

**GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, OCTOBER 16, 2023**

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

- I. WORK SESSION-5:00 P.M. – LARGE CONF. RM, CITY HALL ADDITION, 200 N. CENTER ST., ROOM 206**
 - 1. ROLL CALL**
 - 2. ADOPTION OF THE AGENDA**
 - 3. OLD BUSINESS**
 - a. Public Safety Complex Repairs Update (Public Works)
 - 4. NEW BUSINESS**
 - b. Boards and Commissions Vacancies Discussion (City Clerk)
- II. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET**

Invocation
Pledge of Allegiance
- III. ROLL CALL**
- IV. PRESENTATIONS**
 - A. Veterans Day Proclamation (Veterans and Patriots Coalition)
 - B. Services Provided by the County Clerk of Courts Office (Juile Whitfield, Clerk of Court)
- V. PUBLIC HEARINGS**
 - C. Z-13-23 Harry and Mollie, LLC (General Business and Industrial Business Park-1 to General Business) – East side of McLain Street between Oak Forest Rd. and E. Ash St. Ext. (Planning) – **Cont. from 10/2**
 - D. SU-16-23 Joseph Taylor (Automobile Sales-Used) – West side of N. James St. between W. Holly St. and W. Vine St. (Planning)
- VI. PUBLIC COMMENT PERIOD**
- VII. CONSENT AGENDA ITEMS**
 - E. HOME-ARP Underwriting & Subsidy Layering Guidelines for Non-Congregate Shelter Unit Projects (Community Relations)
 - F. HOME-ARP Supportive Services Program Guidelines & Application (Community Relations)
 - G. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for E. Spruce and 706 E. Spruce Street (Finance)
 - H. Authorization of Sale of Jointly Owned Property for 409 North Slocumb Street (The Fairlene Group, LLC) (Finance)
 - I. Amending Special Revenue Fund Ordinance – Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) (Finance)
 - J. Grant Project Budget Ordinance amendment for the State Grants Miscellaneous Grant Project Fund (G1109) (Finance)
 - K. Operating Budget Amendment FY23-24 (Finance)
 - L. Chiller Replacement for Historic City Hall and City Hall Addition (Information Technology)
 - M. HVAC Unit for Goldsboro Event Center (GEC) (Parks and Recreation)
 - N. Veterans Day Parade – Temporary Street Closure (Police)
 - O. Change Order No.1 Price Change for the Rehabilitation of Sand Filter #2 (Public Utilities)
 - P. Adoption of an Ordinance Amending Chapter 53: Water and Sewer Systems of the City of Goldsboro's Code of Ordinances (Assistant City Manager)
 - Q. Advisory Board and Commission Appointment (City Clerk)
 - R. Departmental Monthly Reports

VIII. ITEMS REQUIRING INDIVIDUAL ACTION

IX. CITY MANAGER'S REPORT

X. CEREMONIAL DOCUMENTS

XI. MAYOR AND COUNCILMEMBERS' COMMENTS

XII. CLOSED SESSION

XIII. ADJOURN

VETERANS DAY PROCLAMATION

WHEREAS, on Veterans Day we pause to honor those who have served in the United States Armed Forces; and

WHEREAS, the Veterans Day holiday began in observance of the anniversary of the end of World War I as "a day to be dedicated to the cause of world peace"; and

WHEREAS, in service to this cause, veterans have made immeasurable contributions and great personal sacrifices in the most demanding of circumstances—an example from which we draw inspiration and for which we annually renew our fullest gratitude; and

WHEREAS, as we honor our veterans, we are mindful that no ceremony can repay the debt owed to veterans for their courageous and devoted service; and

WHEREAS, we show our undying respect and gratitude to service members, veterans, and their families, and celebrate their integrity, honor, and valor reflected in their service and dedication.

NOW, THEREFORE BE IT RESOLVED, that the Goldsboro City Council does hereby proclaim November 11, 2023 as

VETERANS DAY

in the City of Goldsboro and urge all citizens to remember the service and sacrifice of our veterans who defend our freedom and preserve our way of life.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro this the 16th day of October, 2023.




David Ham
Mayor

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 CITY COUNCIL MEETING**

SUBJECT: PUBLIC HEARING & FINAL ACTION
Z-13-23 Harry and Mollie, LLC (General Business and Industrial Business Park-1 to General Business) – East side of McLain Street between Oak Forest Rd. and E. Ash St. Ext.

ADDRESS: TBD
PARCEL #: 3519905459 (Portion of)
PROPERTY OWNER: Harry and Mollie, LLC
APPLICANT: Harry and Mollie, LLC c/o Robert “Bob” Ivey

BACKGROUND: The applicant is requesting a rezoning for 63.853 acres from General Business (GB) and Industrial Business Park (IBP-1) to the General Business (GB) Zoning District. The General Business (GB) Zoning District is established to accommodate the widest range of uses providing general goods and services to the community. The intent of this district is to promote high quality, accessible developments serving the needs of the community and surrounding area.

At the October 2, 2023 Council meeting, City Council voted to continue the public hearing until October 16, 2023.

**SURROUNDING
ZONING:**

North: Industrial Business Park (IBP-I)
South: General Business (GB), Residential (R16/R20A/R9CZ)
East: Industrial Business Park (IBP-1) and General Business (GB)
West: Shopping Center (SC) and Industrial Business Park (IBP-1)

Existing Use: The properties proposed for rezoning are currently vacant.

Land Use Plan: The City’s Land Use Plan locates this parcel within the Industrial land use designation. This designation was developed to establish and protect industrial areas for the use of prime industrial operations and for the distribution of products at wholesale.

The General Business (GB) Zoning District is not a corresponding zoning district within the Industrial land-use designation.

DISCUSSION: As previously stated, this is a rezoning proposal for 63.853 acres to be rezoned from General Business (GB), Industrial Business Park (IBP-1) to General Business (GB) Zoning District. This is a general rezoning. As such, all uses must be considered in the proposal to rezone the property.

The subject property is adjacent to property commonly identified as the Park East Industrial Park. It is one of two industrial parks in Wayne County.

According to the City of Goldsboro's Comprehensive Land-Use Plan (CLUP), incompatible non-industrial uses shall not be allowed to encroach upon existing or planned industrial sites. Rezoning the property to General Business will create opportunities for uses permitted by right in the General Business (GB) Zoning District to locate adjacent to existing or planned industrial sites. In addition, the CLUP encourages new industrial development to locate in existing or planned industrial parks. Rezoning the property to General Business (GB) could reduce opportunities for attracting new and existing industries to Park East. Lastly, it will decrease the existing industrial park's potential for future growth and development.

Currently, Shopping Center (SC) Zoning District is located west of the General Business Zoning District proposed for the subject property (Portion of). This zoning district has the potential to accommodate a majority of the same types of land uses that the General Business Zoning District would accommodate.

TRC REVIEW: Staff has distributed this proposed rezoning to SJAFB and NCDOT. If the rezoning is approved, formal comments will be generated once a site-specific plan is submitted for development.

STAFF

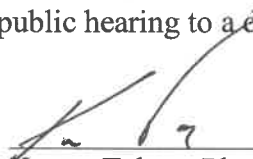
RECOMMENDATION: Staff is recommending denial of the rezoning request. There are several factors that would support not approving the rezoning request. According to the City of Goldsboro's Comprehensive Land-Use Plan (CLUP), incompatible non-industrial uses shall not be allowed to encroach upon existing or planned industrial sites. Rezoning the property to General Business will create opportunities for uses permitted by right in the General Business (GB) Zoning District to locate adjacent to existing or planned industrial sites. In addition, the CLUP encourages new industrial development to locate in existing or planned industrial parks. Rezoning the property to General Business (GB) could reduce opportunities for attracting new and existing industries to Park East. Lastly, it will decrease the existing industrial park's potential for future growth and development.

PLANNING COMMISSION

RECOMMENDATION: The City of Goldsboro Planning Commission met on September 25, 2023, to review and make a recommendation regarding the rezoning request. The Planning Commission voted 4 in favor 2 against.

REQUIRED ACTION: Council shall vote to approve the recommendation of the Planning Commission with the inclusion of the Consistency Statement and adopt the Approval Ordinance or City Council shall vote to deny the recommendation of the Planning Commission with the inclusion of the Consistency Statement. City Council may also continue the public hearing to a date certain if they determine further discussion is needed.

Date: 10/9/23


Kenny Talton, Planning Director

Date: 10/16/23


Timothy Salmon, City Manager

**CITY OF GOLDSBORO PLANNING COMMISSION
Z-13-23 HARRY AND MOLLIE, LLC.
WORKSHEET**

Pursuant to NCGS 160D-604(d), when the Planning Board (Planning Commission) is conducting a review of a proposed zoning text or map amendment, the Planning Board (Planning Commission) shall advise and comment on whether the proposed action is consistent with the City of Goldsboro Land Use Plan. The Planning Board (Planning Commission) must provide the City of Goldsboro City Council with a written recommendation that addresses plan consistency or inconsistency and other matters as deemed appropriate by the Planning Board (Planning Commission).

Consistency Statement: The City of Goldsboro Planning Commission finds the proposed rezoning to be inconsistent with the Industrial land-use designation. Despite the fact that the subject property is located in the Industrial land-use designation, development trends indicate that the proposed General Business Zoning District would be compatible with other zoning districts adjacent to the subject property and the E. US 70 Hwy. corridor.

Voting Record for Recommendation:

Yes 4 No 2

Inconsistency Statement: The City of Goldsboro Planning Commission finds the proposed rezoning to be inconsistent with the Industrial land-use designation and finds that this rezoning, if executed, would have a negative impact on the public. The City of Goldsboro Planning Commission deems this proposed rezoning to not be appropriate and does not recommend approval to the City of Goldsboro City Council. According to the City of Goldsboro's Comprehensive Land-Use Plan (CLUP), incompatible non-industrial uses shall not be allowed to encroach upon existing or planned industrial sites. Rezoning the property to General Business will create opportunities for uses permitted by right in the General Business (GB) Zoning District to locate adjacent to existing or planned industrial sites. In addition, the CLUP encourages new industrial development to locate in existing or planned industrial parks. Rezoning the property to General Business (GB) could reduce opportunities for attracting new and existing industries to Park East. Lastly, it will decrease the existing industrial park's potential for future growth and development. The City of Goldsboro Planning Commission finds the proposed rezoning to be inconsistent with the land use plan.

Voting Record for Recommendation:

Yes _____ No _____

ORDINANCE NO. 2023 – 56

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP AND COMPREHENSIVE LAND USE MAP OF THE CITY OF GOLDSBORO, NORTH CAROLINA

WHEREAS, after notice duly given according to law, a public hearing was held before the City Council at a regular meeting held in the City Council Chambers, 214 N. Center St. in the Historic City Hall building, on **Monday, October 2, 2023**, at 7:00 p.m., for the purpose of considering and discussing the passing of an ordinance amending the Official Zoning Map and the Comprehensive Land Use Map of the City of Goldsboro, North Carolina, and the Planning Commission heard the item on **Monday, September 25, 2023**; and

WHEREAS, City Council voted to continue the public hearing at a regular meeting held in the City Council Chambers, 214 N. Center St. in the Historic City Hall building, until **Monday, October 16, 2023**, at 7:00 p.m.; and

WHEREAS, Harry and Mollie, LLC has submitted a petition to rezone Tax Parcel 3519905459 (Portion of) from the General Business (GB) and Industrial Business Park (IBP-1) to General Business (GB) Zoning District; and

WHEREAS, the City of Goldsboro Comprehensive Land Use Plan places the proposed rezoning area in the Industrial land use designation; and

WHEREAS, the proposed General Business (GB) Zoning District is inconsistent with the Industrial land use designation and Comprehensive Land-Use Map; and

WHEREAS, the General Business (GB) Zoning District is designed to accommodate the widest range of uses providing general goods and services to the community; and

WHEREAS, the proposed rezoning request is reasonable and, in the public's best interest due to development trends indicating that the proposed General Business (GB) Zoning District would be compatible with other zoning districts adjacent to the subject property and the E. US 70 Hwy. corridor; and

WHEREAS, the proposed rezoning request is consistent with the Comprehensive Land-Use Plan; and

WHEREAS, after completion of said public hearing and receipt of the recommendation of the Planning Commission, the City Council of the City of Goldsboro deems it advisable and for the best interest of the City and those residing within its zoning jurisdiction that the Official Zoning Map and Comprehensive Land Use Map of the City of Goldsboro be amended as herein below set forth.

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

1. That the Official Zoning Map and Comprehensive Land Use Map of Goldsboro, North Carolina, be and the same is hereby amended by changing:

From General Business (GB) and Industrial Business Park (IBP-1) to the General Business (GB) Zoning District

From the Industrial Land Use Map designation to the Commercial designation.

Z-13-23 Harry and Mollie, LLC. (General Business and Industrial Business Park to General Business Zoning District)

Wayne County Tax Identification Number: 3519905459 (Portion of)

2. The above amendment is effective upon the adoption of this Ordinance.

Adopted this 16th day of October, 2023.

Attested by:


Laura Getz, City Clerk




David Ham, Mayor

**Z-13-23 Harry & Mollie LLC
(GB & IBP-1 to GB)**



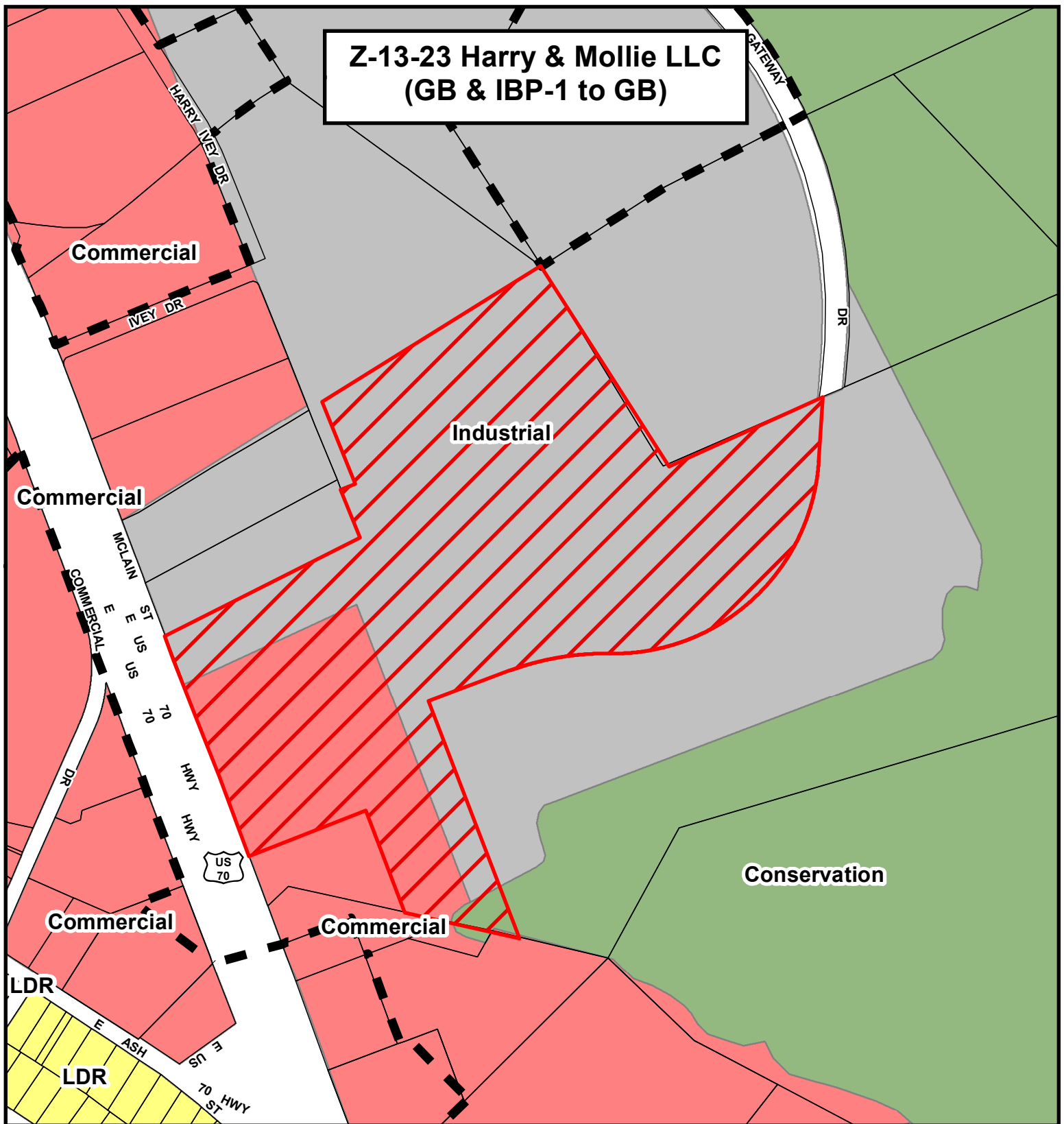
REZONING REQUEST:

CASE NO: Z-13-23
APPLICANT: Harry & Mollie LLC
REQUEST: (GB & IBP-1 to GB)
LOCATION: Northeast side of McLain Street Between
Country View Drive and Ivey Drive
PIN #: 3519905459

0 250 500 1,000
Feet



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



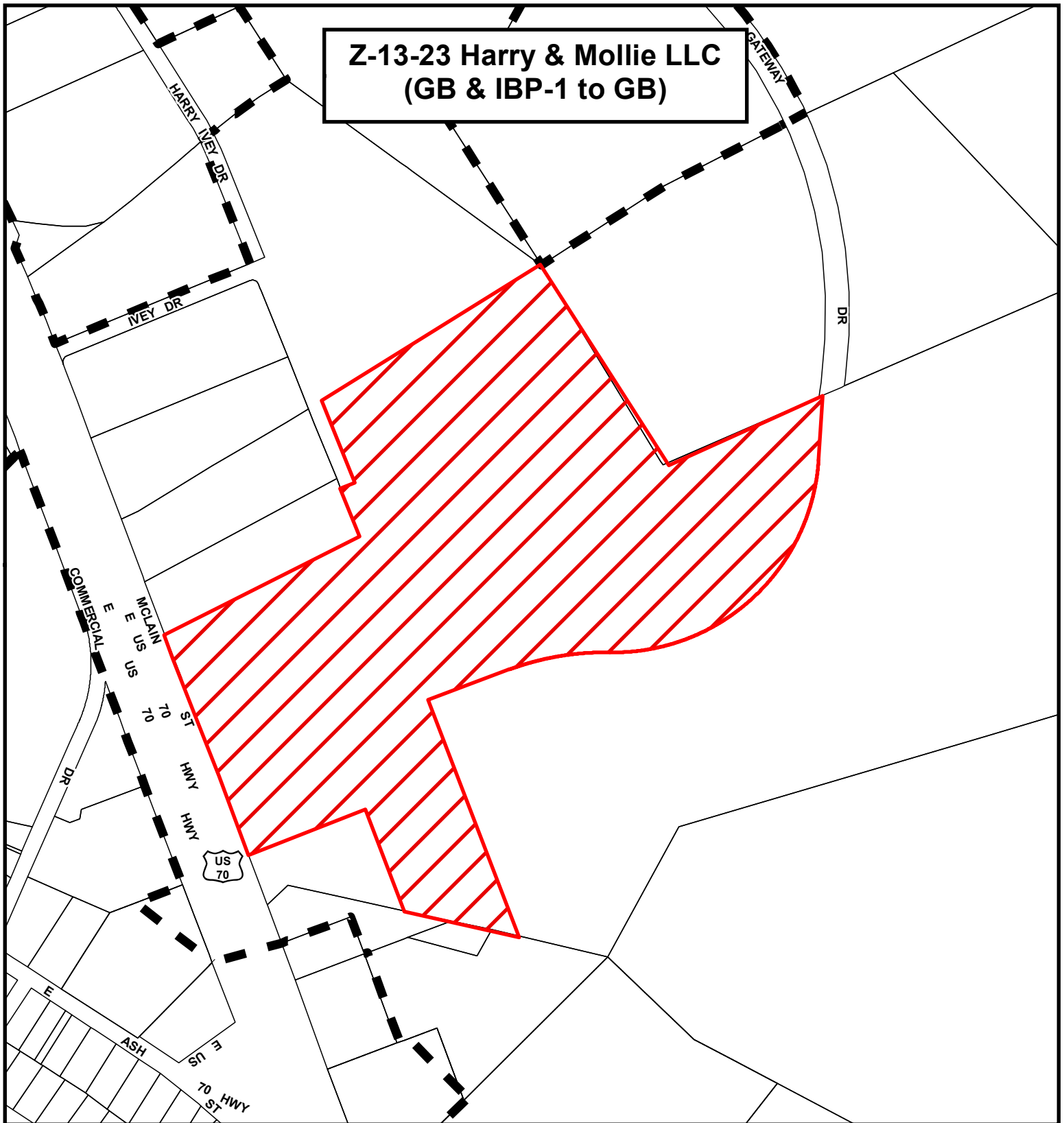
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**Z-13-23 Harry & Mollie LLC
(GB & IBP-1 to GB)**



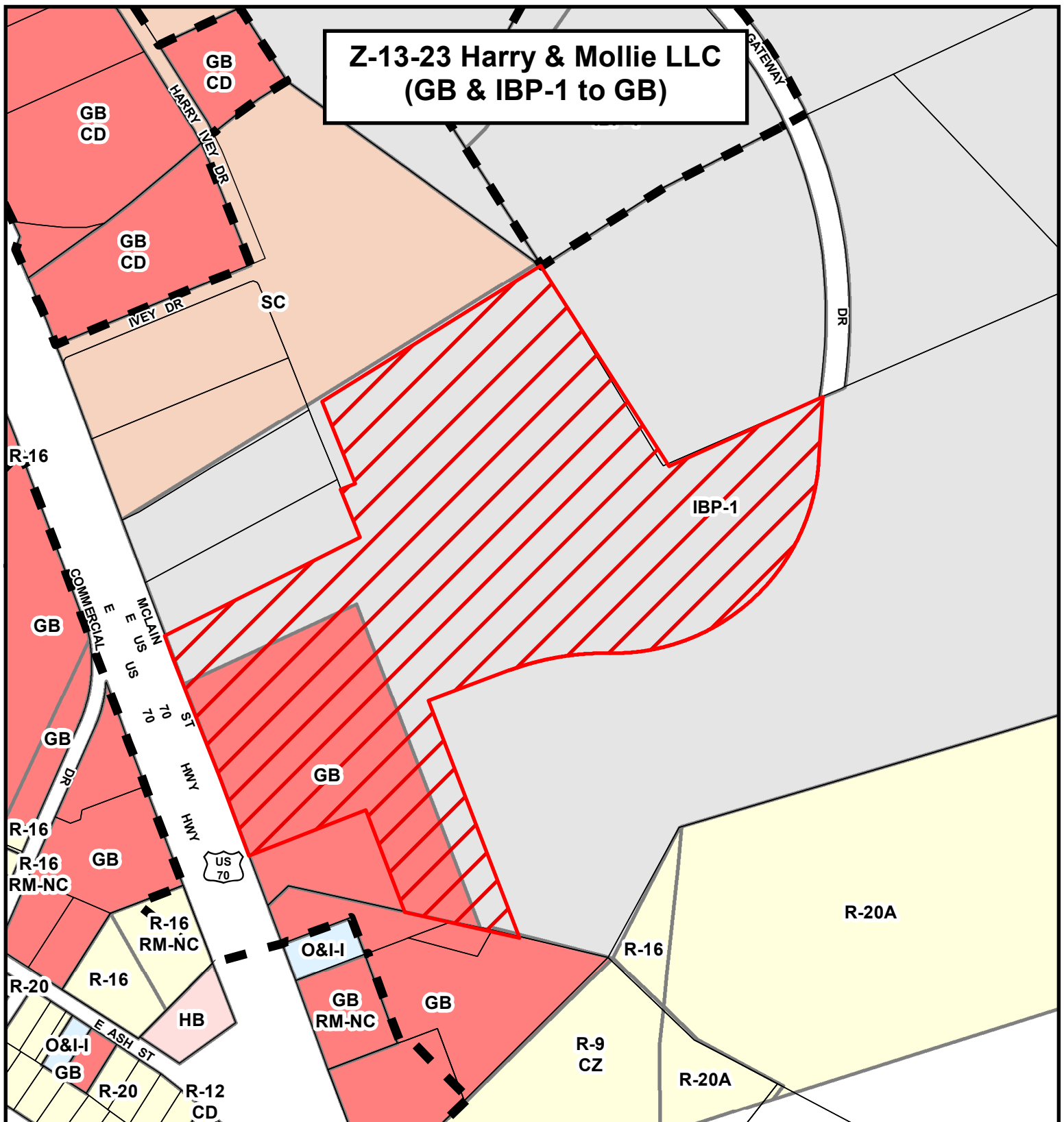
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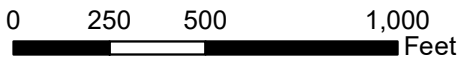
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**Z-13-23 Harry & Mollie LLC
(GB & IBP-1 to GB)**

REZONING REQUEST:

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**CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023, COUNCIL MEETING**

SUBJECT: PUBLIC HEARING AND FINAL COUNCIL ACTION
SU-16-23 Joseph Taylor (Automobile Sales-Used) – West side of N. James St.
between W. Holly St. and W. Vine St.

ADDRESS: TBD

PARCEL #: 2599982718

PROPERTY OWNER: Goldsboro Holdings, LLC.

APPLICANT: Joseph Taylor

BACKGROUND: The applicant requests a Special Use Permit for the establishment of Automobile Sales-Used, located in the General Industry Zoning District. The General Industry Zoning District is established to accommodate the widest range of manufacturing, wholesale, and distribution uses.

According to the City's Unified Development Code, Automobile Sales-Used is permitted in the General Industry Zoning District only after obtaining a Special Use Permit from Goldsboro City Council. In addition, the following are approval criteria for the proposed special use:

1. The minimum lot area is fifteen thousand square feet.
2. The minimum lot frontage and width shall be one hundred feet, unless the cars for sale are driven to the site or delivered by nothing larger than a two car carrier. If either of these conditions is met, there shall be no minimum lot frontage or width.
3. No parking of used vehicles or customer vehicles shall be allowed within the required street yard landscape area.
4. No vehicles for sale shall be parked within twenty feet of residentially zoned property or any buffer area as required in Section 6.3.9.
5. One loading area, not less than twenty by fifty feet shall be provided unless no vehicles will be delivered by car carrier.
6. The special use permit shall be issued for a five-year period with automatic renewal for an additional five years if the site and structures are maintained in a satisfactory manner as originally approved.
7. All vehicular display areas shall be improved with paving and curb and gutter.

8. Used automobile sales facilities shall be retrofitted to comply with the landscape requirements of Section 2.4.10 as a condition of Special Use Permit approval.

Frontage: Approx. 227.09 ft. (W. Holly St.)
Approx. 245 ft. (N. James St.)
Zoning: General Industry (I-2)

Existing Use: The site is occupied by a commercial fabrication facility.

Land Use Plan Recommendation: The City's Land Use Plan locates this parcel within the Industrial land use designation. The General Industry Zoning District is a corresponding district for the Industrial land use designation.

DISCUSSION:

According to the applicant's submitted site plan application and site plan, the proposed use is for Automobile Sales-Used with no vehicular sales display or outside storage. The applicant desires to operate as a wholesale dealer of antique automobiles. According to the North Carolina Department of Motor Vehicles, a wholesale dealer's license requires that a private office containing at least 96 square feet of floor space in a permanent, enclosed building or structure which is accessible to Division personnel be established for wholesale operations for book-keeping, record-keeping, files, and storage. According to the applicant, automobiles for sale will be stored off-site and outside of Goldsboro's planning jurisdiction.

Hours of Operation

- M-F; 8am – 5 pm

Employees:

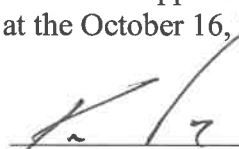
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TRC REVIEW:

Due to the nature of this proposal, the City Technical Review Committee was not asked to review. If the Special Use Permit is approved, building permits shall be obtained. Compliance with the North Carolina Department of Motor Vehicles and State building codes shall be achieved before a Certificate of Occupancy can be issued for the facility.

REQUIRED ACTION: Council shall now close the Public Hearing, enter deliberation, and vote on each of the four findings in order to determine whether or not the Special Use Permit shall be issued. See the attached worksheet for the four findings to be voted on and staffs comments related to each finding. Council does have the ability to continue the hearing or place conditions upon its approval as long as Council is able to conclude that evidence exists in the record to support the condition. The Mayor of Goldsboro shall sign the Order to Approve or Deny, that reflects the results of the hearing and deliberation at the October 16, 2023, City Council meeting.

Date: 10/9/23


Kenny Talton, Planning Director

Date: 10/16/23


Timothy Salmon, City Manager

CITY COUNCIL WORK SHEET
SU-16-23
JOSEPH TAYLOR
(TBD) N. JAMES STREET
AUTOMOBILE SALES-USED

Staff comments in red.

1. The proposal is for automobile sales used with no vehicular sales display or outside storage. This use would not pose any immediate threat to public health or safety.

- Consider aspects of the proposed use or development that may have a negative impact on public health and safety.
- Discuss conditions, if any, that Council might impose in order to make this finding.
- For each condition imposed, if any, state the reason the condition is necessary to protect public health and safety.
- Consider any conditions to be applied to the application.

☒ **Yes, the use will not materially endanger the public health or safety**

☐ **No, the use will materially endanger the public health or safety**

2. There was no evidence presented with the application that indicates the use will injure the beneficial use of adjoining or abutting property.

- Consider aspects of the proposed use or development that may have a negative impact on the value of adjoining properties.
- Consider aspects of the proposed use of development that make it a public necessity. (*Note: most private applications for a special use permit will not rise to the level of a “public necessity”*)
- Discuss conditions, if any, that Council might impose to make this a finding.
- For each condition imposed, if any, state the reason the condition is necessary to protect the beneficial use of adjoining or abutting properties.
- Consider any conditions to be applied to the application.

☒ **Yes, the use will not substantially injure the beneficial use of adjoining or abutting property**

☐ **No, the use will substantially injure the beneficial use of adjoining or abutting property**

3. The proposed use will be located in the General Industry Zoning District. The proposed use for automobile sales-used would be in harmony with this zoning district.

- Consider aspects of the proposed use or development that may have a negative impact on the nature or character of the surrounding community.
- Consider whether the proposed use or development is in general conformity with the Unified Development Ordinance.
- Discuss conditions, if any, that Council might impose to make this finding.
- For each condition imposed, if any, state the reason the condition is necessary to ensure harmony with existing development and uses of the surrounding area.
- Consider any conditions to be applied to the application.

☒ **Yes, the use will be in harmony with existing development and uses within the area in which it is located**

☐ **No, the use will not be in harmony with existing development and uses within the area in which it is located**

4. The Land Use Plan shows the property as being in the Industrial land use designation. The proposed use will not serve as a detriment to this designation and this use supports goals identified in the City of Goldsboro Comprehensive Land Use Plan.

- Consider whether the proposed use or development is in general conformity with the City of Goldsboro Comprehensive Land Use Plan.
- Discuss conditions, if any, that the Board might impose to make this finding.
- For each condition imposed, if any, state the reason the condition is necessary to ensure general conformity with the City of Goldsboro Comprehensive Land Use Plan.
- Consider any conditions to be applied to the application.

☒ **Yes, the use will be in general conformity with the City of Goldsboro Comprehensive Land Use Plan**

☐ **No, the use will not be in general conformity with the City of Goldsboro Comprehensive Land Use Plan**

SU-16-23
SPECIAL USE PERMIT REQUEST: 200 W Holly - Used Car Sales



SPECIAL USE REQUEST:

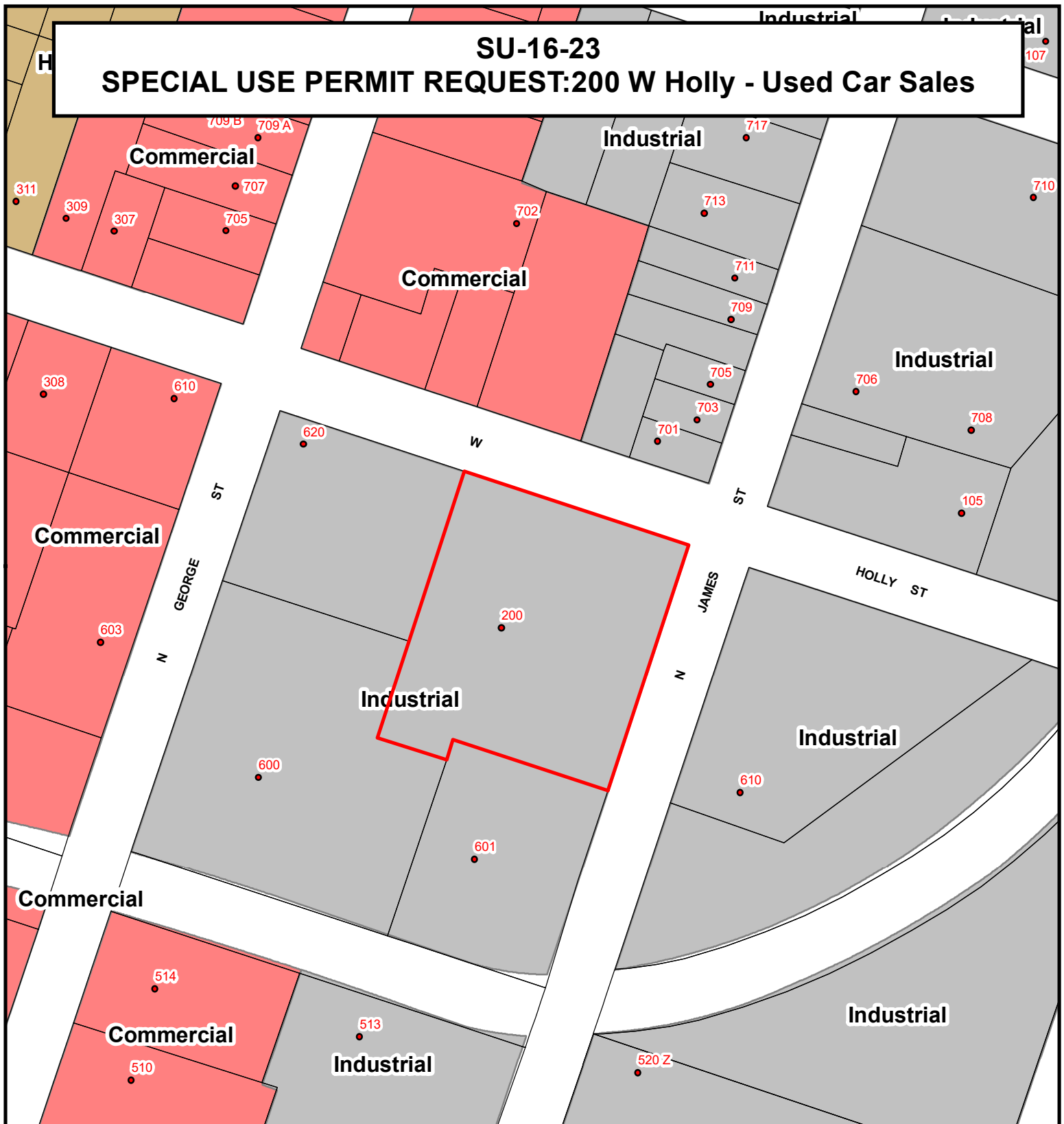
CASE NO: SU-16-23
REQUEST: Used Car Sales
APPLICANT: Joseph Taylor
PIN: 2599-98-2718

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SU-16-23
SPECIAL USE PERMIT REQUEST: 200 W Holly - Used Car Sales



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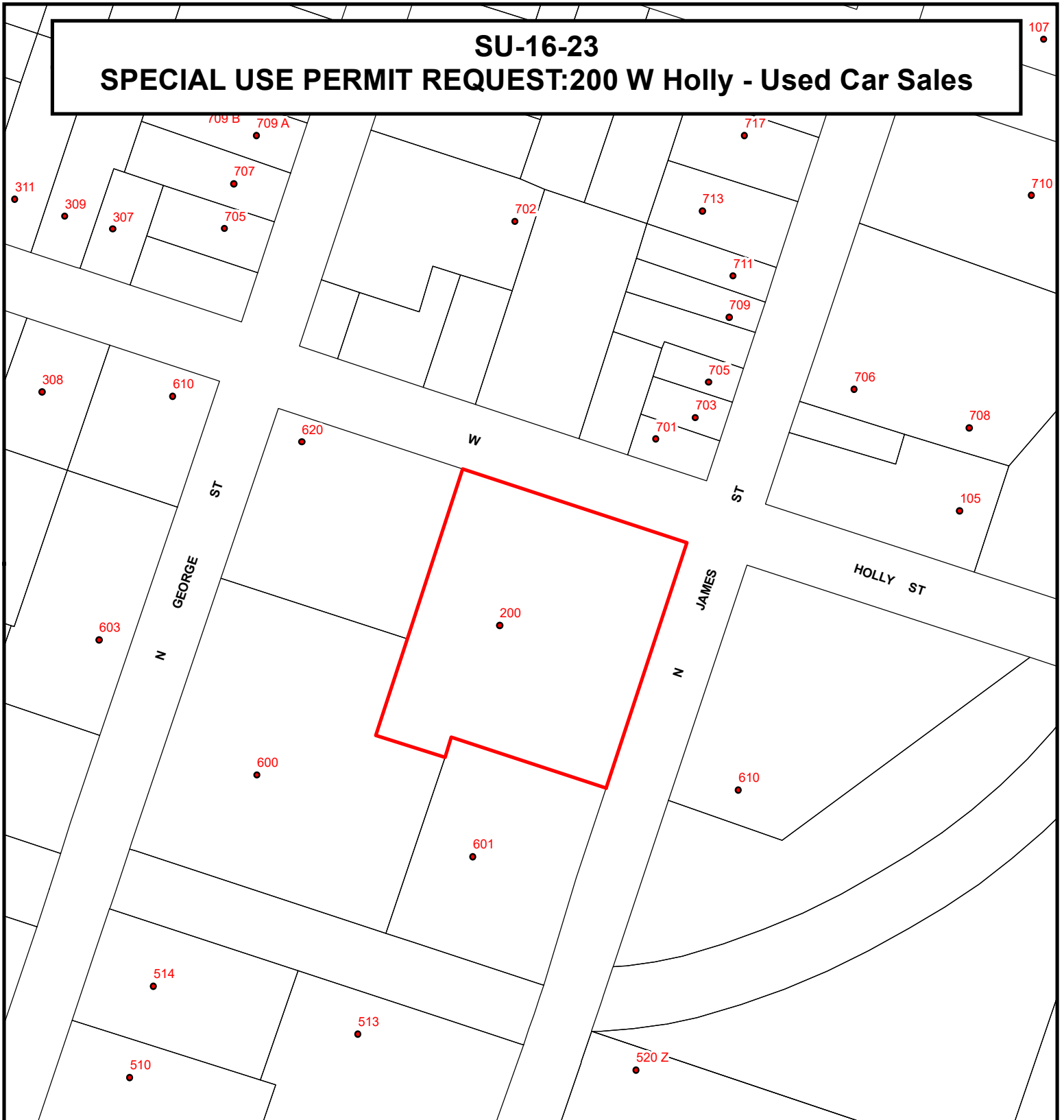
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SPECIAL USE PERMIT REQUEST: 200 W Holly - Used Car Sales



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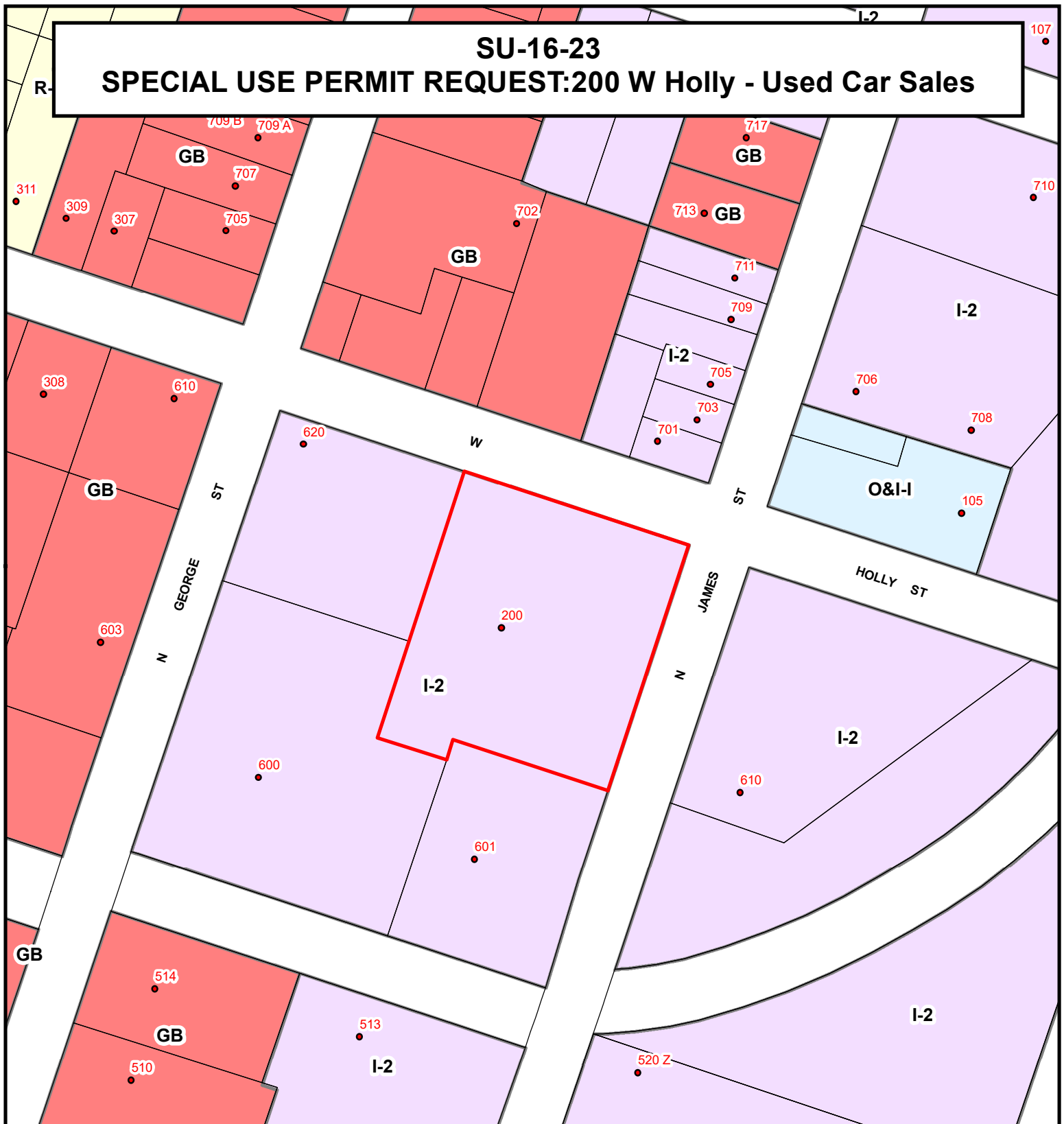
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SU-16-23
SPECIAL USE PERMIT REQUEST: 200 W Holly - Used Car Sales



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CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: HOME-ARP Underwriting & Subsidy Layering Guidelines for Non-Congregate Shelter Unit Projects

BACKGROUND: The City has been allocated \$907,913 of HOME-ARP funds by the U.S. Department of Housing and Urban Development (HUD) to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations. On January 23, 2023, Council voted to approve splitting the allocation at 60/40, with 60% (\$463,035) being allocated to Non-Congregate shelter and 40% (\$308,690) being allocated to Supportive Services.

DISCUSSION: Before the City can commit HOME-ARP funds to a project, it must evaluate the project to determine the amount of HOME-ARP capital subsidy and operating cost assistance necessary to provide quality affordable housing that meets the requirements of CPD Notice 21-10 and is financially viable throughout the minimum 15-year HOME-ARP compliance period. The City must evaluate the project in accordance with underwriting and subsidy layering guidelines it has developed for HOME-ARP projects.

The City's project underwriting must include an in-depth review of underlying project assumptions, development sources and uses, and projected operating income and expenses, and the project's long-term financial viability to determine the project's need for HOME-ARP assistance while preventing over-subsidization of the project. HUD anticipates that project developers will rely on Low-Income Housing Tax Credit (LIHTC) financing, HOME funds, Housing Trust Fund grants, project-based vouchers, project-based rental assistance, operating cost reserves, state or local sources, or a combination of these and other resources to create a feasible HOME-ARP project and maintain compliance with HOME-ARP requirements.

The Community Relations & Development department has developed a thorough and detailed program guide pursuant to CPD Notice 21-10: Requirements for the Use of Funds in the HOME-ARP Program.

Once approved, HOME-ARP RFP's and supporting applications will be published on October 19, 2023.

RECOMMENDATION: By motion, adopt the newly developed HOME-ARP Underwriting & Subsidy Layering Guidelines for Non-Congregate Shelter Unit Projects.

Date: 10-9-23



Felecia Williams, Community Relations & Development Director

Date: 10/16/23



Timothy Salmon, City Manager



HOME-ARP

Underwriting and Subsidy Layering Guidelines for Non-Congregate Shelter Unit Projects

2023

Introduction

The City of Goldsboro (the City) supports the; (a) acquisition/rehabilitation and development of non-congregate shelter units; and (b) provision of supportive services for HOME-ARP funded projects, which will primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations with its HOME American Rescue Plan (ARP) funding allocation (Federal assistance) from the U.S. Department of Housing and Urban Development's (HUD). HOME-ARP provides funds for homelessness and supportive services assistance under the HOME statute of Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 with implementing regulations at 24 CFR Part 92, as amended. Requirements for HOME-ARP funds appropriated under section 3205 of the American rescue Plan Act of 2021, which will provide homelessness assistance and supportive services, are located at HUD Notice CPD 21-10. The Federal assistance regulations, as amended, require the City to conduct underwriting and subsidy layering reviews of each project prior to committing Federal assistance. The Federal assistance regulations also identify minimum elements the City must consider and require the City to establish specific guidelines against which projects will be evaluated.

Underwriting is more than a technical requirement, and the term itself is used in several different ways. Depending on the context, underwriting is sometimes used in a limited fashion to refer primarily to the financial review of a potential transaction. Other times, the term underwriting is narrowly understood as a check the box set of static technical reviews resulting in a determination that a project does or does not meet a certain formula. In both cases, these uses of the term are too limited.

In practice, underwriting is a reflexive process. Every project involves risk, and even the best project can fail due to unforeseen factors. The goal of underwriting is to both identify and mitigate risks across a series of perspectives. In other words, the underwriting process is not an up or down review, but it often changes the project itself by imposing requirements to improve viability.

In this sense, the City's approach to underwriting is informed not only by traditional lending perspectives and minimum requirements of the Federal assistance, but a holistic approach to balancing the various risks inherent in any real estate transaction and the public purposes the City seeks to support – not the least of which is producing safe, decent, affordable housing and non-congregate shelters unit projects, that will be an enduring community resource.

Underwriting Overview

In reviewing applications for Federal assistance, as required by 24 CFR §92.250(b), HUD Notice CPD 21-10, and prudent business practices, the City's underwriting framework includes, but is not limited to, evaluations of:

- **Regulatory requirements** applicable to the project, including compliance with restricted use periods, property standards, and cross-cutting federal requirements;
- **Market risk**, including whether sufficient demand exists for the project, the anticipated lease-up period, as applicable, and whether general economic conditions and other competition supports ongoing viability;
- **Developer risk**, focusing on whether the owner/developer (including but not limited to the underlying owners of special-purpose and/or single-purpose entities) has/have the technical capacity to develop and operate the project and the financial capacity to safeguard public funds and backstop the project in the event of poor financial performance; and
- **Project risk** (or financial underwriting), testing the economic and financial projections for the transaction including both sources and uses as well as ongoing operating assumptions. This

includes confirmation that all sources of project financing are available, commercially reasonable, and have been appropriately maximized prior to awarding Federal assistance.

In addition to the above, the City will, at a minimum, also perform a collateral evaluation and assess environmental conditions to determine that the proposed project is suitable and viable for a project requesting Federal assistance.

Assessment of Unmet Need

All Federal assistance project applications must include an assessment prepared in a manner consistent with RFP requirements. Assessments must be less than six months old at the time of application for Federal assistance. The City reserves the right to request an updated assessment, if required.

Additionally, the assessment should demonstrate the following:

- For HOME-ARP units for qualifying households, a market assessment is not required. Rather, the owner/developer should demonstrate there is unmet need among qualifying populations for the type of housing proposed through their gap analysis, CoC data, public housing and affordable housing waiting lists, point-in-time surveys, housing inventory count, or other relevant data on the need for permanent housing for the qualifying population(s).
- All assessments must be dated no more than six months prior to the RFP submission date and data sources must be clearly defined.

Developer and Development Team

Developer Technical/Professional Capacity

In evaluating the capacity of the developer, the City will use the term more loosely to refer collectively to the underlying corporate entities and individuals that will own and control the single-purpose entity. Additionally, and as necessary, the City will require various guarantees and indemnities from all the underlying corporate and/or individual owners of the various limited partnership or limited liability corporation entities involved in the ownership and development of the project.

Developers should demonstrate:

- Recent, ongoing, and successful experience with the development of similarly regulated and similarly sized projects; and
- The presence of adequate staff, with specific experience appropriate to their roles in the project, to successfully implement and oversee the project. This includes the assembly and oversight of the development team.

The City requires applicants to provide lists of real estate owned (including partnership/membership interests) by the developer as well as all projects underway. The City may review the performance of those projects, including financial factors like net occupancy, actual DCR, cash flow received, outstanding loan balances, net equity of individual projects, and the developer's overall portfolio.

Applicants may also be required to provide descriptions of the role played by specific staff members relative to the proposed project along with resumes or other similar information demonstrating experience appropriate to the assigned staff member's role.

Financial Capacity

Developers must also demonstrate the financial capacity to support the proposed project both during development and lease-up as well as during ongoing operations. This includes not just that the applicant

has sufficient financial resources, but that it has adequate financial systems in place to appropriately manage project funding, accurately account for all project costs, and provide reliable reporting to the City and other project funders.

At minimum, and as applicable, the City will review audited financial statements, contingent liabilities, interim financial statements, and individual personal financial statements to ensure that:

- The primary development entity's most recent audit demonstrates compliance with Generally Accepted Accounting Principles (GAAP) and does not express material weaknesses in the entity's system of internal controls or financial management systems; and
- Financial ratios and trending are acceptable.

Development Team

The City will also review the capacity of the development team including, but not limited to, the general contractor, architect, engineer, market analyst, management company, accountant, attorney, and any other specialized professionals or consultants, as applicable.

The development team should have the skills and expertise necessary to successfully complete and operate the development. Inasmuch as possible, on balance, the development team should have worked successfully on other projects in the past. That is, while a developer may identify new development team members from project to project, an entirely new team may present added risk.

In no case may any owner/developer/applicant or any member of the development team be a suspended, debarred, or otherwise excluded party.

Identity of Interest Relationships & Costs

Applicants must disclose all identity of interest relationships/contracts and/or costs involved in a transaction, including during the development period and following completion of the project. The City reserves the right to review any such costs further to ensure they are reasonable and consistent with the costs expected from arms-length relationships.

An Identity of Interest (whether such term is capitalized) is any relationship based on family ties or financial interests between or among two or more entities involved in a project-related transaction which reasonably could give rise to a presumption that the entities may not operate at arms-length. The City will take a broad approach to defining identities of interest and expects all applicants to err on the side of disclosure. That is, if there is any question about whether an identity of interest may exist, the relationship should be disclosed and explained to the City.

Beyond this general definition, an identity of interest relationship will be deemed to exist if:

1. An entity, or any owner of any direct or indirect ownership interest in such entity, or any family member of any such owner is also an owner, through a direct or indirect ownership interest, or an officer, director, stockholder, partner, trustee, manager, or member of the counterparty; or
2. Any officer, director, stockholder, partner, trustee, manager, member, principal staff, contract employee or consultant of an entity, or any family member of thereof, is an owner, through any direct or indirect ownership interest, or an officer, director, stockholder, partner, trustee, manager, or member of the counterparty.

For purposes of this definition, family member means the spouse, parents or stepparents, children or stepchildren, grandparents or step-grandparents, grandchildren or step-grandchildren, aunts, uncles, parents-in-law, and siblings-in-law (or their children or stepchildren). It also includes any other similar relationship established by operation of law, including but limited not to guardianship, adoption, foster parents, domestic partnerships, and the like.

Financial Analysis

As noted in the introduction, the City views underwriting as more than just the financial review of a project. However, a review of the underlying financial assumptions is still a critical and core part of underwriting. In reviewing projects and as a public funder, the City must balance two potentially competing perspectives.

Projects must be viable; that is, they must have sufficient allowances for all costs to maximize the chances the project can meet or exceed its financial projections and thereby succeed in the marketplace. In other words, the project must represent a safe investment. However, taken to an extreme, a safe or overly conservative projection can also result in a project that is over-subsidized and risks providing excessive returns to the owner/developer.

As a steward of limited Federal assistance for housing, the City also must ensure that costs are reasonable, they represent a “good deal” to the public and returns to the owner/developer are fair but not excessive. In seeking to balance these perspectives, the City has established the following review factors and principles.

Development Costs

In general, the City will review the entire project budget to confirm all costs are reasonable and the budget is sufficient to complete and sustain the project. All line items, whether paid for directly with Federal assistance, or not, must be necessary and reasonable.

The City will consider the cost of both specific line items as well as the total development cost on a per unit and per square foot basis, comparing costs to other projects from the City’s portfolio.

Selected Development Cost Items

Acquisition – Acquisition costs must be supported by an independent third-party appraisal¹ prepared by a state-licensed appraiser. The purchase price must be at or below the as-is market value of the property. In the event an applicant has previously purchased land prior to applying to the City, the project budget may only reflect the lesser of the actual purchase price or the current as-is market value. Standard closing costs from the acquisition may be included; acquisition reimbursement is governed by Federal assistance regulations.

Applicants who purchased property prior to applying to the City, or following environmental releases under NEPA but prior to closing, may not charge or include financing costs associated with interim financing, whether from third-party or related lenders.

Collateral Evaluation – For all projects, whether new construction or rehabilitation, the loan to cost and loan to value ratios must be appropriate and acceptable to the City².

Fund Soft Costs – The development budget for each project must include an allowance for the City’s internal project-related soft costs as specified in the RFP issued by the City. Similar to lender due diligence or lender legal costs, the inclusion of soft costs allows the City to recoup its staff and overhead costs directly related to carrying out the project as permitted by 24 CFR 92.206(d)(6). These costs will be

¹ The City engages the appraisal process so that appraisals are prepared for and addressed to the City. The owner/developer is responsible for expenses associated with the appraisal. Appraisals, at a minimum, will include the following values: (a) for rehabilitation projects: as-is, after-rehabilitation cost approach, and after-rehabilitation income approach; (b) for new construction projects: land value, after-construction cost approach based on plans and specifications, and after-construction income approach based on the project’s projections.

² The City’s thorough review of an appraisal includes determination of appropriate Loan to Value and Loan to Cost limits.

included in the Federal assistance and will be drawn directly from HUD by the City rather than via payment requests from the project owner.

Construction Interest – Any budgeted line item for construction interest must be supported by developer prepared cash flow projections, modeling the actual expenditure of development costs and the anticipated pay-in of Federal assistance and other construction period sources. For projection purposes, only interest from the date of initial closing through the end of the month in which the building(s) is (are) approved for occupancy may be included as construction interest. Additional interest following that date and prior to the conversion to (or closing on) permanent debt must be separately itemized and modeled. In most cases, this should be included in the lease up reserve noted in the Reserves Section.

Contractor Fees – Contractor fees are limited as a percentage of net construction costs as further identified below. Net construction costs exclude the contractor fees, any budgeted contingency, if applicable, and (even if otherwise included in the construction contract) permits and builder's risk insurance.

- **Contractor Profit:** 6% of net construction costs.
- **General Requirements/General Conditions:** 6% of net construction costs. General requirements include on-site supervision, temporary or construction signs, field office expenses, temporary sheds and toilets, temporary utilities, equipment rental, clean-up costs, rubbish removal, watchmen's wages, material inspection and tests, all of the builder's insurance (except builder's risk), temporary walkways, temporary fences, and other similar expenses.
- **Contractor Overhead:** 2% of net construction costs.

With prior approval of the City, contractor fees may vary from the limits above provided the gross contractor fees do not exceed 14% of net construction costs.

The City does not permit a contingency to be included within a property's construction estimate or construction contract, unless such contingency is required in writing by HUD, another governmental agency, or an independent third party.

Contingencies – Applicants should include a contingency (inclusive of hard and soft costs) related to the amount of risk involved with the project. The contingency will be measured as a percentage of hard costs (including the construction contract plus any separate contracts for off-site work but excluding contractor fees).

- New construction projects should include a contingency of 5% to 10% of hard costs;
- Acquisition/rehabilitation projects, including adaptive reuse projects, should include a contingency of up to 10% of hard costs; the City may consider a higher contingency based on the size and complexity of the rehabilitation or adaptive reuse.

The City may consider higher contingencies based on identified risk factors such as the known need for environmental remediation or poor subsurface soils.

The City does not permit a contingency to be included within a property's construction estimate or construction contract, unless such contingency is required in writing by HUD, another governmental agency, or an independent third party.

Developer Fees – Developer fees are intended to compensate a developer for the time and effort of assembling a project, overseeing the development team, and carrying a project to fruition. Developer fees are also intended to compensate for the risk inherent in the development process, including that not every potential project proves viable and that developers must necessarily advance funds for their own

operating costs and various third-party predevelopment costs prior to closing (or in some cases for projects that never proceed). Therefore, the City allows the inclusion of developer fees as follows:

Developer's fees for properties that have not been occupied as residential rental housing at any time during the year preceding the date of the option, purchase contract, or deed for the subject property, which is furnished with the initial application with respect to site control.

Identity of Interest Does Not Exist	Identity of Interest Does Exist
<i>The Developer's Fee included in Property Costs and Adjusted Basis must be less than or equal to:</i> 18% of Adjusted Basis*	<i>The Developer's Fee included in Property Costs and Adjusted Basis must be less than or equal to the lesser of:</i> 18% of Adjusted Basis* and 22% of Adjusted Basis* (minus Builder's Profit)

* Adjusted Basis, which by definition, excludes land and any other costs which are not capitalized and depreciated, and which, for the purposes of the Developer's Fee formulas provided above also excludes property costs in excess of the Fund property cost limits, and the Developer's Fee itself.

The maximum Developer's Fee is further limited to the amount of Developer's Fee that is actually paid, or otherwise earned or recognized as income, from one unrelated individual, entity, or both to another individual, entity, or both as compensation for the work, costs and risks associated with the development of a property.

The equations used to determine the maximum amount of Developer's Fee apply to the total of the amount listed in the application for Developer's Fee, and to any separately listed Consultant's Fees or other costs relating to the development work and costs associated with the development of a property.

Additional Developer Fee information:

- "Double dipping" the Developer's Fee is not permitted. For projects requesting multiple sources from the City, the combined Developer Fee must be within the developer fee schedule, as noted herein.
- The developer fee schedule, as noted herein, provides a calculation for the maximum allowable developer fee. The maximum allowable developer is not a guaranteed amount. During underwriting, the City will determine an appropriate and acceptable developer fee.

Reserves – Capitalized reserves to facilitate the initial start-up and to protect the ongoing viability of the project will include the following:

- **Deficit Reserve:** The City anticipates that in most cases, developments with predicted deficits during the compliance and restricted use periods would not be funded. However, in the event a development's long-term operating proforma projects actual cash deficits during the compliance and restricted use periods, an operating deficit reserve must be included in the development budget in an amount sufficient, considering any interest on reserve balances, to fully fund all predicted deficits through the compliance and restricted use periods.
- **Operating Cost Assistance Reserve:** Pursuant to the Notice, Operating Cost Assistance is only available for Rental projects; Non-Congregate Shelter Unit projects are ineligible to receive

Operating Cost Assistance. For projects where the City's underwriting anticipates operating deficits for the HOME-ARP rental units during the compliance period, at the City's sole discretion and subject to availability of HOME-ARP funds, HOME-ARP funds may fund an operating cost assistance reserve to address the operating deficits of the HOME-ARP rental units restricted for qualifying households during the compliance period.

- **Operating Reserve:** If required by the City, an operating reserve in an amount acceptable to the City, anticipated to be six (6) months of underwritten operating expenses, reserve deposits, and amortizing debt service, must be included in the development budget. The operating reserve is intended as an unexpected rainy-day fund and will only be accessible after a project has achieved stabilized occupancy.
- **Replacement Reserve:** A capitalized replacement reserve may be included in the development budget. The capitalized replacement reserve should be funded at (i) an amount that realistically covers the cost of replacing covered items; and (ii) for rehabilitation projects, the amount determined by a capital needs assessment approved by the City. An expensed replacement reserve, as outlined in the Operating Costs section, must be included in the development budget.
- **Preservation Reserve:** Following the completion of construction, at a minimum and if required by the City, project owner shall make annual deposits and/or annual contributions of 50% of surplus cash to a preservation reserve.
- **Other:** The City may consider other specialized reserves as appropriate based on unique features of the project and/or requirements of other funding sources. These may include special security reserves, supportive service reserves, or transition reserves for projects with expiring project based rental assistance contracts, etc.

Operating Cost Assistance

Subject to availability of HOME-ARP funds, the City may capitalize an operating cost assistance reserve for HOME-ARP-assisted units restricted for occupancy by qualifying populations in a rental project where the City determines in its underwriting that the reserve is necessary to maintain the HOME-ARP units' long-term operational feasibility. The allowable amount of the reserve shall not exceed the amount determined by the Fund to be necessary to provide operating cost assistance for HOME-ARP units restricted for occupancy by qualifying populations for the 15-year HOME-ARP minimum compliance period.

The operating cost assistance reserve for HOME-ARP units for qualifying households must be held by the City in an interest-bearing account and sized, based on an analysis of projected deficits remaining after the expected payments toward rent by qualifying households are applied to the units' share of operating costs. Funds in a capitalized operating cost assistance reserve can only be drawn to address operating deficits associated with HOME-ARP units restricted for occupancy by the qualifying populations. Any unexpended operating cost assistance reserve remaining at the end of the compliance period must be returned as follows:

- If the HOME-ARP project will not continue to operate in accordance with the HOME-ARP requirements and serve qualifying households beyond the 15-year HOME-ARP compliance period and the HOME-ARP grant has expired or is closed out, the remaining operating cost assistance reserve funds will be returned to HUD.

Operating costs include costs for administrative expenses, property management fees, insurance, utilities, property taxes, and maintenance of a unit that is designated as a HOME-ARP-assisted unit and required to be occupied by a qualifying household. Operating costs must be reasonable and appropriate for the area, size, population(s) served, and type of project.

Project administrative expenses include payroll costs, which are gross salaries and wages paid to employees assigned to the property, including payroll taxes, employee compensation, and employee benefits; employee education, training, and travel; advertising; and general administrative costs which are costs for goods and services required for administration of the housing, including rental or purchase of equipment, supplies, legal charges, bank charges, utilities, telephone/internet services, insurance, and other administrative costs that are reasonable and customary for the general administration of a rental unit occupied by qualifying populations. HOME-ARP permits the pro-rated staffing costs of a Resident Services Coordinator to be included in the operating costs allocated to a HOME-ARP unit for low-income or qualifying households if such costs are not already paid by another source. Typically, the role of a Resident Services Coordinator is to arrange community activities for residents and link residents to outside service agencies as needed.

A property management fee includes the total fee paid to a management agent by the owner for the day-to-day management of a HOME-ARP rental unit restricted for occupancy by qualifying populations. A management agent must cover the costs of supervising and overseeing operations of a HOME-ARP unit out of the fee they receive.

Operating Revenues for Non-Congregate Shelter Units

A non-congregate shelter (NCS) is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement. HOME-ARP funds may be used to acquire and develop HOME-ARP NCS for individuals and families in qualifying populations. This activity may include but is not limited to the acquisition of land and construction of HOME-ARP NCS or acquisition and/or rehabilitation of existing structures such as motels, hotels, or other facilities to be used for HOME-ARP NCS. HOME-ARP funds may not be used to pay the operating costs of HOME-ARP NCS. Consequently, the owner/developer must evidence the availability of ongoing operating funds for HOME-ARP NCS so the proposed project will be viable through the restricted use period (similar to the compliance period noted throughout these Guidelines).

Operating Costs

The City will review an applicant's projection of operating expenses to ensure they are reasonable and adequate to sustain ongoing operations of the project throughout the restricted use period. In evaluating a proposed operating budget, the City will compare the project's costs to (i) actual operating expenses of comparable projects in the applicant's existing portfolio of real-estate owned (inasmuch as possible, comparable projects will be in the same vicinity and operated by the same management company); and/or (ii) actual operating expenses of other comparable projects in the City's portfolio.

For purposes of the long-term operating proforma, operating expenses, including reserve deposits, will generally be inflated at no less than 3% per year. The City reserves the right to stress proposals for underwriting purposes to assess the impact of higher operating cost factors, such as modeling the impact of higher inflation rates in general for specific items of cost (for example, assessing the impact of high rates of increase for insurance or development paid utility costs).

Selected Items of Operating Cost

Fund Federal assistance Monitoring Fee – Pursuant to 24 CFR §92.214(b)(1)(i), the City may assess an annual Federal assistance Monitoring fee. The operating budget for each project must include an allowance for the City's Federal assistance Monitoring Fee as may be specified in the RFP issued by the City.

Property Management Fees – A realistic property management fee should be included. In the event an excessive management fee is proposed, the City will lower it.

Property Taxes – Applicants must provide detailed explanations of property tax projections and, as applicable, provide documentation that any anticipated partial or full exemptions or payments in lieu of taxes (PILOT) have been approved by the appropriate tax assessor. The City, at its option, may require confirmation from the tax assessor of the applicant’s projection.

Replacement Reserve Deposits – Unless otherwise approved by the City, the operating budget must include minimum replacement reserve deposits of:

- New Construction: \$350 per-unit, per-year
- Rehabilitation: The greater of (i) \$350 per-unit, per-year; or (ii) a higher amount established by a Capital Needs Assessment (CNA) approved by the City.

Note: The City will reserve the right within a project’s transactional documents to require periodic CNAs for all projects and to adjust ongoing replacement reserve deposits based on the results of the CNA and other factors to ensure that the replacement reserve is sufficient to address all anticipated needs for the project’s compliance and restricted use periods or the term of the City’s loan, whichever is longer.

Items Payable only from Surplus Cash

Certain costs, sometimes identified by project owners as operating costs cannot be included in the operating budget and will only be payable from surplus cash (aka cash flow). These include:

- **Incentive Management Fees** payable in addition to the allowable management fees noted above, whether paid to related party or independent third-party management fees.
- **Asset Management Fees** payable to any investor, general or limited partner, or member of the ownership entity.
- **Deferred Developer Fees**
- **Operating Deficit Loan Payments** made to any related party including any investor, general or limited partner, or members of the ownership entity.
- **Other payments** to investors, general or limited partners, or members of the ownership entity, however characterized, including but not limited to negative adjustors, yield maintenance fees, etc.

Ongoing Economic Viability

The City will review the ongoing economic viability of all projects, considering long-term projections of revenues and expenses. Projects must demonstrate they can be expected to remain viable for at least the compliance and restricted use periods, as applicable, considering trending assumptions noted above, as well as any other changes in operating revenues or expenses that can reasonably be anticipated based on other information available to the City or other project funders. In particular, the City will review the debt coverage ratio and operating margin as outlined below.

Debt Coverage Ratio

Projects must demonstrate a positive debt coverage ratio (DCR) (DCR is Net Operating Income divided by amortizing debt service) through the compliance and restricted use periods, as applicable.

Operating Margin

In addition to considering the DCR, the City will review the operating margin (surplus cash divided by total operating expenses and amortizing debt service). The operating margin must remain at an achievable and realistic amount.

Other Funding Sources

Prior to committing the Federal assistance, all other funding sources necessary for a project must be identified, committed in writing, and consistent with both the City's underwriting requirements and the affordability restrictions of the Federal assistance. In general, developers must make all reasonable efforts to maximize the availability of other funding sources, including conventional mortgage debt and tax credit equity (as applicable), within commercially available and reasonable terms.

Additionally, restrictions or limitations imposed by other funding sources cannot (i) conflict with any applicable Federal assistance requirements; and (ii) at the discretion of the City, create undue risk to the City.

Senior Mortgage Debt

Any amortizing mortgage debt that will be senior to the City's Federal assistance loan must:

- Provide fixed-rate financing;
- Unless otherwise approved by the City, have a term equal to or in excess of the Federal assistance compliance or restricted use period. The compliance and restricted use periods will generally be 15 years beyond the date of project completion for HOME-ARP projects. Insomuch as possible, the first mortgage should have the longest amortization period available but cannot balloon prior to the expiration of the compliance and restricted use periods; and
- As applicable, allow the City's Federal assistance covenant running with the land (i.e., the deed restrictions imposing the Federal assistance affordability requirements) to be recorded senior to all other financing documents such that the Federal assistance covenant is not extinguished in the case of foreclosure by a senior lender.

Deferred Developer Fee

If projects include deferred developer fees as a financing source, the City will generally require that:

- Projections of surplus cash available (after any cash-flow contingent payment due the City) be sufficient to repay the deferred fee within 15 years, and the City will assume that all surplus cash distributions will be credited against the developer fee;
- Following the initial application to the City, the level of deferred developer fee will remain fixed (in nominal dollar terms) in the event City underwriting identifies cost reductions, increases in other funding sources, or other changes that result in a net reduction of the gap to be filled with Federal assistance; and
- Any net savings (or increased funding sources) at project completion and cost certification will be used in equal parts to reduce the deferred developer fee and the City's permanent Federal assistance loan. In the event savings are sufficient to eliminate the deferred fee in this manner, any remaining net savings will be used to further reduce the City's Federal assistance loan, or in the sole discretion of the City, to increase the operating reserve or preservation reserve.

Supportive Services

HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families in combination with other HOME-ARP activities. Supportive services include: (a) services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(29)); (b) homelessness prevention services; and (c) housing counseling services. If the proposed project's RFP includes a request of funding for supportive services, the City underwriting and subsidy layering review will include

confirmation the supportive services are reasonable, are for use by qualifying populations at the proposed project and are not paid by another source.

Nonprofit Operating Cost Assistance

The City may award operating expense assistance to a nonprofit organization if it reasonably expects to provide HOME-ARP funds to the organization for any of the eligible HOME-ARP activities within twenty-four (24) months of the award. If the proposed project's RFP includes a request of funding for nonprofit operating cost assistance, the City's underwriting and subsidy layering review will include confirmation the operating cost assistance is reasonable, are for use by a nonprofit organization, and are not paid by another source.

Exceptions and Interpretation

The City has developed these guidelines for several reasons. Not only are they required by HUD as part of the City's role in awarding Federal assistance, but more generally they are intended to provide clarity to applicants on what the City expects and transparency about the rules of the road. However, the City recognizes that it cannot pre-emptively identify every possible special circumstance that may warrant an exception to its general requirements, nor can it identify every possible loophole whereby a creative presentation of costs or other projections might subvert the general need to balancing of viability and reasonable returns risk to the City and public benefit.

Consequently, the City reserves the right to waive specific underwriting criteria for specific projects when, in its judgment, the purposes of the Federal assistance can be better achieved without taking on undue risk. When waiving any given requirement, the City may impose additional special conditions or business terms that are not otherwise typically applied to all projects.

For administrative ease, the City may also align its underwriting standards with those required by other public funders involved in a given transaction, particularly if those standards are more restrictive or conservative than the City's. However, the City retains the right, in its sole discretion, to decide whether to accept alternative standards.

The City also reserves the right to reject any element of a transaction that, despite not being specifically prohibited, was not anticipated by these guidelines or such an element or business term otherwise creates unacceptable risks, excessive returns to the owner/developer, or otherwise undermines the public purposes of the Federal assistance.

Insomuch as is reasonable, the City will update and clarify these guidelines over time to account for exceptions, waivers, or additional restrictions it imposes.

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: HOME-ARP Supportive Services Program Guidelines & Application

BACKGROUND: The City has been allocated \$907,913 of HOME-ARP funds by the U.S. Department of Housing and Urban Development (HUD) to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations. On January 23, 2023, Council voted to approve splitting the allocation at 60/40, with 60% (\$463,035) being allocated to Non-Congregate shelter and 40% (\$308,690) being allocated to Supportive Services.

DISCUSSION: HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities. There are three categories specifically included as supportive services under HOME-ARP: McKinney-Vento Supportive Services, Homelessness Prevention Services, and Housing Counseling Services. These eligible Supportive Services are listed and detailed in the Supportive Services Program Guidelines and Application.

The Community Relations & Development department has developed a thorough and detailed program guide and application pursuant to CPD Notice 21-10: Requirements for the Use of Funds in the HOME-ARP Program.

Upon receiving Council's approval of the HOME-ARP Supportive Services Program Guide and Application, the department, with assistance from the City's Procurement Manager, will publish all HOME-ARP Request for Proposals and Applications on October 19, 2023.

RECOMMENDATION: By motion, adopt the newly developed HOME-ARP Supportive Services Program Guidelines & Application.

Date: 10-9-23

Felecia Williams
Felecia Williams, Community Relations & Development Director

Date: 10/16/23

Timothy Salmon
Timothy Salmon, City Manager



HOME-ARP

Supportive Services

Program Guidelines

2023

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THESE GUIDELINES SET FORTH THE REQUIREMENTS FOR THE CITY'S AWARD-OF HOME-ARP FUNDS FOR SUPPORTIVE SERVICES

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1. Summary

The City of Goldsboro (the City) supports the funding of supportive services for Qualified Populations (QPs) with its funding allocation from the U. S. Department of Housing and Urban Development's (HUD) HOME Investment Partnerships Program (HOME) for eligible HOME American Rescue Plan (HOME-ARP) activities. HOME was created under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 with implementing regulations at 24 CFR Part 92. Requirements for HOME-ARP funds appropriated under section 3205 of the American Rescue Plan Act of 2021, which will provide homelessness assistance and supportive services, are located at HUD Notice CPD 21-10 (Notice).

Pursuant to the HOME-ARP Allocation Plan, \$308,690 is earmarked for supportive services ,which can be offered in conjunction with the rehabilitation, acquisition, and/or new construction of HOME-ARP funded non-congregate shelter unit projects in Goldsboro.

Pursuant to the HOME-ARP Allocation Plan, the City anticipates responses to the application will result in HOME-ARP funds being committed to eligible activities. However, if the HOME-ARP funds are not fully committed following the application cycle, any remaining funds may be re-allocated to the Acquisition and Development of Non-Congregate Shelters.

Throughout the Supportive Services Program Guidelines (Guidelines), the following phrases/words are used interchangeably: program participant and tenant; proposed project and project; and project owner and owner.

This document sets forth the requirements for the City's awards of HOME-ARP funds for supportive services.

2. Application and Evaluation Procedure

The City will issue Requests for Proposals (RFP) for supportive services which will serve HOME-ARP Qualifying Populations. The RFPs will outline specific application deadlines, any funding focus (e.g., by project type, population served, etc.), and other special considerations.

A. Funding Availability

Upon submission of an RFP for HOME-ARP funds, City staff will conduct a review and analysis of the project supportive services provider(s) as presented in the proposal. Proposals will be scored based on criteria in the RFP. Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a reservation or commitment of HOME-ARP funds. The City will, in all instances, commit HOME-ARP funds consistent with sound and reasonable judgment, prudent business practices, and the exercise of its inherent discretion.

3. Project Funding Requirements

A. Eligibility Criteria

Eligible Costs of Supportive Services of Qualifying Individuals and Families:

HOME-ARP funds may be used to pay eligible costs associated with the HOME-ARP supportive services activity in accordance with the requirements of the Notice. Eligible costs that may be paid using HOME-ARP funds are limited to only those identified in Notice and listed below. Any ineligible costs paid using HOME-ARP funds must be repaid.

HOME-ARP funds for supportive services will be used for costs that are necessary to assist the QPs, prevent homelessness, or to enable qualifying households to obtain and maintain housing. The list of eligible costs associated with McKinney-Vento Supportive Services and Homelessness Prevention Services is in the Notice and listed below.

All qualifying households are eligible to receive supportive services under this activity; the owner must submit appropriate documentation evidencing eligible costs for an individual or family in a Qualifying Population as McKinney-Vento supportive services, homelessness prevention services, or Housing Counseling.

For example, if a person is homeless, then the person is eligible to be provided the supportive services as McKinney-Vento supportive services for the costs allowable in the Notice and listed below. If a person is housed and the supportive services are intended to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing to achieve stability in that housing, then the person is eligible for homelessness prevention services for the costs allowable in the Notice and listed below. Housing Counseling services may be provided regardless of whether a person is homeless or currently housed.

The project owner must submit documentation regarding the types of supportive services (McKinney-Vento supportive services, homelessness prevention services, Housing Counseling services or some combination of the three) they wish to offer program participants. Only the supportive services that are authorized in the HOME-ARP written agreement with the project owner/supportive service provider may be provided to program participants by that project owner/supportive service provider and only program participants who are eligible for those supportive services may be served. As such, supportive services providers must demonstrate through their documentation that the individuals served were eligible to receive the supportive services that were authorized under the HOME-ARP written agreement for those costs to be eligible.

The HOME-ARP written agreement may set a maximum dollar amount that a program participant may receive for each type of service described in the Notice and listed below and may also set a maximum period for which a program participant may receive any of the types of assistance or services.

Oversight of Eligible Costs: All supportive service costs paid for by HOME-ARP must comply with the requirements of these Guidelines and the Notice, including requirements in [2 CFR part 200](#), subpart E, *Cost Principles* that require costs to be necessary and reasonable. If a qualifying household is already receiving the same eligible supportive service or has been approved to receive the same service through another program or provider, the program participant does not have a need for the HOME-ARP service and the costs related to the service do not comply with the Cost Principles. The project owner/supportive services provider is responsible for establishing requirements that allow a program participant to receive only the HOME-ARP services needed so there is no duplication of services or assistance in the use of HOME-ARP funds for supportive services. This may include the use of systems such as Homeless Management Information Systems in coordination with local supportive service providers, CoCs, and other nonprofit organizations.

Eligible Costs:

Eligible Costs for McKinney Vento Supportive Services and Homelessness Prevention Services: Eligible costs for supportive services under either of these two categories include costs associated with the following services:

(A) Childcare: The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The childcare center must be licensed by the jurisdiction in which it operates for its costs to be eligible. The following conditions also apply:

- Children must be under the age of 13 unless the children have a disability.
- Children with a disability must be under the age of 18.

(B) Education services: The costs of improving knowledge and basic educational skills are eligible costs including:

- Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
- Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

(C) Employment assistance and job training: The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

- Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
- Services that assist individuals in securing employment consist of:
 - Employment screening, assessment, or testing;
 - Structured job skills and job-seeking skills;
 - Special training and tutoring, including literacy training and pre-vocational training;
 - Books and instructional material;
 - Counseling or job coaching; and
 - Referral to community resources.

(D) Food: The cost of providing meals or groceries to program participants is eligible.

(E) Housing search and counseling services: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services are:

- Development of an action plan for locating housing;
- Housing search;
- Tenant counseling;
- Securing utilities;
- Making moving arrangements;
- Outreach to and negotiation with owners;
- Assistance submitting rental applications and understanding leases;
- Assistance obtaining utilities;
- Mediation with property owners and landlords on behalf of eligible program participants;
- Credit counseling, accessing a free personal credit report, and resolving personal credit issues;
- Payment of rental application fees; and
- Other Housing Counseling costs, as defined in 24 CFR 5.100, funded with, or provided in connection with grant funds must be carried out in accordance with 24 CFR 5.111.

Please Note: When housing services are provided to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of Housing Counseling, as defined in 24 CFR 5.100, and therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111

(F) Legal services: Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.

- Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.
- Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are prohibited.
- Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
- Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost is less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible.

(G) Life skills training: The costs of teaching critical life management skills that may never have been learned or have been lost during periods of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Life skills training includes:

- The budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

(H) Mental health services: Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals.

- Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- Services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

(I) Outpatient health services: Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan;
- Assisting program participants to understand their health needs;
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment;
- Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
- Provision of appropriate medication;
- Providing follow-up services; and
- Preventive and non-cosmetic dental care.

(J) Outreach services: The costs of activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

- Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
- Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless mainstream programs; and publicizing the availability of the housing and/or services provided within Goldsboro.

(K) Substance abuse treatment services: Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Program participant intake and assessment;
- Outpatient treatment;
- Group and individual counseling;
- Drug testing;
- Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

(L) Transportation: Eligible costs are:

- The costs of program participant's travel on public transportation or in a vehicle provided by the project owner/supportive service provider to and from medical care, employment, childcare, or other services eligible under these Guidelines and the Notice;
- Mileage allowance for service workers to visit program participants and to carry out housing inspections;
- The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants;
- The cost of gas, insurance, taxes, and maintenance for the vehicle;
- The costs of the project owner's/supportive service provider's staff to accompany or assist program participants to utilize public transportation; and
- If public transportation options are not sufficient within the area, a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle is permissible, subject to the following:
 - Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to

the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);

- Payments for car repairs or maintenance must be paid directly to the third party that repairs or maintains the car; and
 - Program participants may be required to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
- If public transportation options for the project are insufficient and the project owner/supportive services provider foresees having a project tenant population who may need the one-time payment for car repairs or maintenance, which would be required to operate a personal vehicle, then the project owner/supportive services provider must submit to the City policies and procedures surrounding payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants. Such costs must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in eligible services under the Notice and listed in these Guidelines. The City will review said policies and procedures for acceptability.

(M) Case management: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Owners/Providers providing these supportive services must have written standards for providing the assistance and will submit said written standards to the City for review and acceptability. Eligible costs are those associated with the following services and activities:

- Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
- Counseling;
- Developing, securing, and coordinating services;
- Using a centralized or coordinated assessment system that complies with the requirements of the Preferences Among Qualifying Populations, Referral Methods, and Subpopulations section (Section IV.C) of the Notice;
- Obtaining federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability; and

- Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.

(N) Mediation: HOME-ARP funds may pay for mediation between the program participant and the project owner/supportive services provider or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(O) Credit repair: HOME-ARP funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

(P) Landlord/Tenant Liaison: Costs of liaison services between property managers/owners and program participants are eligible HOME-ARP costs and may include:

- Landlord outreach;
- Physical inspections and rent reasonable studies as needed to secure units;
- Rental application fees and security deposits for clients, in accordance with the financial assistance costs requirements in (R);
- Mediation services for housing issues that may arise between owner, property manager, or other residents and clients;
- Coordination or assistance with the provision of other HOME-ARP eligible services to assist clients to maintain permanent housing.

(Q) Services for special populations: HOME-ARP funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible under this section. The term “victim services” can be defined as services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.

(R) Financial assistance costs: HOME-ARP funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:

- Rental application fees: Rental housing application fee that is charged by the owner to all applicants.
- Security deposits: A security deposit that is equal to no more than 2 months’ rent. This assistance is separate and distinct from the provision of financial assistance for First and Last Month’s rent provided under this section and cannot be used to duplicate those costs.

- Utility deposits: HOME-ARP funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
 - Gas
 - Electric
 - Water
 - Sewer
- Utility payments: HOME-ARP funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewer. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
- Moving costs: HOME-ARP funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- First and Last month's rent: If necessary to obtain housing for a program participant, HOME-ARP funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing. This assistance must not exceed two month's rent and must be tracked for the purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.
- Payment of rental arrears: HOME-ARP funds may be used for a one-time payment for up to 6 months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing.

(S) Short-term and medium-term financial assistance for rent: Subject to the following conditions, a program participant may be provided with short-term or medium-term financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any 3year period.

- Short-term equates to up to 3 months.
- Medium-term equates to more than 3 months but not more than 24 months.
- Rental payments will only be made to an owner whom the City has entered into a financial assistance agreement with for rental payment. The financial assistance agreement must set forth the terms under which rental payments will be provided, including the requirements that apply under the Notice. The financial assistance agreement must provide that, during the term of the agreement, the owner must give the City a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant. The owner must serve written notice upon the program participant at least 30 days before termination of tenancy specifying the grounds for the action. Each financial assistance agreement that is executed or renewed must comply with the requirements in 24 CFR 92.359.
- The City must make timely payments to each owner in accordance with the financial assistance agreement. The financial assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The City is solely responsible for paying late payment penalties that it incurs with non-HOME-ARP funds.
 - Rental payments cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
 - Each program participant receiving financial assistance for rental payments must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the financial assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. New leases must have an initial term of

1 year unless a shorter period is agreed upon by the program participant and owner. The lease requirements in 24 CFR 92.359 apply to this financial assistance.

- The City will establish requirements to prevent the provision of short- or medium-term financial assistance for rent for the same period for which a program participant is receiving rental assistance or living in housing provided with ongoing assistance (such as project-based rental assistance or operating subsidies).
- If a program participant receiving financial assistance for short- or medium-term rental payments under this section meets the conditions for an emergency transfer under 24 CFR 5.2005(e), HOME-ARP funds may be used to pay amounts owed for breaking a lease to effectuate an emergency transfer. These costs are not subject to the 24-month limit on rental payments.

Ineligible costs - Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources. Financial assistance also cannot be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at 49 CFR part 24, or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42, during the period of time covered by the replacement housing payments.

ii. Eligible Costs Associated with Housing Counseling under 24 CFR 5.100 and 5.111: Costs associated with housing counseling services as defined at 24 CFR 5.100 and 5.111 are eligible under HOME-ARP. As homeowner assistance and related services are not eligible HOME-ARP activities, costs for the provision of services related to mortgages and homeownership to existing homeowners are also not eligible under HOME-ARP. If a program participant is a candidate for homeownership, costs associated with pre-purchase homebuying counseling, education and outreach are eligible under HOME-ARP. Eligible costs are those costs associated with the services listed in 24 CFR part 214 and include, but are not limited to:

- (A) Staff salaries and overhead costs of HUD-certified housing counseling agencies related to directly providing eligible housing counseling services to HOME-ARP program participants;
- (B) Development of a housing counseling workplan;
- (C) Marketing and outreach;
- (D) Intake;
- (E) Financial and housing affordability analysis;
- (F) Action plans that outline what the housing counseling agency and the client will do to meet the client's housing goals and that address the client's housing problem(s); and
- (G) Follow-up communication with program participants.

4. Termination of assistance to program participants:

- a. Termination of assistance: Assistance may be terminated to a program participant who violates program requirements or conditions of services or no longer needs the services as determined by the project owner, supportive services provider, and/or the City. Termination under this section does not bar the project owner, service provider, and/or the City from providing further assistance at a later date to the same individual or family under the Notice.
- b. Due process: Project owners/service providers must establish policies and procedures for termination of assistance to program participants. The project owner/service provider will submit said policies and procedures to the City for review and acceptability. In terminating assistance to a program participant, the project owner/service provider must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:
 - i. Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
 - ii. Written notice to the program participant containing a clear statement of the reasons for termination;
 - iii. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
 - iv. Prompt written notice of the final decision to the program participant.

During this process, the project owner must provide effective communication and accessibility for individuals with disabilities, including the provision of reasonable accommodations. Similarly, the project owner/supportive services provider must provide meaningful access to persons with limited English proficiency.

5. Commitment:

For supportive services, commitment means that before disbursing any HOME-ARP funds to any entity, the City will execute a legally binding written agreement that complies with HOME-ARP requirements with the project owner/service provider providing the supportive service (that includes the date of the signature of each person signing the agreement).

6. Policies and Procedures:

Project owners/Supportive Services providers must establish the following policies and procedures in compliance with the Notice. The project owner will submit said policies and procedures to the City for review and acceptability.

- a. Participant selection procedures in accordance with Section IV.C.2 of the Notice (Referral Methods for Projects or Activities);
- b. Eligibility of program participants in other HOME-ARP activities for supportive services under Section VI.D.4.c.i of the Notice (Eligible Costs for McKinney Vento Supportive Services and Homelessness Prevention Services), including (and if applicable) the length of time that program participants may be served by HOME-ARP rental housing before they will no longer be eligible as a qualifying population;
- c. If the project owner/service provider chooses to set maximum amounts and/or maximum periods for assistance or services, the maximum dollar amount that a program participant may receive for each type of service described in Section VI.D.4.c.i of the Notice (Eligible Costs for McKinney Vento Supportive Services and Homelessness Prevention Services) and/or maximum periods for which a program participant may receive any of the types of assistance or services under this section;
- d. Documentation of eligible costs;
- e. Requirements that allow a program participant to receive only the HOME-ARP services needed so there is no duplication of services or assistance in the use of HOME-ARP funds for supportive services;
- f. Payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants;
- g. Financial assistance for short-term and medium-term rental payments under the Notice, including requirements to prevent a duplication of rental or financial assistance provided to a program participant;
- h. Housing stability case management; and
- i. Termination of assistance to program participants.

7. Project Completion: Project completion for a HOME-ARP Supportive Services project means the final drawdown has been disbursed for the project.

HOME-ARP SUPPORTIVE SERVICES APPLICATION INSTRUCTIONS

1. Complete all pages of the application.
 - ✓ All Non-profit Applicants must submit all items identified on Part X – Non-profit Checklist.
 - ✓ All Applicants must submit a copy of their HOME-ARP Supportive Services Written Standards. Please refer to Program Description for Written Standards Requirements.
2. Answer all questions. If not applicable to your program, please mark N/A. If more space is needed, please provide a full answer in an attachment.
3. Submit **ONE ORIGINAL** application and supporting information.
4. The application must be signed by the Executive Director or Board Chairperson of the Applicant, as appropriate.
5. The application window will open at **9:00 a.m. EST, on Thursday, October 19, 2023** and must be received by **4:00 p.m. EST, on Monday, November 20, 2023**. The City will not consider applications received past the deadline. Submit one (1) hard copy application to the City of Goldsboro, 200 N. Center Street, Goldsboro, NC 27530 with Attn: Community Relations & Development (in person) or by mail at PO Drawer A, Goldsboro, NC 27533.
6. Please submit a complete application.

Please note: The City will not provide an opportunity to correct application items or extend the application deadline.

CITY OF GOLDSBORO
HOME-ARP SUPPORTIVE SERVICES APPLICATION

PART I: GENERAL APPLICANT INFORMATION

1.	APPLICANT INFORMATION										
	Organization Legal Name:										
	Mailing Address:										
	City:						Zip:				
	County:										
	Applicant's Email Address:						Phone:				
	Federal Tax ID#:					SAM.gov UEI Number:					
	Federal Legislative District – House:										
	State Legislative District – House:						Senate:				
	Grantee Fiscal Year:		☐ Federal ☐ State ☐ Other (specify):								
2.	APPLICANT SIGNATORY										
	Name:										
	Title:										
	Mailing Address:										
	City:					State:				Zip:	
	Email Address:					Phone:					
3.	CONTACT PERSON FOR THE APPLICATION										
	Name:										
	Title:										
	Phone:										
	Email:										
4.	TARGET GROUP (Check all that apply)										
	☐ Chronically Homeless					☐ Domestic Violence					
	☐ Homeless Youth (18-24)					☐ Elderly (62+)					
	☐ Persons with HIV/AIDS					☐ Individuals with Disabilities					
	☐ Homeless Veterans					☐ Homeless Adults					
	☐ Homeless Families with Children					☐ Other:					

5.	COUNTY OR COUNTIES TO BE SERVED:			
6.	FAITH-BASED ORGANIZATION? ☐ Yes ☐ No			
7.	PRIOR CDBG/HOME FUNDING? ☐ Yes ☐ No			
	If yes, identify most recent:		Year:	Amount:

8. TOTAL HOME-ARP SUPPORTIVE SERVICES FUNDS REQUESTED

McKinney Vento Supportive Services	
Homelessness Prevention Supportive Services	
Housing Counseling	
TOTAL PROGRAM COST:	

9. ALL APPLICANTS MUST INCLUDE:

- ☐ Most recent audit or audited financial statement
- ☐ HOME-ARP Written Standards (See Program Description of Written Standard Requirements)

10. NON-PROFIT APPLICATIONS MUST ALSO INCLUDE:

- ☐ Part X – Non-profit Checklist with all supporting documentation

11. CERTIFICATION BY SIGNATORY:

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on this application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

By signing this application for funds, I am also certifying that all documents required to be submitted are included in this application and that those documents reflect the most recent and complete documents available and acknowledge that all applications will be evaluated based on the completeness of the application and required supporting documents as of the application deadline.

Executive Director or Board Chairman:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

PART II: APPLICANT NARRATIVE

1. Describe the geographic make-up of the service area of the applicant.

- Geographic area served (list all counties):
- Location of main and satellite offices:
- Check all geographic locations served by Applicant:
 - ☐ Census Tract 15 (Designated Opportunity Zone)
 - ☐ Census Tract 18 (Designated Opportunity Zone)
 - ☐ Census Tract 19 (Designated Opportunity Zone)
 - ☐ Goldsboro city-wide (within city limits)

2. Describe in detail the applicant's mission, types of programs and services currently offered, and how HOME-ARP Supportive Services programs will fit within that mission.

3. Describe the applicant's and Executive Director or other senior staff's experience assisting individuals and families experiencing homelessness or "at risk" of homelessness.

4. Will the applicant only serve a specific qualifying populations (elderly, disabled, veterans, chronically homeless, DV victims)? Please explain.

5. Describe the applicant's intake process to ensure individuals and families meet Qualified Population requirements.

6. Are intakes standardized? ☐ YES ☐ NO

7. Do you currently have participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy making entity?

8. Describe any changes to your current homelessness programs that have been made as a result of participant feedback.

PART III: AGENCY CAPACITY

Describe the provider's capacity to undertake and implement the proposed project or program. The discussion should include, but not be limited to, items such as staffing, organizational structure, coordination with other services, recent recognition or awards, and experience with other programs that serve the homeless or vulnerable populations.

1. Describe how your agency makes known that use of facilities, assistance, and services are available to all on a non-discriminatory basis, including steps to make individuals aware of the availability of the facilities, services, and assistance, including those with disabilities. (Please make sure to answer each part of the question)

2. Describe how your agency assists participants with limited English proficiency. How does the agency make known its services to these communities within the service area?

3. Provide information about the board of directors and/or advisory council, such as the regularity of meetings, list of subcommittees, and their involvement in the agency's activities.

4. Does the Applicant utilize the local CoC's HMIS? ☐ YES ☐ NO

5. If a victim service provider, does the Applicant utilize a comparable database? ☐ YES ☐ NO

6. If HMIS or comparable database is not utilized, how will the agency track reporting requirements for households served?

7. Describe the Applicant's process for ensuring project-level and agency-wide data quality.

8. Describe the Applicant's method of receiving referrals. (CE, Hotline, Walk-in, Outreach, etc.)

PART IV: FISCAL CAPACITY

Describe the provider's capacity to undertake proposed project funding. The discussion should include, but not be limited to, items such as program staffing, capacity to provide services, financial accountability, other homelessness grant awards, and experience with other programs that serve the homeless or vulnerable populations.

1. How will you ensure all HOME-ARP-SS expenses are used for eligible activities and reported accurately to the City?

2. Does the most recent financial audit show the applicant is in a cash positive financial situation? If not, explain.

3. Is the agency in a financial position to be able to wait for a reimbursement that might take as long as 30 days to receive? If not, please explain.

4. In the past, when awarded grant funding for homelessness programs has the applicant expended the total funding awarded. If not, what percentage was expended?

1. Describe the CoC top priorities for addressing homelessness.

2. How does the applicant contribute to activities within their CoC? (committees, subcommittees, Coordinated Entry/By-Name List meetings)

3. Is the applicant requesting funding in HOME-ARP SS components (McKinney-Vento, Homelessness Prevention, and Housing Counseling) that have been identified by the CoC as a priority?

4. Did the applicant consult with the CoC while preparing the HOME-ARP SS Application and its proposed activities?

5. Is the applicant a CoC Lead Agency? ☐ YES ☐ NO

A. McKinney-Vento Supportive Services:

1. Describe the proposed McKinney-Vento assistance to be provided using HOME-ARP SS funds.

2. How does the applicant determine the duration and amount of financial assistance to be provided?

5. Choose applicable services to be undertaken with HOME-ARP SS McKinney-Vento Supportive Services funding, then briefly describe the Service with an attachment:

- ☐ Childcare
- ☐ Education Services
- ☐ Employment Assistance and Job Training
- ☐ Food
- ☐ Housing Search and Counseling Services
- ☐ Legal Services

- ☐ Life Skills Training
- ☐ Mental Health Services
- ☐ Outpatient health Services
- ☐ Substance Abuse Treatment Services
- ☐ Transportation
- ☐ Case Management
- ☐ Mediation
- ☐ Credit Repair
- ☐ Landlord /Tenant Liaison
- ☐ Services for Special Populations
- ☐ Financial Assistance Costs
- ☐ Short-term & Medium-term Rental Assistance

6. Please list each staff member and their number of years' experience providing homelessness services that will be working directly with participants under the HOME-ARP SS program.

7. State the number of years the applicant has provided McKinney-Vento Supportive Services.

8. How many households did the Applicant serve in the previous fiscal year? (please include households served through all homelessness grants).

9. Of those households served last year, what percentage were still in stable housing 6 months after services were provided?

10. What is the average number of days between Project Start and Housing Move-In Date, if applicable?

B. Homelessness Prevention Services:

1. Describe the proposed Homelessness Prevention assistance to be provided using HOME-ARP SS funds.

2. How will the Applicant ensure that minimal habitability standards are met when using HOMEARP-SS funding for rental assistance?

3. How does the applicant determine the duration and amount of financial assistance to be provided?

4. Choose applicable services to be undertaken with HOME-ARP SS Homelessness Prevention funding, then briefly describe the Service:

- ☐ Childcare
- ☐ Education Services
- ☐ Employment Assistance and Job Training
- ☐ Food
- ☐ Housing Search and Counseling Services
- ☐ Legal Services
- ☐ Life Skills Training
- ☐ Mental Health Services
- ☐ Outpatient health Services
- ☐ Substance Abuse Treatment Services
- ☐ Transportation
- ☐ Case Management
- ☐ Mediation
- ☐ Credit Repair
- ☐ Landlord /Tenant Liaison
- ☐ Services for Special Populations
- ☐ Financial Assistance Costs
- ☐ Short-term & Medium-term Rental Assistance

5. Please list each staff member and their number of years' experience providing homelessness prevention services that will be working directly with participants under HOME-ARP SS.

6. State the number of years the applicant has provided homelessness prevention services.

7. How many households did the Applicant serve in the previous fiscal year providing homelessness prevention services?

8. Of those households served last year, what percentage were still in stable housing 6 months after services were provided?

9. What is the average number of days between a project start date and successful exit date?

C. Housing Counseling Services:

1. Describe the proposed Housing Counseling Services to be provided using HOME-ARP SS funds, if applicable.

2. Is your agency certified by HUD to provide housing counseling services? If not, what HUD certified agency will you be contracting with, if applicable?

3. Do you currently have staff which have passed the required HUD Certification examination for housing counseling, if applicable?

4. How will the Applicant ensure that housing counseling is offered only to individuals which meet the HOME-ARP SS Qualifying Populations?

5. What efforts will be made to have follow-up communications with participants, when possible, to ensure that the individual or family is progressing toward the housing goal established in the plan, to modify or terminate housing counseling, and to learn and report outcomes?

6. What safeguards are in place to keep records confidential?

7. Please list each staff member that will provide Housing Counseling Services and their number of years' experience providing homelessness prevention services.

8. State the number of years the applicant has provided Housing Counseling Services.

9. How many individuals did the Applicant or Contracting Agency provide housing counseling services to in the previous fiscal year?

10. Of those individuals served last year, what percentage were still in stable housing 6 months after housing counseling services were provided?

11. What is the average number of days between a project start date and successful exit date for housing counseling services?

PART V: HOME-ARP SUPPORTIVE SERVICES FISCAL INFORMATION

Agency Name: _____

PROJECT DELIVERY BUDGET

These project delivery costs must be attributable to the identifiable objective of the service delivered, otherwise they are administrative costs of the subrecipient.

ACTIVITY	HOME-ARP FUNDS
McKinney-Vento Supportive Services	
Travel/ Transportation	
Emergency Financial Assistance	
Supplies/Materials	
Other:	
Other:	
Other:	
Other:	
TOTAL:	
Homelessness Prevention Supportive Services	
Travel / Transportation	
Emergency Financial Assistance	
Supplies/Materials	
Other:	
Other:	
Other:	
Other:	
TOTAL:	
Housing Counseling	
Supplies/Materials	
Other:	

Other:	
Other:	
Other:	
TOTAL:	

NON-PROFIT CHECKLIST (to be completed by non-profit applicants only)

1.	Legal Name of Applicant:	
2.	IRS Tax Exempt Number:	
3.	Documentation to be submitted with application:	
	☐ A. Documentation of an IRS designation under Section 501(c)(3) or 501(c)(4) of the federal tax code. A 501(c)(3) non-profit organization may not submit an application until they have received their designation from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to the City, in its sole discretion, that the nonprofit has filed the necessary material with the IRS and received a response from the IRS demonstrating 501(c)(4) status.	
	☐ B. Copy of Organizational Charter	
	☐ C. Copy of Organizational By-laws	
	☐ D. List of Board members, including: name, occupation, role on the Board, a description of the member's primary contribution to the Board, length of service to the Board, date the term of service expires, home address, phone number, and email address.	
	☐ E. Business plan or strategic management plan that demonstrates the agency's short term and long-term goals, objectives, and plans to achieve them.	
	☐ F. The most recent financial audit or audited financial statements of the organization. If the issuance date of the financial audit or audited financial statement is more than 12 months prior to the date of the application, a statement signed by the Executive Director or Board Chairman must be provided indicating reasons for the delay in obtaining an updated audit.	
	☐ G. Applicant/Board Member and Corporate Disclosure Forms <i>completed, signed by the organization's Executive Director and <u>each</u> Board Member and notarized.</i>	
	☐ H. Applicant/Board Member and Corporate Disclosure Form completed, <i>signed by the Chairman of the Board or Executive Director on <u>behalf of the organization</u> and notarized.</i>	

4. Documentation to be submitted with this form as attachments to Part X of the Application:

☐ A. If the nonprofit is organized and exists under the laws of North Carolina, a current Certificate of Existence from the North Carolina Secretary of State's office. The certificate must be purchased from the Secretary of State's office and must be dated no more than **30 days** prior to the application submission date.

☐ B. Attach the resolution by the Board of Directors authorizing the submission of this application.

☐ C. Attach the minutes of the most recent Board meeting at which this application was discussed.

☐ D. Documentation of operating funds from other sources, including how much annually and from what sources.

☐ E. Explanation of any other programs operated by the organization, including the program(s) and its funding source(s). Do not include a description of the future activities proposed in this application for which funds are sought.

Part XI: Other Required Attachments

Legal Name of Applicant: _____

For All Applications:

1. HOME-ARP SUPPORTIVE SERVICES Written Standards

- ☐ Attach a copy of the organization's HOME-ARP-SS Written Standards in Part XI of this application.

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for E. Spruce and 706 E. Spruce Street

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

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

E. Spruce Street and 706 E. Spruce Street (two lots)

Offeror #1: Terrance A. Bynum

Offer: \$3,950.00

Bid Deposit: \$197.50

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

Offeror #2: Melissa Bynum Gill

Offer: \$3,770.00

Bid Deposit: \$188.50

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

Parcel #: 51001, 51002

Pin #: 3509148035 (E. Spruce)

3509148085 (706 E. Spruce)

Combined Tax Value: \$3,770.00

Zoning: R-6

Planning has confirmed that both lots are non-conforming. It is the recommendation of staff to sell both lots together, and require the winning bidder to combine the lots into one lot upon recording of the deed.

Staff recommends the Council accept the higher of the 2 offers in order to start the upset bid process.

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

1. Accept or reject offer on E. Spruce and 706 E. Spruce Street from Terrance Bynum.
2. If accepted, adopt attached resolution authorizing Finance to advertise for upset bids.

Date: 10/8/23


Catherine F. Gwynn, Finance Director

Date: 10/16/23


Timothy M. Salmon, City Manager

RESOLUTION AUTHORIZING UPSET BID PROCESS

WHEREAS, the City of Goldsboro and County of Wayne jointly own certain real property at E. Spruce Street (Pin #3509148035) and 706 E. Spruce Street (Pin #3509148085); and

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

WHEREAS, the City has received an offer to purchase the property described above, in the amount of \$3,950.00 (Three Thousand Nine Hundred Fifty Dollars and no/100) submitted by Terrance A. Bynum (Offeror); and

WHEREAS, Offeror has paid the required five percent (5%) deposit on his/her offer in the amount of \$197.50 (One Hundred Ninety-Seven Dollars and 50/100);

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

- 1) The City Council declares this property as surplus.
- 2) The City Council authorizes sale of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269.
- 3) The Finance Director shall cause a notice of the proposed sale to be published in a newspaper of general circulation within its jurisdiction. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.
- 4) The Planning Department shall notify the adjoining property owners by U.S. mail that the property is being offered for sale under the upset bid procedure.
- 5) Persons wishing to upset the offer that has been received shall submit a **sealed bid** with their offer to the office of the Finance Director at 200 N. Center Street, Goldsboro, NC 27530 during normal business hours within 10 days after the notice of sale is published. At the conclusion of the 10-day period, the Finance Director shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
- 6) Upset offer and deposit shall be delivered in a sealed envelope. The written offer proposal must include the name of the person or business making the offer, address of said property, and Wayne County parcel identification number. The offer shall be signed by the individual or person with signature authority if a business entity. The outside of the sealed envelope should have the address of the property, the words "Upset Bid" and include the address of the Property.
- 7) The City of Goldsboro reserves the right to reject any or all offers at any time.
- 8) If a qualifying higher bid is received, the Finance Director shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the City Council.
- 9) A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that existing offer and five percent (5%) of the remainder of that existing offer.
- 10) A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The city will return the

deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received; provided that sufficient time has elapsed to allow for the payment draft, if by check, to clear the City's central depository and be credited to such, the return of the deposit will then be issued within 10 days of confirmation of clearing. The city will refund the deposit of the final high bidder at closing or apply to the sales price, as determined at the time of closing by the Finance Director.

- 11) Any Offeror's bid deposit shall be refunded if it is not the final high bidder; or if mutually agreeable terms cannot be settled upon if no upset bids are received, provided that sufficient time has elapsed to allow for the payment draft, if by check, to clear the City's central depository and be credited to such. Refund will be issued within 10 days of confirmation of clearing.
- 12) The terms of the final sale are:
 - a) City Council must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed.
 - b) The Wayne County Board of Commissioners must approve the final sale by concurrence after final approval by City Council.
 - c) Buyer must pay with cash, cashier's check or certified check at the time of closing.
 - d) Buyer must pay closing costs.
 - e) Buyer must recombine both lots into one lot upon recording of the deed.
- 13) The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.
- 14) If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. City staff is authorized to seek concurrence from the Wayne County Board of Commissioners and upon such approval, the appropriate city officials are authorized to execute the instruments necessary to convey the property to Offeror.

This resolution shall be in full force and effect from and after this 16th day of October, 2023.


David Ham, Mayor

Attest:


Laura Getz, City Clerk



Date 10/04/23

I Terrance A Bynum would like to offer The city of Goldsboro \$ 3950.⁰⁰ for the purchase of

property at the following location:

Parcel # 3509148085 + 3509148035

704 E Spruce St
Street 704 E Spruce St.

Signed Terrance A Bynum Date: 10/04/23

Name: Terrance Bynum

Mailing Address 5601 Roanoke Ave Newport News, VA 23605

Phone: 346-277-2425

Email: Terranceb7@gmail.com

Amount of Bid Deposit: 197.⁵⁰

RECEIVED
OCT 05 2023
BY: Rae



UNITED STATES
POSTAL SERVICE®

POSTAL MONEY ORDER

Serial Number

28860070138

Year, Month, Day

Post Office

U.S. Dollars and Cents

\$130.00

Amount

One Hundred Thirty Dollars and 00/100 *****

Pay to

City of Goldsboro

Clerk

23

Address

200 N. Center St.
Goldsboro, NC 27533

From

Terrance Bynum

Address

5601 Roanoke Ave.

Memo

Parcel # 3509148085

Newport News, VA 23605

SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS

000000800 21



POSTAL MONEY ORDER

Serial Number

28860070140

Year, Month, Day

Post Office

U.S. Dollars and Cents

Sixty Seven Dollars and 50/100

\$67.50

Amount

Pay to

City of Goldsboro

Address

200 N. Center St.

Goldsboro, NC 27533

Memo

Parcel # 3509148085



From

Terrance Bynum

Address

5601 Roanoke Ave.

Newport News, VA 23605

Clerk

SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS

1:000000800 21:

Octavius Murphy, Assistant to the City Manager
City of Goldsboro
200 N. Center St. Goldsboro, NC 27530
Office: (910) 580-4351 Fax: (910) 580-4344
omurphy@goldsborongov.gov

I, Melissa Bynum Gill, would like to offer the City of Goldsboro, the sum of \$3,770 for the purchase of property at the following location:

Parcel: 3509148035/3509148085

Street: 704 & 706 E Spruce Street Goldsboro N. C.

Signed Melissa Bynum Gill

Date October 4, 2023

Name Melissa B. Gill, M.Ed.

Address: 224 R Street NW #103 Washington, DC 20001

Phone: 919-766-1280

Email: Gill_Melissa@yahoo.com

Amount of Bid Deposit: \$188.50

RECEIVED
OCT 04 2023
BY: [Signature]



15-154
540

257279

CASHIER'S CHECK

TO THE ORDER OF **CITY OF GOLDSBORO *******

08 SEP 23

CHECK AMOUNT
\$125.00

PAY ONE HUNDRED TWENTY FIVE DOLLARS ONLY

MELISSA B. GILL
224 R STREET NW APT 103
WASHINGTON DC 20001

THIS CHECK VOID 90 DAYS AFTER ISSUE



⑈ 257279⑈





15-154
540

257280

CASHIER'S CHECK

TO THE ORDER OF **CITY OF GOLDSBORO *******

08 SEP 23

CHECK AMOUNT
\$63.50

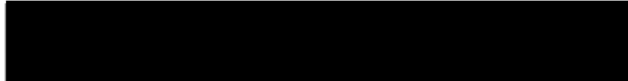
PAY SIXTY THREE DOLLARS AND 50 CENTS

MELISSA B. GILL
224 R STREET NW APT 103
WASHINGTON DC 20001

THIS CHECK VOID 90 DAYS AFTER ISSUE



⑈ 257280 ⑈



706 E Spruce St.



WAYNE COUNTY

CITY OF GOLDSBORO

WAYNE COUNTY

706 E SPRUCE ST

75254500

Return/Appeal Notes: Parcel: 3509148085

PLAT: / UNIQ ID 51002

ID NO: 12000004004003

CARD NO. 1 of 1

1.0000 LT

SRC=

TW-12

CI-01FR-00EX-2

AT-

LAST ACTION 20180510

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

Reval Year: 2019 Tax Year: 2023 E SPRUCE ST

Appraised by on 01403 SOUTHSIDE

9/15/2023 12:02:03 PM

CONSTRUCTION DETAIL

TOTAL POINT VALUE

BUILDING ADJUSTMENTS

TOTAL ADJUSTMENT FACTOR

TOTAL QUALITY INDEX

MARKET VALUE

USE

MOD

Eff. Area

QUAL

BASE RATE

RCN

EYB

AYB

DEPRECIATION

% GOOD

TYPE: SINGLE FAMILY RESIDENTIAL

STYLE:

CORRELATION OF VALUE

CREDENCE TO

DEPR. BUILDING VALUE - CARD

DEPR. OB/XF VALUE - CARD

MARKET LAND VALUE - CARD

TOTAL MARKET VALUE - CARD

TOTAL APPRAISED VALUE - CARD

TOTAL APPRAISED VALUE - PARCEL

TOTAL PRESENT USE VALUE - PARCEL

TOTAL VALUE DEFERRED - PARCEL

TOTAL TAXABLE VALUE - PARCEL \$

PRIOR

BUILDING VALUE

OBXF VALUE

LAND VALUE

PRESENT USE VALUE

DEFERRED VALUE

TOTAL VALUE

PERMIT

CODE

DATE

NOTE

NUMBER

AMOUNT

ROUT: WTRSHD:

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INDICATE SALES PRICE

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HEATED AREA

NOTES

P11-12 DEMO FOR 2013.

SUBAREA

TYPE

GS AREA

%

RPL CS

CODE

QUALITY

DESCRIPTION

COUNT

LTH

WTH

UNITS

UNIT PRICE

ORIG % COND

BLDG#

SIZE FACT

AYB

EYB

ANN DEP RATE

OVR

% COND

OB/XF DEPR. VALUE

TOTAL OB/XF VALUE

0

FIREPLACE

SUBAREA

TOTALS

BUILDING DIMENSIONS

LAND INFORMATION

HIGHEST AND BEST USE

USE CODE

LOCAL ZONING

FRON TAGE

DEPTH

DEPTH / SIZE

LND MOD

COND FACT

OTHER ADJUSTMENTS AND NOTES

RF

AC

LC

TO

OT

ROAD TYPE

LAND UNIT PRICE

TOTAL LAND UNITS

UNT TYP

TOTAL ADJST

ADJUSTED UNIT PRICE

LAND VALUE

OVERRIDE VALUE

LAND NOTES

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R-6

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80

0.7700

2

1.0000

65.00

50.000

FF

0.770

50.05

2503

0

TOTAL MARKET LAND DATA

2,500

TOTAL PRESENT USE DATA

WAYNE COUNTY

CITY OF GOLDSBORO

WAYNE COUNTY

Return/Appeal Notes: Parcel: 3509148035

9/15/2023 11:57:10 AM

E SPRUCE ST

75254500

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

CARD NO. 1 of 1

PLAT: / UNIQ ID 51001

ID NO: 12000004004002

Reval Year: 2019 Tax Year: 2023 LT 1-7 BLK J GULLEY SURV

1.0000 LT

SRC=

Appraised by 60 on 01403 SOUTHSIDE

TW-12

CI-01FR-00EX-2 AT-

LAST ACTION 20180510

CONSTRUCTION DETAIL

TOTAL POINT VALUE

BUILDING ADJUSTMENTS

TOTAL ADJUSTMENT FACTOR

TOTAL QUALITY INDEX

MARKET VALUE

USE

MOD

Eff. Area

QUAL

BASE RATE

RCN

EYB

AYB

DEPRECIATION

% GOOD

TYPE: SINGLE FAMILY RESIDENTIAL

STYLE:

CORRELATION OF VALUE

CREDENCE TO

DEPR. BUILDING VALUE - CARD

DEPR. OB/XF VALUE - CARD

MARKET LAND VALUE - CARD

TOTAL MARKET VALUE - CARD

TOTAL APPRAISED VALUE - CARD

TOTAL APPRAISED VALUE - PARCEL

TOTAL PRESENT USE VALUE - PARCEL

TOTAL VALUE DEFERRED - PARCEL

TOTAL TAXABLE VALUE - PARCEL \$

PRIOR

BUILDING VALUE

OBXF VALUE

LAND VALUE

PRESENT USE VALUE

DEFERRED VALUE

TOTAL VALUE

PERMIT

CODE

DATE

NOTE

NUMBER

AMOUNT

ROUT: WTRSHD:

SALES DATA

OFF. RECORD

BOOK

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DATE

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DEED TYPE

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V

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INDICATE SALES PRICE

HEATED AREA

NOTES

SUBAREA

TYPE

GS AREA

%

RPL CS

CODE

QUALITY

DESCRIPTION

COUNT

LT

WTH

UNITS

UNIT PRICE

ORIG % COND

BLDG#

SIZE FACT

AYB

EYB

ANN DEP RATE

OVR

% COND

OB/XF DEPR. VALUE

TOTAL OB/XF VALUE

0

FIREPLACE

SUBAREA

TOTALS

BUILDING DIMENSIONS

LAND INFORMATION

HIGHEST AND BEST USE

USE CODE

LOCAL ZONING

FRONTAGE

DEPTH

DEPTH / SIZE

LND MOD

COND FACT

OTHER ADJUSTMENTS AND NOTES

RF

AC

LC

TO

OT

ROAD TYPE

LAND UNIT PRICE

TOTAL LAND UNITS

UNT TYP

TOTAL ADJST

ADJUSTED UNIT PRICE

LAND VALUE

OVERRIDE VALUE

LAND NOTES

TOTAL MARKET LAND DATA

TOTAL PRESENT USE DATA

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: Authorization of sale of jointly owned property for 409 North Slocumb Street (The Fairlene Group, LLC)

BACKGROUND: Wayne County has requested concurrence by the City Council for jointly owned city/county-owned property. The County conducted the sale under the upset bid process (NCGS §160A-269), and approved at the September 19, 2023 commissioners meeting.

DISCUSSION: Buyer: The Fairlene Group, LLC
Sales Price: \$1,000.00

409 N. Slocumb Street
Tax Value: \$1,830.00 Pin #: 3509168565

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

1. Adopt attached resolution declaring the property surplus and authorizing City officials to execute instruments necessary to transfer ownership for 409 N. Slocumb Street to The Fairlene Group, LLC.

Date: 10/8/23


Catherine F. Gwynn, Finance Director

Date: 10/16/23


Timothy M. Salmon, City Manager

RESOLUTION NO. 2023- 78

**RESOLUTION AUTHORIZING SALE OF SURPLUS
REAL PROPERTY UNDER NCGS § 160A-269**

WHEREAS, the City of Goldsboro and County of Wayne jointly own certain property, 409 N. Slocumb Street (NC Pin #3509168565); and

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

WHEREAS, the County of Wayne has approved the sale at the September 19, 2023 Board meeting and conducted the upset bid process; and

WHEREAS, the County has requested concurrence from the City on the sale for the winning offer in the amount of \$1,000.00 (One Thousand Dollars and no/100) from The Fairlene Group, LLC.

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

- 1) The City Council declares the properties as surplus.
- 2) The City Council authorizes the sale of the property described above through North Carolina General Statute §160A-269.
- 3) City Council further authorizes and empowers City officials to execute the instruments necessary to convey the property to the Offeror.
- 4) The City reserves the right to withdraw the property from sale at any time before ownership is transferred and recorded.

This resolution shall be in full force and effect from and after this 16th day of October, 2023.


David Ham, Mayor

Attested by:


Laura Getz, City Clerk



NORTH CAROLINA

WAYNE COUNTY

**RESOLUTION #2023-24: A RESOLUTION DECLARING SURPLUS REAL PROPERTY
AND AUTHORIZING ITS SALE**

WHEREAS, the County and City have acquired a property interest a piece of property located at, 409 N. Slocumb Street, Goldsboro, NC 27530 having a parcel identification number of 3509168565 and being more particularly described in that deed recorded in Book 2825, Page 74 in the Office of the Register of Deeds for Wayne County (“Property”); and

WHEREAS, the County and the City of Goldsboro obtained an interest in this property through tax foreclosure proceedings; and

WHEREAS, the Staff Attorney and County Manager have recommended that this property be declared surplus and sold, following a careful review by the Staff Attorney and the Facilities Services Director that determined the County has no use for these properties; and

WHEREAS, NCGS § 160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, the County has received an offer to purchase the property described above, in the amount of \$1,000.00 submitted by The Fairlene Group, LLC; and

WHEREAS, The Fairlene Group, LLC has paid the required five percent (5%) deposit on its offer;

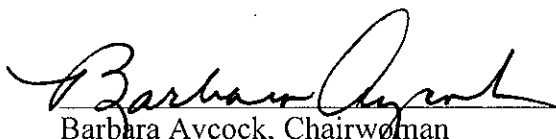
NOW, THEREFORE BE IT RESOLVED by the Wayne County Board of Commissioners that:

1. The Board of Commissioners declares the property described above surplus and authorizes the sale of the Property through upset bid procedure of North Carolina General Statute §160A-269.
2. A notice of the proposed sale shall be published which shall describe the property and the amount of the offer and shall state the terms under which the offer may be upset.
3. Any person may submit an upset bid to the Clerk to the Board within 10 days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.
4. If a qualifying higher bid is received, new notice of upset bid shall be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

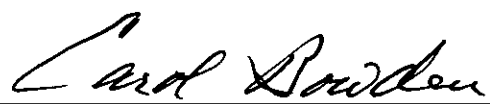
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.
7. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.
8. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate County officials are authorized to refer the matter to the City of Goldsboro by the City Council and, pending approval by said body, execute the instruments necessary to convey the property to The Fairlene Group, LLC.

Passed and adopted this the 19th day of September, 2023.




Barbara Aycock, Chairwoman
Wayne County Board of Commissioners

ATTEST:


Carol Bowden, Clerk to the Board



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N Slocumb St

WAYNE COUNTY

8/18/2023 10:11:31 AM

WAYNE COUNTY & CITY OF GOLDSBORO										Return/Appeal Notes: Parcel: 3509168565											
409 N SLOCUMB ST 79266550										PLAT: /UNIQ ID 51134 ID NO: 12000033002029											
COUNTYWIDE ADVALOREM TAX (100), CITY - GOLDSBORO (100)										CARD NO. 1 of 1											
Reval Year: 2019 Tax Year: 2023 409-409 1/2 N SLOCUMB ST										1.0000 LT											
Appraised by 60 on 01802 BEECH ST AREA										TW-12 CI-01FR-00EX-5 AT- LAST ACTION 20170729											
CONSTRUCTION DETAIL		MARKET VALUE					DEPRECIATION					CORRELATION OF VALUE									
TOTAL POINT VALUE		USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB												
BUILDING ADJUSTMENTS		01	00							% GOOD											
TOTAL ADJUSTMENT FACTOR		CREDENCE TO																			
TOTAL QUALITY INDEX		TYPE: SINGLE FAMILY RESIDENTIAL																			
		STYLE:																			
		DEPR. BUILDING VALUE - CARD 0																			
		DEPR. OB/XF VALUE - CARD 0																			
		MARKET LAND VALUE - CARD 1,830																			
		TOTAL MARKET VALUE - CARD 1,830																			
		TOTAL APPRAISED VALUE - CARD 1,830																			
		TOTAL APPRAISED VALUE - PARCEL 1,830																			
		TOTAL PRESENT USE VALUE - PARCEL 0																			
		TOTAL VALUE DEFERRED - PARCEL 0																			
		TOTAL TAXABLE VALUE - PARCEL \$ 1,830																			
		PRIOR																			
		BUILDING VALUE 0																			
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		TOTAL VALUE 1,830																			
		PERMIT																			
		CODE	DATE	NOTE	NUMBER	AMOUNT															
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		02825	0074	12 2010	WB	C V	0														
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		ADJ VALUE FOR 1992																			
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TYPE		AREA	%	CS	TOTAL OB/XF VALUE 0																
FIREPLACE																					
SUBAREA TOTALS																					
BUILDING DIMENSIONS																					
LAND INFORMATION																					
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES				ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJUST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES	
0100	0100	R-6	67	79	0.7700	2	0.5000						70.00	67.000	FF	0.390	27.30	1829	0		
TOTAL MARKET LAND DATA																				1,830	
TOTAL PRESENT USE DATA																					

Item: I

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

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

BACKGROUND: On August 21, 2023 Council approved a resolution to allow the Goldsboro Police Department to apply for the 2023 Justice Assistance Grant in the amount of \$47,702.00. On October 2, 2023 Council approved a resolution to accept the Federal grant for the purchase of four in-car cameras and individual first aid kits (IFAK) for the Police department, and individual first aid kits (IFAK) for the Wayne County Sheriff's department.

DISCUSSION: At this time a budget amendment is needed to appropriate the revenues and expenditures so that the terms of the grant may be fulfilled. The City of Goldsboro Police Department will share the grant funding with the Wayne County Sheriff in accordance with the signed Memo of Understanding. There is no local match required.

Goldsboro Police	\$29,433.00
Wayne County Sheriff	<u>\$18,269.00</u>
Total	\$47,702.00

RECOMMENDATION: It is recommended that the attached Special Revenue Fund Ordinance for the Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) be amended for \$47,702.00 for the 2023 JAG Grant.

Date: 10/08/23


Catherine F. Gwynn, Finance Director

Date: 10/16/23


Timothy M. Salmon, City Manager

ORDINANCE NO. 2023- 57

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

WHEREAS, the Office of Justice Programs at the Department of Justice has awarded a grant (15PBJA-23-GG-03600-JAGX) in the amount of \$47,702.00 to the City of Goldsboro Police department and the Wayne County Sheriff department; and

WHEREAS, it is agreed the City of Goldsboro will administer the spending of the funds according to the Memo of Understanding between the City of Goldsboro and County of Wayne; and

WHEREAS, grant funds will be used to fund the purchase of equipment that will improve the safety and security of its law enforcement officers and citizens, and will consist of four in-car camera systems and individual first aid kits for the Police department, and individual first aid kits for the Sheriff department; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of equipment to fulfill the terms of the grant agreement. This will be funded with federal grant proceeds requiring no local match.

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

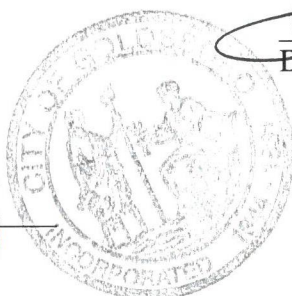
Edward Byrne Memorial Justice Assistance Grant (P3102)

	<u>Current Budget</u>	<u>Amended Budget</u>	<u>Increase (Decrease)</u>
Revenues:			
Grant Revenue Federal Prior	\$ 1,277.64	\$ 1,277.64	\$ -
Grant Revenue Federal 2017	44,985.00	44,985.00	-
Grant Revenue Federal 2018	48,372.00	48,372.00	-
Grant Revenue Federal/GCC	21,365.64	21,365.64	-
Grant Revenue Federal 2019	47,003.00	47,003.00	-
Grant Revenue Federal 2020	34,766.00	34,766.00	-
Grant Revenue Federal 2022	23,574.00	23,574.00	-
Grant Revenue Federal 2023	-	47,702.00	47,702.00
Interest Income	25.00	25.00	-
Total Revenues	<u>\$ 221,368.28</u>	<u>\$ 269,070.28</u>	<u>\$ 47,702.00</u>
Expenditures:			
JAG Expenditures 2017	\$ 44,985.00	\$ 44,985.00	\$ -
JAG Expenditures 2018	48,372.00	48,372.00	-
GCC Expenditures 2017	21,365.64	21,365.64	-
JAG Expenditures 2019	47,003.00	47,003.00	-
JAG Expenditures 2020	34,766.00	34,766.00	-
JAG Expenditures 2022	23,574.00	23,574.00	-
JAG Expenditures 2023	-	47,702.00	47,702.00
Transfers to Fund Balance	1,302.64	1,302.64	-
Total Expenditures	<u>\$ 221,368.28</u>	<u>\$ 269,070.28</u>	<u>\$ 47,702.00</u>

Adopted this 16th day of October, 2023.

Attested by:


Laura Getz, City Clerk




David Ham, Mayor

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: Grant Project Budget Ordinance amendment for the State Grants
Miscellaneous Grant Project Fund (G1109)

BACKGROUND: When the North Carolina General Assembly adopted the FY23 budget, included was a grant for the City of Goldsboro for \$150,000 split between capital improvements or equipment of \$100,000 and parks and recreation expenses for \$50,000. At the November 7, 2022 Council meeting, Council approved 2 resolutions to accept both awards. At the April 17, 2023 meeting, Council created the grant project budget ordinance to create the fund to account for the grant.

DISCUSSION: The North Carolina Office of State Budget and Management has approved the scope of work and has executed the grant agreement with the City of Goldsboro for the \$100,000 portion of the grant related to transportation. Funding was received after execution of the agreement in the amount of \$100,000 on October 3, 2023. The Assistant City Manager, Matthew Livingston, has requested an appropriation of the expenditures in accordance with the scope of work so that Public Works and Engineering may begin fulfilling the terms of the agreement in a timely manner. In accordance with the grant agreement, these funds are being accounted for in a grant project ordinance.

According to the scope of work the funds will be expended as follows:

Resurfacing	\$ 57,000.00
Sidewalk extension Ash Street	<u>\$ 43,000.00</u>
Total	\$100,000.00

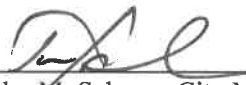
RECOMMENDATION: It is recommended that the City Council, by motion:

1. Adopt the attached ordinance amending the State Grants Miscellaneous (G1109).

Date: 10/8/23


Catherine F. Gwynn, Finance Director

Date: 10/16/23


Timothy M. Salmon, City Manager

ORDINANCE NO. 2023- 58

AN ORDINANCE AMENDING THE GRANT PROJECT FUND
FOR STATE GRANTS MISCELLANEOUS(G1109)

WHEREAS, the North Carolina General Assembly approved the budget for fiscal year 2022-2023; and

WHEREAS, the City of Goldsboro was the recipient of grant funding in the amount of \$100,000 for capital or equipment related projects which will be managed by the NC Office of State Budget and Management; and

WHEREAS, the City Council accepted the award on November 7, 2022 (Resolution 2022-103) to apply the funds toward transportation related projects for resurfacing and a sidewalk extension on Ash Street; and

WHEREAS, the terms of the grant require that the funds be accounted for in a separate fund; and

WHEREAS, it is necessary to fund the expenditures in order for the staff to begin fulfilling the terms of the grant, and this will be funded with an appropriation of state grant revenue.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the State Grants Miscellaneous Grant Project Fund (G1109) is amended as follows:

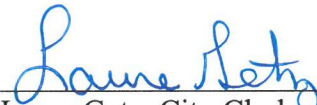
State Grants Miscellaneous Grant Project Fund (G1109)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
State Grant Revenue - Parks & Recreation	\$ 50,000.00	\$ 50,000.00	\$ -
State Grant Revenue - Transportation	-	100,000.00	100,000.00
Total Revenues	\$ 50,000.00	\$ 150,000.00	\$ 100,000.00
Expenditures:			
State Appropriation FY23-Services Parks & Recreation	\$ 8,000.00	\$ 8,000.00	\$ -
State Appropriation FY23-Supplies & Equipment Parks & Recreation	42,000.00	42,000.00	-
State Appropriation FY23-Transportation Improvements	-	100,000.00	100,000.00
Total Expenditures	\$ 50,000.00	\$ 150,000.00	\$ 100,000.00

This Ordinance shall be in full force and effect from and after this 16th day of October, 2023.


David Ham, Mayor

ATTEST:


Laura Getz, City Clerk



CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: Operating Budget Amendment FY23-24

BACKGROUND: Council adopted the FY23-24 annual operating budget on June 20, 2023.

DISCUSSION: **Street Paving Division (4136) General Fund**
On October 2, 2023, City Council authorized the award of a street resurfacing project to Daniels, Inc. in the amount of \$278,150.95. It was presented that \$154,665.91 was to be funded with a fund balance appropriation from the General Fund.

Fire (5120) General Fund

There was an equipment failure of a fire truck that caused the cab of the truck to open within the garage bay causing damage to the truck and the bay door. The insurance company (VFIS) will provide a rental fire truck to the City for a period of 40 days at a cost not to exceed \$250 per day. It is necessary to appropriate the cost of the rental in the amount of \$10,000, and this will be funded with insurance proceeds.

Analysis of Appropriated Fund Balance – General Fund

Date	Description	Adopted
6/20/2023	Ord 2023-43 FY23-24 Adopted Budget	\$ 1,500,000.00
8/7/2023	FY22-23 Purchase Order Rollovers	2,063,324.43
8/7/2023	Balance of trash compactor for Solid Waste	119,000.00
10/2/2023	Rebuilding Broken Places NPO	13,636.00
	Current Year Appropriations	<u>\$ 3,695,960.43</u>
10/16/2023	Resurfacing Project FY24	\$ 154,665.91
	Proposed	\$ 154,665.91
	Current Year with Proposed	<u><u>\$ 3,850,626.34</u></u>

Water Reclamation Facility (4177) Utility Fund

Mr. Robert Sherman, Public Utilities Director, presented a request to authorize a change order in the amount of \$49,395.36 to Aqua-Aerobics Systems, Inc. for additional unexpected work on the rebuild of sand filter #2. This will be funded with an appropriation of fund balance in the Utility Fund.

Analysis of Appropriated Fund Balance – Utility Fund

Date	Description	Adopted
6/20/2023	Ord 2023-43 FY23-24 Adopted Budget	\$ -
8/7/2023	FY22-23 Purchase Order Rollovers	2,911,751.36
10/2/2023	Additional appropriation for Lead & Copper Inventory Project	55,060.00
	Current Year Appropriations	<u>\$ 2,966,811.36</u>
10/16/2023	Change order Sand Filter #2 Rebuild Project	\$ 49,395.36
	Proposed	<u>\$ 49,395.36</u>
	Current Year with Proposed	<u><u>\$ 3,016,206.72</u></u>

RECOMMENDATION:

It is recommended that the City Council, by motion:

1. Adopt the attached ordinance to amend the FY23-24 Operating Budget for the General Fund and Utility Fund.

Date: 10/8/23


Catherine F. Gwynn, Finance Director

Date: 10/16/23


Timothy M. Salmon, City Manager

AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE
CITY OF GOLDSBORO FOR THE 2023-24 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2023-24 Annual Operating Budget on June 20, 2023; and

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

WHEREAS, it is necessary to appropriate funds in the Street Paving division of Engineering in the General Fund to fund a portion of the 2023 Resurfacing Project, and this will be funded with an appropriation of fund balance in the General Fund; and

WHEREAS, it is necessary to appropriate funds in the Fire department for the rental of a fire truck, and this will be funded with an appropriation of insurance proceeds in the General Fund; and

WHEREAS, it is necessary to appropriate funds in the Water Reclamation Facility division of Public Utilities to fund a change order related to the rebuild of sand filter #2, and this will be funded with an appropriation of fund balance in the Utility Fund.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the General Fund and Utility Fund be amended as follows:

<u>GENERAL FUND</u>	<u>Current</u>	<u>Amended</u>	<u>Difference</u>
<u>Street Paving (4136)</u>			
FY23-24 Amended Adopted Budget 6/20/23	\$ -	\$ -	\$ -
Paving Multi-use Areas	52,830.56	52,830.56	-
Resurfacing	-	154,700.00	154,700.00
Total Expend. - Street Utilities	<u>\$ 52,830.56</u>	<u>\$ 207,530.56</u>	<u>\$ 154,700.00</u>
<u>Fire (5120)</u>			
FY23-24 Amended Adopted Budget 6/20/23	\$ 7,705,403.30	\$ 7,705,403.30	\$ -
Repairs Insurance Claims	-	10,000.00	10,000.00
Total Expend. - Fire	<u>\$ 7,705,403.30</u>	<u>\$ 7,715,403.30</u>	<u>\$ 10,000.00</u>
All Other Expenditures	<u>\$ 44,062,039.37</u>	<u>\$ 44,062,039.37</u>	<u>\$ -</u>
Total Expenditures - General Fund	<u>\$ 51,820,273.23</u>	<u>\$ 51,984,973.23</u>	<u>\$ 164,700.00</u>

<u>GENERAL FUND</u>	<u>Current</u>	<u>Amended</u>	<u>Difference</u>
<u>Revenues</u>			
Tax Revenues	\$ 19,335,688.00	\$ 19,335,688.00	
Licenses and Permits	422,350.00	422,350.00	
Revenue from Other Agencies	16,395,317.00	16,395,317.00	
Charges for Services	6,110,922.00	6,110,922.00	
Capital Returns	2,119,941.80	2,119,941.80	
Miscellaneous Revenue	49,700.00	59,700.00	10,000.00
Shared Services	3,690,414.00	3,690,414.00	
Appropriated Fund Balance	3,695,940.43	3,850,640.43	154,700.00
Total Revenues - General Fund	<u>\$ 51,820,273.23</u>	<u>\$ 51,984,973.23</u>	<u>\$ 164,700.00</u>

UTILITY FUND

Water Reclamation (4177)

FY23-24 Amended Adopted Budget 6/20/23
Miscellaneous Equipment

Total Expend. - Water Reclamation

<u>Current</u>	<u>Amended</u>	<u>Difference</u>
\$ 6,385,713.18	\$ 6,385,713.18	\$ -
212,175.99	261,575.99	49,400.00
\$ 6,597,889.17	\$ 6,647,289.17	\$ 49,400.00

All Other Expenditures

Total Expenditures - Utility Fund

\$ 20,228,515.19	\$ 20,228,515.19	\$ -
\$ 26,826,404.36	\$ 26,875,804.36	\$ 49,400.00

Revenues

Revenue from Other Agencies
Charges for Services
Capital Returns
Miscellaneous Revenue
Shared Services & Transfers
Fund Balance

Total Revenues - Utility Fund

\$ -	\$ -	
23,040,600.00	23,040,600.00	
201,921.00	201,921.00	
517,072.00	517,072.00	
100,000.00	100,000.00	
2,966,811.36	3,016,211.36	49,400.00
\$ 26,826,404.36	\$ 26,875,804.36	\$ 49,400.00

This Ordinance shall be in full force and effect from and after this 16th day of October, 2023.


David Ham, Mayor

ATTEST:


Laura Getz, City Clerk



CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: Chiller Replacement for Historic City Hall and City Hall Addition

BACKGROUND: The chiller providing AC to Historic City Hall and City Hall Addition was purchased in 2004 when the City Hall Addition was constructed. Two circuit boards that control the chiller have failed, along with some other parts. The boards are obsolete, and the manufacturer cannot provide any replacements. No existing supply of boards have been found in supply houses or online searches.

The City Manager has authorized the rental and installation of a portable chiller to provide cooling for the building while we wait for the new unit. This unit was put in place last week. The approximate cost of the rental unit will be \$163,400. The current lead time on the new unit is currently eight months.

DISCUSSION: G.S. 143-129 requires formal bidding when the estimated expenditure of public money is greater than \$90,000 for apparatus, supplies, materials, or equipment, and further requires that the governing body must award the contract. Subsection (e) (3) is an exception that allows procurement through a cooperative purchasing group.

The statute allows the governing body to delegate the authority to award contracts, reject bids, or readvertise bids on behalf of the unit to the Manager or other employee. City Council authorized the City Manager or the Finance Director this authority on April 19, 2021, in RES 2021-30.

The procurement of the new chiller equipment is being done through the Omnia Partners Cooperative Purchasing Group. The City Manager and Finance Director stipulate that the delegated authority limit is \$250,000, and contracts over this amount shall be presented to City Council for approval and award.

RECOMMENDATION: It is recommended that Council approve the attached resolution awarding the purchase of a new chiller to Brady, and approving the creation of a Purchase Order to Brady in the amount of \$385,843.

Date: _____

Scott Williams, IT Director

Date: 10/16/23



Timothy M. Salmon, City Manager

**RESOLUTION TO APPROVE AWARD AND PURCHASE ORDER FOR
CHILLER REPLACEMENT**

WHEREAS, the chiller providing AC to Historic City Hall and City Hall Addition was installed in 2004; and

WHEREAS, the current chiller has had a major failure, including two circuit boards and other parts; and

WHEREAS, any parts needed are obsolete, and no longer available from the manufacturer or any after market sources; and

WHEREAS, purchasing a new chiller has a lead time of eight months, and can be purchased thru Omnia Purchasing Cooperative Group pricing; and

WHEREAS, the City Manager has authorized the rental and installation of a portable chiller while we wait for the new unit, but a rental unit for the facility is expensive and a new unit should be ordered as soon as possible; and

WHEREAS, G.S. 143-129 requires formal bidding when the estimated expenditure of public money is greater than \$90,000 for apparatus, supplies, materials, or equipment, and further requires that the governing body must award the contract. Subsection (e) (3) is an exception that allows procurement through a cooperative purchasing group. The statute allows the governing body to delegate the authority to award contracts, reject bids, or readvertise bids on behalf of the unit to the Manager or other employee. City Council authorized the City Manager or the Finance Director this authority on April 19, 2021, in RES 2021-30; and

WHEREAS, the procurement of the new chiller equipment is being done through the Omnia Partners Cooperative Purchasing Group. The City Manager and Finance Director stipulate that the delegated authority limit is \$250,000, and contracts over this amount shall be presented to City Council for approval and award.

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

1. The City of Goldsboro shall approve the award for the new chiller to Brady, using the Omnia Purchasing Cooperative Group pricing, and approve the Purchase Order in the amount of \$385,843.00

This Resolution shall be incorporated into the official Minutes of the City of Goldsboro and shall be in full force and effect from and after this 16th day of October, 2023.

Attested by:


Laura Getz, City Clerk




David Ham, Mayor

CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: HVAC Unit for Goldsboro Event Center (GEC)

BACKGROUND: One of the 7.5 ton units that cools and heats the Ballroom at the Goldsboro Event Center has failed and needs to be replaced. The unit that failed is 27 years old.

DISCUSSION: Goldsboro Event Center requested three (3) quotes and has been successful in obtaining two (2) quotes to replace the 7.5 ton unit that heats and cools the Ballroom area. The lower of the quotes is \$19,870. Money was not budgeted for HVAC replacement for FY24.

RECOMMENDATION: It is recommended that the Council approve the attached resolution authorizing staff to purchase a new HVAC unit for the Goldsboro Event Center.

DATE: _____

Felecia Brown, Parks and Recreation Director

DATE: 10/16/23

Timothy Salmon, City Manager

RESOLUTION NO. 2023-80

A RESOLUTION AUTHORIZING THE CITY OF GOLDSBORO TO REPLACE THE
HVAC AT THE GOLDSBORO EVENT CENTER

WHEREAS, the City of Goldsboro renovated the former Goldsboro Country Club located on Slocumb Street; and

WHEREAS, the former Goldsboro Country Club was renamed the Goldsboro Event Center via City Council's approval; and

WHEREAS, one of the 7.5 ton units that helps to heat and cool the Ballroom area is 27 years old and has failed; and

WHEREAS, the cost to replace this unit is \$19,870; and

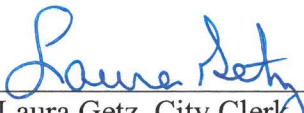
WHEREAS, staff recommend replacing the failed unit as it will allow the public, our citizens and organizations to continue using the Goldsboro Event Center.

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

1. City staff are authorized to replace the HVAC at a cost of \$19,870 at the Goldsboro Event Center.
2. This resolution shall be in full force and effect from and after this 16th day of October, 2023.


David Ham, Mayor

Attested by:


Laura Getz, City Clerk



CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING

SUBJECT: Veterans Day Parade – Temporary Street Closure

BACKGROUND: The Annual Veterans Day Parade is a parade to Honor all US Military Veterans from all branches of the U.S. Armed Forces for their service. The parade is organized, coordinated, and sponsored by the Wayne County Veterans & Patriots Coalition.

DISCUSSION: The street closing request for Saturday, November 11, 2023 is as follows:

Parade Route: South on Center Street beginning at Ash Street to Pine Street; going around the traffic circle heading north on Center Street back to Ash Street, ending at Ash Street.

Staging Areas (streets closed for staging): S. Center Street - between Ash and Holly Street; Oak Street - between James and William Street; Vine Street - between James and William Street; Beech Street - between Center and William Street.

Additional Closures recommended by the Police Department to manage traffic flow will encompass: James Street - between Oak and Ash Street; Ash Street - between James and John Street; Mulberry Street - between James and John Street; Walnut Street - between James and John Street; Chestnut Street - between James and John Street; Spruce Street - between James and John Street; Pine Street - between James and John Street; and Center Street at Elm Street.

Parking Restrictions: No parallel parking on Center Street from Pine Street to Ash Street.

The time requested for the street closing is from 7:00am to 3:00pm. Police have indicated that traffic will be restricted from 7:00am until 10:30am and all traffic stopped at 10:30am. The actual parade will begin at 11:00am and end at approximately 12:30pm.

As with all downtown events, affected city departments will be contacted and the following concerns are to be addressed:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.

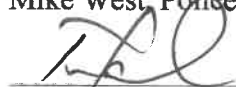
4. The Police and Fire Departments and Public Works Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary street closures of the sections of Pine Street, Spruce Street, Center Street, Walnut Street, John Street, Mulberry Street, Ash Street, James Street, Chestnut Street, Oak Street, Vine Street, and Beech Street for the Veterans Day Parade route and staging area from 7:00am to 3:00pm on Saturday, November 11, 2023, as stated above.

Date: 10-11-2023


Mike West, Police Chief

Date: 10/16/23


Tim Salmon, City Manager

CITY OF GOLDSBORO
SPECIAL EVENTS/PARADE/STREET CLOSING
PERMIT APPLICATION

****In the event of a street closing or carnival, an application should be submitted at least 30 days prior to your parade or special event.**

I. General Information

Type of Event: (please check all that apply)

☒ Parade ☐ Run/Walk ☐ Festival ☐ Street Closure ☐ Carnival ☐ Other (explain): _____

Event Name: 2023 Veterans Day Parade

Event Date(s): November 11, 2023 **Event Website:** <https://www.waynegov.com/439/veterans-day-parade>

Inclement Weather/Rain Date(s): N/A

Description of Event (Please briefly describe the event.)

A parade to honor our local veterans on the annual observation of Veterans Day.

Requested Event Location: Downtown Goldsboro - Center Street

Event Start Time/End Time: 11:00am/12:30pm

Set-Up: Date & Time (start/end): Nov. 10 (2pm) / Nov 11 (7am-line up)

Dismantle (Completion): Date & Time (start/end): Nov. 11 (12:30pm-1:30pm)

Estimated Daily Attendance: 1000

Will this event require street closures? ☒ Yes ☐ No **Closure Times** 7:00am - 1:30pm

If yes, please list the streets that you are requesting to be closed:

S. Center(Ash to Pine) N. Center(Ash to Holly) Oak(James to William) Vine(James to Willam) Beech(Center to Willam)

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Wayne County Veterans and Patriots Coalition

Are you a non-profit?☒Yes ☐No If yes, are you: ☒501c (3) ☐501c (6) ☐Place of worship

Applicant Name: Eric Busse **Title:** President

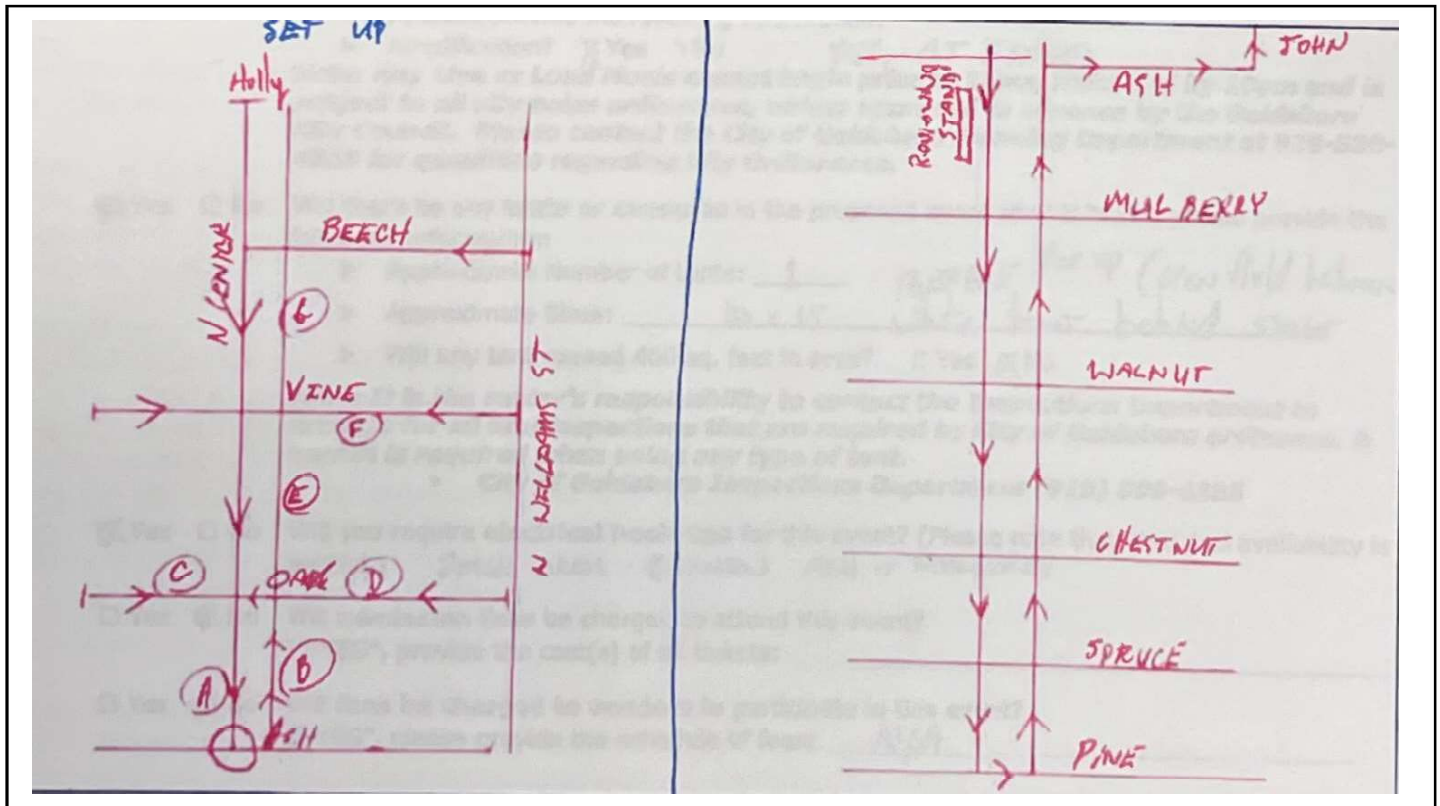
Address: P.O. Box 641 - 200 N. Willams Street

City: Goldsboro **State:** NC **Zip:** 27530 **Phone:** 978-866-8571

Cell Phone: 978-866-8571 **Email:** ebusse@gmail.com

Day of Event Contact:Name: Eric BussePhone: 978-866-8571**III. Event Map**For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION: N. Center/Oak/Vine/BeachFor Run/Walk/Parade/Carnivals- STARTING POINT: Ash/CenterFor Run/Walk/Parade/Carnival- ENDING POINT: Ash/Center

***Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, rides, booths, tents, parking, etc. (Please attach additional pages as needed.)**


IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.

How do you plan to handle restroom services? ☐ Portable Toilets ☐ Other

If portable toilets will be provided, please list the name/contact of the company:

Parks PortableToilets

If no portable toilets will be provided, how will these requirements be handled?

N/A

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

Part of Dismantle, after the event

V. Event Details: Please answer the following questions regarding your event.

- ☐ Yes ☒ No Does the event involve the sale of food?
- ☐ Yes ☒ No Does the event involve the sale of alcohol?
- If "YES" has the health department been notified?
- For events with food, a letter from the health department must be submitted 30 days prior to the event.
 - Health Department: (919) 731-1000
 - The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
 - NC ABC Commission: (919) 779-0700

- ☐ Yes ☒ No Will there be **musical entertainment** at your event?
- If "YES", please provide the following information:

- Amplification? ☐ Yes ☐ No

Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.

- ☒ Yes ☐ No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:

- Approximate Number of tents: 1

- Approximate Sizes: 10X10

- Will any tent exceed 400 sq. feet in area? ☐ Yes ☒ No

Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.

▪ **City of Goldsboro Inspections Department (919) 580-4385**

- ☒ Yes ☐ No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

- ☐ Yes ☒ No Will **admission fees** be charged to attend this event?
- If "YES", provide the cost(s) of all tickets: _____

- ☐ Yes ☒ No Will **fees be charged to vendors** to participate in this event?
- If "YES", please provide the schedule of fees: _____

- ☒ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at <http://www.goldsboronc.gov/special-events/>.

***The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.**

VI. Miscellaneous:

Parking:

- How will overall patron parking be accommodated for this event? Utilizing public parking in the downtown area around Center Street.

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

Special Information and Conditions of receiving a Special Event/Parade Permit:

Insurance:

General Liability Insurance coverage of at least \$1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event is required. This Proof of insurance or applicable rider ***MUST*** be attached before submitting. Contact your insurance provider for assistance. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Carnival applicants must provide proof of liability insurance of at least \$5 million. The city must be listed as an additional insured on the Certificate of Insurance and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public.

Application Fee:

An application fee of \$100.00 for special events and \$200.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

Event Cancellation:

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

Public Safety:

The City of Goldsboro reserves the right to require security and medical personnel for your event.

Police: The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro's Police Department Off-Duty Coordinator at 919-580-4223.

Prohibited Items:

No firearms or illegal drugs are allowed.

Policy of Non-Discrimination:

City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

Additional Rules Pertaining to Events:

1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

Alcoholic Beverages:

(If consumption of alcohol is planned on property for event, the following additional requirements MUST be met.)

1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.
4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at www.abc.nc.gov/permits.

5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

**** Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

****For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature:  Date: Oct 9, 2023
Eric Busse (Oct 9, 2023 11:01 EDT)

Organization: Wayne County Veterans and Patriots Coalition

Please return this application and all supporting documentation by email, mail or in person to:

Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
spowers@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Steven Powers at spowers@goldsboronc.gov.

For Inner Office Use Only:

Goldsboro Police Department Representative Date

Downtown Goldsboro Representative Date

Public Works Department Representative Date

Parks and Recreation Department Representative Date

Finance Director Date

City Manager's Signature Date
(Use of City Owned Lots/Non-Street Closings and Carnivals)



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Wayne County Veterans and Patriots Coalition from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city's property.

This the 9 day of October, 2023.


Eric Busse (Oct 9, 2023 11:01 EDT)

(SEAL)

(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/06/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER O'Berry & Lewis, Inc. PO Box 127 Goldsboro NC 27533	CONTACT NAME: Madison Martin PHONE (A/C, No, Ext): 919 735 1237 FAX (A/C, No): 919 735 8819 E-MAIL ADDRESS: coi@oberry-lewis.com
INSURED Wayne County Veterans and Patriots Coalition Inc P O Box 641 Goldsboro NC 28333	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		A656397	10/13/2023	10/13/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 100,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Veterans Day Parade - November 11, 2023

Additional Insured: City of Goldsboro

CERTIFICATE HOLDER**CANCELLATION**City of Goldsboro
204 S Center St
Goldsboro, NC 27530

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ITEM

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CITY OF GOLDSBORO
AGENDA MEMORANDUM
October 16, 2023 COUNCIL MEETING

SUBJECT: Change Order No.1 Price Change for the Rehabilitation of Sand Filter #2.

BACKGROUND: In the FY23 Budget the rehabilitation for sand filter #2 was approved and resolution adopted in the Council Meeting on December 19, 2022, for \$201,702.00 (Resolution No. 2022-126).

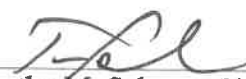
DISCUSSION: During the rebuilding of sand filter #2, it has been found that there was extensive damage to the existing fiberglass cell dividers. In order to repair the damage, additional parts and labor, beyond that in original scope, is required. The cost for the unforeseen repairs would be an additional \$49,395.36, which includes sales tax.

RECOMMENDATION: It is recommended that the City Council adopt the attached resolution authorizing a change order to the contract with Aqua-Aerobics Systems Inc. for the additional labor and materials for the unforeseen repairs to sand filter #2 at the WRF.

Date: 10-16-2023


Robert Sherman, Public Utilities Director

Date: 10/16/23


Timothy M. Salmon, City Manager

RESOLUTION NO. 2023- 81

RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF CONTRACT
FOR THE SAND FILTER REHABIILATION PROJECT

WHEREAS, Council adopted Resolution 2022-126 during the December 19, 2022 meeting, and authorized the City Manager to execute the contract with Aqua-Aerobics System Inc.; and

WHEREAS, material and labor cost increase for unforeseen repairs discovered in the rehabilitation process; and

WHEREAS, Change Order No. 1 will increase the contract to include the amount of \$49,372.22 for materials, labor, and sales taxes for the Sand filter Rehabilitation project at the WRF; and

WHEREAS, the Finance Department will request a tax refund in 2024 to recoup the taxes.

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

1. The City Manager is hereby authorized and directed to execute Change Order No. 1 to increase the contract for the Sand Filter Rehabilitation Project at the WRF in an amount of \$49,395.36, to bring the total contract price to \$251,074.22.
2. This Resolution shall be in full force and effect from and after this 16th day of October, 2023.


David Ham, Mayor

Attested by:


Laura Getz, City Clerk



**CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING**

SUBJECT: Adoption of An Ordinance Amending Chapter 53: Water and Sewer Systems of The City of Goldsboro's Code of Ordinances

BACKGROUND: City Ordinance 53.17, last amended 8-15-83, states the conditions for making water and sewer connections for residential, commercial, and industrial property. For residential and commercial property (paragraph (A)(1)): "Access to water and sewer lines will be provided to a requesting developer or private property owner outside the city limits only upon the receipt and approval of a voluntary petition for annexation by a developer or private property owner who are deemed the same." For industrial property (paragraph (B)(3)): "An industry requesting access to water and sewer lines will be granted such access upon execution of a formal agreement with the city to file a petition for voluntary annexation on or before the expiration of seven years from the date occupancy begins."

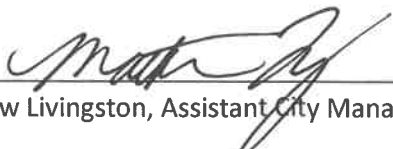
DISCUSSION: It is a standard practice for cities to request voluntary annexation upon satisfactory provision of water and sewer services for residential, commercial, and industrial property. Changing the industrial property voluntary annexation period from seven years from the date occupancy begins to the date occupancy begins would be consistent with local government practices and treat residential, commercial, and industrial properties the same. A water and sewer agreement with an industrial customer that includes voluntary annexation may also include economic development incentives.

RECOMMENDATION: City management recommends City Ordinance 53.17 paragraph (B) for industrial property be modified to state:

(2) "The city will agree to provide access to water and sewer lines to any industry requesting such extension, **subject to available capacity**, provided that industry locates within three miles of the city limits."

(3) "An industry requesting access to water and sewer lines will be granted such access upon execution of a formal agreement with the city to file a petition for voluntary annexation on or before the ~~expiration of seven years from the date~~ occupancy begins."

Date: 10/5/23


Matthew Livingston, Assistant City Manager

Date: 10/16/23


Timothy Salmon, City Manager

AN ORDINANCE AMENDING CHAPTER 53: WATER AND SEWER SYSTEMS
OF THE CITY OF GOLDSBORO'S CODE OF ORDINANCES

WHEREAS, it is a standard practice for cities to request voluntary annexation upon satisfactory provision of water and sewer services for residential, commercial, and industrial property; and

WHEREAS, changing the industrial property voluntary annexation period from seven years from the date occupancy begins to the date occupancy begins would be consistent with local government practices and treat residential, commercial, and industrial properties the same; and

WHEREAS, after a review of Chapter 53, city staff recommend updating section 53.17 (B) as noted below.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, that section 53.17 (B) of the Code of Ordinances, City of Goldsboro, North Carolina, is hereby amended as follows:

Chapter 53

§ 53.17 CONDITIONS FOR MAKING WATER AND SEWER CONNECTIONS.

(B) For industrial property:

(1) An industry will be defined as listed under Division D, Manufacturing, of the Standard Industrial Classification Manual, published by the Office of the Management and Budget of the United States Government.

(2) The city will agree to provide access to water and sewer lines to any industry requesting such extension, **subject to available capacity**, provided that the industry locates within three miles of the city limits.

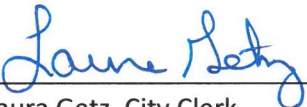
(3) An industry requesting access to water and sewer lines will be granted such access upon execution of a formal agreement with the city to file a petition for voluntary annexation on or before the ~~expiration of seven years from the date occupancy begins.~~

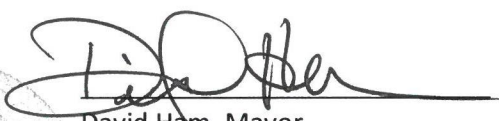
(4) It shall be the responsibility of the developer to pay for the extension of water and sewer lines from the point of nearest access to its property, but the city shall agree to reimburse the developer for such costs in accordance with this chapter and formula provided for the payment of frontage fees for residential and commercial development. If the developer is in fact the county, the developer will be responsible for the extension of water and sewer lines, including any oversized lines to be required for future development. In addition, the operation and maintenance of pump lift stations constructed relative to these lines outside of the city limits would be borne by the county until properly for which pump lift station was installed is annexed. If the developer is in fact a private developer, then it shall be the responsibility of the city to bear the costs of any oversized lines required by it. However, the county will also be entitled to the recoupment of its expenses, including oversized lines, through frontage fees in accordance with the policy and formula described for residential and commercial development. Recapture of the expenses of oversized lines shall be based upon the front foot cost of the line, excluding oversizing, plus the line's future inflated cost not to exceed the original front foot cost of the oversized line.

(5) Any industry located outside the city limits obtaining access to water and/or sewer facilities shall continue to pay revenues based upon the rates then in effect and shall continue to pay such prevailing rates until its annexation into the city pursuant to the petition for voluntary annexation.

This Ordinance shall be in full force and effect from and after the 16th day of October, 2023.

Attested by:


Laura Getz, City Clerk



David Ham, Mayor

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 16, 2023 COUNCIL MEETING**

SUBJECT: Advisory Board and Commission Appointment

BACKGROUND: Citizen involvement is vital to the performance of City government. There are currently several vacancies on Advisory Boards and Commissions. It is necessary that additional appointments be made to fill these vacancies.

DISCUSSION: Recommendations for appointments were requested from the respective Boards and Commissions. Applications were also solicited from the public.

The City Council met during the Work Session on October 2, 2023, to review vacancies and applications received to fill the current vacancies. With this appointment, one position on the Commission on Community Relations and Development, one alternate position on the Historic District Commission, one position on the Recreation Advisory Commission, one position on the Mayor's Committee for Persons with Disabilities, and one position on the Planning Commission remains.

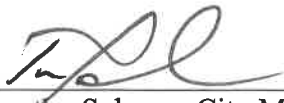
RECOMMENDATION: It is recommended that Council adopt one of the attached Resolutions appointing a member to the Goldsboro Planning Commission in the City of Goldsboro.

Date: 10-11-23



Laura Getz, City Clerk

Date: 10/16/23



Timothy Salmon, City Manager

RESOLUTION NO. 2023-82

RESOLUTION APPOINTING MEMBERS TO ADVISORY BOARDS AND COMMISSIONS

WHEREAS, continued involvement of citizens is vital to the performance of City government; and

WHEREAS, the terms of several members on the City's Advisory Boards and Commissions have expired or been vacated due to members moving or resigning; and

WHEREAS, the following distinguished citizens have expressed a desire to serve upon the indicated Board or Commission.

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

1. The following individuals be and are hereby appointed to the specified Boards and Commissions. The terms of the appointees shall expire on the dates indicated:

Goldsboro Planning Commission

Filling an Unexpired Term

Duke Cox

Term Expires 12-31-2023

Commission on Community Relations and Development

Filling an Unexpired Term

Kyle Cramer

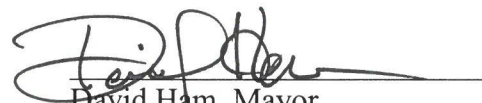
Term Expires 12-31-2025

2. This Resolution shall be in full force and effect from and after this 16th day of October, 2023.

Attested by:


Laura Getz, City Clerk




David Ham, Mayor

City of Goldsboro
Departmental Monthly Reports
September 2023

1. Community Relations
2. Downtown Development - **Report recieved 10/19/23**
3. Engineering
4. Finance
5. Fire
6. Human Resources - **Report not available at time of posting**
7. Information Technology - **Report recieved 10/13/23**
8. Inspections
9. Paramount Theater
10. Parks and Recreation-GEC
11. Planning - **Report not available at time of posting**
12. Police
13. Public Utilities
14. Public Works
15. Travel and Tourism - **Report not available at time of posting**

COMMUNITY RELATIONS & DEVELOPMENT DEPARTMENT

September 2023

Prepared by: Felecia Williams, Community Relations & Development Director

Date Prepared: October 6, 2023

- The Commission on Community Relations and Development (CCRD) met for a regular monthly meeting on Sept. 12th. The MLK Subcommittee met on Sept. 6th and Sept. 25th.
- The Mayor's Committee for Persons with Disabilities (MCPD) met for a regular monthly meeting on Sept. 21st.
- The Goldsboro Mayor's Youth Council (GYC) met for 2023-2024 Orientation on Sept. 6th.
- Community Relations Activities:
 1. Staff attended the monthly Executive Board meeting of CALM on Sept. 19th.
 2. The department scheduled and held 4 staff meetings in September.
- Community Development Activities:
 1. Staff met with Procurement Manager to discuss current/upcoming projects on Sept. 12th.
 2. Staff attended the monthly Region 10 Continuum of Care (CoC) meeting on Sept. 13th and Region 10 Coordinated Entry weekly case conference meeting on Sept. 13th.
 3. Staff attended two Choice Neighborhood Planning meetings on Sept. 27th.
 4. Staff engaged in 4 virtual consultations with HUD for the month of September.
- The Department received one (1) housing complaint and twenty (20) requests for assistance for the month of September. *Please refer to Community Relations & Development Addendum for a detailed summary.

2023 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	AVG
Housing Complaints	1	1	1	1	4	0	2	1	1				2
Consumer/Other Requests	27	36	14	15	19	25	32	25	20				24

2022 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	AVG
Housing Complaints	3	0	0	0	3	1	1	0	1	0	0	1	3
Consumer & Other Requests	24	36	25	141	69	43	27	32	27	19	20	20	40

COMMUNITY RELATIONS & DEVELOPMENT DEPARTMENT *Addendum*

September 2023

Prepared by: Felecia Williams, Community Relations & Development Director

Date Prepared: October 6, 2023

Complaints/Grievances

Nature of Complaint	Resolution
Housing – Dispute with landlord & Eviction	Formal Complaint Filed – Advised that the City has no authority over judicial system.

Assistance with Resources

Resource Requested	Number of Requests	Resolution
Home Repair	10	Application provided /Application follow-up provided/Referred County resident to Hope Restorations
First-Time Homebuyer	5	Provided program information and/or update on submitted application
Homelessness	1	Completed Region 10 Continuum of Care Coordinated Entry Intake & Assessment; Submitted to Eastpointe; Also made referral for MH services
Seeking Wheelchair	1	Referred to MCPD; wheelchair provided
Chamber of Commerce Contact Information	1	Provided telephone number
Local Attorney's Contact Information	1	Provided telephone number
Housing	1	Referred to Legal Aid after assessing situation
Total Requests:	20	

Current Downtown Development Office Projects Staff Worked On Over the Month Include:

- Met with (or conversed by email/phone) 11 potential new property acquisition projects/persons and/or business interest regarding downtown. Met with 14 existing business owners.
- Social District preparation – Approved in August. Info page has been designed and placed on website. Materials, including signs are being designed and quoted. Planned rollout - end of October
- South Center Street Development planning. RFQ to be released September 15. Submittals due October 13.
- Union Station discussions regarding stabilization, fair market value and potential reuse. Appraisal was delivered in March. Exploring grant opportunities to ease the cost of rehabilitation.
- NC Main Street Annual Awards nominations completed September 26th.
- NC Main Street conference prep and inventory of downtown maintenance needs.
- Parking Commission discussions. Signage plan has been developed and blanks ordered to produce 80 signs.
- Merchant/Property Information Mgmt – Continuing to integrate into new website.
- Staff continuing to work with Choice Neighborhoods Team, attending bi-weekly calls. Also attending Economic Development and Urban Form subcommittee meetings.

Downtown Development Office Events or Activities that Staff Administered or Assisted During the Month:

- Staff supported NC Freedom Fest – Taste of Wayne, Freedom Friday and NCFF, Saturday.
- Staff is meeting with NC Main Street staff monthly re: 2024 NC Main Street Conference, March 12-14.
- New downtown public art installed September 22 – 29, with assistance of consultant and Building & Grounds.
- Staff notified nominees for 11 2022-23 Annual Downtown Awards. Awards Dinner will be held on Oct 13.
- Other Meetings: Chamber of Commerce Board Meeting, Social District Discussions, NCFF Board and Planning Mtgs, Transformation Grant Discussion, TRC with Planning.

DGDC Events or Activities that Staff Administered or Assisted During the Month:

- DGDC Merchants on September 5, Design, Economic Vitality and Promotions Committees on September 12, Executive Committee on September 13 and DGDC Board of Directors on September 20.
- Wellness Wednesday – September 27 – November 1
- Fall Movies Nights – October 12, 26, November 9
- Downtown Fall Activities including Trick-Or-Treat, October 28
- Downtown Annual Awards Dinner & DGDC Annual Retreat preparations

Upcoming Events/Activities:

- HUB Events: Taste of Wayne – Sept 7, Freedom Friday – Sept 8, NC Freedom Fest – Sept 9, First Responders Lunch, Oct 5, Small Batch Craft Market, Oct 7, Fall Movie Nights, Dementia Alliance Walk, Oct 21, Ride the City, Oct 21

Businesses Opening/Properties Purchased & Other Updates

- New Businesses: Labrar Coffee (reopened), Good Thymes – 112 E Mulberry St., Lola's Vintiques – 154 S Center St
- Coming Soon, Jay's to reopen in October; The Firm at 156 S. Center; WOLF Unlimited – 138 N Center; Owl-am Pool Hall – 122 S Center; Brick's Woodfired Pizza – 146 S Center St
- Downtown Goldsboro's Facebook page followers: 15.3K; 56.5K reach

ENGINEERING DEPARTMENT

September 2023

Prepared by: Jonathan Perry

Date Prepared: 10-04-23

Stoney Creek Greenway

- The greenway extends from Royall Avenue to Quail Park along Stoney Creek, approximately 1,600 linear feet;
- Final payment has been made to the contractor;
- Staff is working on project closeout with NCDOT.

Phase IV Sewer Collection Rehabilitation

- Staff is working with DWI to close out this project.

Mount Olive Pickle Expansion

- Phase 1 has been completed and Mount Olive Pickle is in operation;
- Phase 2, River Bend Pump Station, is under construction and will take approximately a year to complete;
- Funding is in the State's Budget to complete Phase III of this project.

Stormwater Control Measure (SCMs) Inspections

- Approximately 308 SCMs have been approved and 258 SCMs have been constructed to date;
- Stormwater Control Measure Inspections are completed for September 2023.

Wayne County Utility Merger/Regionalization Feasibility

- Final scope of engineering services has been approved by DWI;
- CDM Smith continues to work on the final report and to facilitate meetings with all interested parties in Wayne County;
- The final report is anticipated for submittal in the Fall.

Stormwater Inventory Project

- Projected completion December 2023.

2" Galvanized Water Line Project

- NCDWI awarded the City a grant for the project in the amount of \$5,999,395;
- Offer and acceptance documentation was submitted by staff in September 2022;
- Staff is working on the design phase of this project.

Lead and Copper Inventory

- Staff is coordinating the information required by EPA for lead and copper inventories;
- City Council awarded a contract for \$2,037,500 to Duke's Root Control, Inc. of Elgin, Illinois on October 2, 2023.

SJAFB MAG Meter

- This project is in the design phase;
- The Wooten Company is working on SCADA integration and electrical design.

NCSU Floodprint Project

- Staff is working with NCSU on potential project applications for Fall 2023.

2023 Resurfacing Project

- The resurfacing project consists of resurfacing Carolina Street from Ash Street to the railroad approximately 200 ft. north of Vine Street and Vine Street from George Street to Carolina Street;
- City Council awarded a contract for \$278,150.95 to Daniels, Inc. of Garner, NC on October 2, 2023.

FINANCE
SEPTEMBER 2023
Prepared By: Andrea Lovelace
Date Prepared: October 9, 2023

	FY 22-23		FY 23-24	
	Actual to Date		Actual to Date	YTD %
Revenues	August-22	Adjusted Budget	August-23	Collected
General Fund	\$ 2,961,934	\$ 51,820,273	\$ 2,741,961	5.29%
Utility Fund	3,296,962	26,826,404	3,988,290	14.87%
Downtown District Fund	4,192	112,215	1,337	1.19%
Occupancy Tax Fund	166,640	1,465,450	186,893	12.75%
Stormwater Fund	261,434	2,070,655	267,203	12.90%
Total	\$ 6,691,162	\$ 82,294,997	\$ 7,185,684	8.73%
Expenditures				
General Fund	\$ 7,549,808	\$ 51,820,273	\$ 9,018,952	17.40%
Utility Fund	2,393,846	26,826,404	2,896,113	10.80%
Downtown District Fund	13,867	112,215	1,848	1.65%
Occupancy Tax Fund	72,395	1,465,450	63,190	4.31%
Stormwater Fund	298,741	2,070,655	729,528	35.23%
Total	\$ 10,328,657	\$ 82,294,997	\$ 12,709,631	15.44%

MAJOR CATEGORIES				
	FY 22-23		FY 23-24	
Revenues	Actual to Date		Actual to Date	YTD %
	August-22	Adjusted Budget	August-23	Collected
Property/Occupancy Taxes	\$ 1,244,011	\$ 20,647,821	\$ 648,762	3.14%
Charges for Services	4,322,261	30,835,722	5,146,937	16.69%
Revenue Other Agencies	72,793	16,395,317	(29,511)	-0.18%
Other Revenues	219,849	3,676,516	496,892	13.52%
Fund Balance	-	7,049,207	-	0.00%
Shared Services	832,249	3,690,414	922,604	25.00%
Total	\$ 6,691,162	\$ 82,294,997	\$ 7,185,684	8.73%
Expenditures				
Labor	\$ 3,845,181	\$ 36,764,236	\$ 4,960,926	13.49%
Non-Labor	6,483,475	45,530,761	7,748,706	17.02%
Total	\$ 10,328,657	\$ 82,294,997	\$ 12,709,631	15.44%

SELECTED OTHER INFORMATION			
	FY 22-23	Actual	Total
Collections	Actual	August-23	Collected F-YTD
Debt Setoff	\$ 46,249	\$ 1,979	\$ 2,772
Surplus	\$ 81,510	\$ 305	\$ 305



Prepared Date:	10/3/23 1:39 PM
Prepared By:	Terrie Webber
Reviewed Date:	10/8/23 3:53 PM
Reviewed By:	Catherine F. Gwynn

Catherine F. Gwynn

**Monthly Cash & Investment Report
September 30, 2023**

Financial Institution	<u>Current Month</u> 9/30/2023	<u>Prior Month</u> 8/30/2023	<u>Prior Year</u> 9/30/2022	Rate of Return
PNC - General Operating	\$ 2,828,595.91	\$ 2,379,688.55	\$ 2,795,764.94	0.00%
PNC - Money Market	\$ 4,128,795.83	\$ 4,117,965.02	\$ 7,445,055.90	3.25%
PNC - Debit Account	\$ 2,000.00	\$ 2,000.00	\$ 980.01	0.00%
Southern Bank - CD	\$ 627,031.50	\$ 626,326.84	\$ 4,108,113.96	1.52%
NCCMT - MM - 2010 Sewer Bond D#001	\$ 43,387.29	\$ 43,201.01	\$ 251,388.18	n/a
NCCMT - MM - American Rescue Plan 2021	\$ 9,263,541.98	\$ 9,223,770.43	\$ 8,857,892.71	n/a
NCCMT - MM - Regular	\$ 4,598,794.07	\$ 4,579,049.76	\$ 4,397,480.10	n/a
Truist MMA	\$ 25,138,775.97	\$ 25,071,717.04	\$ 11,000,581.64	3.25%
Truist (BB&T) - Escrow FY21 & FY22 Rolling Stock	\$ -	\$ -	\$ 414,256.05	n/a
Truist (BB&T) - Escrow FY23 Rolling Stock	\$ 2,380,344.10	\$ 2,380,324.54	\$ 2,398,005.91	0.01%
Webster (Sterling National Bank) - Escrow	\$ 341,333.66	\$ 340,638.19	\$ 1,869,589.05	2.51%
Totals	\$ 49,352,600.31	\$ 48,764,681.38	\$ 43,539,108.45	



Donations Received Report
Fiscal Year 2023-24 Totals
Quarter Ending 9/30/2023

Fund Name	Date	From	For	Ck#	Amount
FY23-24					
Police-Other Restricted Funds	7/20/2023	Pat Pearce	Police Services	cash	\$ 50.00
Police-Other Restricted Funds	8/10/2023	Pat Pearce	Police Services	cash	\$ 50.00
Police-Other Restricted Funds	9/12/2023	Pat Pearce	Police Services	cash	\$ 100.00
			Quarter 1 Ended 9/30/2023 - Total Donations		\$ 200.00
			Fiscal Year to Date - Total Donations		\$ 200.00



Report of Budget Funds Transfers - July, 2023 through June, 2024

Budget Transfers

As per the Adopted Annual Budget Ordinance the Budget Officer or his/her designee shall be authorized to reallocate departmental appropriations among the various objects of expenditures.

The Budget Officer or his/her designee shall be authorized to effect interdepartmental transfers in the same fund not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. A report of all such transfers shall be made to the City Council in the month following such transfer.

Department	Department Head	Account Name	Transfers In	Transfers Out
Human Resources	Bernadette Dove	Salaries & Wages Regular	\$ -	\$ (5,212)
Human Resources	Bernadette Dove	Health Maintenance Program	\$ 5,212	\$ -
		Transfers - Sep 2023 - Human Resources	\$ 5,212	\$ (5,212)
GEC	Felicia Brown	Operational Supplies	\$ -	\$ (3,500)
GEC	Felicia Brown	Roof Repairs	\$ 3,500	\$ -
		Transfers - Sep 2023 - GEC	\$ 3,500	\$ (3,500)
PW Garage	Rick Fletcher	Salaries & Wages Regular	\$ -	\$ -
		Transfers - Sep 2023 - PW Garage	\$ -	\$ -
PW Solid Waste	Rick Fletcher	Salaries & Wages Regular	\$ -	\$ -
		Transfers - Sep 2023 - PW Solid Waste	\$ -	\$ -
Fire	Ron Stempien	Salaries & Wages Regular	\$ -	\$ (0)
		Transfers - Sep 2023 - Fire	\$ -	\$ (0)
Police	Mike West	Salaries & Wages Regular	\$ -	\$ -
		Transfers - Sep 2023 - Police	\$ -	\$ -
Parks & Recreation	Felicia Brown	Tree Service	\$ 1,500	\$ -
Parks & Recreation	Felicia Brown	Equipment Rent	\$ -	\$ (1,500)
		Transfers - Sep 2023 - Parks & Recreation	\$ 1,500	\$ (1,500)
Distribution & Collections	Rick Fletcher	Utility Valve Truck	\$ 6,584	\$ -
Distribution & Collections	Rick Fletcher	Aerial Fire Truck	\$ -	\$ (6,584)
		Transfers - Sep 2023 - Distribution & Collections	\$ 6,584	\$ (6,584)
		Transfers - ALL FUNDS - Sep 2023	\$ 16,796	\$ (16,796)
		Transfers - ALL FUNDS - Jul 2023-Sep 2023	\$ 79,942	\$ (79,942)
		Control Totals	\$ 130,330	\$ (130,330)

Grant Project Budgets Monthly Report -September 2023

Prepared: t/w 10/5/2023 7:45 AM

Reviewed: c/f 10/8/2023 3:49 PM

		INFLWS					OUTFLOWS						
Granting Agency	Granting Agency (Full)	Grant Description	Source (Full)	S	Date Received	Grant Portion Budget Amount	Budget Total	Current Amount Rec'd	Amount Rec'd Project to Date	Current Amount Spent	Amount Spent to Project to Date	Positive (Negative) Cash Flow	Fund
NCHFA	NCHFA ESFRP	ESFRP Rehabilitation Loan Pool	State	S	1/24/2017	\$ 150,000	\$ 150,000	\$ -	\$ 117,975	\$ -	\$ 117,975	\$ -	x 22
HUD	CDBG	FY18-19 Entitlement	Federal	F		\$ 19,523	\$ 19,523	\$ -	\$ 19,523	\$ -	\$ 19,523	\$ -	x C2101
HUD	CDBG	FY19-20 Entitlement	Federal	F	8/27/2019	\$ 353,346	\$ 353,346	\$ -	\$ 216,456	\$ -	\$ 216,456	\$ -	x C2101
HUD	CDBG	FY20-21 Entitlement	Federal	F	10/7/2020	\$ 351,643	\$ 351,643	\$ -	\$ 170,649	\$ -	\$ 170,649	\$ -	x C2101
HUD	CDBG	FY21-22 Entitlement	Federal	F		\$ 354,302	\$ 354,302	\$ -	\$ 87,559	\$ -	\$ 87,559	\$ (0)	x C2101
HUD	CDBG	FY22-23 Entitlement	Federal	F		\$ 358,697	\$ 358,697	\$ -	\$ 25,149	\$ -	\$ 25,149	\$ -	x C2101
HUD	CDBG	FY23-24 Entitlement	Federal	F				\$ -	\$ -	\$ 994	\$ 4,323	\$ (4,323)	x C2101
NCHFA	NCHFA URP-19	Urgent Repair	State	S	4/18/2019	\$ 100,000	\$ 100,000	\$ -	\$ 96,570	\$ -	\$ 96,570	\$ -	x C2101
HUD	CDBG	FY20-21 Entitlement CV Funding (Round 2 & 3)	Federal	F	10/7/2020	\$ 427,303	\$ 427,303	\$ -	\$ 133,792	\$ -	\$ 133,792	\$ -	x C2102
HUD	HOME	FY16-17 Entitlement	Federal	F		\$ 22,201	\$ 22,201	\$ -	\$ 22,201	\$ -	\$ 22,201	\$ -	x C3101
HUD	HOME	FY17-18 Entitlement	Federal	F		\$ 73,557	\$ 73,557	\$ -	\$ 67,480	\$ -	\$ 67,995	\$ (515)	x C3101
HUD	HOME	FY18-19 Entitlement	Federal	F		\$ 22,910	\$ 22,910	\$ -	\$ 22,910	\$ -	\$ 22,910	\$ -	x C3101
HUD	HOME	FY19-20 Entitlement	Federal	F	8/27/2019	\$ 214,732	\$ 214,732	\$ -	\$ 49,554	\$ -	\$ 49,554	\$ -	x C3101
HUD	HOME	FY20-21 Entitlement	Federal	F	10/7/2020	\$ 245,547	\$ 245,547	\$ -	\$ 28,472	\$ -	\$ 28,472	\$ -	x C3101
HUD	HOME	FY21-22 Entitlement	Federal	F		\$ 252,710	\$ 252,710	\$ -	\$ 32,592	\$ 10,000	\$ 52,142	\$ (19,550)	x C3101
HUD	HOME	FY22-23 Entitlement	Federal	F		\$ 280,171	\$ 280,171	\$ -	\$ 27,467	\$ -	\$ 27,467	\$ (0)	x C3101
HUD	HOME	FY23-24 Entitlement	Federal	F				\$ -	\$ -	\$ 491	\$ 7,128	\$ (7,128)	x C3101
HUD	CDBG	ARP Funding (M21-MP370209)	Federal	F		\$ 907,913	\$ 907,913	\$ -	\$ 36,436	\$ 804	\$ 37,691	\$ (1,255)	x C3102
Donation/Gr	Private Donations, Grants and City	Fire Other Restricted Special Revenue Fund	Private	P	Ongoing	\$ 4,050	\$ 4,050	\$ -	\$ 4,786	\$ 684	\$ 826	\$ 3,960	x F3110
Debt	Debt Funded	Smeal Aerial Fire Truck	Debt	D	9/2022	\$ 1,151,600	\$ 1,151,600	\$ -	\$ 1,136,500	\$ -	\$ 8,537	\$ 1,127,963	x F3111
Debt	Debt Funded	Herman Park Center	Debt	D	Not Issued yet	\$ 11,150,000	\$ 11,150,000	\$ -	\$ 376,000	\$ -	\$ 376,000	\$ -	x G1102
Donation	Private Donations	1919 LaFrance Fire Truck Restoration	Private	P	Ongoing	\$ 80,000	\$ 80,000	\$ -	\$ 32,691	\$ -	\$ -	\$ 32,691	x G1103
Donation/Gr	Private Donations and Grants	Parks & Rec Capital Project Fund FY19-FY24	Private	P	Ongoing	\$ 632,943	\$ 632,943	\$ -	\$ 557,943	\$ -	\$ 251,072	\$ 306,871	x G1104
Debt	Debt Funded	2018 Street Bonds (Debt #026-G)	Debt	D	Ongoing	\$ 5,048,522	\$ 5,048,522	\$ -	\$ 5,046,649	\$ -	\$ 4,980,164	\$ 66,485	x G1105
Debt	Debt Funded	Police/Fire Renovation (Debt #025-G)	Debt	D	Ongoing	\$ 6,417,326	\$ 6,417,323	\$ -	\$ 6,417,323	\$ 11,000	\$ 6,287,342	\$ 129,981	x G1106
Donation/Gr	Private Donations and Grants	Parks & Rec Special Revenue Fund	Private	P	Ongoing	\$ 45,636	\$ 45,636	\$ -	\$ 46,386	\$ 260	\$ 42,834	\$ 3,552	x G1107
Donation/Gr	Private Donations, Grants and City	Community Relations Special Revenue Fund	Private	P	Ongoing	\$ 18,252	\$ 18,252	\$ -	\$ 18,252	\$ -	\$ 14,477	\$ 3,775	x G1108
NC OSBM	NC Office State Mgmt & Budget	State Grants Misc-OSBM FY23 St Approp	State	S	2/2/2023	\$ 50,000	\$ 50,000	\$ -	\$ 50,603	\$ -	\$ 7,513	\$ 43,090	x G1109
DOJ	Dept. of Justice	Federal Forfeiture	Federal	F	Ongoing	\$ 274,138	\$ 274,138	\$ -	\$ 275,476	\$ 11,563	\$ 127,666	\$ 147,810	x P3101
DOJ	NC Dept of Justice/US DOJ	2017 GPD Gang Equipment Grant	Federal	S	1/3/2019	\$ 21,366	\$ 21,366	\$ -	\$ 18,408	\$ -	\$ 18,408	\$ 0	x P3102
DOJ	Dept. of Justice	2019 JAG Equipment Grant	Federal	F	9/25/2019	\$ 47,003	\$ 47,003	\$ -	\$ 42,435	\$ -	\$ 42,435	\$ -	x P3102
DOJ	Dept. of Justice	2020 JAG Equipment Grant	Federal	F	9/19/2020	\$ 34,766	\$ 34,766	\$ -	\$ 30,381	\$ -	\$ 30,381	\$ -	x P3102
DOJ	Dept. of Justice	2022 JAG Equipment Grant	Federal	F	12/19/2022	\$ 23,574	\$ 23,574	\$ 4,853	\$ 21,266	\$ -	\$ 21,266	\$ -	x P3102
Donation/Gr	Private Donations, Grants and City	Police Other Restricted Special Revenue Fund	Private	P	Ongoing	\$ 62,183	\$ 62,182	\$ 100	\$ 65,018	\$ -	\$ 19,487	\$ 45,531	x P3104
DOJ	Dept. of Justice	FY20 CRF Equipment Grant	Federal	F	6/8/2020	\$ 87,179	\$ 87,179	\$ -	\$ 87,179	\$ -	\$ 87,179	\$ (0)	x P3106
FEMA	FEMA	Hurricane Florence	Federal	F	6/11/2019	\$ 2,340,773	\$ 4,604,077	\$ -	\$ 4,982,838	\$ -	\$ 4,179,246	\$ 803,592	x R1102
FTA	Federal Transportation Admin.	FY2016 TIGER VIII Center Street & Streetscape	Federal	F	10/1/2018	\$ 6,751,751	\$ 7,189,383	\$ -	\$ 7,385,809	\$ -	\$ 6,527,315	\$ 858,494	x R1103
FEMA	FEMA GO	FEMA GO-Source Capture Exhaust Systems FS 1, 2, 3,	Federal	F	7/24/2020	\$ 202,083	\$ 202,083	\$ -	\$ 202,083	\$ -	\$ 202,083	\$ -	x R1104
UST/Wayne Co	US Treasury-Wayne Co.	CARES Act Funding	Federal	F	9/9/2020	\$ 966,688	\$ 966,688	\$ -	\$ 966,688	\$ -	\$ 966,688	\$ (0)	x R1105
NC Tourism	NC Tourism Recovery Grant	CARES Act Funding - Marketing Travel & Tourism	Federal	F	10/6/2020	\$ 25,750	\$ 25,750	\$ -	\$ 25,750	\$ -	\$ 25,750	\$ -	x R1106
Triangle YMCA	Triangle YMCA	Remote Learning Grant Parks & Recreation	Federal	F	11/18/2020	\$ 19,681	\$ 19,681	\$ -	\$ 19,681	\$ -	\$ 19,681	\$ -	x R1106
UST	US Treasury	ARP Funding	Federal	F	3/11/2021	\$ 8,813,514	\$ 8,813,514	\$ 37,771	\$ 9,263,542	\$ -	\$ 5,279,797	\$ 3,983,745	x R1107
SRF/DWI	EPA/NCDENR	CWSRF-Phase IV Sewer Rehab	Federal	F	11/26/2019	\$ 8,905,676	\$ 9,083,790	\$ -	\$ 4,851,571	\$ -	\$ 8,519,172	\$ (3,667,601)	x S1102
SRF/DWI	EPA/NCDENR	CWSRF-Sewer Rehab (Big Ditch & Carolina)	Federal	F	3/24/2021	\$ 1,235,100	\$ 1,259,802	\$ -	\$ 639,892	\$ -	\$ 730,989	\$ (91,097)	x S1103
Debt	Debt Funded	2010 Sewer GO Bonds D#001-E	Debt	D	2010	\$ 8,605,000	\$ 8,684,163	\$ -	\$ 489,923	\$ -	\$ 489,923	\$ (0)	x S1104
Goldenleaf	Goldenleaf Foundation	Hurr. Matthew Recovery Stormwater Drain. & Swr. R	Private	P	10/11/2017	\$ 598,574	\$ 598,574	\$ -	\$ 598,574	\$ -	\$ 598,574	\$ (0)	x S1105
SRF/DWI	EPA/NCDENR	Little Cherry Big Cherry Pump Station Relocation	Federal	F	Not Accepted Yet	\$ 3,058,000	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	x S1106
DWI	NC Dept of Env. Quality DWI	VUR (AIA) Project AIA-D-VUR-0004 & AIA-W-VUR-000	State	S	1/24/2022	\$ 300,000	\$ 304,500	\$ -	\$ 4,500	\$ -	\$ 302,300	\$ (297,800)	x S1107
DWI	NC Dept of Env. Quality DWI	VUR MRF Project MRF-M-VUR-0001	State	S	1/24/2022	\$ 100,000	\$ 101,500	\$ -	\$ 1,500	\$ 9,374	\$ 42,900	\$ (41,400)	x S1108
City Fees	Stormwater Fees	Stormwater Drainage Projects	City Fees	C	Ongoing	\$ 1,594,366	\$ 1,594,366	\$ -	\$ 1,861,258	\$ 4,970	\$ 1,201,000	\$ 660,258	x T2201
SRF/DWI	EPA/NCDENR	CWSRF-Waterline Repl. & Booster Pump Station Insta	Federal	F	6/6/2019	\$ 32,400	\$ 265,513	\$ -	\$ 233,113	\$ -	\$ 265,513	\$ (32,400)	x W1111
SRF/DWI	EPA/NCDENR	CWSRF-Plate Settlers Project	Federal	F	3/7/2021	\$ 1,484,909	\$ 1,484,909	\$ -	\$ 1,519,536	\$ -	\$ 1,517,550	\$ 1,986	x W1112
SRF/DWI	EPA/NCDENR	CWSRF-2" Galvanized Water Line Replacement	Federal	F	Not Accepted Yet	\$ 5,999,395	\$ 6,029,395	\$ -	\$ 30,000	\$ -	\$ 25,000	\$ 5,000	x W1113
Total						\$ 80,316,753	\$ 80,540,776	\$ 42,724	\$ 48,488,336	\$ 50,140	\$ 44,426,623	\$ 4,061,713	

Grant Source Legend:
F = Federal S = State D = Debt P = Private C = City Fees

Notes:
* DWI still reviewing 30+ Change Orders on Ph IV SRF. Will authorize reimbursements after DWI has concluded the review process.

Grants listed above represent awards that have been officially awarded by the Grantor, and officially accepted by the Grantee (City), unless noted in red font. Those items in red, the Finance Department has received some formal award letter from the Grantor but the City has not formally accepted the award. The list above does not take into account grants that may have been applied for and the City may have received tentative award. If I did not have an official award, I did not place it on this list.

- The cause of fire incidents was determined 55% of the time. 45% of fire incidents were classified as undetermined or still under investigation.
- The average response time of the first arriving unit was 5:05.
- A full response within 8 minutes occurred 98% of all calls.
- There were 0 Civilian injuries, 0 Civilian deaths, 0 Fire Service injuries and 0 Fire Service deaths.
- The American Red Cross assisted 2 families due to displacement because of fire damage.
- Fire prevention and community service activities included: Car Seat Safety Checks with Safe Kids of Wayne County, Station Tours, Birthday Parades, Fill the Boot, ROCC Foundation Community Day, Freedom Fest, and Truck Displays. We reached 45 Adults and 75 Children with fire prevention materials.

2023	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>July</u>	<u>Aug.</u>	Sept.	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>	<u>Total</u>
Total Incidents:	277	222	229	262	263	277	389	415	376				301	2710
Structure Fires:	2	3	7	4	4	4	4	4	7				5	44
EMS Calls:	117	94	93	86	103	116	203	195	192				133	1199
Vehicle Accidents:	31	26	28	36	42	27	31	39	42				34	302
Fire Alarms:	42	38	33	55	45	58	67	73	61				52	472
Other:	85	61	68	81	69	72	84	104	74				78	698
Training Hours:	3118	2873	3074	2218	2063	1777	1707	1680	1593				2233	20103
Safety Car Seat Checks:	7	4	0	1	0	5	4	0	0				2	21
Inspections:	115	116	155	149	110	88	105	130	156				125	1124
2022	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Jul.</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>	<u>Total</u>
Total Incidents:	216	195	226	231	236	264	246	264	280	231	255	296	245	2490
Structure Fires:	5	6	8	5	4	1	3	3	1	1	5	1	4	43
EMS Calls:	79	78	80	92	83	86	99	124	103	73	79	82	88	1058
Vehicle Accidents:	22	23	22	26	32	38	27	24	33	31	30	35	29	343
Fire Alarms:	44	35	48	53	63	56	57	53	73	59	67	78	57	686
Other:	66	53	68	54	54	83	60	60	70	68	74	100	67	811
Training Hours:	2757	2806	2884	2260	1704	1715	1452	1700	1647	1835	1742	1214	1976	23716
Safety Car Seat Checks:	0	0	4	3	5	2	5	3	2	5	1	2	3	32
Inspections:	132	123	153	136	143	187	112	142	145	135	134	80	135	1622

Note: Other Fire Calls includes Good Intent Calls, Bomb Scares, Vehicle Fires, Cooking Fires, False Alarms, Assist GPD, Service Calls, Haz-Mat Calls, Grass Fires and Unauthorized Burning.

Information Technology

September 2023

Prepared By: Angela Price

Date Prepared: October 5, 2023

- Joint Operations Center set up for Freedom Fest.
- Support for Freedom Fest with drones and tech support.
- Removed surplus property from City Hall.
- Setup controllers for new phone system.
- Received new phone equipment and verified delivery.
- Replaced conduit for equipment on roof of City Hall Addition.
- Relocated tertiary storage units.
- Set up KIOSK support to remove messages.
- Replaced UPS units at the Police Department and upgraded UPS in IT closet.
- Replaced conduit on City Hall Addition roof for new data cables.
- Migrated Fire Department phones and tablets to FirstNet.
- Staff attended Constructive Conflict Management.
- Updated Banner Security Certificate.
- Prepped for a portable chiller for City Hall & City Hall Addition.
- Migrated Getac storage to Nutanix.

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	825	719	842	692	730	689	710	722	694				736	6623
Tickets Closed	776	840	805	694	694	778	746	701	693				748	6729
Open Tickets	433	312	349	347	383	294	258	279	280				326	

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	379	353	430	362	451	503	562	523	624	749	663	656	521	6,255
Tickets Closed	310	304	466	398	392	540	464	548	590	686	689	795	515	6,182
Open Tickets	474	523	487	451	510	473	571	546	580	643	617	478	529	

INSPECTIONS

Sept 2023

Prepared By: Allen Anderson, Jr.

Date Prepared 10/04/23

The valuation of all permits issued (Residential, Commercial, & Miscellaneous) for September totaled \$11,837,067. New Residential permits are included in this valuation. Significant projects this month: WCC Center for Industrial Technology at \$1.6M, Panda Express Restaurant at \$2M and 7 new single-family dwellings at \$1.4M.

The valuation of all buildings (Residential & Commercial) permits totaled \$7,684,055. Miscellaneous permits (plumbing, mechanical, electrical, fire, etc.) are not included.

All permit fees collected for the month totaled \$53,259. Of the permit fees collected for the month, \$4,800 was collected in technology fees. Plan review fees collected during the month totaled \$3,715. Business Registration fees collected totaled \$1,640.

The Inspectors did a total of 827 inspections for the month. During the month of September, eight (8) business inspections were completed. A total of 366 permits were issued for the month. One hundred and seven (107) plan reviews were completed for September.

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. \$ (M)	\$7.7	\$43.8	\$23.8	\$9.2	\$10.4	\$7.6	\$36.5	\$59.7	\$11.8				\$23.4
All Bldgs Valu. \$ (M)	\$3.5	\$42.1	\$6.3	\$5.0	\$6.7	\$5.3	\$25.8	\$48.6	\$7.7				\$16.8
New Residential \$ (M)	\$1.5	\$652K	\$2.8	\$2.6	\$4.1	\$2.9	\$4.3	\$3.5	\$1.4				\$2.6
Misc \$ (M)	\$4.2	\$1.7	\$17.5	\$4.2	\$3.7	\$2.3	\$10.7	\$11.2	\$4.2				\$6.6
Permit Fee \$ (K)	\$31	\$40	\$65	\$39	\$50	\$35	\$61	\$81	\$53				\$51
Inspections	511	517	626	542	717	781	709	747	827				664
Permits Issued	287	413	347	414	333	348	359	463	366				370
Plan Reviews	49	35	49	53	83	58	75	74	107				65
2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. \$ (M)	\$3.9	\$11.1	\$5.4	\$6.7	\$5.1	\$9.6	\$17.8	\$6.5	\$9.7	\$10.7	\$8.6	\$5.6	\$8.4
All Bldgs Valu. \$ (M)	\$2.1	\$9.1	\$3.9	\$5.0	\$2.4	\$7.6	\$15.4	\$3.3	\$6.5	\$9.4	\$6.4	\$2.3	\$6.1
New Residential \$ (M)	\$813K	\$3	\$472K	\$4.4	\$341K	\$1.3	\$0	\$300K	\$3.1	\$1.1	\$1.1	\$1.1	\$1.4
Misc \$ (M)	\$1.8	\$2	\$1.4	\$1.7	\$2.7	\$2.0	\$2.4	\$3.2	\$3.1	\$1.3	\$2.3	\$3.3	\$2.3
Permit Fee \$ (K)	\$39	\$43	\$43	\$35	\$43	\$41	\$36	\$48	\$43	\$42	\$33	\$29	\$40
Inspections	460	551	654	614	584	730	531	661	621	587	836	512	612
Permits Issued	258	281	288	281	336	344	253	306	488	306	288	208	303
Plan Reviews	38	66	79	39	45	48	58	56	74	57	33	23	51

PARAMOUNT
September 2023
Prepared by: Adam Twiss
Date Prepared 10/5/2023

-----PARAMOUNT THEATRE-----

- **September activity included 13 rental/use days, including 3 public performances.**
 - o Notable Activity:
 - Freedom Fest Movie and support activities
 - GB Love of Dance performance and auction
 - Yelverton Gospel Concert
- **September cancelled/rescheduled programming includes 0 days, 0 public performances**
- **Repairs and Maintenance:**
 - Façade Elements removed, treated, and reattached by TA Loving in Sept - Oct
 - Essential HVAC Controls (non-mechanical) upgrade proposed for consideration.
 - Wheelchair lift – To be revisited in 2024.
 - Sound System repair and upgrade – Foundation to fund.
 - Roofing and HVAC system investigated for source of minor interior water damage.

-----FINANCIAL-----

Expenses: \$37,664: Labor: \$25,425 / Operations: \$6,591 / Artist and Renter box office Payout: \$5,648

Revenues: \$19,419: Tickets: -\$5,640 / Building Rentals: -\$13,084 / Concession: \$695

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	FY 24 Total	Average
Exp	\$25,165	\$64,018	\$37,664										\$126,847	\$42,282
Rev	\$15,366	\$13,492	\$19,419										\$48,277	\$16,092
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY 23 Total	Average
Exp	\$47,039	\$34,677	\$52,943	\$64,232	\$38,325	\$149,481	\$63,274	\$46,490	\$66,591	\$75,399	\$100,423	\$110,336	\$849,210	\$70,768
Rev	-\$867	\$9,685	\$27,448	\$27,531	\$54,098	\$99,030	\$49,176	\$12,457	\$67,200	\$47,572	\$77,666	\$71,398	\$542,394	\$45,200

- Our Bryan Multi-Sports Complex (MSCX) was used as a site for several high school soccer games in September – **250 participants**
- Our Summer Swimming Pool season concluded Monday, September 4, 2023
- Specialized Recreation hosted a Golf Day at Goldsboro Golf Course on September 6th – **12 participants**
- Goldsboro Event Center (GEC) hosted fifteen (15) events during September – **1,829 guests** and two (2) City of Goldsboro events – **92 guests**
- Staff at the GEC had to turn away **44 patrons** due to dates already being booked
- Golden Agers held their monthly luncheon on September 13th – **20 participants**
- Goldsboro Golf Course hosted several tournaments this month including SJAFB Air Force Ball Committee – **68 golfers** and a Pickleball Tournament – **15 players**
- Youth Karate Program at WA Foster Center in September – **121 participants**
- Attendance in our Youth and Adult Game Rooms at WA Foster Center – **257 visitors**
- Senior Card Group Play at TC Coley Community Center – **127 participants**
- Gym Open Play at WA Foster Center for Adults and Youth during September – **522 participants**
- Park Maintenance Staff continue to clean the park restrooms and the restrooms at the HUB daily
- Park Maintenance Staff continue to tend to the landscaping on Center Street
- As of July 2021, expenditures at all locations on the following report now reflect ALL STAFF associated with/assigned to that location – Full-time staff, Part-time staff, and Seasonal staff

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Goldsboro Event Center													
Rental Revenue	\$21,154	\$17,487	\$22,241	\$18,705	\$11,441	\$11,359	\$12,152	\$30,435	\$9,465				\$17,160
Facility Usage	1250	1975	1802	3225	2065	2165	2016	2536	1921				2106
Expenditures	\$6,742	\$8,122	\$7,537	\$6,475	\$13,627	\$17,384	\$8,527	\$9,749	\$14,049				\$10,246
W. A. Foster Recreation Center													
Program Revenue	\$2,860	\$2,977	\$2,195	\$1,170	\$1,165	\$14,570	\$825	\$230	\$1,210				\$3,022
Rental Revenue	\$948	\$1,827	\$2,918	\$1,088	\$625	\$308	\$2,195	\$603	\$1,085				\$1,289
Facility Usage	2633	1632	2022	2651	2983	1546	2077	1942	2013				2167
Expenditures	\$6,989	\$12,076	\$12,603	\$11,993	\$8,585	\$26,741	\$19,668	\$17,541	\$10,287				\$14,054
T. C. Coley Community Center													
Program Revenue	\$497	\$1,130	\$539	\$280	\$250	\$167	\$211	\$237	\$200				\$390
Rental Revenue	\$1,890	\$720	\$450	\$450	\$450	\$1,015	\$1,015	\$80	\$490				\$729
Facility Usage	197	73	170	193	210	154	177	197	175				172
Expenditures	\$1,874	\$1,379	\$2,203	\$3,934	\$6,644	\$14,466	\$6,706	\$9,164	\$6,005				\$5,819
Specialized Recreation													
Program Revenue	\$0	\$0	\$0	\$0	\$0	\$36	\$18	\$0	\$0				\$6
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				\$0
Facility Usage	190	182	98	98	45	74	166	184	134				130
Expenditures	\$7,618	\$8,447	\$6,350	\$6,729	\$7,462	\$11,736	\$8,627	\$5,612	\$4,477				\$7,451
Senior Programs & Pools													
Program Revenue	\$0	\$185	\$0	\$140	\$11	\$4,082	\$8,749	\$3,408	\$930				\$1,945
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$400	\$875	\$700	\$774				\$305
Facility Usage	166	251	295	210	212	2383	2720	2025	175				937
Expenditures	\$3,749	\$5,489	\$4,688	\$3,818	\$5,927	\$20,543	\$21,611	\$15,760	\$5,088				\$9,630
Athletics, Field & Picnic Shelters, Bryan MSCX													
Program Revenue	\$65	\$32,120	\$23,050	\$1,142	\$5,780	\$2,565	\$45	\$25,540	\$1,605				\$10,212
Rental Revenue	\$6,136	\$0	\$85	\$0	\$900	\$0	\$0	\$1,950	\$450				\$1,058
Facility Usage	17550	19750	21900	22350	36285	21222	14380	15290	20025				20972
Expenditures	\$4,917	\$9,557	\$10,461	\$10,886	\$10,456	\$33,132	\$7,678	\$14,900	\$12,629				\$12,735
Golf Course													
Revenues	\$37,930	\$32,709	\$55,850	\$48,454	\$56,560	\$73,812	\$61,821	\$63,590	\$57,788				\$54,279
Expenditures	\$63,976	\$35,563	\$52,218	\$36,482	\$53,315	\$60,208	\$31,528	\$83,528	\$46,397				\$51,468
Rounds of Golf	1200	1592	2788	1941	2309	2120	2110	2076	2153				2032
Net	-\$26,046	-\$2,854	\$3,632	\$11,972	\$3,245	\$13,603	\$30,293	-\$19,938	\$11,391				\$2,871
Special Events													
Revenues / Sponsorships	\$0	\$2,000	\$0	\$0	\$1,600	\$1,730	\$1,659	\$0	\$0				\$777
Participation	0	200	70	152	160	101	101	\$0	\$0				87
Expenditures	\$18	\$911	\$511	\$94	\$3,170	\$2,194	\$1,551	\$0	\$0				\$939
TOTAL REVENUE													
TOTAL REVENUE	\$71,480	\$91,155	\$107,328	\$71,429	\$78,782	\$110,044	\$89,565	\$126,773	\$73,997				\$91,173
TOTAL EXPENSES													
TOTAL EXPENSES	\$95,883	\$81,544	\$96,571	\$80,411	\$109,186	\$186,404	\$105,896	\$156,254	\$98,932				\$112,342
TOTAL REVENUE FOR THE YEAR			\$820,553										
TOTAL EXPENSES FOR THE YEAR			\$1,011,081										

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Recreation Center													
Program Revenue	\$1,910	\$520	\$720	\$978	\$2,050	\$27,880	\$3,200	\$1,190	\$720	\$1,710	\$1,505	\$990	\$3,614
Rental Revenue	\$735	\$1,475	\$1,530	\$2,350	\$520	\$1,366	\$1,013	\$1,895	\$0	\$0	\$450	\$450	\$982
Facility Usage	250	189	243	188	159	1475	470	224	286	468	390	292	386
Expenditures	\$7,135	\$5,287	\$6,294	\$6,126	\$5,142	\$8,344	\$17,670	\$8,333	\$4,855	\$5,048	\$4,652	\$4,485	\$6,948
WA Foster Recreation Center													
Program Revenue	\$895	\$295	\$505	\$430	\$2,453	\$3,750	\$1,475	\$1,185	\$1,108	\$1,258	\$563	\$1,952	\$1,322
Rental Revenue	\$900	\$2,820	\$1,800	\$3,058	\$2,163	\$1,653	\$2,950	\$1,025	998	\$1,238	\$513	\$1,377	\$1,625
Facility Usage	1595	1565	1565	2051	1814	2495	2268	2814	1825	1719	1579	2325	1779
Expenditures	\$18,218	\$18,684	\$16,911	\$16,186	\$12,952	\$13,819	\$29,738	\$15,471	\$8,798	\$11,022	\$9,556	\$10,764	\$15,177
T.C. Coley Community Center													
Rental Revenue	\$518	\$450	\$518	\$518	\$880	\$948	\$525	\$698	\$855	\$585	\$585	\$585	\$639
Expenses	\$1,848	\$0	\$0	\$0	\$80	\$0	\$100	\$0	\$0	\$42	\$0	\$357	\$202
Specialized Recreation													
Program Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$39	\$0	\$3
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Usage	95	119	152	58	360	220	203	211	222	230	160	123	179
Expenditures	\$5,865	\$5,592	\$5,921	\$5,620	\$4,039	\$4,761	\$6,253	\$2,946	\$2,064	\$10,867	\$11,985	\$6,856	\$6,064
Senior Programs & Pools													
Program Revenue	\$105	\$105	\$105	\$105	\$1,807	\$8,484	\$4,936	\$2,594	\$190	\$190	\$462	\$190	\$1,606
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Usage	232	376	375	1013	1243	3492	3287	1870	268	256	194	271	1073
Expenditures	\$1,027	\$2,257	\$1,874	\$1,722	\$2,437	\$11,092	\$37,817	\$30,044	\$13,284	\$5,555	\$3,114	\$5,234	\$9,621
Athletics, Field & Picnic Shelters, Bryan MSCX													
Program Revenue	\$5,555	\$16,145	\$10,338	\$3,319	\$19,384	\$2,790	\$3,155	\$27,200	\$27,200	\$2,990	\$7,460	\$1,362	\$10,575
Field / Shelter Rental \$	\$0	\$0	\$0	\$150	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$44
Facility Usage	10673	14935	23858	29346	44914	36785	11450	13125	13125	23100	23000	13425	21478
Expenditures	\$22,418	\$15,209	\$16,761	\$19,436	\$34,794	\$10,597	\$16,635	\$11,609	\$9,099	\$8,745	\$13,479	\$5,587	\$15,364
Golf Course													
Revenues	\$15,988	\$33,437	\$50,876	\$63,756	\$68,934	\$61,883	\$51,301	\$56,058	\$50,749	\$58,366	\$34,376	\$26,979	\$47,725
Expenditures	\$31,667	\$37,653	\$43,486	\$35,649	\$38,279	\$49,110	\$57,300	\$80,153	\$43,513	\$41,316	\$34,791	\$43,762	\$44,723
Rounds of Golf	433	1296	1724	2502	1936	1976	1816	1401	1291	1699	1120	541	1478
Net	- \$15,680	- \$4,216	\$7,390	\$28,107	\$30,655	\$12,773	- \$5,999	- \$24,100	\$7,236	\$17,051	- \$415	- \$16,782	\$3,002
Special Events													
Revenues / Sponsorships	\$0	\$0	\$0	\$0	\$0	\$1,975	\$0	\$0	\$300	\$370	\$0	\$0	\$220
Participation	0	0	0	1600	0	110	0	0	75	766	0	5000	629
Expenditures	\$2,013	\$110	\$110	\$285	\$0	\$1,599	\$0	\$0	\$472	\$472	\$0	\$1,861	\$577
TOTAL REVENUE	\$26,606	\$55,247	\$66,392	\$74,664	\$98,266	\$110,729	\$68,555	\$91,845	\$81,122	\$66,707	\$45,952	\$34,185	\$820,269
TOTAL EXPENSES	\$90,191	\$84,792	\$91,357	\$85,024	\$97,723	\$99,322	\$165,513	\$148,556	\$82,085	\$83,067	\$77,577	\$78,905	\$1,184,112
TOTAL REVENUE FOR THE YEAR				\$820,269									
TOTAL EXPENSES FOR THE YEAR				\$1,184,112									

**Expenditures include part-time labor cost, facility operational cost, and full-time labor cost. Not included in expenditures is loan/bond payments and electricity for the areas except for our Golf Course. All these costs are included in our Golf Course Expenditures.

GOLDSBORO POLICE DEPARTMENT

September 2023

Prepared By: Michael D. West

Date Prepared: October 9, 2023

Total Part I Crimes (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for September 2023 was 202, compared to 166 for September 2022.

Property with an estimated value of \$411,113 was reported stolen, while property with an estimated value of \$142,829 was recovered and property damaged was \$32,487.

Officers arrested 83 people and issued 182 citations during the month. There were 11 drug-related charges.

There was 0 report(s) of assault(s) on officer(s).

Revenue collected for September 2023 included:

Police Reports	\$ 630.00
Fingerprints	\$ 80.00
Special Events	\$ 100.00
Total	\$ 810.00

PART I CRIME COMPARISON & TREND														
2023	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total	
OFFENSE														
Homicide	0	0	1	2	2	0	0	0	0				5	
Rape	0	2	1	2	0	0	0	0	0				5	
Robbery	2	1	4	1	5	4	2	6	4				29	
Aggravated Assault	15	17	26	16	20	17	23	23	22				179	
Breaking & Entering	22	16	12	18	29	24	30	28	27				206	
Larceny	112	88	110	114	160	148	135	162	131				1160	
Motor Vehicle Theft	10	10	16	12	9	9	23	22	16				127	
Arson	0	0	0	0	1	0	0	0	2				3	
TOTALS	161	134	170	165	226	202	213	241	202				1714	
2022	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total	
OFFENSE														
Homicide	0	1	2	0	0	2	0	0	1	0	0	1	7	
Rape	1	2	1	3	1	1	1	1	2	0	3	3	19	
Robbery	1	2	6	3	5	3	8	2	2	2	5	2	41	
Aggravated Assault	11	12	20	31	27	20	20	19	25	16	13	13	227	
Breaking & Entering	25	19	18	26	19	28	24	16	24	17	10	10	236	
Larceny	92	86	95	118	94	117	106	127	103	162	102	112	1314	
Motor Vehicle Theft	6	6	7	5	15	21	9	7	9	14	15	6	120	
Arson	0	1	0	1	0	0	0	0	0	0	0	0	2	
TOTALS	136	129	149	187	161	192	168	172	166	211	148	147	1966	

PUBLIC UTILITIES DEPARTMENT

September 2023

Prepared By: Robert Sherman

Date Prepared: October 9, 2023

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
 - o Currently implementing Capital Projects for the replacements of the ATs at the WTP and at the NRPS.
 - o The Water Treatment Plant is fully staffed. Currently, there is one uncertified operator who completed school in September and will be testing in October.

Water Reclamation Facility

- The Water Reclamation Facility (WRF) operations have been performing well. The average daily flow for September is 9.76-MGD. The yearly average flow for the WRF is 8.86-MGD. This puts the WRF at 62% capacity.
 - o All the city's 26 pump stations are operating well. No major issues to report.
 - o Capital projects: **Replacement of the underdrain system for Sand filter #2 is in progress**, Generator at Westbrook L/S, and Upgrade of the Public Utilities Telemetry System Replace Transfer Switches at the Neuse River Pump Station and WTP, Replace **Bulk Storage Tank at the WRF is in progress**, Construction of Bay 8 enclosure at the Compost Facility and Replace flow meters at the WTP.
 - o 3 uncertified operators at the WRF. All scheduled to test for certification in December. One operator position is currently open.
 - o Ash St. Lift Station upgrade with MOPCO is in service. River Bend Lift Station construction has started. The River Bend lift station will replace Big and Little Cherry lift stations.
 - o No issues during the Tropical Storm Ophelia. It produced 3.16 inches of rain over the weekend.

Compost Facility

- Two hundred and twenty-six cubic yards of compost and mulch were sold in September 2023.
- 1 Compost operator with no Class B driver's license, but the Compost Facility is fully staffed.
- 2 operators obtained their Grade 1 Wastewater Operator Certification.

Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month.

2023 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Average
Water*	5.82	5.80	6.32	5.35	5.58	6.76	6.29	6.30	6.04				6.03
Sewer**	7.23	9.94	7.81	9.94	8.64	7.87	9.69	8.82	9.76				8.86
Compost	163	358	835	1509	888	866	822	845	226				724

*Water permit- 14.0 MGD; **Wastewater permit- 14.2 MGD

2022 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Average
Water*	5.608	5.487	5.60	5.53	5.91	6.15	6.304	6.330	6.254	5.97	5.80	6.086	5.92
Sewer**	9.15	9.32	8.63	7.86	7.57	6.56	7.85	7.34	7.05	6.99	6.48	6.67	7.62
Compost	165	972	663	1,287	995	278	419	204	491	619	830	262	599

*Water permit- 14.0 MGD; **Wastewater permit- 14.2 MGD

Public Works Department

August 2023

Prepared by: Jamie Stanley

Date Prepared: 9 October 2023

Monthly Highlights

Buildings & Grounds: Buildings & Grounds: Water in elevator shaft of Historic City Hall, preping Christmas lights and outlets, electrical for IT at City Hall, several street light issues and hanging Christmas lights on first block of Center St. Mowing routes and RWs. The department was also involved in Taste of Wayne, Freedom Fest and Center Street art removal and installation.

Distribution & Collections: Call duty responded to 13 after hour calls--total of 23.5 hours. Completed 85 work orders.

Streets & Stormwater: Repaired 11 Utility cuts totaling 75.6 SY and 34 potholes, 315 trees in roadway, Ash St. SW 134 SY poured, 18,412 LF of small ditches cleaned, Swept 277 curb miles, Jet Rod 1,390 LF storm pipe, cleaned 3 Manholes and 9 Catch Basins, Crews cleaned off over 1000 Catch Basins ahead of inclement weather, 15.9 Hours of Call Duty.

Departments		2023												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	10.7	17.6	11.3	9.8	19.0	20.0	24.5	20.7	16.4				16.7
	Lines Camera'd (1000-ft)	1.6	5.2	3	3.3	4.6	3.7	2.5	3.4	2.0				3.3
	Water Repairs	30	22	23	24	31	16	21	23	17				23.0
	Sewer Repairs	12	12	18	16	24	10	17	24	11				16.0
	Hydrants Replaced/Fixed	12	3	5	3	2	3	5	1	1				3.9
	Meter Install/Changed	3	5	8	5	4	8	6	4	7				5.6
Bldg & Grounds	Radio, Electrical, Bldg	49	61	63	33	44	39	39	28	42				44.2
	ROW Mowing (ac)	0	0	0	61	91	82	97	104	51				54.0
	City-Owned Lots Mowing (ac)	0	15	69	75	276	102	67	103	166				97.0
Garage	Total Work Orders	249	207	265	245	279	213	228	232	228				238.4
	Total Fuel Cost (x1000)	\$ 79	\$ 74	\$ 76	\$ 75	\$ 86	\$ 77	\$ 87	\$ 92	\$ 79				80.5
Solid Waste	Refuse (x1000 tons)	1.08	0.91	1.10	0.98	1.08	1.03	1.11	1.14	1.04				1.052
	Recyclables (tons)	0	38	0	37	71	56	39	13	23				30.8
	Leaf-n-Limbs (x1000 tons)	0.9	0.8	0.6	0.6	0.5	0.5	0.4	1.0	0.7				0.644
Cemetery Funerals		5	4	5	5	4	0	1	1	3				3.1
Street & Storm	Utility Cut Repairs	9	8	23	17	32	20	15	25	11				17.8
	Pot Hole Repairs	70	65	105	145	113	110	88	40	34				85.6
	Streets Swept (miles)	49.7	102	170.8	130.2	190	196.5	229.2	275.9	277				180.1
	Pipe&Open Ditch Maint(1000-ft)	4.05	2.07	2.16	2.43	0.00	0.40	0.38	1.95	1.29				1.6
	Ditch mowing (1000-ft)	0.00	2.85	0.00	0.00	50.48	7.91	3.68	11.80	18.41				10.6
	Storm Pipe Repairs	1	3	1	7	4	0	3	1	1				2.3
2022														
Distribution & Collections	Utility Line Maint (1000-ft)	9.1	4.7	9.0	14.8	12.9	15.3	37.1	31.0	4.5	5	11.9	6.4	13.5
	Lines Camera'd (1000-ft)	2.3	1.9	2.2	1.9	3.5	7.1	3.0	4.1	4.1	3.5	4	2.4	3.3
	Water Repairs	33	37	25	26	19	27	25	24	14	25	26	21	25.2
	Sewer Repairs	20	19	20	14	25	17	28	11	12	6	18	6	16.3
	Hydrants Replaced/Fixed	2	2	2	1	8	3	2	32	3	5	10	6	6.3
	Meter Install/Changed	12	27	16	6	12	15	4	8	5	5	8	6	10.3
Bldg & Grounds	Radio, Electrical, Bldg	41	53	42	35	38	48	46	41	29	29	38	34	39.5
	ROW Mowing (ac)	32	15	55.5	74.2	92.8	65.6	90.6	53.3	96.8	38.5	0	0	51.2
	City-Owned Lots Mowing (ac)	0	10	39.2	84	195.9	226.7	147.5	165.7	86.8	11	0	0	80.6
Garage	Total Work Orders	295	200	257	212	224	244	227	253	219	232	204	165	227.7
	Total Fuel Cost (x1000)	\$ 49	\$ 48	\$ 57	\$ 52	\$ 117	\$ 141	\$ 112	\$ 111	\$ 98	\$ 93	\$ 89	\$ 70	86.4
Solid Waste	Refuse (x1000 tons)	1.07	0.91	1.11	0.98	1.04	1.09	0.96	1.16	0.97	0.81	0.91	1.05	1.0
	Recyclables (tons)	20	38	0	0	0	0	0	41	68	87	51	55	30.0
	Leaf-n-Limbs (x1000 tons)	0.6	0.5	0.5	0.5	0.5	0.9	0.5	0.4	0.5	0.6	0.6	0.8	0.6
Cemetery Funerals		4	5	4	2	2	5	4	3	2	3	8	5	3.9
Street & Storm	Utility Cut Repairs	0	36	23	16	13	9	17	16	9	15	14	0	14.0
	Pot Hole Repairs	65	51	116	14	56	15	33	57	23	16	16	39	41.8
	Streets Swept (miles)	78.2	156.1	177.2	127.8	166.28	191	133.9	209.2	152.3	138.4	69.2	63.4	138.6
	Pipe&Open Ditch Maint(1000-ft)	0.14	0.00	3.00	0.00	0.20	0.31	0.13	0.02	0.44	0	0.2	0.2	0.4
	Ditch mowing (1000-ft)	0.00	0.40	0.00	0.00	19.28	44.50	9.43	31.60	17.38	20.04	3.08	0.00	12.4
	Storm Pipe Repairs	6	2	2	2	3	3	1	7	3	1	4	1	2.9