

MINUTES OF THE ANNUAL RETREAT OF MAYOR AND CITY COUNCIL HELD  
February 15 – 16, 2017

**February 15, 2017**

The Mayor and Council of the City of Goldsboro, North Carolina, met for their Annual Retreat beginning February 15, 2017 at 8:00 a.m. at the Goldsboro Event Center, 1501 S. Slocumb Street, Goldsboro, North Carolina with attendance for February 15, 2017 as follows:

Councilmembers Present: Mayor Chuck Allen, Presiding  
Mayor Pro Tem Bevan Foster (arrived at 9:19 a.m.)  
Councilmember Antonio Williams  
Councilmember Bill Broadaway  
Councilmember Mark Stevens  
Councilmember David Ham  
Councilmember Gene Aycock

Other Members Present: Scott Stevens, City Manager  
Jim Womble, City Attorney  
Melissa Corser, City Clerk  
Randy Guthrie, Assistant City Manager  
Octavius Murphy, Assistant to the City Manager  
Tracie Davis, Marketing and Communications Director  
Kaye Scott, Finance Director  
Sherry Archibald, Paramount Director  
Mike West, Police Chief  
Rick Fletcher, Interim Public Works Director  
Mike Wagner, Interim Public Utilities Director  
Scott Barnard, Parks & Recreation Director  
Jennifer Collins, Assistant Planning Director  
Allen Anderson, Chief Building Inspector  
Julie Metz, DGDC Director  
Shycole Simpson-Carter, Community Relations Director  
Marty Anderson, City Engineer  
Pamela Leake, Interim HR Director  
Scott Williams, IT Director  
Brad Hinnant, Server Database Administrator  
Gary Whaley, Fire Chief (arrived at 8:41 a.m.)  
Rochelle Moore, News Argus Reporter  
Eddie Edwards, Citizen  
Lou O'Boyle, Zelos (arrived at 10:15 a.m.)  
Alfonzo King, Former Mayor (arrived at 10:50 a.m.)

The meeting was called to order by Mayor Allen at 8:00 a.m. Councilmember Broadaway provided the invocation.

Mr. Scott Stevens welcomed Council to the 2017 Council Retreat. Mr. Stevens stated it is not our intent to have Council approve a lot of items over the next couple of days, his goal is to share information, listen to Council's comments and concerns and in the end have a general direction of what Council would like to focus on for the upcoming budget. Mr. Stevens thanked Department Heads for their time and effort throughout the year. He stated he would also like to thank Melissa and Laura who have worked to prepare for the Retreat a lot over the last week or so and the Goldsboro Event Center staff for their assistance.

**Review of Last Year's Retreat Decisions/Projects Update**

Mr. Scott Stevens reviewed and provided an update on last year's retreat decisions.

**Six Month Financial Update**

Ms. Kaye Scott provided the following information:

General Fund Collections July – December 2016

		<i>Adjusted</i>	<i>Actual</i>	<i>YTD%</i>
		<i>Budget</i>	<i>Collections</i>	<i>Collections</i>
1	Taxes	16,403,300	7,652,440	46.65%
2	Licenses & Permits	401,200	166,557	41.51%
3	Revenues Other Agencies			
4	**Local Option Tax	8,130,000	4,025,886	49.52%
5	Utility Franchies Tax	2,700,000	1,415,128	52.41%
6	ABC Revenues	200,000	124,800	62.40%
7	Beer & Wine Taxes	167,000	-	0.00%
8	Powell Bill	978,912	482,133	49.25%
9	Service Fees from UF	2,456,122	1,228,061	50.00%
#	Grants/Other Revenues	5,896,954	816,792	13.85%
	Total	20,528,988	8,092,800	39.42%

\*\*Year End Accrual (90 days) to reflect full 12 months of sales tax revenue - \$2,062,816

		<i>Budget</i>	<i>Collections</i>	<i>Collections</i>
11	Charges for Services			
12	Refuse Services	3,250,000	1,572,618	48.39%
13	Cable TV	225,380	129,073	57.27%
14	Paramount Theater	155,000	66,226	42.73%
15	Recreation Fees	140,000	51,641	36.89%
16	Golf Course Fees	568,200	216,402	38.09%
17	Other Misc. Revenues	211,963	509,371	240.31%
18	Total	4,550,543	2,545,331	55.93%
19	Capital Returns & Misc. Revenues			
20	Investment Earnings	12,000	9,231	76.93%
21	Street/Storm Drain. Assessm	200	75	37.50%
22	Loan Proceeds (WA/GCC)	290,000	35,721	12.32%
23	Other Misc. Revenues	1,135,000	331,650	29.22%
24	Total	1,437,200	376,677	26.21%

General Fund Revenue Totals      \$40,891,231      \$18,833,805      46.06%

General Fund – Collections (Comparison to 1st Six Months 2015)

		<i>FY 2016-17</i>	<i>FY 2015-16</i>	<i>Difference</i>
1	Taxes	\$ 7,652,440	\$ 7,771,061	\$ (118,621)
2	Permits	166,557	190,771	(24,214)
3	Utility Franchise	1,415,128	1,527,757	(112,629)
4	Refuse	1,572,618	1,590,339	(17,721)
5	Golf Course	216,402	301,813	(85,411)
6	Paramount	66,226	58,018	8,208
7	Investment Earnings	9,231	5,353	3,878
8	Recreation Fees	51,641	66,360	(14,719)
**	Sales Tax	4,025,886	3,769,556	256,330

Utility Fund Collections July – December 2016

		<i>Adjusted</i>	<i>Actual</i>	<i>YTD%</i>
		<i>Budget</i>	<i>Collections</i>	<i>Collections</i>
1	Charges for Services			
2	Current Water Charges	5,833,800	2,840,962	48.70%
3	UF - SJAFB	1,270,000	569,002	44.80%
4	Current Sewer Charges	7,894,888	3,716,639	47.08%
5	Late Payment/Svc. Fees	333,000	157,809	47.39%
6	Applied Deposits	200,000	107,233	53.62%
7	Reconnections Fees	15,000	5,477	36.51%
8	Water/Sewer Taps	21,500	21,025	97.79%
9	Compost Revenues	35,000	26,728	76.37%
10	BFP Fees	45,000		0.00%
11	Total	15,648,188	7,444,875	47.58%
12	Capital Returns & Misc. Revenues			
13	Investment Earnings	9,000	8,561	95.12%
14	Other Misc. Revenues	916,251	120,664	13.17%
15	Total	925,251	129,225	13.97%

Utility Fund Revenue Totals      \$16,573,439      \$7,574,100      45.7%

Utility Fund – Collections (Comparison to 1st Six Months 2015)

		<i>FY 2016-17</i>	<i>FY 2015-16</i>	<i>Difference</i>
1	Current Water	\$ 2,840,962	\$ 2,927,690	\$ (86,728)
2	Current Sewer	3,716,639	3,896,356	(179,717)
3	Late Payment Fees	157,809	169,967	(12,158)
4	Tap Fees	21,025	14,622	6,403
5	Compost Fees	26,728	17,474	9,254
7	Investment Earnings	8,561	4,828	3,733

DGDC & Occupancy Tax Collections July – December 2016

	<i>Adjusted Budget</i>	<i>Actual Collections</i>	<i>YTD% Collections</i>
<b>DGDC</b>			
1 Taxes	73,833	24,832	33.63%
2 Investment Earnings	65	87	133.85%
3 <b>Total</b>	<b>73,898</b>	<b>24,919</b>	<b>33.72%</b>
<b>Occupancy Tax</b>			
4 Occupancy Tax - Civic Ctr.	529,600	352,802	66.62%
5 Occupancy Tax - T & T	132,400	88,201	66.62%
6 County of Wayne Occp Tx	132,400	22,586	17.06%
7 Investment Earnings	4,389	1,856	
8 <b>Total</b>	<b>798,789</b>	<b>465,445</b>	<b>58.27%</b>

DGDC & Occupancy Tax Collections  
(Comparison to 1st Six Months 2015)

	<i>FY 2016-17</i>	<i>FY 2015-16</i>	<i>Difference</i>
<b>DGDC</b>			
1 Taxes	24,832	25,193	(361)
2 Investment Earnings	87	71	16
<b>Occupancy Tax</b>			
3 Tax Collections	463,589	361,222	102,367
4 Investment Earnings/ Misc. Revenues	1,856	9,807	(7,951)

Actual Collections (Comparison to 1st Six Months 2015)

	<i>FY 2016-17</i>	<i>FY 2015-16</i>	<i>Difference</i>
1 General Fund	18,833,805	22,304,959	(3,471,154)
2 Utility Fund	7,574,100	7,891,802	(317,702)
3 Downtown Development	24,919	25,264	(345)
4 Occupancy Tax	465,445	371,029	94,416

Actual Expenditures - Comparison with Adjusted Budget

	<i>FY 2016-17</i>	<i>FY 2015-16</i>
1 General Fund	\$ 20,667,696 (46.72%)	\$ 22,167,563 (47.49%)
2 Utility Fund	\$ 6,691,079 (36.23%)	\$ 7,046,298 (37.57%)
3 Downtown Development	\$ 39,729 (36.84%)	\$ 69,880 (48.35%)
4 Occupancy Tax	\$ 317,694 (22.18%)	\$ 464,775 (80.47%)

General Fund Salaries/Fringes  
Attrition and Health Insurance Savings  
July -December 2016

	Budget	Actual	Savings
1 Salary/Fringes	\$ 375,000	\$ 419,335	\$ 44,335
2 Health Insurance	\$ 75,000	\$ 70,467	(4,533)

Note: Departmental Vacancies (General/Other)  
Opt Out City’s Insurance Coverage (General/Other)

31/3  
9/1

Adopted Budget Appropriations FY 2016-17

General Fund	None
Utility Fund	\$184,751
DGDC	None
Occupancy Tax Fund	None

## Fund Balance

## Council Appropriations FY 2016-17

1. General Fund		\$ 489,043
a. Match Clean Water Grant	\$ 28,900	
b. Lighting Upgrade	125,150	
c. Police Evidence Room Architect	274,400	
d. Union Station Match (NCDOT)	20,000	
e. Pickleball Courts	12,593	
f. Police Cameras	28,000	
2. Utility Fund		\$ 151,440
a. William Street Utility Lines		
3. DGDC		None
4. Occupancy Tax Fund		\$ 458,926
a. Multi-Sports Fencing		

## Bond Ratings Update

Standard & Poor's Ratings Services and Moody's has assigned the following ratings to Goldsboro:

Standard and Poor's Rating Services: AA-  
Moody's Investors Services: Aa2

Councilmember Ham commended Ms. Scott on her work. He asked if the Police Department vacancies created any issues with the performance of the department. Mr. Stevens replied he does not believe they create undue burden but it could have an impact to some extent. The hiring process takes 2-3 months.

Additional discussion included current vacancies in departments, Hurricane Matthew and FEMA. Ms. Scott cautioned reimbursement from FEMA could cross fiscal years.

## Focused Demolition

Mr. Allen Anderson presented the following information:

## Minimum Housing Process

1. Complaints are submitted by Community Affairs/GIS 311/Tenant Complaint and/or Inspectors as they ride through the City.
2. A site inspection is performed by the Minimum Housing Inspector, Brittney Dunn, and the owner is notified with a First Contact letter.
3. The property then goes into the Minimum Housing Process.
4. Phase I - 15 days                                  Phase III – 30 days  
Phase II – 90 days                                  Last Chance – 10 days

Note: Anytime during the process, if the owner obtains a renovation permit and pays bond, they are given an additional six (6) months to bring the structure up to code.

Council discussed the last chance letter and agreed to continue with the last chance letters in the Minimum Housing process.

Mr. Anderson reviewed a map of the city which included properties in the minimum housing process.

Mr. Anderson also reviewed a map of the city which included 140 houses that have been demolished within the last 5 years.

Councilmember Williams asked for an update on the row of homes between Ash Street and Carolina Street. Mr. Anderson stated we had boarded up the houses and contacted the owners. An investor fell through, they will be written up under Minimum Housing and will bring to Council.

Council asked staff to do “focused area” demolitions.

**Equalizations Basins**

Mr. Mike Wagner presented the following information:

Water Reclamation Facility

- Water Reclamation Facility
  - Treat up to 14.2 million gallons a day
  - Surrounded by 5 Equalization ponds
    - Approximately 173 acres and 197 million gallons
- Compost Facility
  - 7 dry tons/day
- Constructed Wetlands / Reuse System
  - 1 million gallons a day each

Background

- Located at the end of Seymour Johnson Air Force Base Runways
  - Potential for jet collisions with waterfowl
- Water Reclamation Facility
  - Uses ponds for flow equalization

RDII vs. Rainfall

	RDII (MGD)	Rain (in)
	X	Y
2/22/2013	1.89	0.46
3/12/2013	2.54	0.61
2/26/2013	4.21	1.30
10-Yr, 24 hr	21.15	6.32
25-Yr, 24 hr	25.89	7.76
100-Yr, 24 hr	33.13	9.96

Pond 1 – 40 acres, 48 MG  
Pond 2 – 25 acres, 17 MG  
Pond 3 – 36 acres, 44MG  
Pond 4 – 36 acres, 44 MG  
Pond 5 – 36 acres, 44 MG

Accident Potential Zones

- Clear Zone (CZ)
  - Most hazardous area; DoD usually acquires the land to prevent development
  - Dimensions: 3,000 feet wide by 3,000 feet long
  - SJAFB owns 72% of the land in its clear zones
  - Neuse River is now considered incompatible (12.7 acres)
- Accident Potential Zone I (APZ I)
  - Does not warrant land acquisition; land use controls strongly encouraged for protection of public
  - Dimensions: 3,000 feet wide by 5,000 feet long
- Accident Potential Zone II (APZ II)
  - Does not warrant land acquisition; land use controls strongly encouraged for protection of public
  - Dimensions: 3,000 feet wide by 7,000 feet long

Permanently Close all EQ Ponds

DESCRIPTION		UNITS	TOTAL QUANTITY	UNIT COST	EXTENDED COST
1	Fill EQ Basin #5 with 1 foot of fill in 2015	CY	60,300	\$14.00	\$844,200.00
2	Fill EQ Basin #4 with 1 foot of fill 2017	CY	64,000	\$16.00	\$1,024,000.00
3	Fill EQ Basin #3 with 1 foot of fill 2019	CY	60,600	\$17.00	\$1,030,200.00
4	Fill EQ Basin #2 with 1 foot of fill 2021	CY	41,800	\$18.00	\$752,400.00
5	Fill EQ Basin #1 with 1 foot of fill 2023	CY	67,100	\$20.00	\$1,342,000.00
6	Grading (per EQ Basin)	EA	5	\$63,500.00	\$317,500.00
7	Seeding	ACRE	173	\$2,500.00	\$432,500.00
8	Stormwater Pump Station for EQ Basin #4 and EQ Basin #5	LS	1	\$445,000.00	\$445,000.00
9	Piping Modification to Existing EQ Basin Recirculation Pump Station	LS	1	\$380,000.00	\$380,000.00
10	Ground Management Program	LS	1	\$63,500.00	\$63,500.00
Construction Cost Subtotal					\$6,631,300.00
Contingency (25%)					\$1,657,827.78
Engineering Design/Construction Admin. <sup>2</sup>					\$1,326,262.22
Construction Observation <sup>3</sup>					\$187,500.00
ESTIMATED COST <sup>4</sup>					\$9,810,000.00

Close EQ Basin: Maintain for Emergency Use

DESCRIPTION		UNITS	TOTAL QUANTITY	UNIT COST	EXTENDED COST
1	Fill EQ Basin #5 with 1 foot of fill in 2015	CY	60,300	\$14.00	\$844,200.00
2	Fill EQ Basin #4 with 1 foot of fill 2017	CY	64,000	\$16.00	\$1,024,000.00
3	Fill EQ Basin #3 with 1 foot of fill 2019	CY	60,600	\$17.00	\$1,030,200.00
4	Fill EQ Basin #2 with 1 foot of fill 2021	CY	41,800	\$18.00	\$752,400.00
5	Fill EQ Basin #1 with 1 foot of fill 2023	CY	67,100	\$20.00	\$1,342,000.00
6	Grading (per EQ Basin)	EA	5	\$63,500.00	\$317,500.00
7	Seeding	ACRE	173	\$2,500.00	\$432,500.00
8	Stormwater Pump Station for EQ Basin #4 and EQ Basin #5	LS	1	\$445,000.00	\$445,000.00
9	Piping Modification to Existing EQ Basin Recirculation Pump Station	LS	1	\$380,000.00	\$380,000.00
10	Ground Management Program	LS	1	\$63,500.00	\$63,500.00
11	Revetment Placement (Concrete Forms)	SF	112,000	\$25.00	\$2,800,000.00
Construction Cost Subtotal					\$9,431,300.00
Contingency (25%)					\$2,357,827.78
Engineering Design/Construction Admin. <sup>2</sup>					\$1,886,262.22
Construction Observation <sup>3</sup>					\$187,500.00
ESTIMATED COST <sup>4</sup>					\$13,870,000.00

Alternative Options

- Close EQ Pond #5
  - Approximately \$1,100,000
- Close Ponds #3, #4, #5 & Raise Dike around #1 & #2
  - Hire firm to study plant issues and provide cost analysis

Council discussed and asked staff to look into closing Equalizations Basins #3, #4 and #5.

Summer Jobs for Youth

Mr. Scott Barnard presented the following information:

Summer Work Crew

- (2) 4 week sessions
- Crew of 12 youth, ages 14-16
- Paid @ \$4.25/hour for ~36 hours/week/4 weeks
- (2) Crew leaders, age 18+
- Paid \$10/hour for 40 hours/week/11-12 weeks
- (1) 15 passenger van @ ~\$9000 for 12 weeks
- Misc.: Tools, snacks, training
- Total Budget \$40,000 (15K in current FY and 25K in next for this summer)

Suggested (4) Week Session

Week 1

Monday – Team Building

Tuesday-Friday Project 1-Landscape WA Foster

Week 2

Monday-Friday Project 2-Landscape North End Park and Quail Park

Wednesday Lunch with City Council

Week 3  
Monday-Thurs, Project 3-Trail Work in Stoney Creek Park  
Friday-Attend session in state legislature, tour governor’s mansion

Week 4  
Mon-Wed, Project 4 Stream Clean-up  
Thursday-Woodman Water Park  
Friday-Tool Clean-up, debrief, lunch with City Council and dismiss @ 2 PM

Ms. Simpson-Carter shared information regarding the City of Raleigh’s Summer Youth Employment Program.

Council discussed grants, how many employees would be needed to assist with the program and wages. Council asked staff to proceed with planning a summer youth employment program for this year and to look into available grants for summer youth employment programs.

**Golf Course**

Mr. Scott Barnard reviewed the following information:

Goldsboro Municipal Golf Course  
2016-17 Rates: Effective (winter) Standard Time to DST

<u>Monday-----Friday</u>	Regular	Senior	Military	Junior (13-18)
18 Holes w/ Cart	\$26	\$21	\$21	\$19
9 Holes w/ Cart	\$15	\$15	\$15	\$12
18 Holes Walking	\$15	\$10	\$10	\$4
9 Holes Walking	\$10	\$10	\$10	\$4
FootGolf	\$10	\$10	\$10	\$6
	Cart	\$8	Ball	\$2

Weekend &  
Holidays

18 Holes w/ Cart	\$31	\$31	\$26	\$21
9 Holes w/ Cart	\$20	\$20	\$15	\$14
18 Holes Walking	\$20	\$20	\$15	\$6
9 Holes Walking	\$15	\$15	\$10	\$6
FootGolf	\$10	\$10	\$10	\$8
	Cart	\$8	Ball	\$2

All 18 Hole Rates Include \$15 Cart Fee  
All 9 Hole Rates Include \$8 Cart Fee  
Green Fee Good All Day  
Tournament Fees – Call 919-735-0411  
For Best Prices in Wayne County

GOLF RATES				ANNUAL FEES	
	WEEKDAY		WEEKEND		
	18-HOLE	9-HOLE/ TWILIGHT	18-HOLE TWILIGHT/ 9-HOLE		1 PAYMENT 12 MONTHLY PAYMENTS
E1-4, GS1-4, NF1-2	\$10	\$7	\$11 \$7	E1-4, GS1-4, NF1-2	\$315 \$30
E5-03, GS5-11, NF3-4	\$13	\$9	\$15 \$10	ADD A DEPENDENT	\$125 \$13
O4-10, GS12+, NFS	\$15	\$10	\$17 \$11	JUNIOR	\$50
CIVILIAN GUEST	\$16	\$11	\$19 \$13	E5-03, GS5-11, NF3-4	\$485 \$45
JUNIOR	\$6	\$4	\$6 \$4	ADD A DEPENDENT	\$160 \$15
				JUNIOR	\$50
CART		18-HOLE	9-HOLE	O4-10, GS12+, NFS	\$590 \$55
PUSH CART		\$12	\$8	ADD A DEPENDENT	\$190 \$18
RENTAL SET		\$5	\$3.50	JUNIOR	\$50
RENTAL SET - VIP		\$8	\$5	10-ROUND PUNCH CARDS	
		\$15	\$12.50	E1-4, GS1-4, NF1-2	\$70
DRIVING RANGE		SMALL	LARGE	E5-03, GS5-11, NF3-4	\$100
		\$4	\$8	O4-10, GS12+, NFS	\$120
HANDICAP FEES		AGF /TEGA	NONMEMBER		
		\$20	\$25	GOLF LESSONS	HALF HOUR PKG OF 5
					\$30 \$120
PRO SHOP (919) 722-0395				THREE EAGLES CAFÉ (919) 722-0394	

FY 13/14 Year To Date Revenue      \$323,503.00

Year To Date Expense \$487,402.00  
Projected Cost Recovery 72%  
Year To Date Cost Recovery 66%

18100 Rounds in FY 12/13  
22386 Rounds in FY 11/12

Regional Rates Comparison: Weekend  
\$36/31 military  
\$34 Southern Wayne  
\$43/31 Lanetree  
\$54 Walnut

	Southern Wayne	Lanetree	Timberlake	Wedgewood	Three Eagles	Average	Goldsboro-Winter	Goldsboro 3 season
Membership	\$780.00*	unpublished	\$450	\$1300**	\$315-780		\$740	\$740
Weekday-Walk	\$21	\$23	\$18	\$13	\$16	\$18.20	\$15	\$15
Weekday-Cart	\$35	\$29	\$30	\$25	\$28	\$29.40	\$26	\$26
Weekend-Walk	\$31	\$31	\$40	\$18	\$19	\$27.80	\$20	\$24
Weekend-Cart	\$46	\$43	\$24	\$30	\$31	\$34.80	\$31	\$36

\*Two members  
\*\*includes use of cart

Mr. Barnard provided a summary of tournaments held from 2013 through what has been currently scheduled for 2017. Tournament play has increased over those years.

Councilmember Ham provided information on the history of the golf course.

Council discussed membership rates including a discount for city residents.

Council asked staff to look at installing a “point of sale” software for recreational facilities and identification scanning for the golf course and WA Foster Center. Council also asked staff to look at providing a discount on membership rates for the golf course for city residents.

**Summer Feeding Program**

Ms. Felicia Brown provided information on the Summer Feeding Program. A total of 9,200 meals were served last summer and included participants in the summer programs and the public at-large. K&W Cafeteria was the vendor, those served were 18 years of age or younger or 21/22 for those with special needs. Funding was provided through the U.S. Department of Agriculture’s (USDA) Summer Food Service Program (SFSP).

Ms. Shycole Simpson-Carter also shared information regarding the City of Goldsboro’s Child Nutrition and Outreach Program mobile feeding program, administered by ADLA that provided meals during the summer. Mayor Pro Tem Foster asked if a schedule could be provided for when and where the truck will be this summer.

**Paramount Theatre Fees**

Ms. Sherry Archibald shared the following information:

**Fee History**

- Opened in 2008
- July 2011
  - Added performance fee to non-local renters
  - Increased hours in block
- 2014
  - Increased rehearsal fee
  - Created rental package
  - Charge for a dark day (renter in but not using)

**Proposed Changes**

- Increase: Technician Fee
  - Current: \$15/hr



- Proposed: \$17/hr
- Increase: Dark Day Fees
  - Current: \$75-\$125
  - Proposed: \$100-\$200
  - Increase: Piano tuning
  - \$120./\$125
  - ADD- All day rental package
  - 12 hours \$900.00
  - Require for all single day events
- Increase: Additional hours outside 5-hour block
  - Increase from \$40 - \$90 per hour
  - Increase: Rehearsal fee increase
  - Current: \$175/\$250
  - Proposed: \$250/\$300

*\*Proposed Changes would be effective July 1, 2017 if approved.*

Ms. Archibald shared items that seem to be working include rentals which are being booked 2 years in advance, they have great working relationships/collaborations, the Series is bringing well known & up-and coming artists/tourists. Staff is excited about the 10<sup>th</sup> Anniversary and are preparing for the series and Gala. 98% of ticket sales are coming from our box office and 299k tickets were sold in 2016. Some challenges we have experienced include staff; there seems to be constant turnover for building attendants and technicians due to hours. As schedules are constantly changing and renters are moving in and out with sets and props there seems to be a constant need for repairs, painting and maintenance. Ms. Archibald stated they need staff dedicated to the Paramount for cleaning and facility maintenance.

Council discussed ideas to increase revenues. Mayor Pro Tem Foster suggested look at selling concession items.

Council asked staff to look into providing concessions at the Paramount Theatre and agreed to have further discussion on rental rates.

### **Goldsboro Event Center**

Ms. Sherry Archibald shared the following information:

#### **What's happening...**

- 76 Uses in 2016
  - 20% City/County Use
- Referrals from previous uses
- On average 2-3 rentals a week.
  - Weddings & receptions
  - Family & HS Reunions
  - Meeting
  - Banquets
  - Memorials
- What's Working?
  - Vendor partners
  - Bar usage
  - Paramount & GEC staff collaborating
  - What are the Challenges?
  - Staffing Needs
    - In need of staff to clean & turn room –dedicated to venue
    - Additional support staff dedicated to showing & serving renters

#### **Proposed Changes**

- Change Event Package
  - Current 3-full days \$2,500.
  - Proposed 2-full days \$1,900.
- Change: Reduce catering fee

- Current: \$125/\$175
  - Proposed : \$75/\$125
- Change: Lower Bar Expense
  - Current: \$5/beer&\$6wine
  - Proposed: \$4/beer&\$5wine
- Change: Increase Piano Rental
  - Current: \$120.
  - Proposed: \$125.

Council discussed fees, hours of operation and staffing levels. Council asked staff to combine the kitchen fee with the overall rental fee of the Goldsboro Event Center, bring back proposed fee changes and look into extending hours of operation.

### **DGDC Incentive Program**

Ms. Julie Metz shared the following information:

#### **Downtown by the Numbers**

- Total # of Commercial Spaces: 213
- # of Vacant Commercial Spaces (as of July 2016): 43
- Total # of Residential Units: 144
- Private Investment 2015-16: \$6,381,283
- Public Investment 2015-16: \$6,327,519 (\$4,048,816 USDOT)
- In 2015, Avg. Bldg Value was \$24/sq. ft.
- 44% fell below \$15/sq. ft.
- 44% are either vacant or underutilized
- 560,947 square feet of underutilized built space.
- Total Built Tax Value: \$82,553,105

#### **Opportunity**

- Biggest Challenges = Biggest Opportunity
  - Improve Downtown's Appeal, Visually & Economically
  - Transform Vacant or Underutilized Buildings
  - Create Increases in Residential Density
- Maximize the Tax Value for Benefit to City

#### **Measures to Convert Challenges to Opportunity**

- Regulatory Measures
- Incentive Measures - Used to Promote or Encourage Specific Actions or Behaviour

#### **Brief History**

- Façade Grant Program
- Business Incentive Grant Program
- Funded through the MSD Budget at approximately \$33,000/year.
- In past 10 years, only 2 years, (08-09 and 15-16) did we utilize the full budgeted amount and more.
- 2016-17 Budget Reduced Available Funds from \$39,200 to \$10,000

#### **Proposed New Program**

Distinguishable Characteristics:

- Meets Three Main Focuses: Protection of Cultural Assets, Improve Downtown's Appeal, Spurs Economic Development. Specifically bolsters our interest to Transform Vacant or Underutilized Buildings into Productive Spaces and Incentivizes Residential Development
- Provides More Control for Desired Outcome of Downtown
- Encourages Competitiveness and Thus, Quality in all Areas
- Broader Range of Eligible Activities, including investments that save buildings. This program would allow roof replacement/repairs, etc.
- Smaller Funding Amounts Provided
- Façade Grant Program

- Business Incentive Grant Program
- Funded through the MSD Budget at approximately \$33,000/year.
- In past 10 years, only 2 years, (08-09 and 15-16) did we utilize the full budgeted amount and more.
- 2016-17 Budget Reduced Available Funds from \$39,200 to \$10,000

**Build a Better Downtown Program**

Summary:

- Façade Grant Program
- Business Incentive Grant Program
- Funded through the MSD Budget at approximately \$33,000/year.
- In past 10 years, only 2 years, (08-09 and 15-16) did we utilize the full budgeted amount and more.
- 2016-17 Budget Reduced Available Funds from \$39,200 to \$10,000

Eligibility:

- Properties in MSD
- Must be a For-Profit business and/or offer Retail Sales, Generate Sales & Use Tax Revenue or Contribute to MSD through Property Taxes.
- Expenses incurred prior to Award are Not Eligible for Reimbursement and cannot be applied to Private Investment Share.

Competitive Factors:

- Each Category has Unique Factors that Will Be Considered Beyond the Minimum Requirements
- Prior Receipt of Funds through former Façade and BIG programs for Same Business, Property, or Property Owner MAY make applicant less competitive. Timing, Condition and Impact will be considered.

Due to time constraints Council will continue to discuss at a later time.

**Police Department Update**

Chief Mike West shared the following information:

**Seniority List**

110 Sworn Law Enforcement Officers

<i>Years of Service</i>	<i>Number of Officers/Percentage</i>
Over 20 years	11 – 11%
Over 10 but less than 20 years	32 – 29%
Over 5 but less than 10 years	22 – 20%
Less than 5 years	30 – 26%
Vacant	<u>15 – 14%</u>
TOTAL	110

**Sworn Officer Assignments**

- Chief-1
- VICE – 5
- Operations Division
  - Major-1      Patrol-62 (7 vacancies)      Warrants-1      Park-1 (1-vacancy)
- Investigations Division
  - Major-1 Investigators-12 (3 vacancies)    CID-4    Crime Prevention 3 (1 vacancy)
  - SRO-3
- Support Services Division
  - Major-1      Intel-1 Housing Unit-5 (2 Vacancies)      SEU-4 (1-Vacancy)
  - GSU-2
  - Training-2      Community Partnership Coordinator-1
- Vacant 15 total vacancies
  - (2) applicants in Pre-Hire / BLET set to graduate in August 2017
  - (1) applicant in background phase

**Crime Stats**

GPD Uniformed Crime Reporting

OFFENSES	2012	2013	2014	2015	2016	% CHG
Homicide	13	5	6	9	11	
Rape	3	5	1	2	3	
Robbery	73	67	75	91	84	
Aggr. Assault	233	214	259	363	307	
Simple Assault	311	344	351	436	411	
Burglary	589	573	463	541	484	
Larceny	1655	1690	1671	1642	1433	
Vehicle Theft	127	103	91	83	103	
Arson	0	0	6	2	5	
TOTAL	3004	3001	2923	3169	2841	- 10%

#### Homicides – 5 Year Trend

2012	13	9-Cleared	4-Under Investigation
2013	5	3-Cleared	2-Under Investigation
2014	6	3-Cleared	3-Under Investigation
2015	9	5-Cleared	4-Under Investigation
2016	11	5-Cleared	6-Under Investigation

#### Five Year Crime Trend

2012	3004
2013	3001
2014	2923
2015	3169
2016	2841

\*2014 was the first year we set a goal of reducing crime by 5%

\*Our goal in 2017 is to reduce crime by 5%

#### Criminal Investigations Division

11 – Investigators are assigned to the Criminal Investigations Division

2 – Crimes Against Persons (1 position vacant)

4 – Property Crimes

4 – Financial Crimes (1 position vacant)

1 – Juvenile/Missing Persons/Sex Crimes

#### Investigator Case Load 2016

- 105 Cases assigned to 2 Persons Crimes Investigators
- 362 Cases assigned to 4 Property Crimes Investigators
- 178 Cases assigned to 4 Financial Crimes Investigators
- 67 Cases assigned to 1 Juvenile/Missing Person/Sex Crimes Investigator
- A total of 712 Felony cases were assigned to this division in 2016 (Average-79 cases per Investigator) 30% decrease from 2015.

\*The case load is average with other departments.

#### Clearance Rate

Goldsboro Police Department's UCR Clearance Rate vs. National Rate

In 2016 the Goldsboro Police Department cleared 28% of UCR Crimes compared to the National average of 22%

#### Training

Training Hours 2016

Officers of the Goldsboro Police Department received 10,079.05 hours of training in 2016. This training includes the 24 hours of training mandated by the NC Criminal Justice Education and Training Standards Commission for each sworn officer, along with other specialized training courses to enhance the officer's skills and knowledge as they continue to effectively serve the citizens of Goldsboro.

\*Community Policing Training (Quality of Life Issues)

\*De-Escalation Training

\*Implicit Bias Training

#### Patrol Vehicle Inventory Report 2017

Police Vehicles – 67 Total Vehicles (65 Take Home; 2 Spare)

- 2005 - 2
- 2006 - 8
- 2008 - 5
- 2009 - 2
- 2010 - 6
- 2005 - 2
- 2006 - 8
- 2008 - 5
- 2009 - 2
- 2010 - 6

\*2017 average age of the fleet - 5 years old

\*2012 average age of the fleet – 8 years old

#### Marked Patrol Vehicles

- 2005 - 2
- 2006 - 8
- 2008 - 5
- 2009 - 2
- 2010 - 6

\*Take home cars are averaging 10,000 miles per year

#### Note:

- The service life of a Take Home car is about 8-10 years.
- The service life of a Line Car is about 5-6 years.
- Service life is based on 80,000 to 100,000 miles and the average cost to maintain the vehicle.
- The decision to deadline a car is based on model year, mileage, parts availability, maintenance cost and the overall safety of the car.

#### Marked Patrol Vehicles Summary

- 10 vehicles are ten years old or older.
- 14 vehicles currently have over 100,000 miles on them and that number could increase to 22 by the end of 2017.
- 50% of the total yearly maintenance cost on the fleet is for vehicles that comprise 31% of the fleet.
- 4 K9 vehicles plus 1 spare K9 vehicle have a combined mileage of 694,000 or 139,000 per vehicle.
- High mileage vehicles are less reliable, use more fuel, require more oil between servicing and due to the poor appearance of the cars, reflect negatively upon the Police Department and the City of Goldsboro.

#### Fleet Vehicle Replacement Plan

- 10 Patrol Cars, 2 Admin cars per year
- Increase the size of the fleet to allow for additional take home cars for officers living outside of the city limits and to replace older cars
- More vehicles under warranty; reduces maintenance cost
- Enhance public image of Police Department
- Improve officer moral

#### Admin Vehicles

41 Total Vehicles (2017)

37 Take Home

- 1999 - 1
- 2000 - 1
- 2001 - 4
- 2002 - 4
- 2004 - 2
- 2005 - 3
- 2006 - 3
- 2007 - 3
- 2009 - 4
- 2010 - 5
- 2011 - 1
- 2013 - 1
- 2014 - 2
- 2016 – 7 (5 to replace older units)

\*2017 average age of Admin Vehicles is 10 years old

FY 2017-18 Police /Admin Vehicles Request

(12) 2017 Dodge Charger

(4) 2017 Utility Police Interceptor K9

(1) 2017 Ford F150 (Fleet Maintenance)

#### What did we accomplish in 2016?

- Secured funding for 26 Body Cameras
- ShotSpotter went live July 22nd (227 incidents of shots fired detected since July 22, 2016)
- Implemented pay incentives for officers
- Created the Gang Suppression Unit
- Public surveillance cameras
- Spillman Technology
  - CAD, RMS, Mobile Data & Field Reporting, Mapping & GIS, Crime Analysis & CompStat, Data Sharing, and Personnel & Resources)
- Increased our community involvement
  - Our Community Cares, Coffee with a Cop, Senior Center, WA Foster
- Reduced UCR by 10%

Mayor Pro Tem Foster asked if the Police Department had an educational reimbursement program and Mr. Stevens replied the City does have an educational reimbursement program; \$1100 per year is available to all city employees.

Council discussed ShotSpotter. Council asked SpotShotter to come back before our July renewal to answer questions and/or concerns.

Mr. Scott Williams provided an update on surveillance cameras.

Mayor Pro Tem Foster asked if we could ask Duke to focus the installation of new lighting in troubled areas or where the new cameras were installed. Council agreed and asked staff to request that Duke Energy install new lighting in areas near the new cameras that were recently installed.

Chief West continued his presentation.

#### 2017 Goals

- Replace older In-Car Cameras
- Replace older MDT's
- Increase the number of body cameras from 26 to 85
- Add to existing surveillance camera
- Civilian Police Academy
- Police Athletic League
- Emergency Response Team

- Reduce Crime
- Increase our Community Involvement

### CALEA

- The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations:
  - International Association of Chiefs of Police (IACP);
  - National Organization of Black Law Enforcement Executives (NOBLE);
  - National Sheriffs' Association (NSA); and the
  - Police Executive Research Forum (PERF).
- The purpose of [CALEA's Accreditation Programs](#) is to improve the delivery of public safety services, primarily by: maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.

### CALEA's Goals

- Strengthen crime prevention and control capabilities;
- Formalize essential management procedures;
- Establish fair and nondiscriminatory personnel practices;
- Improve service delivery;
- Solidify interagency cooperation and coordination; and
- Increase community and staff confidence in the agency.

The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief Executive Officer (CEO), on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery—regardless of the size, geographic location, or functional responsibilities of the agency.

This accreditation program provides public safety agencies an opportunity to voluntarily demonstrate that they meet an established set of professional standards which:

- Require an agency to develop a comprehensive, well thought out, uniform set of written directives. This is one of the most successful methods for reaching administrative and operational goals, while also providing direction to personnel.
- Provide the necessary reports and analyses a CEO needs to make fact-based, informed management decisions.
- Require a preparedness program be put in place—so an agency is ready to address natural or man-made critical incidents.
- Are a means for developing or improving upon an agency's relationship with the community.
- Strengthen an agency's accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance, and responsibilities.
- Can limit an agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement have been met, as verified by a team of independent outside CALEA-trained assessors.
- Facilitates an agency's pursuit of professional excellence.

### CALEA Accredited Agencies In North Carolina

- 58 Agencies Awarded Accreditation
- 10 Agencies in Self-Assessment
- 64% of the total agencies accredited or seeking accreditation are municipal LE Agencies.

### Accredited Agencies

- N.C. Justice Academy, Clayton PD, Clinton PD, Durham PD, Fayetteville PD, Garner PD, Greenville PD, Jacksonville PD, New Bern PD, Raleigh PD, Smithfield PD, NC State Bureau of Investigations, NCSU PD, UNC-Chapel Hill Dept. of Public Safety, North Carolina Central University Police Department

### Thoughts About Accreditation

#### Cons

- Cost
- More rules, regulations and paperwork
- City Council continued commitment
- Will continued accreditation reduce funding for COLA, Merit or other employee incentives
- Additional workload on Police administrators

#### Pros

- Greater accountability within the agency
- Reduce risk and liability exposure
- Stronger defense against civil liability
- Support from Government Officials
- Embodies the precept of Community-Oriented Policing

### CALEA Accreditation Process

- Accreditation Manager average salary \$62,000.00
  - Cost to the City for full-time position with benefits \$79,868.00
- Enrollment \$11,450.00
- Self-Assessment 36 months
  - Extension on self-assessment \$4,007.50
- On Site Assessment
  - Invoiced separately for initial on site assessment
- Commission Review and Decision
- Maintaining Compliance and Reaccreditation
  - Annual Continuation Fee \$4,065.00

Council agreed staff could proceed with developing a job description for a CALEA Accreditation Manager.

### **Meeting with NAACP February 8, 2017**

Mr. Scott Stevens shared the following information:

#### NAACP's List of Demands

- a. Disciplinary Action taken against Chief West
- b. Written Social Media Policy outlining conduct of public employees while on/off duty that fosters unity in the community and not divisiveness,
- c. Community Meeting with the NAACP and other community leaders, City Manager, City Council, and Mayor Allen addressing this issue and others issues with Goldsboro Police Department that moves us forward to bring unity instead of divisiveness.
- d. Mandatory Human Relations Diversity Training for all Goldsboro Police Department.

#### List of Ideas from Meeting

(To be developed into an action plan)

- CALEA – The Commission of Accreditation for Law Enforcement Agencies
- Social Media Policy
- Community Policing
- Training
  - Diversity/Cultural Sensitivity
  - De-escalation Training
- Town Hall Meeting
- Complaint Assistance (how to file a claim, follow-up)
- Complaint Review Board / Community Council
- Public Apology
- Adopt International Police Chief Standards
- Police Athletic League (PAL)



Councilmember Williams stated he would like to see a complaint review board be established free from bias of someone within the Police Department.

Council took a lunch break.

Council returned.

Mr. Scott Stevens reviewed Council's decisions from this morning which included:

1. Council agreed to continue with the last chance letters in the Minimum Housing process. Council asked staff to do "focused area" demolitions.
2. Council asked staff to look into closing Equalizations Basins #3, #4 and #5.
3. Council asked staff to proceed with planning a summer youth employment program for this year and to look into available grants for summer youth employment programs.
4. Council asked staff to look at installing a "point of sale" software for recreational facilities and identification scanning for the golf course and WA Foster Center.
5. Council asked staff to look at providing a discount on membership rates for the golf course for city residents.
6. Council asked staff to look into providing concessions at the Paramount Theatre. Further discussion to be held on rental rates.
7. Council asked staff to combine the kitchen fee with the overall rental fee of the Goldsboro Event Center, bring back proposed fee changes and look into extending hours of operation.
8. Council discussed ShotSpotter. Council asked SpotShotter to come back before our July renewal to answer questions and/or concerns.
9. Council asked staff to request that Duke Energy install new lighting in areas near the new cameras that have been recently installed.
10. Council agreed staff could proceed with developing a job description for a CALEA Accreditation Manager.

#### **Zelos – Strategic Plan.**

Ms. Lou O'Boyle with Zelos shared information regarding herself, Zelos and the process for a strategic plan.

Ms. O'Boyle stated deliverables will include:

- Mission Statement
- Vision Statement
- Values
- Goals

The recent survey results include three perspectives; community, council and city leadership. Ms. O'Boyle shared how the community survey was promoted and provided demographic information.

Council worked with Ms. O'Boyle and Department Heads to create a new mission and vision statement and values were identified.

Mission: The City provides services, promotes equality, and protects the well-being of all citizens for a better tomorrow.

Vision: An extraordinary diverse citizen experience

Values:

- Customer-focused
- Integrity
- Professionalism

Ms. O'Boyle thanked Council and staff for their participation and to be thinking about goals, 3-5 broad statements.

### **Adjournment**

As there was no further business, the meeting was adjourned at 3:52 p.m.

### **February 16, 2017**

The Mayor and City Council met on February 16, 2017 at 8:00 a.m. at the Goldsboro Event Center with attendance as follows:

Councilmembers Present: Mayor Chuck Allen, Presiding  
Mayor Pro Tem Bevan Foster (arrived at 9:45 a.m.)  
Councilmember Antonio Williams  
Councilmember Bill Broadway  
Councilmember Mark Stevens  
Councilmember David Ham  
Councilmember Gene Aycock

Other Members Present: Scott Stevens, City Manager  
Jim Womble, City Attorney  
Melissa Corser, City Clerk  
Randy Guthrie, Assistant City Manager  
Octavius Murphy, Assistant to the City Manager  
Tracie Davis, Marketing and Communications Director  
Kaye Scott, Finance Director  
Sherry Archibald, Paramount Director  
Mike West, Police Chief  
Rick Fletcher, Interim Public Works Director  
Mike Wagner, Interim Public Utilities Director  
Scott Barnard, Parks & Recreation Director  
Jennifer Collins, Assistant Planning Director  
Allen Anderson, Chief Building Inspector  
Julie Metz, DGDC Director (arrived at 8:29 a.m.)  
Shycole Simpson-Carter, Community Relations Director  
Marty Anderson, City Engineer  
Pamela Leake, Interim HR Director  
Scott Williams, IT Director  
Brad Hinnant, Server Database Administrator  
Lou O'Boyle, Zelos  
Gary Whaley, Fire Chief (arrived at 8:41 a.m.)  
Rochelle Moore, News Argus Reporter (arrived at 8:39)  
Carl Martin, Citizen (arrived at 9:10 a.m.)  
Shirley Edwards, Citizen (arrived at 10:06 a.m.)  
Yvonnia Moore, Citizen (arrived at 10:47 a.m.)  
Hassan Sharif, HSP Entertainment (arrived at 10:47 a.m.)

The meeting was called to order by Mayor Allen at 8:00 a.m.

### **Zelos – Strategic Plan.**

Ms. O'Boyle reminded Council of the mission, vision and values as agreed upon yesterday. Council worked with Ms. O'Boyle and department heads to establish the following goals:

#### **Goals**

- Safe and secure community
- Strong and diverse economy
- Exceptional quality of life
- Racial and cultural harmony
- Model for excellence in government

Ms. O’Boyle thanked Council and staff for their participation throughout the strategic planning session. A small group of department heads will work with Ms. O’Boyle to discuss next step.

**TIGER Grant Agreement**

Ms. Julie Metz shared the following information:

**TIGER VIII:**

- Round 8 Announced 2/24/16
- \$500M Available
- Same Intent/Goals/Objectives
- The minimum grant award for urban category was reduced from \$10M to \$5M
- 585 Applications Received
- \$9.2 Billion Requests
- 40 Awarded
- Goldsboro Only Community in NC
- We Received Full Amount Requested

Ms. Metz stated included in the TIGER VIII was the completion of Center Street Streetscape, Cornerstone Commons, Wayfinding Signage Fabrication & Installation and GWTA Concourse Construction.

	Amount	%
TIGER Grant Amount	\$5,000,000.00	74%
City	\$1,755,751.00	26%
Total	\$6,755,751.00	100.00%

Projects and Source of Funds Table

Project	Cost	TIGER	City
Wayfinding Signage	\$450,000.00	\$360,000.00	\$90,000.00
Center St. Streetscape	\$3,250,000.00	\$2,600,000.00	\$650,000.00
Cornerstone Commons	\$2,000,000.00	\$1,500,000.00	\$500,000.00
GWTA Concourse	\$600,000.00	\$480,000.00	\$120,000.00
Contingency (8.2%)	\$455,750.00	\$60,000.00	\$395,751.00
Totals	\$6,755,751.00	\$5,000,000.00	\$1,755,751.00

Project Schedule – The below Project Schedule is realistic assuming a USDOT/City Grant Agreement can be executed by December 2016.

Project	Design Phase	Approval Phase	Solicit Bid	Award Bid	Construction Start	Construction End
Cornerstone Commons	Jan 17 to May 17	Jun 17	Jul 17	Aug 17	Sep 17	Jun 18
Wayfinding Signage	Complete	Complete	Jul 17	Aug 17	Sep 17	Jun 18
GWTA Concourse	Jan 18 to Mar 18	Apr 18	May 18	Jul 18	Sep 18	Mar 19
Center Street	Sep 18 to Mar 19	Apr 19	May 18	Jul 19	Sep 19	Mar 21

**TIGER VIII: Local Match Funding Schedule**

2016-17

- Design of Cornerstone Commons: \$53,000 (85% of \$62,500 Match at \$250,000 cost)

2017-18

- Design of Cornerstone Commons: \$9,500 (Remaining Balance)
- Implementation of Wayfinding: \$81,000 (90% of our match of \$90,000 at \$450,000)
- Cornerstone Commons Construction: \$393,750 (90% of our match at \$437,500 at \$1,750,000)
- GWTA Concourse Design: \$10,000 (100% of our match cost of \$50,000)

2018-19

- Wayfinding: \$9,000 (Remaining Balance)

- Cornerstone Commons: \$43,750 (Remaining Balance)
- GWTA Concourse Construction: \$110,000 (100% of our match)
- Center Street Design: \$80,000 (100% of our match)

2019-20

- Center Street Construction: \$370,000 (65% of our match at \$570,000 at \$2,850,000)

2020-21

- Center Street Construction: \$200,000 (Remaining Balance)

Dirt Streets

Mr. Marty Anderson shared a 2017-18 Dirt Street Surfacing Priority Map and provided the following information:

Dirt Streets Recommended to Be Abandoned

2017-18 DIRT STREETS SURFACING PRIORITY												
STREET NAME		BEGIN	END	LENGTH (ft)	Curb & Gutter	Paving Cost	Storm Water	Total Cost	No of Driveways	No of Houses	Priority	Comments
UNPAVED STREETS RECOMMENDED FOR ABANDONING												
	Atlantic	Ave	N Jefferson Ave	N Madison Ave	721				0	0	N/A	Consider abandoning/Part of Railroad ROW?
	Atlantic	Ave	N Madison Ave	Dead End	1289				0	0	N/A	Consider abandoning/Part of Railroad ROW?
	Beech	St	N Claiborne St	Dead End	196				1	0	N/A	Consider abandoning
	Beems	St	Crump St	Dead End	270				1	0	N/A	Consider abandoning/Utility Easement Required
	Beems	St	Veterans Dr	Dead End	237				1	0	N/A	Consider abandoning/Utility Easement Required
	Beverly	Ln	Cranville Dr	Dead End	226				0	0	N/A	Consider abandoning
	Bruce	St	Colonial Terrace Dr	Dead End	150				0	7	N/A	Consider abandoning/Check for land locking/Buyout area
	Bruce	St	Vann St	Colonial Terrace Dr	302				0	0	N/A	Consider abandoning/Check for land locking/Buyout area
	Corney	St	Gully St	Dead End	280				1	0	N/A	Consider abandoning/Utility Easement Required
	Crisp	St	Ninth St	Dead End	100				1	0	N/A	Consider abandoning/Utility Easement Required
	Dexter	St	Franklin St	Dead End	168				1	0	N/A	Consider abandoning
	Evergreen	Ave	S Claiborne St	Dead End	198				2	0	N/A	Consider abandoning/Check for land locking
	Hemlock	St	Ellis St	Dead End	185				0	0	N/A	Consider abandoning/Dillard School Driveway
E	Holly	St	N Claiborne St	Dead End	204				0	0	N/A	Consider abandoning/Check for land locking/Utility Easement Required
	Jewel	St	Ninth St	Dead End	174				1	0	N/A	Consider abandoning/Utility Easement Required
	Juniper	St	S Best St	Dead End	114				2	0	N/A	Consider abandoning/Utility Easement Required
	Marion	St	N William St	Dead End	313				0	0	N/A	Consider abandoning/Utility Easement Required
	Odell	St	Annabelle St	Dead End	142				0	0	N/A	Consider abandoning/Check for land locking
	Palm	St	N Claiborne St	Dead End	195				2	2	N/A	Consider abandoning
	Pleasant	Dr	Norwood Ave	Dead End	190				0	0	N/A	Consider abandoning
E	Spruce	St	S Leslie St	Dead End	203				2	0	N/A	Consider abandoning
	Edgerton	St	N Claiborne St	Dead End	295				1	0	N/A	Used as a driveway to a cell tower site, consider abandoning to cell tower property/???
	Marshall	St	W Holly St	N Alabama Av	950				1	0	N/A	Appears within NCDOT ROW, recommend remove from maintenance by City/???

Dirt Streets by Surfacing Priority

2017-18 DIRT STREETS SURFACING PRIORITY													
STREET NAME		BEGIN	END	LENGTH (ft)	Curb & Gutter	Paving Cost	Storm Water	Total Cost	No of Driveways	No of Homes	Priority	Comments	
					\$66.00	\$325.00	\$115.00	\$500.00					
	Bain	St	Royal Ave	Bain St	130	\$ 7,800	\$ 42,250	\$ 14,950	\$ 65,000	1	1	High	Short segment of gravel street between R/R crossing & pavement used by WCPFS
	Humphrey	St	Sixth St	Seventh St	370	\$ 22,200	\$ 120,250	\$ 42,550	\$ 185,000	1	1	High	Residence on corner of Humphrey Street and Seventh Street
E	Oak Hill	Dr	Green Dr	N Berkeley Blvd	470	\$ 28,200	\$ 152,750	\$ 54,050	\$ 235,000	4	3	High	Appears heavy residential usage/High maintenance
	Chestnut	St	S Sloumb St	S Leslie St	440	\$ 26,400	\$ 143,000	\$ 50,600	\$ 220,000	3	2	High	Appears heavily used/High maintenance/Residential usage/Partial ROW abandoned
	Dakota	Ave	Aycock St	Fourth St	370	\$ 22,200	\$ 120,250	\$ 42,550	\$ 185,000	4	4	High	Appears heavily used/High maintenance/Residences front on adjoining streets
	Atlantic	Ave	Waters St	Brvant St	380	\$ 22,800	\$ 123,500	\$ 43,700	\$ 190,000	2	5	High	Commercial businesses front street
	Waters	St	Atlantic Ave	Atlantic Ave	150	\$ 9,000	\$ 48,750	\$ 17,250	\$ 75,000	1	1	High	Driveway to business
	Waters	St	Euclid St	Atlantic Ave	220	\$ 13,200	\$ 71,500	\$ 26,300	\$ 110,000	1	1	High	Driveway to business
N	Sloumb	St	Simmons St	Dead End	320	\$ 19,200	\$ 104,000	\$ 36,800	\$ 150,000	5	3	High	Dead end/High maintenance/Residential usage
SUB-TOTAL =								\$ 1,425,000					
	Branch	St	Vann St	Truman St	160	\$ 9,600	\$ 52,000	\$ 18,400	\$ 80,000	1	1	Medium	Residential usage/high maintenance/Existing petition to pave
	Branch	St	Vann St	Truman St	130	\$ 7,800	\$ 42,250	\$ 14,950	\$ 65,000	2	2	Medium	Residential usage/high maintenance/Existing petition to pave
N	Carolina	St	US 70 Hwy	N Carolina St	280	not required	\$ 39,000	\$ 32,200	\$ 140,000	0	0	Medium	Primary access street from US70/High maintenance/No houses
N	Carolina	St	N Carolina St	Dead End	120	not required	\$ 39,000	\$ 13,800	\$ 80,000	7	7	Medium	Dead End
N	Carolina	St	N Carolina St	Dead End	160	not required	\$ 52,000	\$ 18,400	\$ 80,000	5	5	Medium	Dead End/Asphalt road/4 abandoned aprons
	Crespe Myrtle	St	A St	Dead End	477	\$ 28,620	\$ 155,025	\$ 54,855	\$ 238,500	4	4	Medium	Dead End/Already gravel
	Olive	St	N George St	Dead End	641	\$ 38,460	\$ 208,325	\$ 73,715	\$ 320,500	7	4	Medium	Dead End/High Maintenance/1 abandoned house
SUB-TOTAL =								\$ 884,000					
	Atlantic	Ave	N Audubon Ave	Dead End	280	\$ 16,800	\$ 91,000	\$ 32,200	\$ 140,000	3	2	Low	Dead end/High maintenance/Poor drainage
	Barrow	Ct	E Ash St	Carol St	460	\$ -	\$ 149,500	\$ 52,900	\$ 230,000	2	0	Low	Dead End/Curb and Gutter not required
	Brick	St	Green St	Dead End	280	\$ -	\$ -	\$ -	\$ -	1	0	Low	Dead End St/Driveway/Paving not required
	Carol	St	Ivey Ct	Dead End	360	\$ 21,600	\$ 117,000	\$ 41,400	\$ 180,000	2	2	Low	Dead End
	Cemetery	St	S John St	Dead End	470	\$ 28,200	\$ 152,750	\$ 54,050	\$ 235,000	0	3	Low	
S	Pineview	Ave	Minrosa St	Dead End	240	\$ 14,400	\$ 78,000	\$ 27,600	\$ 120,000	3	3	Low	
	Polley	St	Crawford St	Hugh St	230	\$ 13,800	\$ 74,750	\$ 26,450	\$ 115,000	0	0	Low	
	Humphrey	St	Seventh St	Eligh St	950	\$ 57,000	\$ 308,750	\$ 109,250	\$ 475,000	0	0	Low	
E	Dewey	St	Greenleaf St	N William St	148	\$ 8,880	\$ 48,100	\$ 17,020	\$ 74,000	0	0	Low	
	Basel	St	N Center St	N John St	420	\$ 25,200	\$ 136,500	\$ 48,300	\$ 210,000	0	1	Low	
	Basel	St	N John St	Greenleaf St	210	\$ 12,600	\$ 68,250	\$ 24,150	\$ 105,000	0	0	Low	
	Dakota	Ave	Fourth St	Fifth St	358	\$ 21,480	\$ 116,350	\$ 41,170	\$ 179,000	1	1	Low	Terminates at Fifth Street/Already gravel
	Fifth	St	Humphrey	Dakota Ave	376	\$ 22,560	\$ 122,200	\$ 43,240	\$ 188,000	0	0	Low	Consider abandoning????
	Fifth	St	Humphrey	Dead End	290	\$ 17,400	\$ 94,250	\$ 33,350	\$ 145,000	1	0	Low	Apartment complex access
	Kadis	St	N James St	Seaboard St	240	\$ 14,400	\$ 78,000	\$ 27,600	\$ 120,000	0	0	Low	
	Kadis	St	Seaboard St	Center St	240	\$ 14,400	\$ 78,000	\$ 27,600	\$ 120,000	1	0	Low	
	Minrosa	St	S Claiborne St	S Randolph St	410	\$ 24,600	\$ 133,250	\$ 47,150	\$ 205,000	2	0	Low	
	Raynor	St	Greenleaf St	N William St	210	\$ 12,600	\$ 68,250	\$ 24,150	\$ 105,000	0	0	Low	
	Tarboro	St	Greenleaf St	N William St	420	\$ 25,200	\$ 136,500	\$ 48,300	\$ 210,000	2	0	Low	
	Ratson	Cir	Chaffin Rd	Dead End	484	\$ 29,040	\$ 157,300	\$ 55,660	\$ 242,000	2	0	Low	
	Crump	St	S Georgia St	Dead End	480	\$ 28,800	\$ 156,000	\$ 55,200	\$ 240,000	0	0	Low	Dead End
	Davis	Rd	Rand Rd	Dead End	222	\$ -	\$ -	\$ -	\$ -	3	3	Low	Dead End St/Driveway/Paving not required
	Godwin	St	S Sloumb St	Dead End	314	\$ 18,840	\$ 102,050	\$ 36,110	\$ 157,000	3	1	Low	Dead End St / Driveway
	Hawthorne	St	Weaver Dr	S Andrews Ave	340	\$ -	\$ -	\$ -	\$ -	4	0	Low	Paving not required
	Highland	Pl	Waver Dr	Dead End	175	\$ 10,500	\$ 56,875	\$ 20,125	\$ 87,500	1	0	Low	Dead End
N	John	St	E Dewey St	Dead End	125	\$ 7,500	\$ 40,625	\$ 14,375	\$ 62,500	1	1	Low	Dead End
	Lexington	Ave	Forsyth St	City Limit	187	\$ 11,220	\$ 60,775	\$ 21,505	\$ 93,500	1	0	Low	City Limit End
	Minrosa	St	S Pineview Av	Dead End	220	\$ -	\$ -	\$ -	\$ -	3	2	Low	Paving not required
	Oak Hill	Dr	Birch Dr	Green Dr	454	\$ -	\$ -	\$ -	\$ -	1	0	Low	Part of unfinished subdivision
	Petu	St	S Herman St	Creech St	300	\$ -	\$ -	\$ -	\$ -	2	2	Low	Paving not required
N	Randolph	St	Rose St	Dead End	204	\$ -	\$ -	\$ -	\$ -	0	0	Low	Dead End St/Undeveloped/Paving not required
	Reha	St	Jenkins Rd	Bay St	270	\$ -	\$ -	\$ -	\$ -	0	8	Low	Paving not required
	Reha	St	Wayne Ave	Linden St	270	\$ -	\$ -	\$ -	\$ -	0	10	Low	Paving not required
	Regal	Rd	Forsyth St	City Limit	191	\$ 11,460	\$ 62,075	\$ 21,965	\$ 95,500	0	0	Low	Part of unfinished subdivision
	Rudolph	St	Catalpa St	Dead End	104	\$ 6,240	\$ 33,800	\$ 11,980	\$ 52,000	2	1	Low	
	Spaulding	Ave	Bethune Ave	Deprist St	438	\$ 26,280	\$ 142,350	\$ 50,370	\$ 219,000	0	0	Low	Buyout area
	Stuart	St	Jordan Blvd	Lake Dr	645	\$ -	\$ -	\$ -	\$ -	1	1	Low	Paving not required
	Stuart	St	Lake Dr	Dead End	225	\$ -	\$ -	\$ -	\$ -	0	0	Low	Paving not required
	Twelfth	St	Norwood Ave	Dead End	180	\$ -	\$ -	\$ -	\$ -	3	1	Low	Paving not required

Mr. Anderson shared a citizen had called regarding the paving of Humphrey Street but shared only two blocks were budgeted to be paved.

Council agreed to review/evaluate the list of abandoned streets and low priority dirt streets. Further discussion to be held at an upcoming meeting.

Assessment Policy

Mr. Marty Anderson provided the following information:

NC General Statute

§ 160A 217. Petition for street or sidewalk improvements.

160A-239.3 (See note for expiration of Article) Petition required)

City of Goldsboro Assessments

- Current Assessment Rate = \$30 Per Linear Foot of Road Frontage
- Last Projects for Paving Assessments (2002-2003):
  - Virginia Street (Hooks River Road to Mercer Street)  
Total Construction Cost = \$65,710.11  
Total Assessment = \$26997.90 (6 Property Owners)
  - Nevels Street (W. Grantham Street to +/- 400 FT North)  
Total Construction Costs = \$65,651.57  
Total Assessment = \$25,421.70 (2 Property Owners)

Council discussed and agreed to continue discussion on the Street Assessment Policy at a future meeting date.

24 Hours of Peace

Mr. Hassan Sharif with HSP Entertainment shared information with City Council regarding 24 Hours of Peace, a music arts festival and character development event. Mr. Sharif provided the history behind the event which was created about 6 years ago in the City of Newark, New Jersey. The mission is to have 24 hours of no violent acts: physical or verbal. We use the Hip Hop Culture to engage the community and have meaning dialogue around important issues. The event would include local and national artists. Activities could also include yoga, dance, live art, movies, and a children’s corner.

Councilmember Williams asked if Goldsboro would be the first in North Carolina to host a 24 Hours of Peace event and Mr. Sharif stated yes.

Councilmember Ham asked how the event would be funded. Mr. Sharif stated through public funding and donations from businesses.

Mr. Sharif also shared information regarding “Summer in the Zone” a music festival used to stimulate local economic growth.

Council took a lunch break.

DGDC Incentive Program

Ms. Julie Metz continued presentation:

Build A Better Downtown Program

2. EXTERIOR BUILDING IMPROVEMENT PROJECTS:

Purpose: To incentivize quality & appropriate design that will add or enhance to downtown’s appeal and benefit the building.

Qualifications:

- Must meet the Design Guidelines for Downtown
- \$500 Minimum Private Investment of Eligible Expenses
- Must Demonstrate How Investment Will Support Business Growth/Sustainability and Overall Appeal of Downtown

Awards:

Private Investment of Eligible Activities	Grant Award
\$500 +	Up to 30% (\$150 to \$1,000 maximum)

- Only Facades Highly Visible to Public from Street
- Maximum 2 Façade Limit per Building in a 3 Year Period

- Priority to Front Façade

Measures/Impact:

- Amount of Private Investment
- Historic Preservation Impact
- Number of Jobs Created/Retained
- Status/History of the Building
- Impact to Downtown Appeal
- Use/Employment of Artist(s) to Design/Complete Project
- Other Factors: MBE/DBE Status Of Bldg. Ownership, MBE/DBE of Contractors for Construction Work

Score Key Examples:

**Job Retention/Creation:**

- |                                   |                |
|-----------------------------------|----------------|
| 5 points - creation/retention of  | 5 jobs or more |
| 4 points - creation of 4 jobs     |                |
| 3 points - creation 3 jobs        |                |
| 2 points - creation of 2 jobs     |                |
| 1 point - creation/retention of 1 | job            |

**Use of Artists:**

- Highest points to projects where applicant employs/utilizes artist's services for at least a portion of the project. Ex: storefront window display or an artistically created sign.
- Mid-points to projects where the applicant implements artistic aspects in their exterior building project.
- Lower points to projects that are not implementing any artistic interests into the project.

**Non-Eligible Activities:**

- Awning Repairs/Replacement unless property is under new ownership within last 12 months
- Signage, unless made of wood or metal and is artistically created and is either displayed prominently above storefront on building surface or fixed to building to serve as pedestrian sidewalk sign.
- Any aspect do not meet the Downtown Design Guidelines
- Non-anchored fixtures such as furniture or planters
- Landscaping
- Activities that do not meet the Historic District Guidelines
- Business specific amenities, such as personalized awnings (things that cannot transition to another business)

**Criteria:**

- Project must be completed within 90 days of award notice or the reimbursement of the award is forfeited.
- The project completion must be the result of the submitted and approved plans for award; if alternative materials or results occur, the grant will be forfeited.
- All applications must include at least three quotes from a contractor/manufacturer.
- All quotes must be presented as an itemized list of expenses.
- Grant awards will be based on the lowest responsible quote provided. The City reserves the right to obtain an additional quote to compare with others provided if there is deemed a cause to do so.

**Qualifications:**

- For Existing Businesses, the Minimum Private Investment in the Project Must Be At Least \$1,000
- For New Businesses Locating Downtown, the Minimum Private Investment in the Business Opening Must Be At Least \$25,000.
- Project Must Demonstrate Job Creation/Retention of At Least 1 Full-Time Position
- No Repeats
- Must Meet Downtown Design Guidelines, HDC and Dept. of Interior Standards for Historic Preservation

### 3. BUSINESS DEVELOPMENT PROJECTS:

Purpose: To incentivize quality business development projects that will positively impact downtown's business mix or grow a quality business.

#### **Awards:**

- A loan up to \$5,000 for projects that help grow or secure a business.
- 5% Interest Loan Paid in 3 Years
- Loan will be reimbursed (minus interest) in form of grant if/when business is open for three years from award date.
- If business closes prior to 3 years, awardee is still responsible for loan plus interest.

#### **Measures/Impact:**

- a. % of Private Investment per Square Foot
- b. Number of Jobs Created/Retained
- c. Adherence to Dept. of Interior Standards for Historic Preservation, if applicable.
- d. Business Plan Quality
- e. Demonstrated Need
- f. Impact to Downtown
- g. Other Factors: MBE/DBE Status Of Business Ownership, Art Based Business

#### **Score Key Examples:**

##### **Retention/Creation:**

- 5 points for the creation of 5 new full-time jobs or more
- 4 points for the creation of 3 – 4 new full-time jobs
- 3 points for the creation 1 – 2 new full-time jobs
- 2 points for the retention of 3+ jobs
- 1 point for the retention of 1 – 2 jobs

##### **Quality of Business Plan:**

- Higher points for a complete, quality business plan, is realistic, prepared with guidance and input from Small Business Center or other business coach and demonstrates financial capacity to mature business for at least 3 yrs.
- Lower points for an incomplete plan that leaves the review committee with questions, does not demonstrate financial capacity to mature the business for a three period and does not utilize a lending institution's standard business plan model.

##### **Non-Eligible Activities:**

- Any materials, fixtures or design elements that do not meet the Downtown Design Guidelines
- Any purchases that are not part of the Business Growth Plan
- General and routine maintenance expenses, such as replacement of torn awnings
- Rent or standard overhead expenses
- Landscaping
- Alcohol or any alcohol specific items
- Any illegal substances or products.

##### **General Mentions:**

- Applications that are not complete will not be considered
- Applications that do not receive an award for any other reason other than lack of funding availability will not be reconsidered
- Loans are not provided upfront. Awardees are required to submit either quotes or invoices for work/acquisitions related to support project in order to draw upon the loan
- Loan payments will begin three months after the first check is provided from the loan
- A retainage of 10% of grant/loan amount will be held until the awardee demonstrates they provided 10 hours of service to downtown
- Applications will be reviewed quarterly; same process
- Each Category has Objective and Subjective Score System, Equally

Ms. Metz recommend Council consider letting staff proceed with monies currently budgeted, advertise availability of the program and report back in six months.

Council discussed. Mayor Allen stated just to be upfront, he did not see the program expanding. Council agreed staff could proceed with the DGDC Incentive program as previewed. Staff to report back in six to nine months on the program.

### **Traffic Calming**

Mr. Bobby Croom presented the following information:

#### What is Traffic Calming?

- The fundamental goal of traffic calming is to reduce the speed of vehicular traffic.
- More generally, most citizens associate ‘Traffic Calming’ with physical measures that are placed within a ROW to affect driving behavior.
- No NCDOT roads – typically only on Local and Local Collectors
- Many Goldsboro roads don’t meet general volume thresholds (min. = 500-1000 vpd)

#### Typical Physical Examples

- Speed Hump / Speed Cushion (not to be confused with Speed Bumps) \$1500-\$3000
- Speed Table / Raised Crosswalk \$1500-\$4500
- Curb Extensions / Chicanes / Medians \$4000-\$10,000/pair – Medians vary

#### Others

- Traffic Circles: \$5,000 - \$10,000
- Roundabouts: \$20,000 - \$120,000
- Lateral Shifts: Varies
- Neckdowns: \$4,000 - \$6,000
- Bulbouts: \$4,000 - \$5,000 per corner
- Chokers: \$7,000 - \$10,000
- Etc....

#### Low(er) Cost Alternatives?

- The three “E’s” – Education, Engineering, Enforcement
- Current practice – Enforcement
- Radar Trailers
- Tube Counts (Speed/Volume)
- Signage / Markings
- On Street Parking
- AWSC
- Etc.

#### Policy Questions

- Maintenance
  - Public / Private?
- Funding
  - 100% City Funds
  - Neighborhood funds
  - Hybrid
- Emergency Response Times
- Financially Effective?

#### NC Municipalities

- Apex
- Asheville
- Burlington
- Cary
- Chapel Hill
- Fayetteville
- Greenville



- Hickory
- High Point
- Huntersville
- Kinston
- Raleigh
- Wilmington
- Wilson
- Winston-Salem

Councilmember Broadaway shared he had received complaints of speeding along Cashwell Drive, Isaac Drive, Andrews, Best, and Claiborne Streets.

Mayor Pro Tem Foster shared he had received complaints along Stephens and Franklin Streets.

Council asked staff to review targeted areas where traffic calming measures could be used.

**Public Comment Period**

Mr. Stevens asked Council to consider moving the Public Comment Period to follow Public Hearings on the agenda.

**Councilmember Pay & Benefits**

Ms. Pamela Leake shared the following information:

Compensation for City of Goldsboro Elected Officials

- Annual Salary \$12,000
  - Includes \$9,000 salary plus \$3000 travel allowance
  - Last increase 1996 but decreased in 2009 due to budget constraints
- No option for health or life insurance benefits

Do Elected Officials Participate in County’s Benefit Plans?

- 32 counties pay 100% health insurance

Health Insurance Options in Other Cities

City	Offer Benefits (yes/No)	Type of Benefit
Cary	Yes; At cost to active Council Members for member and dependents	Health, Dental, FSA
Carolina Beach	Yes; 80% paid by Town (Single coverage only)Presented for budget approval every year	Health and Dental
City of Greenville	Yes	Health
City of Jacksonville	Yes	Health
City of Kinston	No	
City of New Bern	Yes; 100% paid by City (Single coverage only) Family coverage paid by Commissioners	Health, Vision, Dental
City of Rocky Mount	Yes; 100% paid by Council	Health, Vision, Dental and Cancer
City of Wilson	No	
Town of Mount Olive	No	
Wayne County	Yes	Health

*\*Source: NC League of Municipalities Salary Survey 2016 and UNC School of Government 2016*

**Current Health Insurance for Active Employees**

- Employees can select one of three plan options (see handout)
- Council members eligible if qualifying event
- Supplemental benefits are also offered through MetLife (Cancer, Dental, Vision, Short-Term Disability)

Council discussed providing health insurance for members of Council.

Upon motion of Councilmember Broadway, seconded by Councilmember Ham and unanimously carried, Council agreed to provide insurance for Councilmembers. An ordinance will be brought back at a future Council Meeting.

Council also discussed pay. Councilmember Williams stated he would like staff to evaluate inflation since the last time Council received a raise in 1996 and report back.

**Positions Qualifications Follow-Up**

Ms. Pamela Leake presented the following information:

Purpose

- To review other cities’ job descriptions for department head positions
- To review current job descriptions for the City of Goldsboro
- Compare the City’s job requirements with those of other municipal agencies and determine if minimum job requirements need to be revised and stated as such

AGENCY POPULATION	POSITION	MINIMUM REQUIREMENTS
Town of Apex 40,918	Fire Chief	Graduation from college with a degree in public administration or related field and completion of advanced courses and seminars in fire administration and emergency response planning, and considerable supervisory experience of an increasingly responsible nature in fire suppression and/or prevention; or an equivalent combination of education and experience. Special Requirements: Possession of specified fire and emergency certifications, including Fire Inspection Level III standard certification, Fire Instructor Level II certification, Firefighter Level II certification, Haz-Mat certification at Operations level. Possession of a valid North Carolina driver’s license.
Town of Apex 40,918	Police Chief	Minimum and Preferred Qualifications Graduation from an accredited college or university with a Bachelor’s degree in criminal justice, public administration or related field supplemented by advanced courses in police science and administration and extensive progressively responsible experience in police work, including considerable supervisory and management experience; <b>or an equivalent combination of education and experience.</b> Master’s degree and completion of advanced police leadership training preferred. Special Requirements: Before assignment to this class, employees must possess a valid North Carolina driver’s license and have completed the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.
Durham 241,174	Fire Chief	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree. Nine or more years of experience. Master's Degree preferred.
Durham 241,174	Police Chief	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor Degree. Six to seven years of professional management related experience in police administration including three to four years of related administrative supervisory experience; <b>or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.</b> Valid NC Driver License Peace Officer Certification.

AGENCY POPULATION	POSITION	MINIMUM REQUIREMENTS
Greenville 87,241	Fire/Rescue Chief	<b>Education:</b> Graduation from an accredited college or university with a bachelor's degree in fire science or related field supplemented with advanced courses in fire administration and emergency medical services. <b>Experience:</b> Ten plus years of progressively responsible administrative and supervisory experience in municipal fire/rescue operations.
Greenville 87,241	Public Works Operations Manager	Bachelor's degree from an accredited college or university in industrial engineering, public administration, sanitation, environmental health, or related field; and ten years experience of a responsible nature in assigned areas of public works operations, five years of which must be in a responsible supervisory capacity.
Kinston 21,677	Director of Finance	Bachelor's degree with coursework in in accounting, or related field and extensive experience in public finance administration, <b>or equivalent combination of education and experience.</b> Minimum 5 years' experience preferred. Certified Public Accountant or North Carolina Certified Public Finance Officer preferred but not required. Must be bondable.
Kinston 21,677	Police Chief	The City seeks a law enforcement executive with a minimum of 10 years progressive law enforcement experience and 5-7 years of cross-functional and progressively responsible experience including administrative and command work at rank of Captain or higher; a BA/BS degree in public administrations, law enforcement administration or related field (Master's degree preferred). Strong preference for executive law enforcement officer by his/her respective state or with no more than one year break in full-time sworn service at time of appointment. Please note that North Carolina has partial reciprocity for current (or with honorable discharge) military law enforcement certification. North Carolina does NOT have reciprocity with Federal law enforcement certification.

AGENCY	POSITION	MINIMUM REQUIREMENTS
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Raleigh 425,424	Chief Financial Officer	Bachelor's (4-year) college degree with a Masters in Accounting strongly preferred. In lieu of the CPA requirement, an MBA or MPA degree will be considered with preference given to majors in Finance or finance related curriculum. At least ten (10) years of relevant experience is required with a minimum of 5 years of experience in a public sector financial management role. <b>Applicants may substitute additional relevant education for the required experience.</b> Current Certified Public Accountant (CPA) certification strongly preferred.
Rocky Mount 56,334	Asst. City Manager	<b>MINIMUM QUALIFICATIONS:</b> Bachelor's degree in public administration, business administration or any related field along with ten years of progressively responsible public sector leadership and management experience. Preferred candidate will have Master's degree in related area. An equivalent combination of training and experience (as approved by the City Manager) may be used to meet the minimum qualifications.
Rocky Mount 56,334	Fire Chief	<b>Minimum Qualifications</b> Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field; three to five years of related experience. Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated. Ability to meet current requirements set forth by the National Fire Protection Association and the North Carolina Fire and Rescue Commission.

AGENCY POPULATION	POSITION	MINIMUM REQUIREMENTS
Clayton 17,694	Police Chief	Qualifications: Requires a four-year degree in criminal justice, public administration, or other relevant field, and fifteen (15) years of progressive law enforcement experience to include seven (7) years of management/command level experience; <b>or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities of a law enforcement executive.</b> Master's Degree and Advanced Law Enforcement Training preferred.
Knightdale 12,692	Public Works Director	Prefer completion of 4-year degree in Civil Engineering. Experience: Considerable experience in an increasingly responsible nature in engineering operations, street maintenance, storm water maintenance, vehicle and building maintenance, construction management, business administration, contract and grants administration, budget and resource allocation, public works operations including experience in a leadership and supervisory capacity; <b>or an equivalent combination of training and experience.</b> Special Requirements: Possession of a valid North Carolina driver's license; NC Professional Engineer License preferred; Current Certification in Phase II Water Quality design, inspection, and maintenance or ability to acquire within 12 months including new construction, BMP, and maintenance. Licensure as General Contractor or other Technical Trade preferred.
Greenville 87,241	City Engineer	Graduation from an ABET accredited college or university with a bachelor's degree in civil engineering or closely related field; and seven to nine years of professional civil engineering experience in assigned areas of public works operations, three years of which must have been in a responsible supervisory capacity; <b>or an equivalent combination of education and experience which provides the required knowledge, skills, and abilities.</b>

AGENCY POPULATION	POSITION	MINIMUM REQUIREMENTS
Greenville 87,241	Public Works Operations Manager	Bachelor's degree from an accredited college or university in industrial engineering, public administration, sanitation, environmental health, or related field; and ten years experience of a responsible nature in assigned areas of public works operations, five years of which must be in a responsible supervisory capacity.
Wake Forest 32,360	Asst. Planning Director	Graduation from a four-year college or university with a major in urban and regional planning, geography, landscape architecture or related field with considerable professional planning experience, including supervisory experience. A master's degree in urban planning or related field is preferred. AICP certification is required or the ability to be obtained within one year of employment.
Wake Forest	Finance Director	Graduation from a four year college or university with a degree in accounting or business and considerable experience in public finance administration including some supervisory experience; <b>or an equivalent combination of education and experience.</b>
Wake Forest	Police Chief	Graduation with a bachelor's degree in criminal justice or public administration supplemented by basic and advanced courses in police science and administration; and considerable supervisory experience in police work; or an equivalent combination of education and experience.

AGENCY	POSITION	MINIMUM REQUIREMENTS
Goldsboro	Assistant City Manager	Completion of a master's degree in public administration, business or related area and considerable experience in public sector management; or an equivalent combination of education and experience.
Goldsboro	Police Chief	Minimum qualifications include an equivalent combination of education and experience that includes a BA/BS degree, advanced law enforcement leadership training (FBI National Academy, Administrative Officers Management Program, Southern Police Institute or equivalent long course), and ten years of progressively responsible law enforcement experience including five years of command-level service. Must have current law enforcement certification in his/her state (or no longer than a one-year break in sworn service at time of appointment).

Goldsboro	Public Works Director	Bachelor's Degree in Civil Engineering or related field and 10 or more Years' Experience; or Master's Degree and more than 5 Years' Experience in municipal engineering or public works/utilities field, including supervisory and management experience; <b>or an equivalent combination of education and experience</b> . Possession of a valid driver's license with the ability to obtain a North Carolina license within the specified time per state law. Registration as a Professional Engineer, Master's Degree in Public Administration, or state certifications in water production and distribution, and/or wastewater treatment and collection systems <b>preferred</b> .
Goldsboro	Plant Superintendent (WTF)	High School Diploma and over 10 Years' Experience; or 2 Years of College/Associates Degree and 5 to 9 Years' Experience; or Bachelor's Degree and 2 to 5 Years' Experience; or Master's Degree and less than 2 Years' Experience. A Surface certification for water treatment by the State of North Carolina. Possession of a valid North Carolina driver's license. Maintain passing scores on State examinations for Bacteriological Methods for Drinking Water Analysis and Process Control Chemistry.
Goldsboro	Solid Waste Superintendent	Minimum qualifications include graduation from high school with supervisory/managerial experience. Graduation with a Bachelor Degree from college and prior supervisory experience in Solid Waste/Recycling Collection is strongly preferred. Possession of a valid North Carolina driver's license.

AGENCY	JOB REQUIREMENTS SECTION
Town of Apex	Minimum and Preferred Qualifications
Town of Clayton	Desirable Training and Experience
City of Durham	Minimum Qualifications & Experience
City of Greenville	Minimum Qualifications
City of Kinston	Minimum Qualifications
City of Wilson	Minimum Qualifications
City of Raleigh	Typical Qualifications
City of Goldsboro Asst. City Manager Civil Engineer Police Chief Fire Chief Finance Director Human Resources Director Information Technology Director Parks and Recreation Director Public Works Director	Desirable Education and Experience Desirable Education and Experience Desirable Education and Experience Desirable Education and Experience Desirable Education and Experience Desirable Training and Experience Desirable Education and Experience Desirable Training and Experience Desirable Training and Experience
City of Goldsboro	Other Positions - Some have Education and Experience Special Requirements Others have Desirable Education and Experience
City of Rocky Mount	Minimum Qualifications
Town of Wake Forest	Desirable Education and Experience

Mayor Pro Tem Foster stated he felt the descriptions should say required education and experience moving forward to compete with other municipalities we need to be sure we have requirements versus desirables. Mayor Pro Tem Foster stated he understood some were offended by his statement of mediocre, he stated he was misunderstood, he thinks we have great employees across the city, but we have mediocre standards, that’s not acceptable.

Mr. Stevens cautioned we could limit the applicant pool. Mayor Pro Tem Foster stated he guaranteed if requirements were in place, there was somebody if not more than two or three that would have had degrees. Mayor Pro Tem Foster stated you may limit your pool but you want some of the best educated and brightest to work those jobs. Mr. Stevens stated he was ok either way, many at the Department Head level have degrees but cautioned at the supervisory level, many of them worked their way up, you could miss people who have lived in Goldsboro and worked here 20 years, could definitely do the job but we have a rigid rule that says experience doesn’t count and therefore they are not considered. Mayor Pro Tem Foster stated if you are insider, you should not get any special privileges, you should get consideration because of your experience and education; then you are saying you don’t care about the citizen that is well qualified, that’s not fair. Mayor Pro Tem Foster stated let’s make it fair across the board, this is

what we are requiring, so if I want a job of superintendent or director, if you have been here all these years you can go to school.

Council agreed to continue the discussion on job requirements at the next work session.

### **Councilmember Requests**

Mayor Pro Tem Foster stated he would like to see a Whistleblower Policy for employees who so there is no fear of retaliation. Mayor Allen asked if there is a problem, what we do today.

Mr. Stevens stated we encourage the employee to go through the chain of command. They can always go to HR and I talk with every employee that comes through the door. Mr. Stevens stated I can assure you we have never disciplined an employee for coming forward and exposing an issue or concern, it is performance issues that have led to disciplinary action.

Ms. Leake shared information regarding our Grievance Policy. Mayor Pro Tem Foster asked to see the policy.

Mayor Pro Tem Foster stated he has also complaints about kids not being able to get to our Parks and Recreational Facilities from the New Hope area and North End. Mr. Scott Barnard provided information on the Parks & Recreation Master Plan and the need for a facility in the northern part of the community.

Council agreed to have additional discussion regarding Parks and Recreation facilities in the northern part of the community.

### **Council Decisions**

Mr. Stevens shared the following list of retreat decisions:

1. Council agreed to continue with the last chance letters in the Minimum Housing process. Council asked staff to do “focused area” demolitions.
2. Council asked staff to look into closing Equalizations Basins #3, #4 and #5.
3. Council asked staff to proceed with planning a summer youth employment program for this year and to look into available grants for summer youth employment programs.
4. Council asked staff to look at installing a “point of sale” software for recreational facilities and identification scanning for the golf course and WA Foster Center.
5. Council asked staff to look at providing a discount on membership rates for the golf course for city residents.
6. Council asked staff to look into providing concessions at the Paramount Theatre. Further discussion to be held on rental rates.
7. Council asked staff to combine the kitchen fee with the overall rental fee of the Goldsboro Event Center, bring back proposed fee changes and look into extending hours of operation.
8. Council discussed ShotSpotter. Council asked SpotShotter to come back before our July renewal to answer questions and/or concerns.
9. Council asked staff to request that Duke Energy install new lighting in areas near the new cameras that have been recently installed.
10. Council agreed staff could proceed with developing a job description for a CALEA Accreditation Manager.

11. Council worked collectively with staff and a professional consultant to redefine the City's Mission, Vision, Values, and Goals

- Mission: The City provides services, promotes equality, and protects the well-being of all citizens for a better tomorrow.
- Vision: An extraordinary diverse citizen experience
- Values:
  - Customer-focused
  - Integrity
  - Professionalism
- Goals:
  - Safe and secure community
  - Strong and diverse economy
  - Exceptional quality of life
  - Racial and cultural harmony
  - Model for excellence in government

12. Council to review and evaluate the list of abandoned streets and low priority dirt streets. Further discussion to be held at an upcoming meeting.

13. Council to discuss Street Assessment Policy at a further meeting date.

14. Council agreed staff could proceed with the DGDC Incentive program as previewed. Staff to report back in six to nine months on the program.

15. Council asked staff to review targeted areas where traffic calming measures could be used.

16. Upon motion of Councilmember Broadway, seconded by Councilmember Ham and unanimously carried, Council agreed to provide insurance for Councilmembers. An ordinance will be brought back at a future Council Meeting.

17. Council asked for staff to evaluate inflation since Council's last salary increase in 1996 and report back to Council.

18. Additional discussion regarding Parks and Recreation facilities in the northern part of the community.

19. Council would like to discuss job requirements further.

Mayor Allen thanked Council for their input and participation. He also thanked staff for their efforts during the Retreat.

### **Adjournment**

As there was no further business, the meeting was adjourned at 2:32 p.m.

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Chuck Allen  
Mayor

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Melissa Corser, MMC  
City Clerk