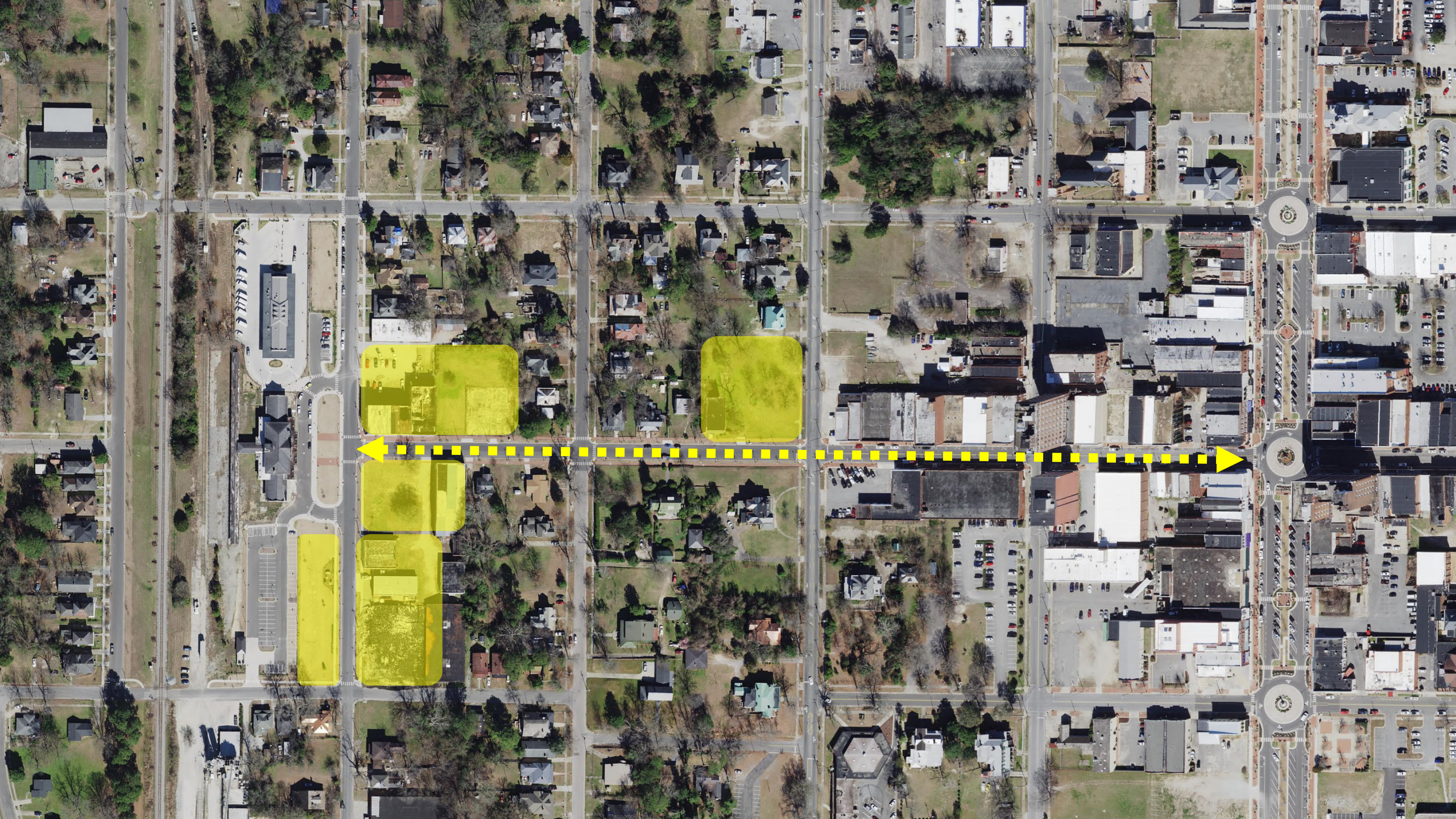
- Continue to strengthen West Walnut Street connection to downtown
- Explore reuse options of larger historic homes for other uses
 - ✓ Examine zoning for intervening blocks between the station & downtown
 - ✓ Single family to multi-tenant, assisted living, office, commercial





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)**



NEXT STEPS

- **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



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



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 Broadway
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 Broadway 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 Broadway 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 Broadway
Councilmember Antonio Williams
Councilmember Taj Polack
Councilmember Brandi Matthews
Councilmember David Ham
Councilmember Gene Aycock

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

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

Approval of Minutes. Mayor Pro Tem Broadway 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 notate that. Mayor Allen, Mayor Pro Tem Broadway, 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.
- Broadaway/Polack (7 Ayes)

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.: 12Noon-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)

RESOLUTION NO. 2020-43 "A RESOLUTION SUPPORTING THE U.S. DEPARTMENT OF JUSTICE 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM APPLICATION"

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 BJA 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:

<u>Name of Bidder</u>	<u>Amount of Bid</u>
Vortex Services, LLC Greenville, SC	\$ 370,597.40
NAPM Columbia, SC	\$ 454,550.00
AM-Liner East, Inc. Berryville, VA	\$ 546,186.00

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 Aycok 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 censuring 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: 9/1/20



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 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 **\$163.00 (One Hundred Sixty Three 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) 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

5071

August 25, 2020

DATE

PAY TO THE
ORDER OF

City of Baltimore
Three Hundred Thirty Eight & 1/2

\$ 338.50

DOLLARS



Photo
Safe
Deposit®
Details on back

NAVY 
FEDERAL
Credit Union

FOR

619-621 Suncoast LLC

MP

I, EDNA BURNS MATTHEWS would like to offer the

City of Goldsboro the sum of \$1,750. + \$1,655 = \$3,405.00 for the

purchase of property at the following location:

Parcel: 619-3509127054 & 621-3509127050

Street: SLAUGHTER STREET, Goldsboro, NC

Signed: Edna B. Matthews

Date: August 25, 2020

Name

Edna B. Matthews

Address:

4304 Cedarlake Ct.

Phone:

703-209-1881

Email:

burnsnotel@gmail.com

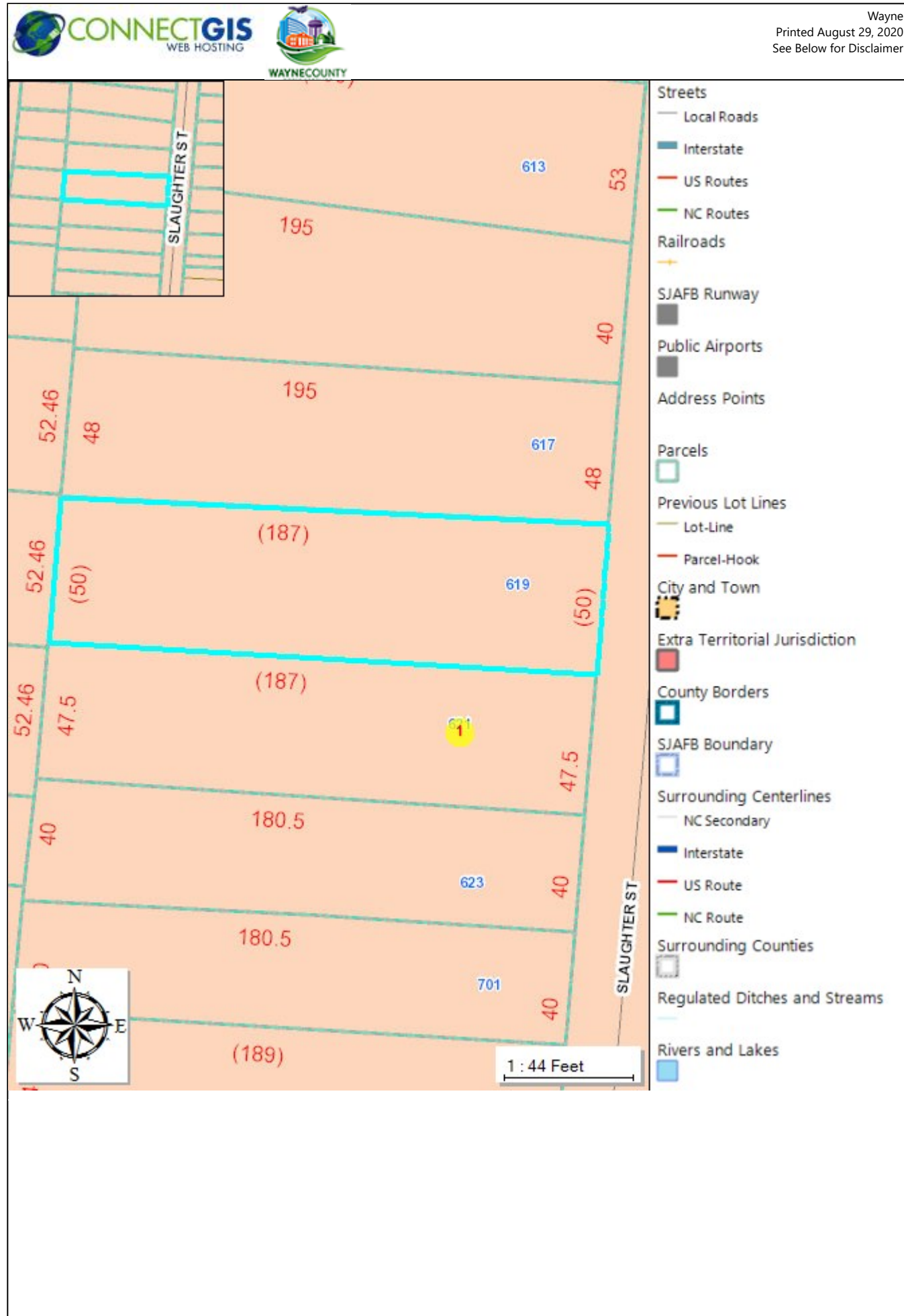
Amount of Deposit:

\$338.00

RECEIVED

2020 AUG 27 PM 4:30

CITY OF GOLDSBORO
FINANCE DEPARTMENT



<u>OBJECTID</u>	<u>PIN</u>	<u>Owner Name</u>
4269	3509127054	CITY OF GOLDSBORO
<u>Co-Owner Name</u>	<u>Owner Address 1</u>	<u>Owner Address 2</u>
	PO BOX A	
<u>Owner Address 3</u>	<u>Owner City</u>	<u>Owner State</u>
	GOLDSBORO	NC
<u>Owner Zip</u>	<u>Unit or Apt</u>	<u>Deed Date</u>
27533-9701		9/1/2006 12:00:00 AM
<u>REID</u>	<u>Deed Book</u>	<u>Deed Page</u>
0050834	2472	801
<u>Sale Month</u>	<u>Sale Year</u>	<u>Sale Price</u>
9	2006	0
<u>Previous Deed Book</u>	<u>Previous Deed Page</u>	<u>Previous Sale Month</u>
02293	0338	3
<u>Previous Sales Year</u>	<u>Previous Sale Price</u>	<u>Property Use</u>
2005	0	01 - SINGLE FAMILY RESIDENTIAL
<u>Record Source</u>	<u>Property Address</u>	<u>Legal Description</u>
Owner	619 SLAUGHTER ST	S SLAUGHTER ST
<u>Acres</u>	<u>Neighborhood</u>	<u>Account Number</u>
1	01403	76121320
<u>Township Code</u>	<u>Building Value</u>	<u>Outbuilding Value</u>
12	0	0
<u>Land Value</u>	<u>Total Market Value</u>	<u>Total Assessed Value</u>
3450	3450	3450
<u>Vacant Or Improved</u>	<u>Vacant or Improved 2</u>	
I	I	

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WAYNE COUNTY

CITY OF GOLDSBORO

619 SLAUGHTER ST

76121320

CITY - GOLDSBORO (100), COUNTYWIDE ADVALOREM TAX (100)

Reval Year: 2019 Tax Year: 2020 S SLAUGHTER ST

Appraised by 60 on 01403 SOUTHSIDE

Return/Appeal Notes: 3509127054

UNIQ ID 50834

ID NO: 12000017002009

CARD NO. 1 of 1

1.000 LT

SRC=

TW-12

C-01 EX-5AT-

LAST ACTION 20181213

CONSTRUCTION DETAIL		MARKET VALUE						DEPRECIATION				CORRELATION OF VALUE										
TOTAL POINT VALUE		USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	CREDENCE TO												
BUILDING ADJUSTMENTS		01	00							% GOOD												
TOTAL ADJUSTMENT FACTOR		TYPE: SINGLE FAMILY RESIDENTIAL																				
TOTAL QUALITY INDEX		STORIES:																				
		DEPR. BUILDING VALUE - CARD 0																				
		DEPR. OB/XF VALUE - CARD 0																				
		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 VALUE DEFERRED - PARCEL 0																				
		TOTAL TAXABLE VALUE - PARCEL 3,450																				
		PRIOR																				
		BUILDING VALUE 23,150																				
		OBXF VALUE 0																				
		LAND VALUE 3,450																				
		PRESENT USE VALUE 0																				
		DEFERRED VALUE 0																				
		TOTAL VALUE 26,600																				
		PERMIT																				
		CODE		DATE		NOTE		NUMBER		AMOUNT												
		ROUT: WTRSHD:																				
		SALES DATA																				
		OFF. RECORD		DATE		DEED TYPE		Q/U/V/I		INDICATE SALES PRICE												
		BOOK	PAGE	MO	YR																	
		02472	0801	9	2006	WD	U	I									0					
		02293	0338	3	2005	WD	U	I									0					
		01486	0710	8	1995	WD	U	I									0					
		00683	0207	1	1973	WD	U	I									0					
		HEATED AREA																				
		NOTES																				
SUBAREA																						
TYPE		GS AREA	%	RPL CS	CODE	QUALITY	DESCRIPTION	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	L/B	SIZE FACT	AYB	EYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE	
FIREPLACE		TOTAL OB/XF VALUE 0																				
SUBAREA TOTALS																						
BUILDING DIMENSIONS																						
LAND INFORMATION																						
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRON TAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES RF AC LC TO OT				ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	LAND NOTES			
0100	0100	R-6	50	187	1.0600	2	1.0000						65.00	50.000	FF	1.060	68.90	3445				
TOTAL MARKET LAND DATA																				3,450		
TOTAL PRESENT USE DATA																						



WAYNECOUNTY
NORTH CAROLINA
Wayne County Web Site

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Basic Search



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Parcel #: 3509127054

Account #: 76121320

Owner Information CITY OF GOLDSBORO PO BOX A GOLDSBORO, NC 27533	Tax Codes C ADVL TAX - COUNTYWIDE ADVALOREM TAX CI01ADVL TAX - CITY - GOLDSBORO
Property Information Land (Units/Type): 1.000 LT Address: 619 SLAUGHTER ST	Township 12
Deed Information Date: 09/2006 Book: 02472 Page: 0801 Plat Book: Page:	Local Zoning R-6
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

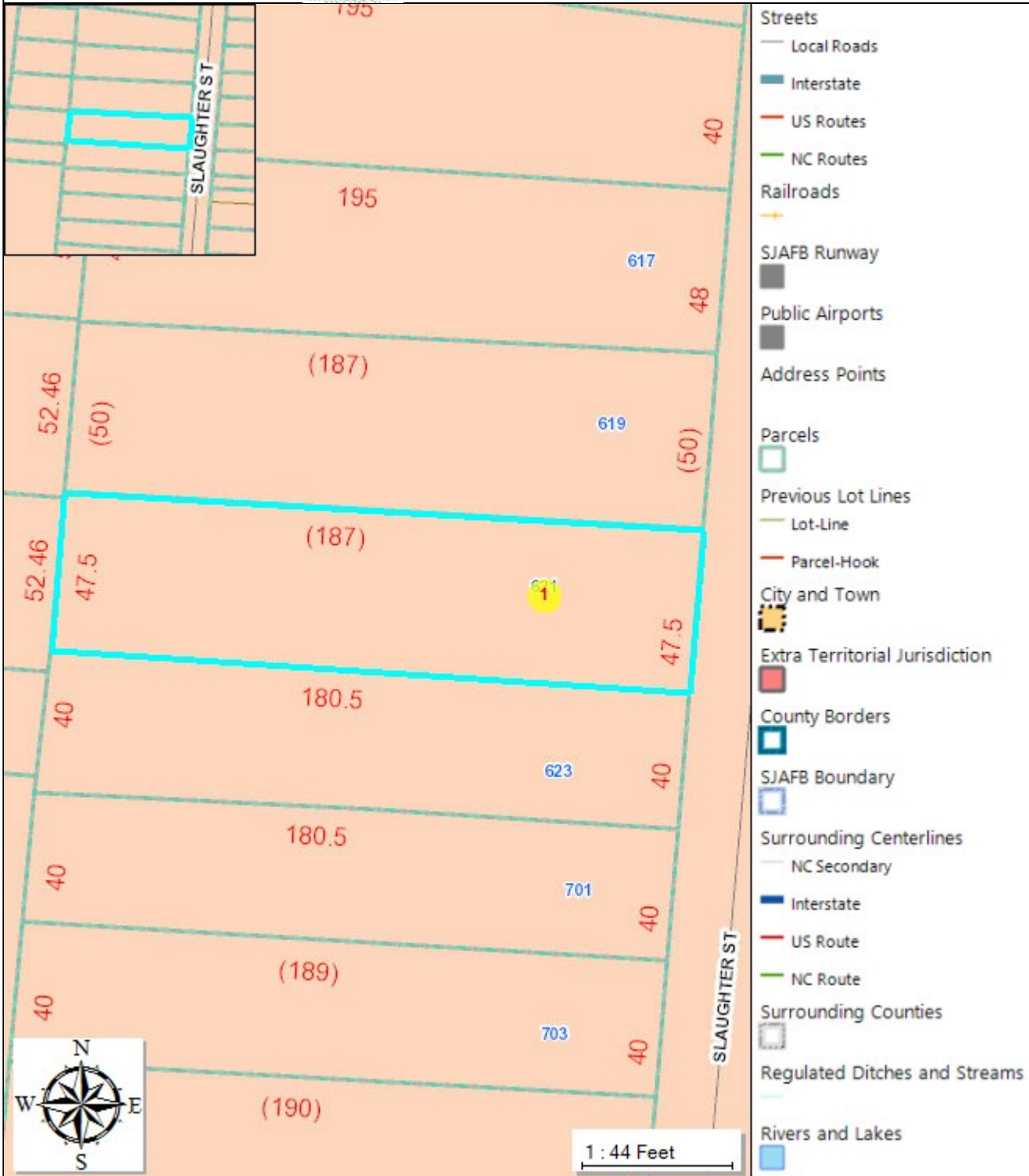
No.	Book	Page	Month	Year	Instrument	Qual/UnQual	Improved	Price
1	00683	0207	01	1973	WD	Unqualified	Improved	0
2	01486	0710	08	1995	WD	Unqualified	Improved	0
3	02293	0338	03	2005	WD	Unqualified	Improved	0
4	02472	0801	09	2006	WD	Unqualified	Improved	0

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[<< Return to Basic Search](#)

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1.4.1



<u>OBJECTID</u>	<u>PIN</u>	<u>Owner Name</u>
56255	3509127050	CITY OF GOLDSBORO
<u>Co-Owner Name</u>	<u>Owner Address 1</u>	<u>Owner Address 2</u>
WAYNE COUNTY	PO DRAWER A	
<u>Owner Address 3</u>	<u>Owner City</u>	<u>Owner State</u>
	GOLDSBORO	NC
<u>Owner Zip</u>	<u>Unit or Apt</u>	<u>Deed Date</u>
27533-9701		6/20/2019 12:00:00 AM
<u>REID</u>	<u>Deed Book</u>	<u>Deed Page</u>
0050833	3446	517
<u>Sale Month</u>	<u>Sale Year</u>	<u>Sale Price</u>
6	2019	0
<u>Previous Deed Book</u>	<u>Previous Deed Page</u>	<u>Previous Sale Month</u>
02292	0302	3
<u>Previous Sales Year</u>	<u>Previous Sale Price</u>	<u>Property Use</u>
2005	0	01 - SINGLE FAMILY RESIDENTIAL
<u>Record Source</u>	<u>Property Address</u>	<u>Legal Description</u>
Owner	621 SLAUGHTER ST	621 SLAUGHTER ST
<u>Acres</u>	<u>Neighborhood</u>	<u>Account Number</u>
1	01403	75254500
<u>Township Code</u>	<u>Building Value</u>	<u>Outbuilding Value</u>
12	0	0
<u>Land Value</u>	<u>Total Market Value</u>	<u>Total Assessed Value</u>
3310	3310	3310
<u>Vacant Or Improved</u>	<u>Vacant or Improved 2</u>	
V	I	

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WAYNE COUNTY

CITY OF GOLDSBORO

WAYNE COUNTY

621 SLAUGHTER ST
75254500

CITY - GOLDSBORO (100), COUNTYWIDE ADVALOREM TAX (100)
621 SLAUGHTER ST

Reval Year: 2019 Tax Year: 2020

Appraised by on 01403 SOUTHSIDE

Return/Appeal Notes: 3509127050
UNIQ ID 50833
ID NO: 12000017002010
CARD NO. 1 of 1
1.000 LT
TW-12
SRC=
C-01 EX-2AT-
LAST ACTION 20190702

8/29/2020 3:07:52 PM

CONSTRUCTION DETAIL		MARKET VALUE						DEPRECIATION				CORRELATION OF VALUE									
TOTAL POINT VALUE		USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	CREDENCE TO											
BUILDING ADJUSTMENTS		01	00							% GOOD											
TOTAL ADJUSTMENT FACTOR		TYPE: SINGLE FAMILY RESIDENTIAL																			
TOTAL QUALITY INDEX		STORIES:																			
		DEPR. BUILDING VALUE - CARD 0																			
		DEPR. OB/XF 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																			
		OBXF VALUE 0																			
		LAND VALUE 3,310																			
		PRESENT USE VALUE 0																			
		DEFERRED VALUE 0																			
		TOTAL VALUE 3,310																			
		PERMIT																			
		CODE		DATE		NOTE		NUMBER		AMOUNT											
		ROUT: WTRSHD:																			
		SALES DATA																			
		OFF. RECORD		DATE		DEED				INDICATE SALES PRICE											
		BOOK	PAGE	MO	YR	TYPE	Q	U	V	I											
		03446	0517	6	2019	WD	C	V	I		0										
		02292	0302	3	2005	WD	U	I	I		0										
		01571	0665	1	1984	WD	U	I	I		18000										
		00315	0553	1	1947	WD	U	I	I		0										
		HEATED AREA																			
		NOTES																			
		P10-11 DEMO FOR 2012																			

SUBAREA		CODE	QUALITY	DESCRIPTION	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	L/B	SIZE FACT	AYB	EYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE
TYPE	GS AREA	RPL CS	TOTAL OB/XF VALUE															
FIREPLACE																		
SUBAREA TOTALS																		

BUILDING DIMENSIONS

LAND INFORMATION

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRON TAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES					ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	LAND NOTES
0100	0100	R-6	48	187	1.0600	2	1.0000	RF	AC	LC	TO	OT		65.00	48.000	FF	1.060	68.90	3307	

TOTAL MARKET LAND DATA

TOTAL PRESENT USE DATA



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Parcel #: 3509127050

Account #: 75254500

Owner Information	Tax Codes
CITY OF GOLDSBORO& WAYNE COUNTY PO DRAWER A GOLDSBORO, NC 27533	C ADVLTAX - COUNTYWIDE ADVALOREM TAX CI01ADVLTX - CITY - GOLDSBORO
Property Information	Township
Land (Units/Type): 1.000 LT Address: 621 SLAUGHTER ST	12
Deed Information	Local Zoning
Date: 06/2019 Book: 03446 Page: 0517 Plat Book: Page:	R-6
Legal Description	Alternate Parcel Number
621 SLAUGHTER ST	12000017002010
Property Values	
Building:	0
OBXF:	0
Land:	3,310
Market:	3,310
Assessed:	3,310
Deferred:	0

Sales Information

No.	Book	Page	Month	Year	Instrument	Qual/UnQual	Improved	Price
1	00315	0553	01	1947	WD	Unqualified	Improved	0
2	01571	0665	01	1984	WD	Unqualified	Improved	18,000
3	02292	0302	03	2005	WD	Unqualified	Improved	0
4	03446	0517	06	2019	WD	Unqualified	Vacant	0

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1.4.1

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: 9/1/20


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:

**FEMA Assistance to Firefighters Grant for Source Capture System
Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104)**

	<u>Current Budget</u>
Revenues:	
Federal Grants	\$ 183,711.82
Transfer from General Fund	18,371.18
Total Revenues	<u>\$ 202,083.00</u>
Expenditures:	
FEMA AFG Source Capture Exhaust Systems	<u>\$ 202,083.00</u>
Total Expenditures	<u>\$ 202,083.00</u>

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-GF-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)

General Fund	\$ 434,324.93
Utility Fund	142,936.74
Downtown Municipal Service District	20,000.00
Total Operating Funds	\$ 597,261.67
Herman Park Center	\$ 735,950.00
Police Evidence & Fire Station Renovation	31,201.11
JAG Grant	29,282.48
TIGER 2016 Streetscape Project	670,336.44
Phase IV Sewer Rehab SRF	3,006,539.20
Sewer Rehab SRF W-17-0110	15,697.60
Golden Leaf Stormwater & Sewer Infrastructure	516,722.10
Water Lines/Booster Pump SRF WIF-1938	14,629.00
Plate Settlers Project SRF	1,403,612.37
CDBG	29,875.00
Total Project Funds	\$ 6,453,845.30
Total All Fund Types	\$ 7,051,106.97

Analysis of Appropriated Fund Balance (Operating Funds Only)

GENERAL FUND

Date	Description	Adopted
6/17/2020	Ord 2020-16 FY20-21 Adopted Budget (Cemetery Mower \$12,964)	\$ 12,964.00
Current Year Appropriations		<u>\$ 12,964.00</u>
9/8/2020	FY19-20 Purchase Order Rollovers	\$ 434,324.93
9/8/2020	Transfer for FEMA AFG Grant R1104	3,371.18
Proposed		<u>\$ 437,696.11</u>
Current Year with Proposed		<u><u>\$ 450,660.11</u></u>

UTILITY FUND

Date	Description	Adopted
6/17/2020	Ord 2020-16 FY20-21 Adopted Budget	\$ -
	Current Year Appropriations	\$ -
9/8/2020	FY19-20 Purchase Order Rollovers	\$ 142,936.74
	Proposed	\$ 142,936.74
	Current Year with Proposed	\$ 142,936.74


DOWNTOWN MUNICIPAL SERVICE DISTRICT FUND

Date	Description	Adopted
6/17/2020	Ord 2020-16 FY20-21 Adopted Budget	\$ -
	Current Year Appropriations	\$ -
9/8/2020	FY19-20 Purchase Order Rollovers	\$ 20,000.00
	Proposed	\$ 20,000.00
	Current Year with Proposed	\$ 20,000.00

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

Prepared: cfg 8/15/2020 9:59 PM

PO #	Vendor Name	Original Amount	Remaining Balance	For?	Justification for Rollover?	DEPT
P2006413	T A Loving Company	\$6,319,650.89	\$640,062.46	TIGER VIII - STREETSCAPE, HUB, & STAGE	PROJECT	CITY MGR
P2006414	Lockwood Identity, Inc.	\$302,739.80	\$30,273.98	TIGER VIII - WAYFINDING SIGNAGE	PROJECT	CITY MGR
P2006251	Dudley Construction, Inc.	\$60,000.00	\$29,875.00	HOME REHABILITATION	NCHFA GRANTED EXTENSION OF	COMM
P1901711	Weil Enterprises	\$20,000.00	\$20,000.00	PARKING LOT IMPROVEMENTS	COUNCIL APPROVED AGREEMENT	DOWNTOWN DEV
P2006238	Altec Industries Inc.	\$144,164.00	\$144,164.00	BUCKET TRUCK	CUSTOM MANUFACTURE DELAYED IN ORDERING. REIMB BY	ENGINEERING
P2007245	Econolite Systems, Inc	\$39,717.44	\$39,717.44	SERVER FOR TRAFFIC SIGNAL SYSTEM	NCDOT.	ENGINEERING
P2006289	T A Loving Company	\$6,160,317.27	\$2,951,175.77	PHASE IV SEWER REHAB SRF PROFESSIONAL ENGINEERING - PHASE IV SEWER	PROJECT	ENGINEERING
P2006538	McKim & Creed, Inc.	\$89,687.46	\$55,363.43	REHAB SRF PROFESSIONAL ENGINEERING - SRF SWR (BIG	PROJECT	ENGINEERING
P2007472	The Wooten Company	\$15,697.60	\$15,697.60	DITCH) GOLDEN LEAF STORMWATER & SEWER INFRAST	PROJECT	ENGINEERING
P2006646	Herring & Rivenbark, Inc.	\$942,590.00	\$516,722.10	PROJECT ENGINEERING FOR WATER SYSTEM	PROJECT	ENGINEERING
E0000007	The Wooten Company	\$14,629.00	\$14,629.00	IMPROVEMENTS (WIF-1938) W1111	PROJECT	ENGINEERING
P2007350	NAFECO	\$21,533.75	\$21,533.75	TURN OUT GEAR SETS FOR NEW HIRES	COVID -19 delays	FIRE
P2007385	Reads Uniforms Inc	\$5,979.07	\$5,979.07	Uniforms	COVID -19 delays	FIRE
P2007447	Galls, LLC	\$3,384.17	\$3,384.17	HONOR GUARD UNIFORMS	COVID -19 delays	FIRE
P2007448	SiteMed North America LLC	\$5,500.00	\$5,500.00	2020 PHYSICALS PHASE I - DELAYED DUE TO COVID-19	COVID -19 delays	FIRE
P2007450	SiteMed North America LLC	\$16,500.00	\$16,500.00	2020 PHYSICALS PHASE II - DELAYED DUE TO COVID-19	COVID -19 delays	FIRE
E0000002	City of Goldsboro	\$24,000.00	\$24,000.00	BANNER SELF SERVICE MODULE	COVID -19 delays	IT
P2007440	Brady Integrated Security, Inc.	\$5,177.72	\$5,177.72	HUB CARD ACCESS	COVID -19 delays	IT
E0000006	Vortex Construction Co., LLC	\$238,959.50	\$9,051.51	HV BROWN SHELTER CONSTRUCTION	CONSTRUCTION	PARKS & REC
P2006122	Life's Specialtees	\$13,000.00	\$5,353.31	TENNIS EQUIPMENT	DELAYS IN SHIPPING	PARKS & REC
P2007378	Bill Howell & Sons Construction Co.	\$5,124.00	\$5,124.00	PEDESTRIAN BRIDGE CONSTRUCTION	CONSTRUCTION	PARKS & REC
P2007443	Terracon Consultants, Inc.	\$6,000.00	\$6,000.00	SOIL CONCRETE TESTING-PEDESTRIAN BRIDGE CONSTRUCTION	CONSTRUCTION	PARKS & REC
P2006541	T A Loving Company	\$735,950.00	\$735,950.00	DESIGN HERMAN PARK CENTER	PROJECT	PARKS & REC
P2006425	Quest Corporation of America, Inc.	\$34,334.73	\$7,039.19	YEAR 1 OF 3-CONTRACT MARKETING & PUBLIC RELATIONS GWTA	CONTRACT NOT COMPLETE AT END OF FY20	PLANNING
P2006779	Milligan&Company,LLC Performance Automotive	\$113,920.00	\$84,434.00	ADA TRANSITION PLAN	COVID -19 delays CHRYSLER CUT OFF MANUFACTURING	PLANNING
P2006373	Group, Inc	\$191,240.00	\$23,905.00	POLICE VEHICLE FY19-20	BUT HAS NOW RESUMED	POLICE
P2007216	Galls, LLC	\$37,349.88	\$19,802.46	Ballistic Vests	COVID -19 delays	POLICE
P2007400	Seegars Fence Company, Brady Integrated Security,	\$7,659.31	\$7,659.31	FENCING FOR POLICE COMPLEX	FENCING FOR POLICE COMPLEX -	POLICE
P2006286	Inc.	\$33,085.81	\$20,968.62	BUILDING SECURITY (DOOR CONTROLS ETC)	PROJECT	POLICE
P2007227	Global Equipment Co., Inc.	\$10,232.49	\$10,232.49	FIRE DEPARTMENT FURNITURE	PROJECT	POLICE
P2007152	Craig's Firearm Supply, Inc.	\$22,939.72	\$15,954.74	17 PATROL RIFLES	PROJECT	POLICE



Purchase Order Rollovers FY20 to FY21

Prepared: cfg 8/15/2020 9:59 PM

PO #	Vendor Name	Original Amount	Remaining Balance	For?	Justification for Rollover?	DEPT
P2007464	WithersRavenel, Inc.	\$89,400.00	\$89,400.00	AWIA & SWPP PLANS	18 MONTH PROJECT TO PREPARE REQUIRED PLANS FOR AMERICAS WATER INFRASTRUCTURE ACT & SOURCE WATER PROTECTION PLAN REQUIRED BY EPA & STATE.	PUBLIC UTILITIES
P2007454	Turner Murphy Company, Inc.	\$1,376,544.00	\$1,290,212.37	PLATE SETTLERS PROJECT	PROJECT	PUBLIC UTILITIES
P2007455	AH Environmental Consultants	\$113,400.00	\$113,400.00	PROFESSIONAL ENGINEERING - PLATE SETTLERS PROJECT	PROJECT	PUBLIC UTILITIES
Total		\$17,301,905.56	\$7,051,106.97		38	

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:

<u>GENERAL FUND</u>	<u>Current</u>	<u>Amended</u>	<u>Difference</u>
<u>City Manager (1012)</u>			
All Other Operating Expenditures	\$ 791,851.00	\$ 791,851.00	\$ -
Air Show Donation	15,000.00	-	(15,000.00)
Total Expend. - City Manager	<u>\$ 806,851.00</u>	<u>\$ 791,851.00</u>	<u>\$ (15,000.00)</u>
<u>Information Technology (1030)</u>			
All Other Operating Expenditures	\$ 1,477,799.00	\$ 1,477,799.00	\$ -
Software License Fees	596,960.00	620,960.00	24,000.00
Technology Capital	-	5,177.72	5,177.72
Total Expend. - Information Tech.	<u>\$ 2,074,759.00</u>	<u>\$ 2,103,936.72</u>	<u>\$ 29,177.72</u>
<u>Planning (3151)</u>			
All Other Operating Expenditures	\$ 1,260,351.00	\$ 1,260,351.00	\$ -
Transportation Planning Grant	258,622.00	350,095.19	91,473.19
Total Expend. - Planning	<u>\$ 1,518,973.00</u>	<u>\$ 1,610,446.19</u>	<u>\$ 91,473.19</u>
<u>Engineering (4172)</u>			
All Other Operating Expenditures	\$ 934,926.00	\$ 934,926.00	\$ -
Maintenance Materials	50,000.00	89,717.44	39,717.44
Bucket Truck	-	144,164.00	144,164.00
Total Expend. - Engineering	<u>\$ 984,926.00</u>	<u>\$ 1,168,807.44</u>	<u>\$ 183,881.44</u>
<u>Parks and Recreation (7460)</u>			
All Other Operating Expenditures	\$ 3,018,882.00	\$ 3,018,882.00	\$ -
Operating Supplies	75,944.00	81,297.31	5,353.31
Contract Services	110,000.00	121,124.00	11,124.00
Shelter Construction	-	9,051.51	9,051.51
Total Expend. - Parks and Recreation	<u>\$ 3,204,826.00</u>	<u>\$ 3,230,354.82</u>	<u>\$ 25,528.82</u>

<u>GENERAL FUND</u>	<u>Current</u>	<u>Amended</u>	<u>Difference</u>
<u>Fire (5120)</u>			
All Other Operating Expenditures	\$ 6,151,341.00	\$ 6,151,341.00	\$ -
Medical Exams	25,000.00	47,000.00	22,000.00
Uniforms	45,000.00	54,363.24	9,363.24
Protective Clothing	60,000.00	81,533.75	21,533.75
Total Expend. - Fire	<u>\$ 6,281,341.00</u>	<u>\$ 6,334,237.99</u>	<u>\$ 52,896.99</u>
<u>Police (6121)</u>			
All Other Operating Expenditures	\$ 9,475,942.00	\$ 9,475,942.00	\$ -
Protective Clothing	35,948.00	55,750.46	19,802.46
Building Maintenance	36,250.00	43,909.31	7,659.31
Line Cars	-	23,905.00	23,905.00
Total Expend. - Police	<u>\$ 9,548,140.00</u>	<u>\$ 9,599,506.77</u>	<u>\$ 51,366.77</u>
<u>Transfers (8101)</u>			
FY20-21 Adopted Budget 6/17/20	\$ 1,000.00	\$ 1,000.00	\$ -
Transfers to Capital Projects	4,236.00	22,607.18	18,371.18
Total Expend. - Transfers	<u>\$ 5,236.00</u>	<u>\$ 23,607.18</u>	<u>\$ 18,371.18</u>
All Other Expenditures	<u>\$ 18,000,168.00</u>	<u>\$ 18,000,168.00</u>	<u>\$ -</u>
Total Expenditures - General Fund	<u>\$ 42,425,220.00</u>	<u>\$ 42,862,916.11</u>	<u>\$ 437,696.11</u>
<u>Revenues</u>			
Tax Revenues	\$ 17,153,130.00	\$ 17,153,130.00	\$ -
Licenses and Permits	375,525.00	375,525.00	-
Revenue from Other Agencies	15,014,633.00	15,014,633.00	-
Charges for Services	4,969,581.00	4,969,581.00	-
Capital Returns	1,361,930.00	1,361,930.00	-
Miscellaneous Revenue	490,500.00	490,500.00	-
Shared Services	3,046,957.00	3,046,957.00	-
Appropriated Fund Balance	12,964.00	450,660.11	437,696.11
Total Revenues - General Fund	<u>\$ 42,425,220.00</u>	<u>\$ 42,862,916.11</u>	<u>\$ 437,696.11</u>
<u>UTILITY FUND</u>	<u>Current</u>	<u>Amended</u>	<u>Difference</u>
<u>Water Treatment (4176)</u>			
All Other Operating Expenditures	\$ 2,325,124.00	\$ 2,325,124.00	\$ -
Consultant Fees	54,210.00	143,610.00	89,400.00
Machine/Equipment Maintenance	415,614.00	443,138.24	27,524.24
River Intake Maintenance	42,700.00	52,700.00	10,000.00
Total Expend. - Water Treatment	<u>\$ 2,837,648.00</u>	<u>\$ 2,964,572.24</u>	<u>\$ 126,924.24</u>
<u>Water Reclamation (4177)</u>			
All Other Operating Expenditures	\$ 3,478,009.00	\$ 3,478,009.00	\$ -
Pump Stations Maintenance	160,000.00	176,012.50	16,012.50
Total Expend. - Water Reclamation	<u>\$ 3,638,009.00</u>	<u>\$ 3,654,021.50</u>	<u>\$ 16,012.50</u>
All Other Expenditures	<u>\$ 11,926,728.00</u>	<u>\$ 11,926,728.00</u>	<u>\$ -</u>
Total Expenditures - Utility Fund	<u>\$ 18,402,385.00</u>	<u>\$ 18,545,321.74</u>	<u>\$ 142,936.74</u>
<u>Revenues</u>			
Revenue from Other Agencies	\$ -	\$ -	\$ -
Charges for Services	18,068,818.00	18,068,818.00	-
Capital Returns	32,542.00	32,542.00	-
Miscellaneous Revenue	301,025.00	301,025.00	-
Fund Balance	-	142,936.74	142,936.74
Total Revenues - Utility Fund	<u>\$ 18,402,385.00</u>	<u>\$ 18,545,321.74</u>	<u>\$ 142,936.74</u>

<u>DOWNTOWN MSD FUND</u>	<u>Current</u>	<u>Amended</u>	<u>Difference</u>
<u>Downtown District (8350)</u>			
All Other Operating Expenditures	\$ 80,898.00	\$ 80,898.00	\$ -
Parking Lot/Paving Improvements	-	20,000.00	20,000.00
Total Expend. - Downtown District	<u>\$ 80,898.00</u>	<u>\$ 100,898.00</u>	<u>\$ 20,000.00</u>
All Other Expenditures	<u>\$ 17,000.00</u>	<u>\$ 17,000.00</u>	<u>\$ -</u>
Total Expend. - Downtown District	<u>\$ 97,898.00</u>	<u>\$ 117,898.00</u>	<u>\$ 20,000.00</u>
<u>Revenues</u>			
Tax Revenues	\$ 97,075.00	\$ 97,075.00	\$ -
Capital Returns	823.00	823.00	-
Appropriated Fund Balance	-	20,000.00	20,000.00
Total Revenues - Downtown MSD Fund	<u>\$ 97,898.00</u>	<u>\$ 117,898.00</u>	<u>\$ 20,000.00</u>

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: 8/1/20


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
Michael Wagner, Public Utilities Director

Date: 9/1/20

Timothy Salmon
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.

Mayor

Attested by:

City Clerk

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)

(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
Michael Wagner, Public Utilities Director

Date: 9/1/20

Timothy Salmon
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

City of Goldsboro, NC Water & Sewer CIP			Project unfunded "moved"		Project timeline "moved"		Project approved "ongoing"								
Project Name	Priority	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030		
Engineering Projects (Source: Individual Word Docs with CIP Projects per Year)															
Various Sanitary Sewer Rehabilitation - Grant	1	Financing (Type-Golden Leaf Foundation Grant)	\$ 708,000												
Seymour Johnson Air Force Base Outfall Improvements - Loan	1	Financing (Type Sewer Bonds)	\$ 450,000												
Wastewater System Improvements (Construction) - SRF	1	Financing (Type SRF Funding)	\$ 1,004,100												
Wastewater System Improvements (Engineering) - SRF	1	Financing (Type SRF Funding)	\$ 255,702												
Water System Improvements (Construction) - DWSRF Project #WIF1979	1	Financing (Type DWSRF Funding)		\$ 3,066,120											
Water System Improvements (Engineering) - DWSRF	1	Financing (Type DWSRF Funding)	\$ 616,080												
2017 Wastewater System Improvements - CWSRP Project #E-SRP-W-17-0110				\$ 672,264											
2020 Wastewater System Improvements - Sewer Bonds				\$ 624,400											
2020 Street Improvements Project - Dirt Street Paving involving utilities (utility portion only)				\$ 202,500											
Wayne Memorial Drive Improvements NCDOT Project U-5994 - UF	1	Utility Fund			\$ 250,000										
Central Heights Road Widening – NCDOT Project U-5724 - UF	1	Utility Fund				\$ 400,000									
Inflow-Infiltration Repairs - UF	1	Utility Fund	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000				
Ash Street Extension – NCDOT Project U-4407 - UF	1	Utility Fund		\$ 166,500											
Berkeley Boulevard Widening - NCDOT Project U-3609B - UF	1	Utility Fund		\$ 321,500											
North William Street Widening – NCDOT Project U-2714 - UF	1	Utility Fund			\$ 1,157,000										
2020 F-150 SuperCab Truck w/surveyor equipment box	1	Utility Fund		\$ 32,100											
Trimble S5 GPS Equipment	1	Utility Fund		\$ 6,110											
NCDOT U-4753 Wayne Memorial Drive Widening - Required utility relocations	1	Utility Fund				\$ 100,000									
Big Cherry/Little Cherry Pump Station and Force Main Improvements	1	Loan			\$ 3,000,000										
US Highway 117 Pump Station & Wastewater Improvements	1	Loan				\$ 11,371,200									
Harris Street Wastewater Improvements	1	Loan					\$ 1,229,760								
Jefferson Street Wastewater Improvements	1	Loan						\$ 1,115,760							
Big Ditch Wastewater Improvements	1	Loan						\$ 2,143,620							
Oak Street Wastewater Improvments	1	Loan									\$ 3,139,440				
Grantham & Guilford Street Wastewater Improvements (Force main & gravity)	1	Loan							\$ 7,099,320						
Phase III Rehabilitation & Replacement Project	1	Loan										\$ 1,612,720			
2017 Water System Improvements - DWSRP Project #WIF1938	1	Loan		\$ 3,682,200											
Subtotal			\$ 3,033,882	\$ 8,357,484	\$ 886,210	\$ 4,667,000	\$ 11,581,200	\$ 1,339,760	\$ 3,369,380	\$ 7,209,320	\$ 110,000	\$ 3,139,440	\$ 1,612,720		
WTP CIP (Source: "add 2030 CIP WTP WRF Compost 1-13-20".xlsx)															
Filter Sump Pump - UF	1	Utility Fund	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Clean Clearwells #1 and #2 - UF	2	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000		
Construct Pressure Booster Station (Case Farms)- Loan	4	Loan	\$ -	\$ -		\$ -	\$ 1,750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Dredge River Sedimentation Basin - UF	1	Utility Fund	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000		
Engineering services for pressure booster station. (Case Farms) - UF	4	Utility Fund	\$ -		\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fiber Installation - WTP - UF	1	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Filter SCADA Programming upgrade - UF	1	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Neuse River Dredging - UF	1	Utility Fund	\$ 79,000	\$ 79,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		
Harris St Elevated Tank Asset Maintenance	1	Utility Fund		\$ 74,910	\$ 74,910	\$ 74,910	\$ 74,910	\$ 74,910	\$ 74,910	\$ 74,910	\$ 74,910	\$ 9,741	\$ 9,741		
Holly/Madison Elevated Tank Asset Maintenance	1	Utility Fund		\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635	\$ 81,635		
New Hope Elevated Tank Asset Maintenance	1	Utility Fund		\$ 313,236	\$ 313,236	\$ 313,236	\$ 9,826	\$ 9,826	\$ 9,826	\$ 9,826	\$ 9,826	\$ 9,826	\$ 9,826		
Center/Holly Elevated Tank Asset Maintenance	1	Utility Fund		\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976		
New Upstream River Intake - Loan	3	Loan	\$ -		\$ -	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
New Water Treatment Plant Construction - Loan	1	Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000,000	\$ -	\$ -		
New Water Treatment Plant Design - UF	1	Utility Fund	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Plate Settler Project - Loan	1	Loan	\$ -	\$ -	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Repair Clearwell #2 - UF	2	Utility Fund		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace bulk chemical storage tanks - UF	2	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace Bulk Chemical Storage Tank - UF	2	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace Filter Media - Loan	1	Loan	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace Filter Media - UF	1	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace Maintenance Building - UF	4	Utility Fund	\$ -		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace mower - UF	2	Utility Fund	\$ -	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ -		
Replace Pickup Truck - UF	3	Utility Fund		\$ -	\$ 24,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000		
Static Mixers in Harris Tank - UF	3	Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Static Mixers in New Hope Tank - UF	1	Utility Fund	\$ -	\$ -		\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Upgrade SCADA system and Elevated tanks - UF	1	Utility Fund		\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
US Army Corps of Engineers Flood Control Structure - UF	1	Utility Fund	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Utilities Master Plan - UF	1	Utility Fund		\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000		
Subtotal			\$ 679,000	\$ 598,757	\$ 4,078,757	\$ 8,178,757	\$ 2,536,347	\$ 5,386,347	\$ 345,347	\$ 306,347	\$ 85,286,347	\$ 221,178	\$ 866,178		

Blower Replacement - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	500,000	\$	500,000
Construction of new 3.5 MG treatment basin and rehabing existing basins- Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	-	\$	-	\$	35,000,000	\$	-	\$	-	\$	-
Dredge EQ Basin #1 - UF																			
2	Utility Fund	\$	-	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	-
Dredge EQ Basin #2 - UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	200,000
Engineering design for new 3.5 MG treatment basin and rehabing existing basins- UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	1,500,000	\$	-	\$	-	\$	-	\$	-
Extend Reuse system - Loan																			
2	Loan	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,500,000	\$	-	\$	-	\$	-
Hypo Tank Replacement - UF																			
2	Utility Fund	\$	-		\$	90,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Laboratory Smart System Analyzer - UF																			
1	Utility Fund	\$	15,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Rebuild gear drive #1 - UF																			
2	Utility Fund	\$	-		\$	60,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Rebuild Influent Headwork's barscreen and grit removal - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	-	\$	1,000,000	\$	-	\$	-	\$	-	\$	-
Repaint Clarifier #1 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000	\$	-	\$	30,000
Repaint Clarifier #2 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000	\$	-
Repaint Clarifier #3 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000	\$	-
Repaint Clarifier #4 - UF																			
1	Utility Fund	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000
Replace 1000 KW WRF Generator - Loan																			
1	Loan	\$	-	\$	-		\$	600,000	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace 117 Pump Station Barscreen - UF																			
1	Utility Fund	\$	-		\$	225,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace 1500 KW WRF Generator - Loan																			
1	Loan	\$	-			\$	650,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Belt Filter Press #1 - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	800,000	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Belt Filter Press #2 - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	-	\$	800,000	\$	-	\$	-	\$	-	\$	-
Replace WRF Pick-up Truck - UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	29,500
Replace Pump Station Truck - UF																			
4	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000
Replace Director Car - UF																			
4	Utility Fund	\$	-	\$	-	\$	-	\$	24,000	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Generator Pick-up Truck - UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	29,500	\$	-	\$	-	\$	-	\$	-
Cherry Pump Station Barscreen - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Westbrook Pump Station Grit removal - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	300,000
Replace Little Cherry Pump Station Barscreen - UF																			
1	Utility Fund	\$	-		\$	225,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace mower - UF																			
2	Utility Fund	\$	18,000				\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace New Hope Pump Station Bar Screen - UF																			
1	Utility Fund	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Pick-up Truck - UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	29,500	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Pretreatment Car - UF																			
4	Utility Fund			\$	-	\$	24,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Pump Station Car - UF																			
4	Utility Fund	\$	-		\$	22,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace UV System - UF																			
1	Utility Fund				\$	1,000,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace Westbrook Pump Station Bar Screen - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	350,000	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Westbrook Pump Station Generator - UF																			
1	Utility Fund				\$	500,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Sand and underdrain replacement in Sand Filter #1 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	160,000	\$	-	\$	-
Sand and underdrain replacement in Sand Filter #2 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	160,000	\$	-
Sand and underdrain replacement in Sand Filter #3 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	160,000	\$	-
Sand and underdrain replacement in Sand Filter #4 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	160,000
Rebuild Filters 1-4 - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	3,000,000	\$	-	\$	-	\$	-	\$	-
Sand replacement in Sand Filter #1 & #4 - UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	-
Sand replacement in Sand Filter #2 & #3 - UF																			
2	Utility Fund	\$	-	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Update SCADA Telemetry control system - UF																			
1	Utility Fund	\$	-		\$	100,000	\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	-	-
Upgrade Pecan Pump Station - Loan																			
1	Utility Fund	\$	100,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Subtotal																			
		\$	163,000	\$	100,000	\$	2,810,000	\$	6,879,500	\$	3,579,500	\$	35,050,000	\$	190,000	\$	190,000	\$	690,000
Compost CIP (Source: "add 2030 CIP WTP WRF Compost 1-13-20".xlsx)																			
Complete Construction on compost bay #8 - UF																			
3	Utility Fund	\$	20,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Compost Structural Evaluation - UF																			
1	Utility Fund	\$	-		\$	100,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Rehabilitate Agitator Dolly #1 - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	350,000	\$	-	\$	-	\$	-	\$	-	\$	350,000
Repair Roof to Building - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	200,000	\$	-	\$	-	\$	200,000	\$	-
Replace #1 heavy duty loader - UF																			
2	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	155,000
Replace #2 heavy duty loader - UF																			
2	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Replace #3 heavy duty loader - UF																			
2	Utility Fund	\$	-	\$	155,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Dump Truck - UF																			
1	Utility Fund	\$	-	\$	-	\$	150,000	\$	-	\$	150,000	\$	-	\$	-	\$	-	\$	-
Replace Generator - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	150,000	\$	-	\$	-	\$	-	\$	-
Replace horizontal grinder - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600,000	\$	-	\$	-	\$	-
Replace mower - UF																			
2	Utility Fund				\$	-	\$	18,000	\$	-	\$	-	\$	-	\$	-	\$	-	-
Replace pickup truck - UF																			
3	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000	\$	-
Replace Roto-Mix truck - UF																			
1	Utility Fund			\$	200,000	\$	-	\$	-	\$	-	\$	-	\$	200,000	\$	-	\$	110,000
Replace Roto-Mix truck bed - UF																			
2	Utility Fund	\$	-	\$	25,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Replace Trommel Screen - UF																			
1	Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	250,000
Rehabilitate Agitator Dolly #2 - Loan																			
1	Loan	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	350,000	\$	-
Subtotal																			
		\$	20,000	\$	380,000	\$	250,000	\$	368,000	\$	500,000	\$	600,000	\$	200,000	\$	370,000	\$	405,000

Vehicles & Equipment (Source: "Updated 11-20-2019 CIP 2019-20 D&C (Rate Study Data)".xlsx)																	
New Valve Truck w/Jetrod & Vac for Maint.	1	Short Term Lease (Stantec assumption)	\$	135,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Bobcat Excavator	2	Short Term Lease (Stantec assumption)	\$	69,600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Pipe Line CameraS (2ea)	3	Short Term Lease (Stantec assumption)	\$	130,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
2002 Cement Mixer B1317	4	Short Term Lease (Stantec assumption)	\$	20,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
2009 Utility Rodder-Jet-Vac Truck E-1142	1	Short Term Lease (Stantec assumption)	\$	-	\$	400,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$
2014 Case Backhoe E1265	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	130,000	\$	-	\$	-	\$	-	\$	-	\$
2014 Utility Truck P1237	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	60,000	\$	-	\$	-	\$	-	\$	-	\$
Equipment Trailer E1070	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	30,000	\$	-	\$	-	\$	-	\$	-	\$
Equipment Trailer E1021	4	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	16,000	\$	-	\$	-	\$	-	\$	-	\$
2010 15 Foot Batwing Mower E1110	5	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	25,000	\$	-	\$	-	\$	-	\$	-	\$
2013 Bush Hog E1231	6	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	-	\$
2006 Mitsubishi Forklift E1067	7	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	35,000	\$	-	\$	-	\$	-	\$	-	\$
Pipe Line Camera (1ea)	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	65,000	\$	-	\$	-	\$	-	\$
2017 Bobcat Excavator E1353	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	75,000	\$	-	\$	-	\$	-	\$
2015 F350 Utility Truck P1272	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	60,000	\$	-	\$	-	\$	-	\$
2017 Backflow Van B1316	4	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	60,000	\$	-	\$	-	\$	-	\$
2017 I&I Van B1317	5	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	60,000	\$	-	\$	-	\$	-	\$
2015 Side board Mower E1273	6	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	25,000	\$	-	\$	-	\$	-	\$
2017 Bobcat Excavator E1354	7	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	75,000	\$	-	\$	-	\$	-	\$
2016 Vactor Truck E1291	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	400,000	\$	-	\$	-	\$
Pipe Line Camera (1ea)	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	65,000	\$	-	\$
2017 Tandem Dump Truck D968	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	140,000	\$	-	\$
Tandem Flat Bed Dump Truck D1080	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	140,000	\$	-	\$
F150 4x4 Pickup P1177	4	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	50,000	\$	-	\$
Utility Trailer E1266	5	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000	\$	-	\$
2016 Valve Truck P1288	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000	\$
2016 Case Excavater E1320	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	250,000	\$
Ford Mowing Tractor E757	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000	\$
F250 Utility Truck P1237	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
F250 Utility Truck P1267	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	60,000	\$
F350 Utility Truck P1272	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	60,000	\$
Valve Truck P1288	4	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,000	\$
Pipe Line Camera (1ea)	5	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	65,000	\$
Cement Mixer B1317	6	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000	\$
Bush Hog E1231	7	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000	\$
2017 Utility Truck F450 P1360	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Mowing Tractor E734	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Forklift E1067	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
2012 Sullair Compressor E1203	4	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
2017 Mainline Camera Van B1346	5	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Pipe Line CameraS (2ea)	1	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Bobcat Excavator	2	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Pipe Line CameraS (2ea)	3	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
2002 Cement Mixer B1317	4	Short Term Lease (Stantec assumption)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Subtotal			\$	354,600	\$	400,000	\$	316,000	\$	420,000	\$	400,000	\$	415,000	\$	400,000	\$
Total			\$	3,895,882	\$	9,790,841	\$	8,424,967	\$	20,409,257	\$	18,617,047	\$	42,776,107	\$	4,519,727	\$
Total: 212,354,458																	

**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: 9/1/20


City Manager

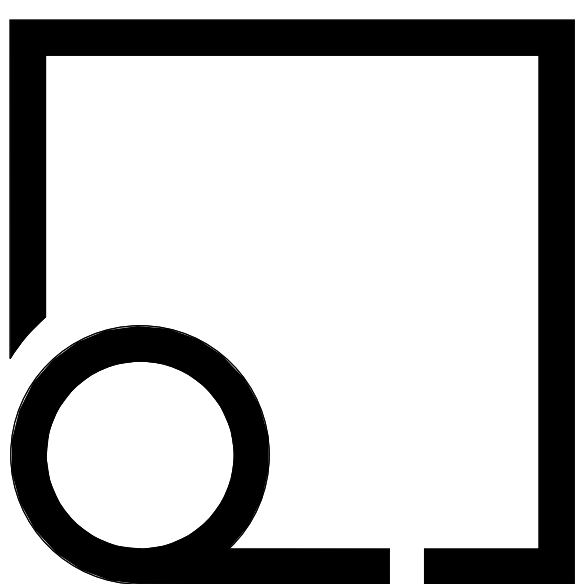
SITE-17-20 PRECISION TUNE 302 N. SPENCE AVENUE



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.



REVIEW SET
NOT FOR
CONSTRUCTION

THIS DRAWING IS AN INSTRUMENT OF PROFESSIONAL SERVICE AND IS THE PROPERTY OF DESIGN DEVELOPMENT ARCHITECTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. THE UNDERSIGNED ARCHITECT'S FIRM DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION.



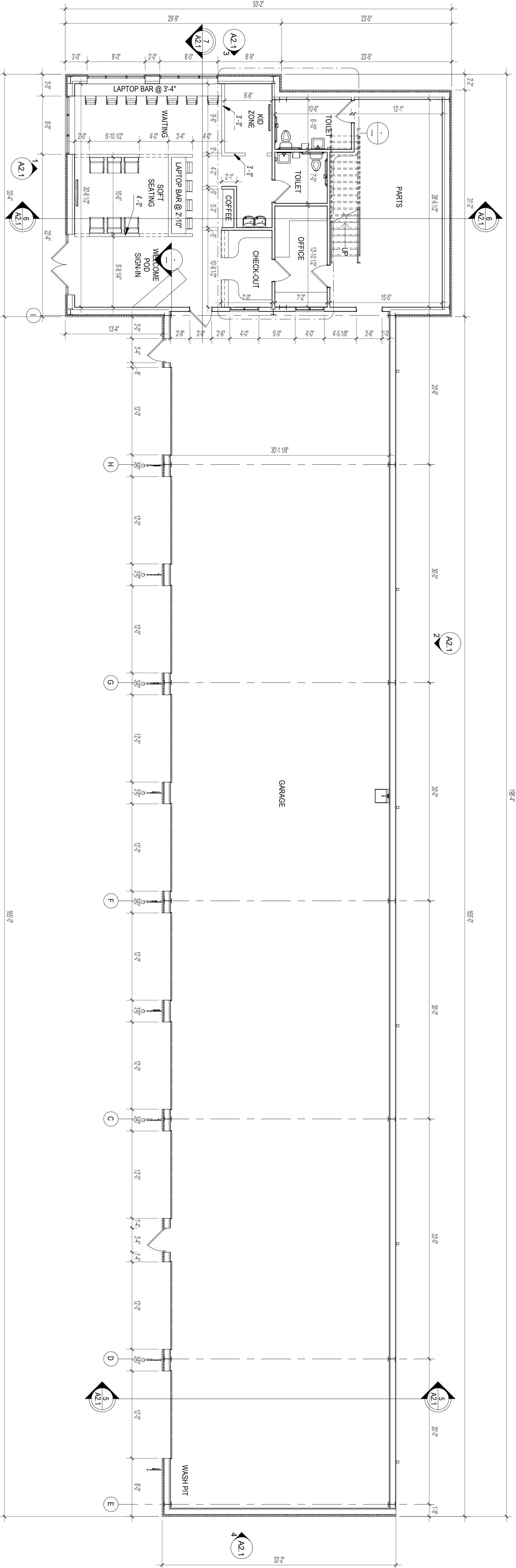
800 Salem Woods
Drive
Suite 102
Raleigh, NC 27615
919.848.4474

PRECISION TUNE

GOLDSBORO, NC

No.	Description	Date
-----	-------------	------

PROJECT #:	200022
DATE:	Issue Date
FLOOR PLAN	






PRECISION FRANCHISING, INC – 919 469–2450
106 WOODWINDS INDUSTRIAL CT CARY, NC 27511

REVISIONS:
2020–07–27 1ST REVIEW

PRECISION TUNE AUTOCARE SITEPLAN			
302 N SPENCE AVE, GOLDSBORO, NC 27534			
GB (GENERAL BUSINESS) ZONING			
BUILDING ELEVATION			



CCE
- CAPITAL CIVIL ENGINEERING -

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SEAL

PRECISION TUNE AUTOCARE

1011 PEMBERTON HILL RD, STE 203, APEX, NC 27502

7/27/20

DATE	JULY 27, 2020
ISSUED FOR	REVIEW
SHEET NO.	C7

**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.

Totals Lots:	12
Total Area:	2.774 acres
Min. Lot Size:	6,746 sq. ft.
Max. Lot Size:	11,423 sq. ft.
Average Lot Size:	8,572 sq. ft. or 0.231 acres
Zoning:	R-6 (Residential)

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.

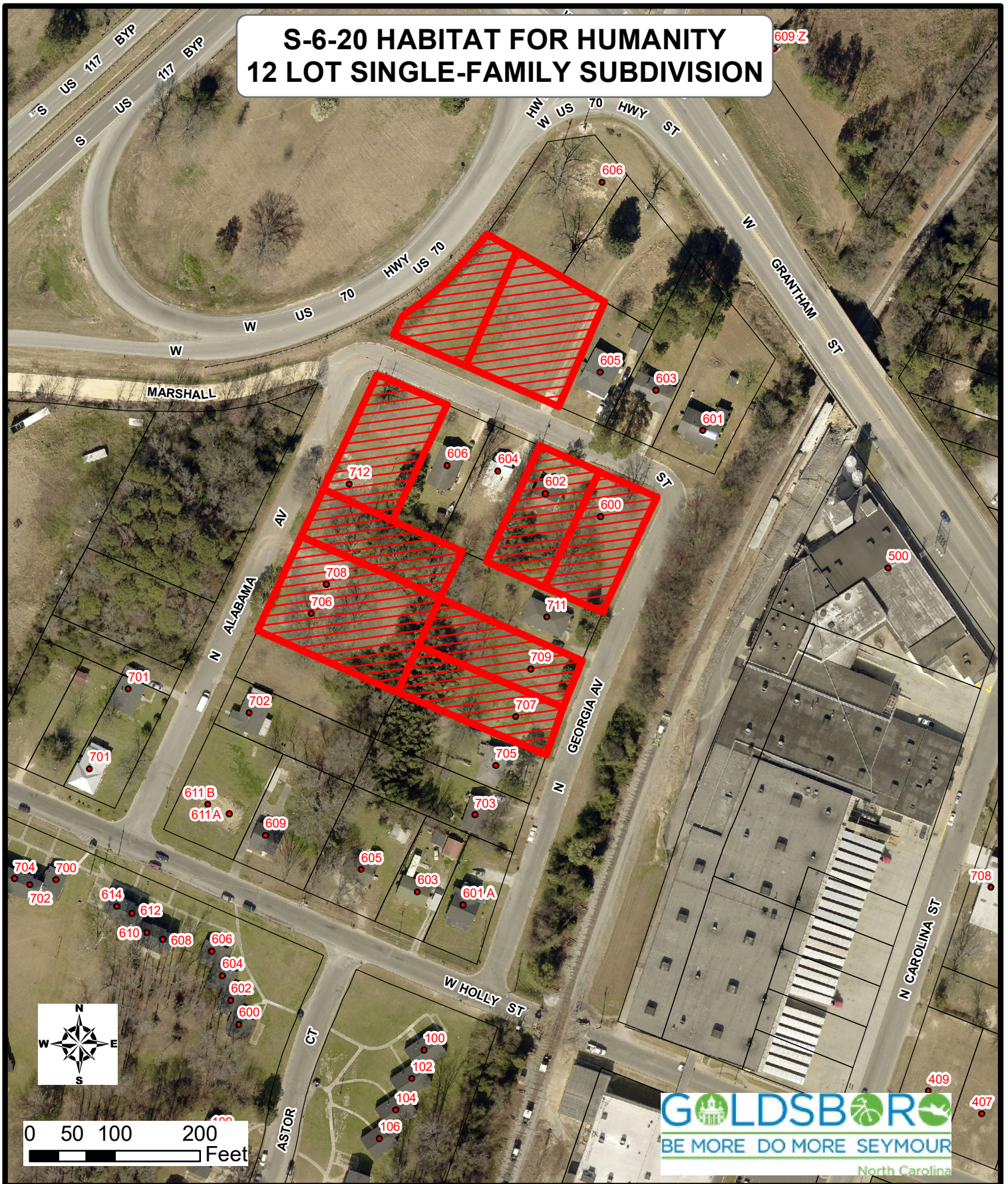
Date: 9/1/20


Planning Director

Date: 9/1/20


City Manager

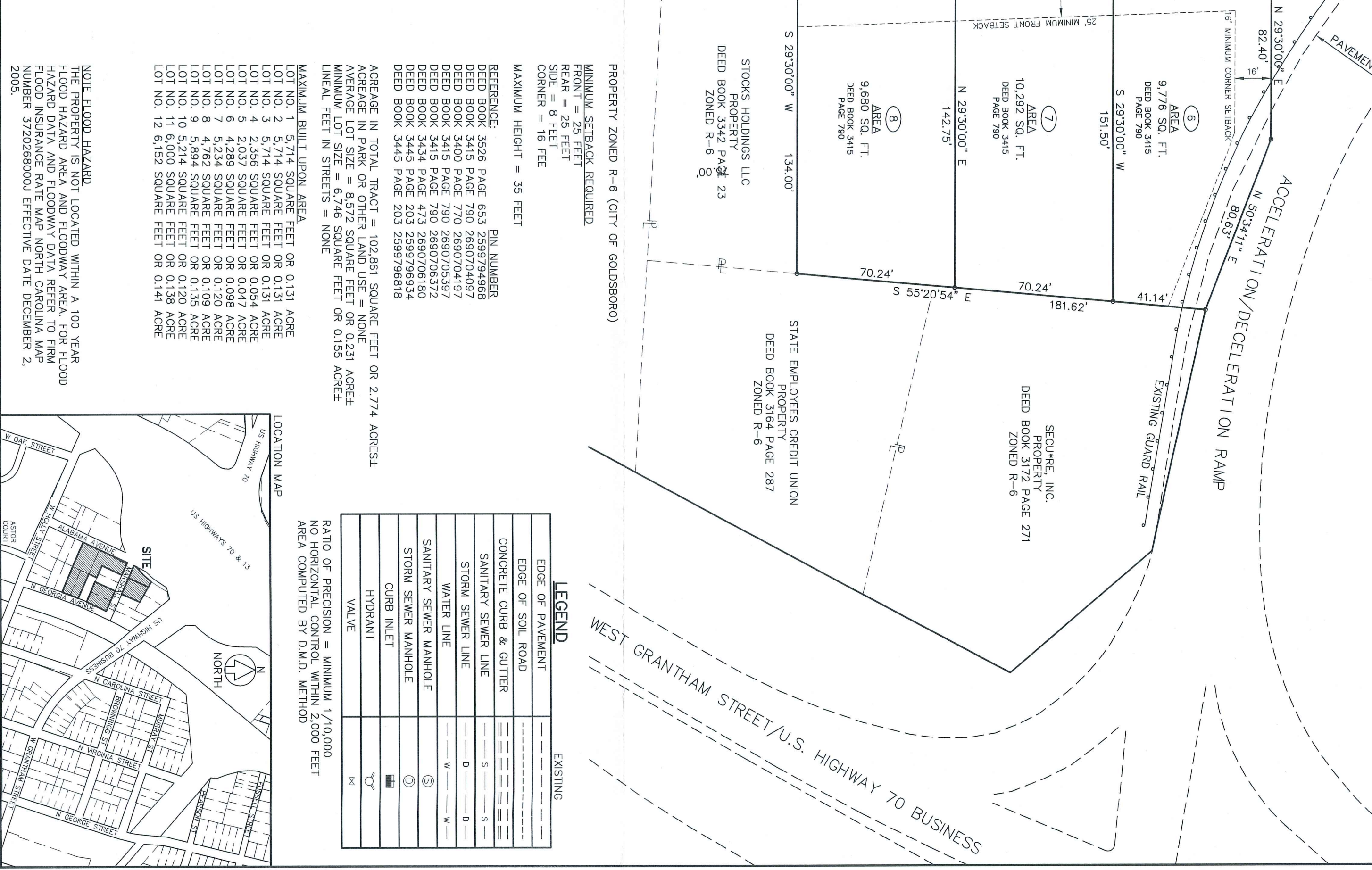
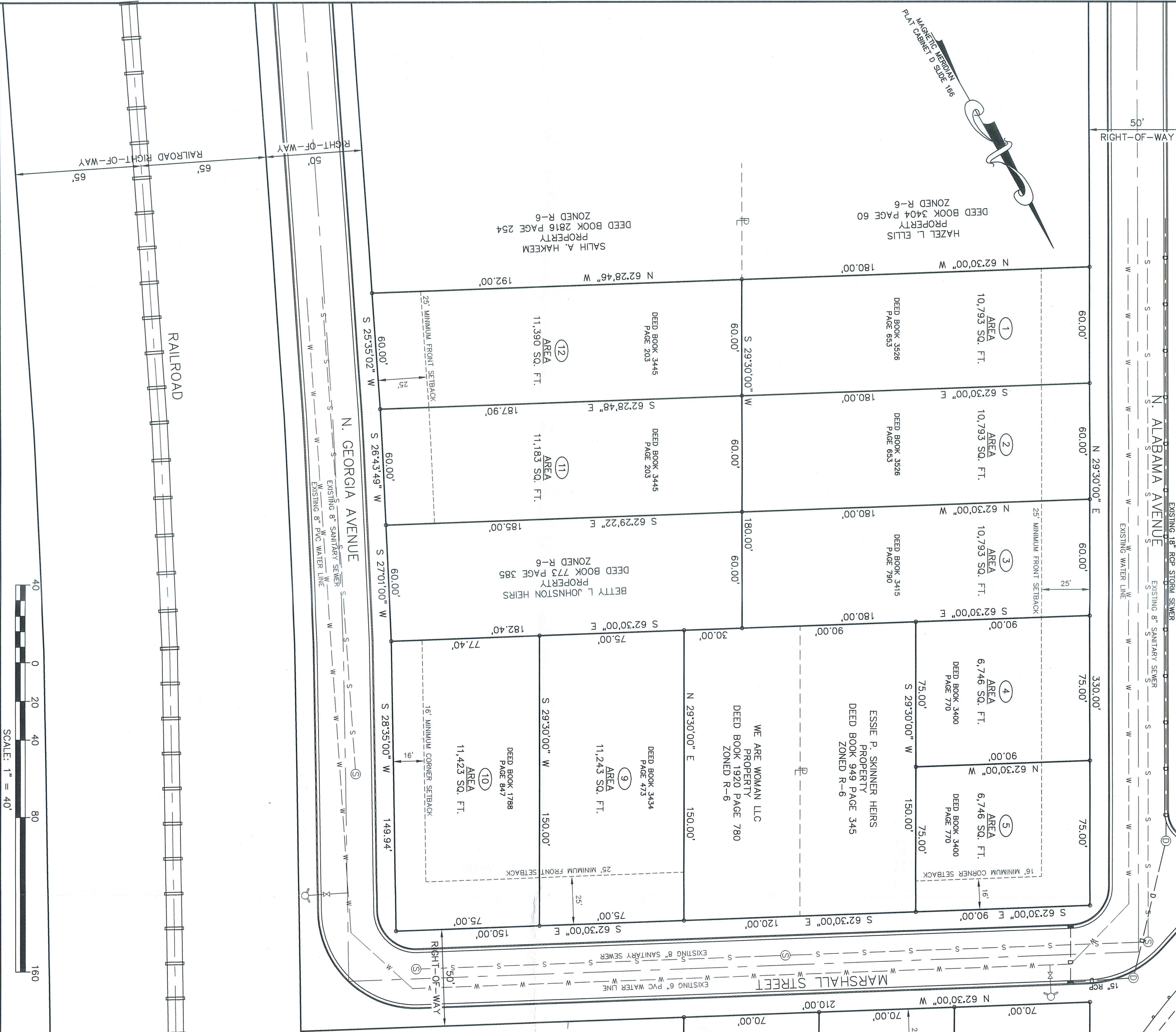
S-6-20 HABITAT FOR HUMANITY 12 LOT SINGLE-FAMILY SUBDIVISION



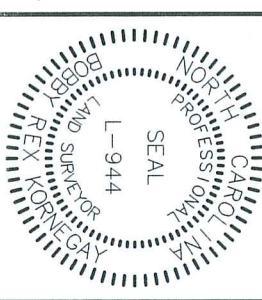
SUBDIVISION PLAN

CASE #: S-6-20
APPLICANT: HABITAT FOR HUMANITY
PIN #: 2599796934;2690704097;2690704197;2599796818;
2690705397;2690706180;2690706372;2599794968
LOCATION: 706, 708 & 712 N. ALABAMA AVE; 602 MARSHALL ST;
707 & 709 N GEORGIA AVE
PROPOSED USE: SINGLE-FAMILY RESIDENTIAL SUBDIVISION

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.



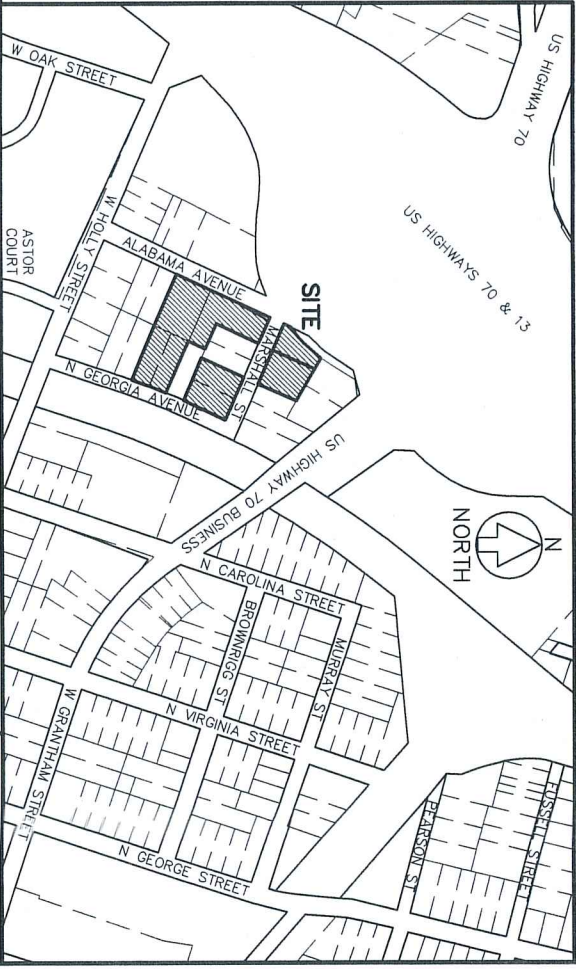
B. R. KORNEGAY, INC.
LAND SURVEYING • ENGINEERING • PLANNING
License Number: F-1054
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Goldsboro, N.C. 27530
Fax: (919) 580-9053



PRELIMINARY PLAN
CITY OF GOLDSBORO
GOLDSBORO TOWNSHIP
WAYNE COUNTY, N.C.

DESIGNED BY: **BRK**
DATE: **7-15-2020**
SCALE: **1" = 40'**

HABITAT FOR HUMANITY OF GOLDSBORO-WAYNE INC.
131 E. WALNUT STREET, GOLDSBORO, N.C. 27530
CONTACT: MATTHEW WHITTLE 919-736-9592 mwhittle@hdtatgoldsboro.org



LEGEND	
EDGE OF PAVEMENT	---
EDGE OF SOIL ROAD	==
CONCRETE CURB & GUTTER	===
SANITARY SEWER LINE	---S---
STORM SEWER LINE	---D---
WATER LINE	---W---
SANITARY SEWER MANHOLE	⊙
STORM SEWER MANHOLE	⊙
CURB INLET	⊙
HYDRANT	⊙
VALVE	⊙

RATIO OF PRECISION = MINIMUM 1/10,000
NO HORIZONTAL CONTROL WITHIN 2,000 FEET
AREA COMPUTED BY D.M.D. METHOD

PROPERTY ZONED R-6 (CITY OF GOLDSBORO)

MINIMUM SETBACK REQUIRED

FRONT = 25 FEET
REAR = 25 FEET
SIDE = 8 FEET
CORNER = 16 FEET

MAXIMUM HEIGHT = 35 FEET

REFERENCE: PIN NUMBER

DEED BOOK 3526 PAGE 653 2599794966
DEED BOOK 3415 PAGE 790 2690704097
DEED BOOK 3400 PAGE 770 2690704197
DEED BOOK 3415 PAGE 790 2690705397
DEED BOOK 3415 PAGE 790 2690706372
DEED BOOK 3434 PAGE 473 2690706180
DEED BOOK 3445 PAGE 203 2599796934
DEED BOOK 3445 PAGE 203 2599796934

ACREAGE IN TOTAL TRACT = 102.861 SQUARE FEET OR 2.774 ACRES
ACREAGE IN PARK OR OTHER LAND USE = NONE
AVERAGE LOT SIZE = 8,572 SQUARE FEET OR 0.231 ACRE±
MINIMUM LOT SIZE = 6,746 SQUARE FEET OR 0.155 ACRE±
LINEAL FEET IN STREETS = NONE

MAXIMUM BUILT UPON AREA

LOT NO. 1 5,714 SQUARE FEET OR 0.131 ACRE
LOT NO. 2 5,714 SQUARE FEET OR 0.131 ACRE
LOT NO. 3 5,714 SQUARE FEET OR 0.131 ACRE
LOT NO. 4 2,356 SQUARE FEET OR 0.054 ACRE
LOT NO. 5 2,037 SQUARE FEET OR 0.047 ACRE
LOT NO. 6 4,289 SQUARE FEET OR 0.098 ACRE
LOT NO. 7 5,234 SQUARE FEET OR 0.120 ACRE
LOT NO. 8 4,762 SQUARE FEET OR 0.109 ACRE
LOT NO. 9 5,894 SQUARE FEET OR 0.135 ACRE
LOT NO. 10 5,214 SQUARE FEET OR 0.120 ACRE
LOT NO. 11 6,000 SQUARE FEET OR 0.138 ACRE
LOT NO. 12 6,152 SQUARE FEET OR 0.141 ACRE

NOTE FLOOD HAZARD
THE PROPERTY IS NOT LOCATED WITHIN A 100 YEAR
FLOOD HAZARD AREA AND FLOODWAY AREA. FOR FLOOD
HAZARD DATA AND FLOODWAY DATA REFER TO FIRM
FLOOD INSURANCE RATE MAP NORTH CAROLINA MAP
NUMBER 3720268000 EFFECTIVE DATE DECEMBER 2,
2005.

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: _____

Table of Contents

1. Purpose	3
2. Responsible Parties.....	3
3. Availability of System and Records for Outside Inspection	4
4. Maintenance of Trustworthy Electronic Records	5
5. Components of Information Technology System	7
6. Documentation of Information Technology System	7
7. Digital Imaging Program Documentation and Procedures	8
8. Other Electronic Records Management Practices	10
9. Compliance and Electronic Records Self-Warranty	10
10. Request for Disposal of Original Records Duplicated by Electronic Means	13

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

Retention of System Documentation

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. Destructions 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: _____

Title: _____

Signature: _____

FOR DEPARTMENT OF NATURAL AND CULTURAL RESOURCES USE

Approved by: _____

Date: _____

Title: _____

Signature: _____

10. Request for Disposal of Original Records Duplicated by Electronic Means

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.

City Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Concurred by:

Signature

Assistant Records Administrator
State Archives of North Carolina

Date

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 807-7350
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823