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
### Adjusted vs. Actual YTD Collections

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

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

### Budget Collections

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget Collections</th>
<th>Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Charges for Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Refuse Services</td>
<td>3,250,000</td>
<td>1,572,618</td>
</tr>
<tr>
<td>13 Cable TV</td>
<td>225,380</td>
<td>129,073</td>
</tr>
<tr>
<td>14 Paramount Theater</td>
<td>155,000</td>
<td>66,226</td>
</tr>
<tr>
<td>15 Recreation Fees</td>
<td>140,000</td>
<td>51,641</td>
</tr>
<tr>
<td>16 Golf Course Fees</td>
<td>568,200</td>
<td>216,402</td>
</tr>
<tr>
<td>17 Other Misc. Revenues</td>
<td>211,963</td>
<td>509,371</td>
</tr>
<tr>
<td>18 Total</td>
<td>4,550,543</td>
<td>2,545,331</td>
</tr>
<tr>
<td>19 Capital Returns &amp; Misc. Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Investment Earnings</td>
<td>12,000</td>
<td>9,231</td>
</tr>
<tr>
<td>21 Street/Storm Drain. Assessi</td>
<td>200</td>
<td>75</td>
</tr>
<tr>
<td>22 Loan Proceeds (WA/GCC)</td>
<td>290,000</td>
<td>35,721</td>
</tr>
<tr>
<td>23 Other Misc. Revenues</td>
<td>1,135,000</td>
<td>331,650</td>
</tr>
<tr>
<td>24 Total</td>
<td>1,437,200</td>
<td>376,677</td>
</tr>
</tbody>
</table>

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

### General Fund – Collections

<table>
<thead>
<tr>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Taxes</td>
<td>$7,652,440</td>
<td>$7,771,061</td>
</tr>
<tr>
<td>2 Permits</td>
<td>166,557</td>
<td>190,771</td>
</tr>
<tr>
<td>3 Utility Franchise</td>
<td>1,415,128</td>
<td>1,527,757</td>
</tr>
<tr>
<td>4 Refuse</td>
<td>1,572,618</td>
<td>1,590,339</td>
</tr>
<tr>
<td>5 Golf Course</td>
<td>216,402</td>
<td>301,813</td>
</tr>
<tr>
<td>6 Paramount</td>
<td>66,226</td>
<td>58,018</td>
</tr>
<tr>
<td>7 Investment Earnings</td>
<td>9,231</td>
<td>5,353</td>
</tr>
<tr>
<td>8 Recreation Fees</td>
<td>51,641</td>
<td>66,360</td>
</tr>
<tr>
<td><strong>Sales Tax</strong></td>
<td>4,025,886</td>
<td>3,769,556</td>
</tr>
</tbody>
</table>

**Utility Fund Collections July – December 2016**

<table>
<thead>
<tr>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Charges for Services</td>
<td>5,833,800</td>
<td>2,840,962</td>
</tr>
<tr>
<td>2 Current Water Charges</td>
<td>2,840,962</td>
<td>7,771,061</td>
</tr>
<tr>
<td>3 Late Payment/Div. Fees</td>
<td>1,270,000</td>
<td>569,002</td>
</tr>
<tr>
<td>4 Current Sewer Charges</td>
<td>7,094,888</td>
<td>3,716,639</td>
</tr>
<tr>
<td>5 Late Payment/Div. Fees</td>
<td>1,315,128</td>
<td>1,527,757</td>
</tr>
<tr>
<td>6 Recollections Fees</td>
<td>1,572,618</td>
<td>1,590,339</td>
</tr>
<tr>
<td>7 Recissions Fees</td>
<td>216,402</td>
<td>301,813</td>
</tr>
<tr>
<td>8 Water/Sewer Taps</td>
<td>66,226</td>
<td>58,018</td>
</tr>
<tr>
<td>9 Capital Returns &amp; Misc. Revenues</td>
<td>9,231</td>
<td>5,353</td>
</tr>
<tr>
<td>10 BFP Fees</td>
<td>216,402</td>
<td>301,813</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15,648,100</td>
<td>7,444,875</td>
</tr>
</tbody>
</table>

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

## Utility Fund – Collections

<table>
<thead>
<tr>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Current Water</td>
<td>$2,927,690</td>
<td>$2,840,962</td>
</tr>
<tr>
<td>2 Current Sewer</td>
<td>3,176,639</td>
<td>7,771,061</td>
</tr>
<tr>
<td>3 Late Payment Fees</td>
<td>3,176,639</td>
<td>7,771,061</td>
</tr>
<tr>
<td>4 Top Fees</td>
<td>157,009</td>
<td>165,967</td>
</tr>
<tr>
<td>5 Compost Fees</td>
<td>16,251</td>
<td>16,251</td>
</tr>
<tr>
<td>7 Investment Earnings</td>
<td>4,828</td>
<td>4,828</td>
</tr>
</tbody>
</table>

**2015-16**
### DGDC & Occupancy Tax Collections July – December 2016

<table>
<thead>
<tr>
<th></th>
<th>Adjusted Collections</th>
<th>Budget</th>
<th>Actual Collections</th>
<th>Collections</th>
<th>YTD%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DGDC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Taxes</td>
<td>73,833</td>
<td>24,832</td>
<td>33,63%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Investment Earnings</td>
<td>65</td>
<td>87</td>
<td>133,05%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>73,898</td>
<td>24,919</td>
<td>33.72%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Occupancy Tax</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Occupancy Tax - Civic Ctr.</td>
<td>529,600</td>
<td>352,802</td>
<td>66.62%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Occupancy Tax - T &amp; T</td>
<td>132,400</td>
<td>88,201</td>
<td>66.62%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 County of Wayne Occp Tx</td>
<td>132,400</td>
<td>22,586</td>
<td>17.06%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Investment Earnings</td>
<td>4,189</td>
<td>1,856</td>
<td>133.85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>794,789</td>
<td>465,445</td>
<td>58.27%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DGDC</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Taxes</td>
<td>24,832</td>
<td>25,193</td>
<td>(361)</td>
</tr>
<tr>
<td>2 Investment Earnings</td>
<td>87</td>
<td>71</td>
<td>16</td>
</tr>
<tr>
<td><strong>Occupancy Tax</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Tax Collections</td>
<td>463,589</td>
<td>361,222</td>
<td>102,367</td>
</tr>
<tr>
<td>4 Investment Earnings/Misc Revenues</td>
<td>1,856</td>
<td>9,807</td>
<td>(7,951)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>794,789</td>
<td>465,445</td>
<td>58.27%</td>
</tr>
</tbody>
</table>

### Actual Collections (Comparison to 1st Six Months 2015)

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

### Actual Expenditures - Comparison with Adjusted Budget

<table>
<thead>
<tr>
<th></th>
<th>FY 2016-17</th>
<th>FY 2015-16</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General Fund</td>
<td>$20,667,696</td>
<td>$22,167,563</td>
<td>(46.72%)</td>
</tr>
<tr>
<td>2 Utility Fund</td>
<td>$6,691,079</td>
<td>$7,046,298</td>
<td>(36.23%)</td>
</tr>
<tr>
<td>3 Downtown Development</td>
<td>$39,729</td>
<td>$69,880</td>
<td>(36.84%)</td>
</tr>
<tr>
<td>4 Occupancy Tax</td>
<td>$317,694</td>
<td>$464,775</td>
<td>(22.18%)</td>
</tr>
</tbody>
</table>

### General Fund Salaries/Fringes

Attrition and Health Insurance Savings July -December 2016

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Salary/Fringes</td>
<td>$375,000</td>
<td>$419,335</td>
<td>$44,335</td>
</tr>
<tr>
<td>2 Health Insurance</td>
<td>$75,000</td>
<td>$70,467</td>
<td>(4,533)</td>
</tr>
</tbody>
</table>

Note: Departmental Vacancies (General/Other) 31/3
Opt Out City’s Insurance Coverage (General/Other) 9/1
Fund Balance
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

<table>
<thead>
<tr>
<th>Date</th>
<th>RDII (MGD)</th>
<th>Rain (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/22/2013</td>
<td>1.89</td>
<td>0.46</td>
</tr>
<tr>
<td>3/12/2013</td>
<td>2.54</td>
<td>0.61</td>
</tr>
<tr>
<td>2/26/2013</td>
<td>4.21</td>
<td>1.30</td>
</tr>
<tr>
<td>10-Yr, 24 hr</td>
<td>21.15</td>
<td>6.32</td>
</tr>
<tr>
<td>25-Yr, 24 hr</td>
<td>25.89</td>
<td>7.76</td>
</tr>
<tr>
<td>100-Yr, 24 hr</td>
<td>33.13</td>
<td>9.96</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>TOTAL QUANTITY</th>
<th>UNIT COST</th>
<th>EXTENDED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaporator EQ Basin #5 with 1 foot of fill in 2015</td>
<td>CY</td>
<td>60,300</td>
<td>$14.00</td>
<td>$844,300.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #4 with 1 foot of fill in 2017</td>
<td>CY</td>
<td>54,000</td>
<td>$16.00</td>
<td>$864,000.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #3 with 1 foot of fill in 2019</td>
<td>CY</td>
<td>96,600</td>
<td>$17.00</td>
<td>$1,643,200.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #2 with 1 foot of fill in 2021</td>
<td>CY</td>
<td>67,100</td>
<td>$18.00</td>
<td>$1,207,800.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #1 with 1 foot of fill in 2023</td>
<td>CY</td>
<td>87,100</td>
<td>$20.00</td>
<td>$1,742,000.00</td>
</tr>
<tr>
<td>Closing Drains</td>
<td>EA</td>
<td>6</td>
<td>$80,500.00</td>
<td>$483,000.00</td>
</tr>
<tr>
<td>Seedling</td>
<td>ACRE</td>
<td>1.75</td>
<td>$2,500.00</td>
<td>$4,375.00</td>
</tr>
<tr>
<td>Stormwater Pump Station for EQ Basin #4 and EQ Basin #5</td>
<td>LS</td>
<td>1</td>
<td>$445,000.00</td>
<td>$445,000.00</td>
</tr>
<tr>
<td>Piping Modification to Existing EQ Basin Reconcentration Pump Station</td>
<td>LS</td>
<td>1</td>
<td>$380,000.00</td>
<td>$380,000.00</td>
</tr>
<tr>
<td>Ground Management Program</td>
<td>LS</td>
<td>1</td>
<td>$93,500.00</td>
<td>$93,500.00</td>
</tr>
</tbody>
</table>

Construction Cost: $6,631,360.00
Engineering Design/Construction Administration: $1,326,262.22
Construction Observation: $187,060.00
ESTIMATED COST: $9,106,000.00

Close EQ Basin: Maintain for Emergency Use

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>TOTAL QUANTITY</th>
<th>UNIT COST</th>
<th>EXTENDED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaporator EQ Basin #5 with 1 foot of fill in 2015</td>
<td>CY</td>
<td>60,300</td>
<td>$14.00</td>
<td>$844,300.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #4 with 1 foot of fill in 2017</td>
<td>CY</td>
<td>54,000</td>
<td>$16.00</td>
<td>$864,000.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #3 with 1 foot of fill in 2019</td>
<td>CY</td>
<td>96,600</td>
<td>$17.00</td>
<td>$1,643,200.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #2 with 1 foot of fill in 2021</td>
<td>CY</td>
<td>67,100</td>
<td>$18.00</td>
<td>$1,207,800.00</td>
</tr>
<tr>
<td>Evaporator EQ Basin #1 with 1 foot of fill in 2023</td>
<td>CY</td>
<td>87,100</td>
<td>$20.00</td>
<td>$1,742,000.00</td>
</tr>
<tr>
<td>Closing Drains</td>
<td>EA</td>
<td>6</td>
<td>$80,500.00</td>
<td>$483,000.00</td>
</tr>
<tr>
<td>Seedling</td>
<td>ACRE</td>
<td>1.75</td>
<td>$2,500.00</td>
<td>$4,375.00</td>
</tr>
<tr>
<td>Stormwater Pump Station for EQ Basin #4 and EQ Basin #5</td>
<td>LS</td>
<td>1</td>
<td>$445,000.00</td>
<td>$445,000.00</td>
</tr>
<tr>
<td>Piping Modification to Existing EQ Basin Reconcentration Pump Station</td>
<td>LS</td>
<td>1</td>
<td>$380,000.00</td>
<td>$380,000.00</td>
</tr>
<tr>
<td>Ground Management Program</td>
<td>LS</td>
<td>1</td>
<td>$93,500.00</td>
<td>$93,500.00</td>
</tr>
</tbody>
</table>

Construction Cost: $3,431,360.00
Engineering Design/Construction Administration: $1,886,262.22
Construction Observation: $187,060.00
ESTIMATED COST: $10,606,000.00

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

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

<table>
<thead>
<tr>
<th>Weekend &amp; Holidays</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Holes w/ Cart</td>
<td>$31</td>
<td>$31</td>
<td>$26</td>
<td>$21</td>
</tr>
<tr>
<td>9 Holes w/ Cart</td>
<td>$20</td>
<td>$20</td>
<td>$15</td>
<td>$14</td>
</tr>
<tr>
<td>18 Holes Walking</td>
<td>$20</td>
<td>$20</td>
<td>$15</td>
<td>$6</td>
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<td>$15</td>
<td>$15</td>
<td>$10</td>
<td>$6</td>
</tr>
<tr>
<td>FootGolf</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td>$8</td>
</tr>
<tr>
<td>Cart</td>
<td>$8</td>
<td>Ball</td>
<td>$2</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>FY 13/14 Year To Date Revenue</th>
<th>$323,503.00</th>
</tr>
</thead>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Southern Wayne</th>
<th>Lanetree</th>
<th>Timberlake</th>
<th>Wedgewood</th>
<th>Three Eagles</th>
<th>Average</th>
<th>Goldsboro-Winter</th>
<th>Goldsboro 3 season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td>$780.00*</td>
<td>unpublished</td>
<td>$450</td>
<td>$1300**</td>
<td>$315-$380</td>
<td>$740</td>
<td>$740</td>
<td>$740</td>
</tr>
<tr>
<td>Weekday-Walk</td>
<td>$21</td>
<td>$23</td>
<td>$18</td>
<td>$13</td>
<td>$16</td>
<td>$18.20</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Weekday-Cart</td>
<td>$35</td>
<td>$29</td>
<td>$30</td>
<td>$25</td>
<td>$28</td>
<td>$29.40</td>
<td>$26</td>
<td>$26</td>
</tr>
<tr>
<td>Weekend-Walk</td>
<td>$31</td>
<td>$31</td>
<td>$40</td>
<td>$18</td>
<td>$19</td>
<td>$27.80</td>
<td>$20</td>
<td>$24</td>
</tr>
<tr>
<td>Weekend-Cart</td>
<td>$46</td>
<td>$43</td>
<td>$24</td>
<td>$30</td>
<td>$31</td>
<td>$34.80</td>
<td>$31</td>
<td>$36</td>
</tr>
</tbody>
</table>

*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
  o Current: $75-$125
  o Proposed: $100-$200
  o Increase: Piano tuning
  o $120-$125
  o ADD- All day rental package
  o 12 hours $900.00
  o Require for all single day events

• Increase: Additional hours outside 5-hour block
  o Increase from $40 - $90 per hour
  o Increase: Rehearsal fee increase
  o Current: $175/$250
  o 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 10th 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
    o 20% City/County Use
  • Referrals from previous uses
  • On average 2-3 rentals a week.
    o Weddings & receptions
    o Family & HS Reunions
    o Meeting
    o Banquets
    o Memorials
  • What’s Working?
    o Vendor partners
    o Bar usage
    o Paramount & GEC staff collaborating
    o What are the Challenges?
    o 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
    o Current 3-full days $2,500.
    o Proposed 2-full days $1,900.
  • Change: Reduce catering fee
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

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Number of Officers/Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 20 years</td>
<td>11 – 11%</td>
</tr>
<tr>
<td>Over 10 but less than 20 years</td>
<td>32 – 29%</td>
</tr>
<tr>
<td>Over 5 but less than 10 years</td>
<td>22 – 20%</td>
</tr>
<tr>
<td>Less than 5 years</td>
<td>30 – 26%</td>
</tr>
<tr>
<td>Vacant</td>
<td>15 – 14%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>110</td>
</tr>
</tbody>
</table>

**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
  o CAD, RMS, Mobile Data & Field Reporting, Mapping & GIS, Crime Analysis & CompStat, Data Sharing, and Personnel & Resources
• Increased our community involvement
  o 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:
  o International Association of Chiefs of Police (IACP);
  o National Organization of Black Law Enforcement Executives (NOBLE);
  o National Sheriffs' Association (NSA); and the
  o 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 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 (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.

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

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Design Phase</th>
<th>Approval Phase</th>
<th>Solicit Bid</th>
<th>Award Bid</th>
<th>Construction Start</th>
<th>Construction End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornerstone Commons</td>
<td>Jan 17 to May 17</td>
<td>Jun 17</td>
<td>Jul 17</td>
<td>Aug 17</td>
<td>Sep 17</td>
<td>Jun 18</td>
</tr>
<tr>
<td>Wayfinding Signage</td>
<td>Complete</td>
<td>Complete</td>
<td>Jul 17</td>
<td>Aug 17</td>
<td>Sep 17</td>
<td>Jun 18</td>
</tr>
<tr>
<td>GWTA Concourse</td>
<td>Jan 18 to Mar 18</td>
<td>Apr 18</td>
<td>May 18</td>
<td>Jul 18</td>
<td>Sep 18</td>
<td>Mar 19</td>
</tr>
<tr>
<td>Center Street</td>
<td>Sep 18 to Mar 19</td>
<td>Apr 19</td>
<td>May 18</td>
<td>Jul 19</td>
<td>Sep 19</td>
<td>Mar 21</td>
</tr>
</tbody>
</table>

**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)
• 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

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>BEGIN</th>
<th>END</th>
<th>LENGTH (FT)</th>
<th>LAWS &amp; CODES</th>
<th>PAVING TYPE</th>
<th>TOTAL COST</th>
<th>COST MATCH</th>
<th>SELF COST</th>
<th>PRIORITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humphrey St</td>
<td>East</td>
<td>West</td>
<td>1,500</td>
<td>Streets</td>
<td>Paving</td>
<td>$370,000</td>
<td>$245,000</td>
<td>$245,000</td>
<td>1</td>
</tr>
</tbody>
</table>

Dirt Streets by Surfacing Priority

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>BEGIN</th>
<th>END</th>
<th>LENGTH (FT)</th>
<th>LAWS &amp; CODES</th>
<th>PAVING TYPE</th>
<th>TOTAL COST</th>
<th>COST MATCH</th>
<th>SELF COST</th>
<th>PRIORITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humphrey St</td>
<td>East</td>
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<td>1,500</td>
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<td>$370,000</td>
<td>$245,000</td>
<td>$245,000</td>
<td>1</td>
</tr>
</tbody>
</table>

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
  - 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:

<table>
<thead>
<tr>
<th>Private Investment of Eligible Activities</th>
<th>Grant Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 +</td>
<td>Up to 30% ($150 to $1,000 maximum)</td>
</tr>
</tbody>
</table>

- 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**

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

*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 Broadaway, 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

<table>
<thead>
<tr>
<th>AGENCY POPULATION</th>
<th>POSITION</th>
<th>MINIMUM REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Apex 40,918</td>
<td>Fire Chief</td>
<td>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 Inspector Level III standard certification, Fire Inspector Level III certification, Firefighter Level II certification, Haz-Mat certification at Operations level. Possession of a valid North Carolina driver's license.</td>
</tr>
</tbody>
</table>
| 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; or an equivalent combination of education and experience. 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; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Valid NC Driver License Peace Officer Certification. |

<table>
<thead>
<tr>
<th>AGENCY POPULATION</th>
<th>POSITION</th>
<th>MINIMUM REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenville 87,241</td>
<td>Fire/Rescue Chief</td>
<td>Education: 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. Experience: Ten plus years of progressively responsible administrative and supervisory experience in municipal fire/rescue operations.</td>
</tr>
<tr>
<td>Greenville 87,241</td>
<td>Public Works</td>
<td>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.</td>
</tr>
<tr>
<td>Kinston 21,677</td>
<td>Director of Finance</td>
<td>Bachelor's degree with coursework in accounting, or related field and extensive experience in public finance administration, or equivalent combination of education and experience. Minimum 5 years' experience preferred. Certified Public Accountant or North Carolina Certified Public Finance Officer preferred but not required. Must be bondable.</td>
</tr>
<tr>
<td>Kinston 21,677</td>
<td>Police Chief</td>
<td>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.</td>
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<thead>
<tr>
<th>AGENCY</th>
<th>POPULATION</th>
<th>POSITION</th>
<th>MINIMUM REQUIREMENTS</th>
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<tbody>
<tr>
<td>Raleigh</td>
<td>425,424</td>
<td>Chief Financial Officer</td>
<td>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. Applicants may substitute additional relevant education for the required experience. Current Certified Public Accountant (CPA) certification strongly preferred.</td>
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<tr>
<td>Rocky Mount</td>
<td>56,334</td>
<td>Asst. City Manager</td>
<td>MINIMUM QUALIFICATIONS: 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.</td>
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<tr>
<td>Rocky Mount</td>
<td>56,334</td>
<td>Fire Chief</td>
<td>Minimum Qualifications: 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 relevant 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.</td>
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**AGENCY POPULATION** | **POSITION** | **MINIMUM REQUIREMENTS** |
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<tr>
<td>Clayton</td>
<td>17,694</td>
<td>Police Chief</td>
</tr>
<tr>
<td>Knightdale</td>
<td>12,692</td>
<td>Public Works Director</td>
</tr>
<tr>
<td>Greenville</td>
<td>87,241</td>
<td>City Engineer</td>
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<tr>
<td>Greenville</td>
<td>87,241</td>
<td>Public Works Operations Manager</td>
</tr>
<tr>
<td>Wake Forest</td>
<td>32,360</td>
<td>Asst. Planning Director</td>
</tr>
<tr>
<td>Wake Forest</td>
<td>32,360</td>
<td>Finance Director</td>
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<tr>
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<tr>
<td>Goldsboro</td>
<td>Assistant City Manager</td>
<td>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.</td>
</tr>
<tr>
<td>Goldsboro</td>
<td>Police Chief</td>
<td>Minimum qualifications include an equivalent combination of education and experience that includes a B.A/B.S 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).</td>
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<tr>
<td>AGENCY</td>
<td>JOB REQUIREMENTS SECTION</td>
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| 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; or an equivalent  
combination of education and experience. 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 preferred. |
| 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**

**Minimum and Preferred Qualifications**

**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,  
much 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 Broadaway, 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.

______________________________  _______________________________
Chuck Allen                   Melissa Corser, MMC
Mayor                           City Clerk

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