

**GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, SEPTEMBER 23, 2019**

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

- I. ADOPTION OF THE AGENDA**
 - II. WORK SESSION-5:00 P.M. – CITY HALL ADDITION, 200 N. CENTER ST., ROOM 206**
 - OLD BUSINESS**
 - a. City/County Property Discussion (City Attorney)
 - b. HV Brown Restroom Project (Engineering)
 - NEW BUSINESS**
 - c. Jaylen Suggs (Juju) Remembrance Discussion
 - III. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER ST.**

Invocation (Archbishop Anthony Slater, Tehillah Church Ministries)
Pledge of Allegiance
 - IV. ROLL CALL**
 - V. APPROVAL OF MINUTES (*Motion/Second)**
 - A. Minutes of the Work Session and Regular Meeting of July 15, 2019
 - VI. PRESENTATIONS**
 - B. Resolution Expressing Appreciation for Services Rendered by Claude Jackson as an Employee of the City of Goldsboro for More Than 18 Years
 - C. Veterans Stand Down Day Proclamation
 - D. Kappa Epsilon Psi Military Sorority, Inc. Goldsboro Sigma Chapter Month Proclamation
 - VII. PUBLIC HEARINGS (*Motion/Second)**
 - E. CU-8-19 Anderson Brewing – (Microbrewery w/ABC) The property is located on the northeast corner of W. Pine Street and S. George Street (Planning)
 - F. CU-9-19 Goldsboro Brew Works, LLC – The property is located on the southwest corner of W. Chestnut Street and S. James Street (Planning)
 - G. CU-10-19 Regina Exum - North side of Royall Avenue between Jefferson Street and Teakwood Drive (Adult Day Care) (Planning)
 - H. CU-11-19 Louis Antonio Jimenez-East side of S. NC 111 Hwy between Mollie Drive and Sheridan Forest Road (Planning)
 - I. Z-16-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive (Planning)
 - J. Z-17-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive (Planning)
 - K. Z-18-19 KG Plaza, LLC – West side of Eleventh Street between Norwood Avenue and Englewood Drive (Planning)
- PLANNING COMMISSION EXCUSED**

VIII. PUBLIC COMMENT PERIOD *(TIME LIMIT OF 3 MINUTES PER SPEAKER)*

IX. CONSENT AGENDA ITEMS *(*Motion/Second--Roll Call)*

- moved to Action Approved*
- GA/PH*
- Removed*
- L. Amending Special Revenue Fund Ordinance – Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) (Finance)
 - M. Sole Source Vendor Resolution for Barrier Solutions (Finance)
 - N. Correction of stated unit of measurement for the FY18-19 and FY19-20 water rates (Finance)
 - O. Installment financing for Golf Turf Equipment with PNC Equipment Finance, LLC (Finance)
 - P. Bid Award to Stantec for Comprehensive Utility Rate Study (Public Utilities)
 - Q. Approve Compost Bulk Pricing (Public Utilities)
 - R. Amendment to Goldsboro's Code of Ordinances Title III Administration, Chapter 33: Police and Fire Department (Fire)
 - S. US Dept. of Justice: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation (Police)
 - T. Fall Fest at the First Church – Temporary Street Closing Request (Police)
 - U. Thriller Night – Temporary Street Closing Request (Police)
 - V. Walk to De-feet Dementia – Temporary Street Closing Request (Police)
 - W. Goldsboro Christmas Parade – Temporary Street Closing Request (Police)
 - X. Victorian Mourning Practices – Temporary Street Closing Request (Police)
 - Y. Downtown Lights Up! - Temporary Street Closing Request (Police)
 - Z. Resolution Authorizing the City Manager to Hire Outside Legal Counsel for and Limited Authority to Resolve Liability Claims (City Attorney)
 - AA. Departmental Monthly Reports

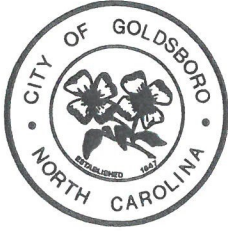
X. ITEMS REQUIRING INDIVIDUAL ACTION *(*Motion/Second)*

XI. CITY MANAGER'S REPORT

XII. MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS

XIII. CLOSED SESSION

XIV. ADJOURN



City of Goldsboro

P.O. Drawer A
North Carolina
27533-9701

RESOLUTION NO. 2019-79

RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY CLAUDE JACKSON AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 18 YEARS

WHEREAS, Claude Jackson retires on October 1, 2019 as a Police Corporal with the Goldsboro Police Department of the City of Goldsboro with more than 18 years of service; and

WHEREAS, Claude began his career on May 16, 2001 as a Police Officer with the Goldsboro Police Department; and

WHEREAS, On November 8, 2006, Claude was promoted to Police Corporal with the Goldsboro Police Department where he has served until his retirement; and

WHEREAS, Claude has proven himself to be a dedicated and efficient public servant who gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Claude Jackson their deep appreciation and gratitude for the service rendered by him to the City over the years.

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

1. We express our deep appreciation and gratitude for the dedicated service rendered during Claude's tenure with the City of Goldsboro and offer him our very best wishes for success, happiness, prosperity and good health in his future endeavors.
2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 23rd day of September, 2019.





Chuck Allen
Mayor

RESOLUTION NO. 2019-79

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY CLAUDE JACKSON
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 18 YEARS**

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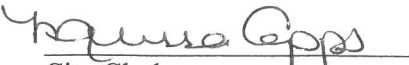
WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Claude Jackson their deep appreciation and gratitude for the service rendered by him to the City over the years.

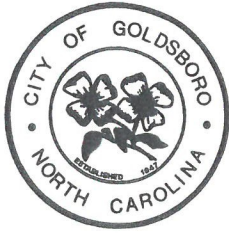
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2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 23rd day of September, 2019.


Mayor

Attested by:


City Clerk



City of Goldsboro

P.O. Drawer A
North Carolina
27533-9701

Office of the Mayor

VETERANS STAND DOWN DAY PROCLAMATION

WHEREAS, The Wayne County Veterans and Patriots Coalition, Inc. is dedicated to helping homeless children and military families in North Carolina; and

WHEREAS, Stand Down is a term used in times of war in which exhausted combat units come off the battlefield to rest and recover in a place of safety; and

WHEREAS, Today, Stand Down also refers to a community based program that assists homeless and veterans transition to community living by providing access to human service agencies, including benefits counseling, employment and training assistance, health care and vision screening, housing services, legal assistance, mental health treatment and substance abuse counseling; and

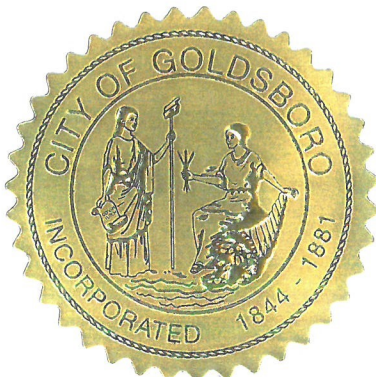
WHEREAS, The members of the Wayne County Veterans and Patriots Coalition, Inc. in partnership with NC Works, will hold their Wayne County Stand Down Day on October 3, 2019 at the Goldsboro Event Center in Goldsboro, NC; and

WHEREAS, The Wayne County Veterans and Patriots Coalition, Inc. has called upon the participation of City of Goldsboro officials to share facts regarding some of the assistance that may be given to the homeless and to veterans in need; and

WHEREAS, All area churches, universities, businesses, junior/senior high schools, sororities/fraternities, social/civic organizations, and youth services agencies are requested to support the intent of this stand down by promoting the attendance and participation of their volunteers and any known homeless veterans.

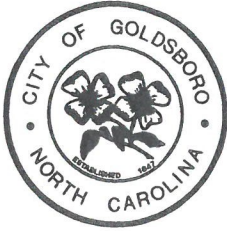
NOW, THEREFORE, I, Chuck Allen, Mayor of the City of Goldsboro, North Carolina, do hereby proclaim Thursday, October 3, 2019 as ***VETERANS STAND DOWN DAY*** in the City of Goldsboro, North Carolina, and express our gratitude for those who have served and continue to serve.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 23rd day of September, 2019.





Chuck Allen
Mayor



City of Goldsboro

P.O. Drawer A
North Carolina
27533-9701

Office of the Mayor

KAPPA EPSILON PSI MILITARY SORORITY, INC. GOLDSBORO SIGMA CHAPTER MONTH PROCLAMATION

WHEREAS, The Kappa Epsilon Psi Military Sorority, Inc., Goldsboro Sigma Chapter became a Chapter on August 19, 2016; and

WHEREAS, The Goldsboro Sigma Chapter is celebrating its 3rd year as a Chapter of Kappa Epsilon Psi Military Sorority, Inc.; and

WHEREAS, The mission of the Kappa Epsilon Psi Military Sorority, Inc., Goldsboro Sigma Chapter is “to aspire to HONOR past female service members, UNITE present female service members & MENTOR future leadership of our Armed Forces”; and

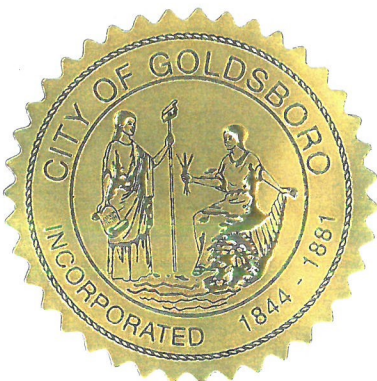
WHEREAS, The vision of Kappa Epsilon Psi Military Sorority, Inc., Goldsboro Sigma Chapter is to provide innovative agendas that enhance opportunities to mentor women of all ages regardless of race, color, or creed; and

WHEREAS, The Goldsboro Sigma Chapter volunteers throughout the Goldsboro community and surrounding cities assisting at Veterans Homes, Public School Events, Animal Shelters, Food Banks, and assisting the American Red Cross during blood drives, yearly Back to School events, classroom pep-talks with female students, and volunteering at Goldsboro High School Junior Reserve Officer Training Corps (JROTC) competition events; and

WHEREAS, The Goldsboro Sigma Chapter volunteered during military events such as the 135th USCT Living History Weekend, the Goldsboro Veterans Day Parade, the Annual Purple Heart Ceremony, the Wreaths Across America Ceremony, and numerous events on Seymour Johnson Air Force Base such as Wings Over Wayne.

NOW, THEREFORE, I, Chuck Allen, Mayor of the City of Goldsboro, North Carolina, do hereby proclaim September 2019 **KAPPA EPSILON PSI MILITARY SORORITY, INC., GOLDSBORO SIGMA CHAPTER MONTH** in the City of Goldsboro, North Carolina, and express our gratitude for serving those who serve.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 23rd day of September, 2019.





Chuck Allen
Mayor

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

SUBJECT: **PUBLIC HEARING**
CU-8-19 Anderson Brewing – (Microbrewery w/ABC) The property is located on the northeast corner of W. Pine Street and S. George Street.

BACKGROUND: The applicant requests a Conditional Use Permit to allow the operation of a microbrewery with ABC permits. In conjunction with the microbrewery, the applicant intends to operate a bakery.

Site 1: (Principal Building)

Frontage: 39 ft. (W. Pine St.)
 65 ft. (S. George St.)

Area: 2,534 sq. ft., or 0.058 acres

Zoning: Central Business District (CBD)

Site 2: (Customer Parking Lot)

Frontage: 158 ft. (S. George St.)
 28 ft. (W. Pine St.)

Area: 7,092 sq. ft., or 0.16 acres

Zoning: Central Business District

The applicant has proposed to up-fit an existing two-story 3,082 sq. ft. brick-veneer commercial building for the operation of a microbrewery and bakery.

DISCUSSION: On July 15, 2019, Goldsboro City Council amended the City's Unified Development Code to add microbreweries as a conditional use in the Central Business District.

The following regulations were also approved as they pertain to microbreweries:

1. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, there shall be no minimum separation distance from

residentially zoned or developed property. A 50 ft. minimum separation distance shall be required for stand-alone churches or schools.

2. For the remainder of the CBD, not described by the boundaries above, the minimum separation distance from residentially zoned or developed property, stand-alone churches or schools shall be one hundred feet.
3. There shall be no more than five microbreweries located within the area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street.
4. In the CBD, there shall be no minimum separation distance between two such establishments.
5. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street there shall be no minimum off-street parking requirements.

The applicant's floor plan indicates a space for retail sales, beer brewing, keg cleaning, keg storage, a kitchen area for baking consumable goods and a bathroom. The second floor indicates an office, fermentation and storage areas and a bathroom.

Hours of Operation:	Monday-Saturday 6:00 a. m. – 8:00 p. m.
No. of Employees:	5
Refuse Collection:	Dumpster proposed at rear of establishment

The property is not located within Goldsboro's Historic District.

The existing building and lot existed prior to the adoption of City ordinances. As such, the building does not meet current setback requirements. Modifications will be necessary.

Since the property is bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, no off-street parking is required.

Due to existing site conditions and limited space, the applicant is requesting a modification of the City's landscape requirements.

The applicant owns a vacant lot once used as a parking lot approximately 140 ft. south of the principal building along S. George Street. The applicant intends to use the existing parking lot for on-site deliveries and for customers of the business. The parking lot is paved and can accommodate up to 12 automobile parking spaces.

Modifications: The applicant is requesting the following modifications:

1. Building side yard setback requirement from 15 ft. to 0 ft.
2. Building rear yard setback requirement from 20 ft. to 0 ft.
3. City landscape requirements per Section 6.3 Landscaping, Screening and Buffering Standards of the Unified Development Ordinance.

RECOMMENDATION: No action necessary. Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/14/19



Planning Director

Date: 9/18/19



City Manager

CU - 8 - 19
MICROBREWERY AND BAKERY
TOM ANDERSON



Conditional Use Request

CASE NO: CU-8-19
REQUEST: Micro Brewery and Bakery
APPLICANT: Anderson Brewing
LOCATION: 229 W. Pine St
HOURS OF OPERATION:

NUMBER OF EMPLOYEES:



GOLDSBORO
BE MORE DO MORE SEYMOUR

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1st Floor
1/8 = 1'



← 1st Floor →

← 1st Floor →

2nd Floor
Pg. 1



**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

SUBJECT: PUBLIC HEARING

CU-9-19 Goldsboro Brew Works, LLC – The property is located on the southwest corner of W. Chestnut Street and S. James Street.

BACKGROUND: The applicant requests a Conditional Use Permit to allow the operation of a microbrewery with ABC permits.

Frontage:	100 ft. (Chestnut Street) 110 ft. (S. James Street)
Area:	11,075 sq. ft. or 0.25 Acres
Zoning:	Central Business District (CBD)

The applicant has proposed to up-fit an existing one-story 2,016 sq. ft. concrete commercial building for the operation of a microbrewery.

The property was previously occupied as a service station.

DISCUSSION: On July 15, 2019, Goldsboro City Council amended the City's Unified Development Code to add microbreweries as a conditional use in the Central Business District.

The following regulations were also approved as they pertain to microbreweries:

1. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, there shall be no minimum separation distance from residentially zoned or developed property. A 50 ft. minimum separation distance shall be required for stand-alone churches or schools.
2. For the remainder of the CBD, not described by the boundaries above, the minimum separation distance from residentially zoned or developed property, stand-alone churches or schools shall be one hundred feet.

3. There shall be no more than five microbreweries located within the area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street.
4. In the CBD, there shall be no minimum separation distance between two such establishments.
5. Within that area of the CBD bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street there shall be no minimum off-street parking requirements.

The applicant's floor plan indicates space for a taproom, beer brewing, keg cleaning, keg storage and bathrooms.

Hours of Operation: Monday – Thursday (Staff Only)
8:00 a. m. – 5:00 p. m.

Friday – Sunday (Open to Public)
4:00 p. m. – 10:00 p. m.

No. of Employees: 5

Refuse Collection: Roll-outs

The property is located within the Historic District. Any exterior improvements to the building will have to receive a Certificate of Appropriateness from the Historic District Commission.

The existing building and lot existed prior to the adoption of the City ordinances. As such, the building does not meet current setback requirements. A side yard modification will be necessary.

Since the property is bounded by the south side of Ash Street, the east side of George Street, the north side of Elm Street and the west side of William Street, no off-street parking is required.

Due to existing site conditions and limited space, the applicant is requesting a modification of the City's landscape requirements.

The applicant is requesting the following modifications:

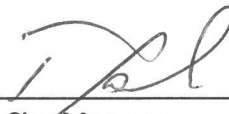
1. Building side yard setback requirement from 15 ft. to 0 ft.
2. City landscape requirements per Section 6.3 Landscaping, Screening and Buffering Standards of the Unified Development Ordinance.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

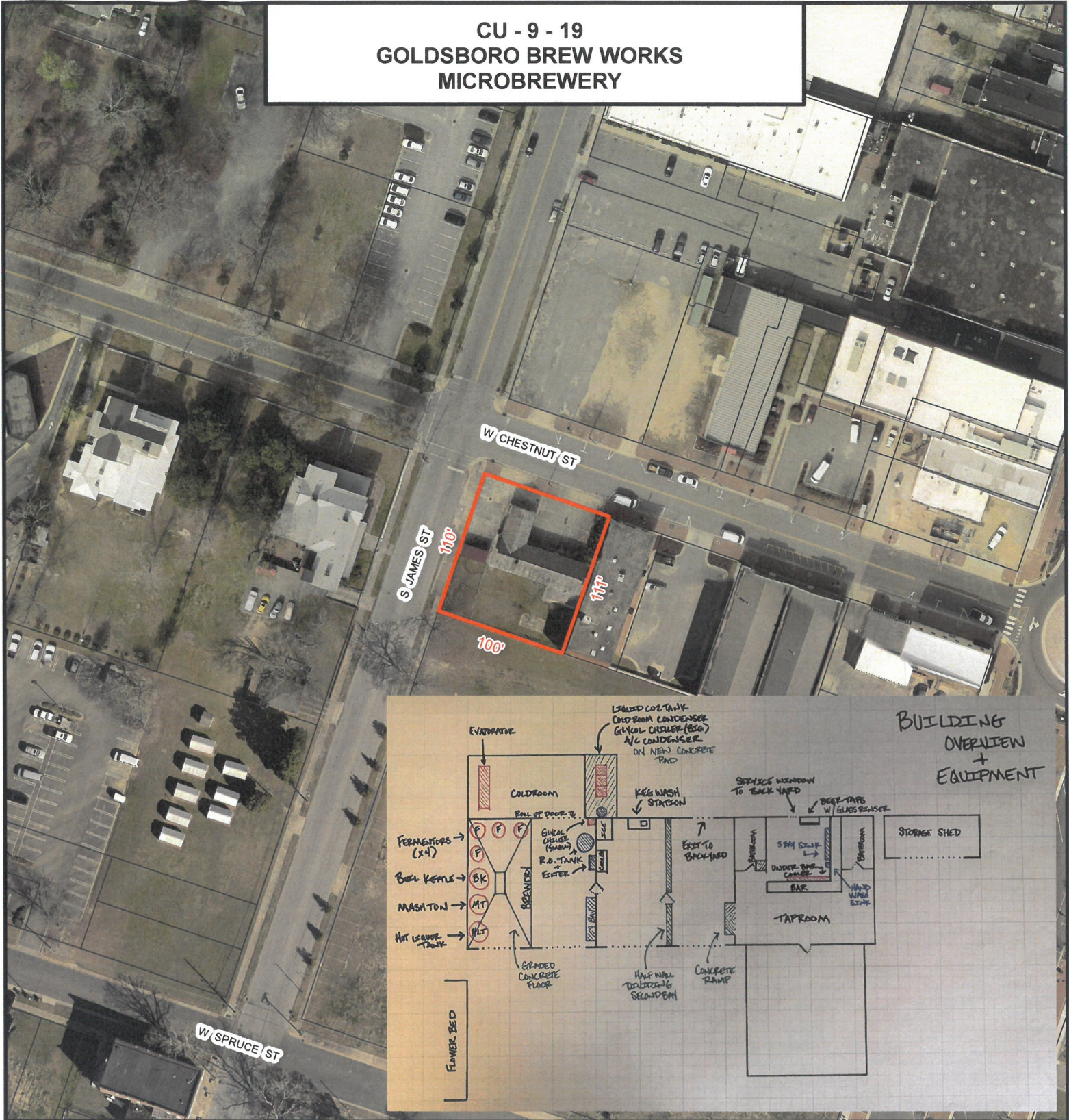
Date: 09/16/19


Planning Director

Date: 9/18/19


City Manager

CU - 9 - 19
**GOLDSBORO BREW WORKS
 MICROBREWERY**



CONDITIONAL USE

CASE NO: CU-9-19
REQUEST: Microbrewery
APPLICANT: Goldsboro Brew Works
LOCATION: 122 W. Chestnut St.
Hours of Operation:
 Monday-Thurs (Staff Only) 8am - 5pm
 Friday – Sunday (Open to Public) 4pm - 10pm
Number of Employees: 5

MODIFICATIONS



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**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

SUBJECT: PUBLIC HEARING

CU-10-19 Regina Exum - North side of Royall Avenue between Jefferson Street and Teakwood Drive (Adult Day Care)

Applicant requests a Conditional Use Permit to allow the operation of an adult day care in conjunction with an existing child day care facility.

BACKGROUND: The property is zoned NB (Neighborhood Business). Adult day cares are a permitted only after the issuance of a Conditional Use Permit approved by City Council.

Frontage: Approximately 130 ft. (Royal Ave.)

Area: 49,107 sq. ft., or 1.13 acres

Zone: Neighborhood Business

DISCUSSION: As previously stated, the applicant intends to operate an adult day care in conjunction with an existing child day care facility. The site has operated as a child day care since January of 2008 and is currently licensed for 40 children.

On Monday, February 4, 2019, the Goldsboro City Council accepted the applicant's request to withdraw a previously submitted Conditional Use Permit application without prejudice because additional information was needed to determine if the proposed use would meet the requirements of the North Carolina State Building Code and NCDHHS (Department of Health and Human Services).

Since that time, the applicant employed the services of a North Carolina professional engineer who has submitted design drawings indicating that the proposed use will meet compliance with the state building codes and NCDHHS.

Days/hours of Operation: Monday-Friday: 5:30 a.m. - 12:00 a.m.

Employees: 3-4

Building and Lot: The lot is occupied by an existing 1,899 sq. ft. single-story commercial building of wood-frame construction. A 4 ft. in height fenced outdoor play area of approximately 4,000 sq. ft. exists in the rear yard of the property.

The submitted floor plan indicates that the facility will consist of an adult day care area of approximately 1,050 sq. ft. and two child day care areas totaling approximately 850 sq. ft. A kitchen, offices and three bathrooms will be provided to serve the facility.

According to the applicant, the facility will be licensed for an occupancy limited to 20 children and 8 adults.

Access and Parking: The site is served by two existing over-sized driveway cuts off Royal Avenue. Existing paved and gravel surfaces exist to provide sufficient areas for parking and an unloading and loading area capable of stacking 4 vehicles.

Landscaping: Existing vegetation is sufficient to meet the intent of the City's landscape ordinance. Due to existing site conditions along Royal Avenue, a modification of street trees will be necessary.

RECOMMENDATION: No action is necessary. The Planning commission will have a recommendation for the Council meeting on October 7, 2019.

Date: 9/16/19



Planning Director

Date: 9/18/19



City Manager

CU - 10 - 19
1701 ROYALL AVENUE
ADULT DAYCARE IN NB



CONDITIONAL USE

CASE NO: CU-10-19
REQUEST: Adult Daycare
ADDRESS: 1701 Royall Ave
APPLICANT: Regina Exum
HOURS OF OPERATION:
Monday - Friday
5:30 am - Midnight
NUMBER OF EMPLOYEES: 3 - 4

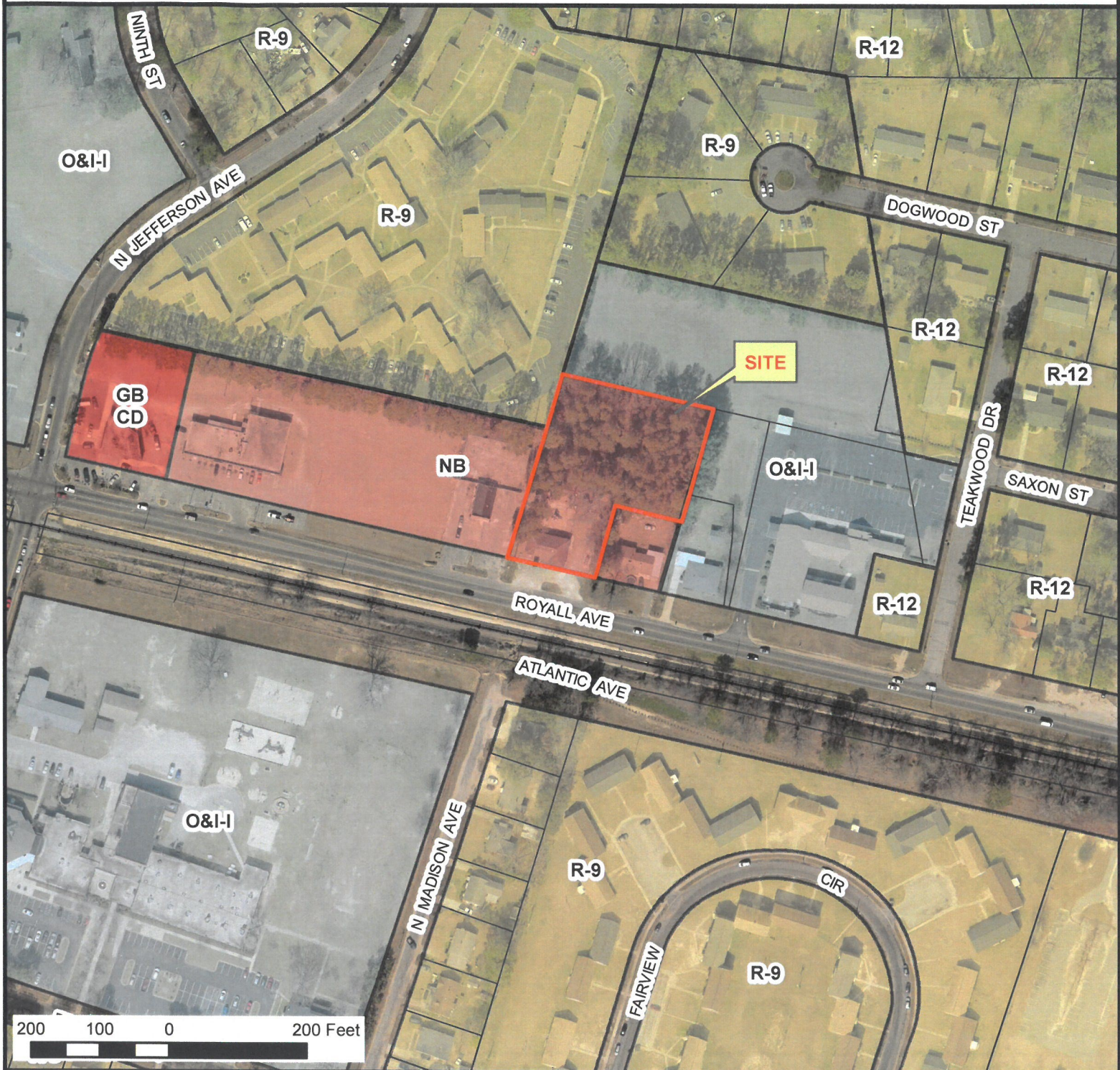
MODIFICATIONS



GOLDSBORO
BE MORE DO MORE SEYMOUR

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CU - 10 - 19
1701 ROYALL AVENUE
ADULT DAYCARE IN NB



CONDITIONAL USE

CASE NO: CU-10-19
REQUEST: Adult Daycare
ADDRESS: 1701 Royall Ave
APPLICANT: Regina Exum
HOURS OF OPERATION:
Monday - Friday
5:30 am - Midnight
NUMBER OF EMPLOYEES: 3 - 4

MODIFICATIONS

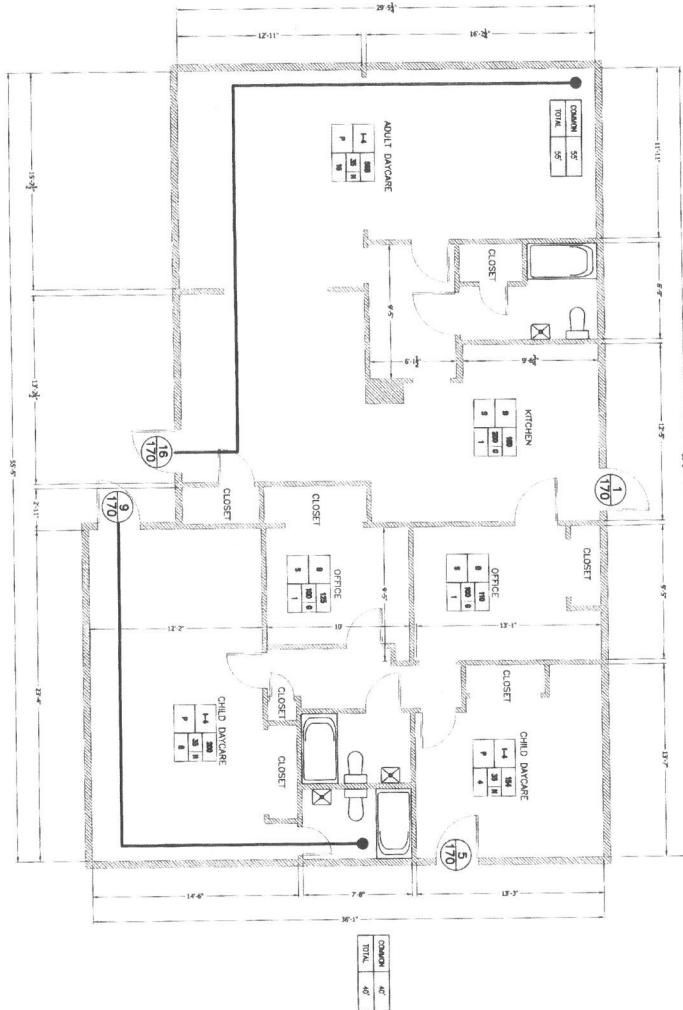


GOLDSBORO
BE MORE DO MORE SEYMOUR

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SCALE: 1/4"=1'-0"

OCCUPANT LOAD TABULATION	
1-4	= 28
B	= 3
TOTAL OCCUPANT LOAD = 31 PEOPLE	



LEGEND	
SYMBOL	DESCRIPTION
	COMMON PATH OF ENT LARGEST TRAVEL
	ROUTE OF TOTAL NET ACCESS INHAL DISTANCE
	REQUIRED OCCUPANT CAPACITY OF DOORS
	ACTUAL OCCUPANT CAPACITY OF DOORS

NOTE: ALL ASSUMED AND REAL PROPERTY LINES ARE > 30'

LEGEND

SYMBOL

1000

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1

DESCRIPTION

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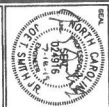
The diagram shows a 3x3 grid representing a building floor plan. Each cell in the grid contains a number representing the occupancy load. Arrows point from descriptive labels to specific cells or groups of cells in the grid.

1	2	3
4	5	6
7	8	9

Labels and their corresponding grid cells:

- ST OF INDICATED AREA: Points to cell 3 (top right).
- ME NET ST PRK OCCUPANT: Points to cell 6 (middle right).
- ST DRESS ST PRK OCCUPANT: Points to cell 9 (bottom right).
- FLOOR AREA ALLOWANCE PER OCCUPANT OF INDICATED AREA: Points to cell 9 (bottom right).
- CALCULATED OCCUPANT LOAD OF INDICATED AREA: Points to cell 9 (bottom right).
- OCCUPANT ASSOCIATION OF INDICATED AREA: Points to the entire 3x3 grid.
- PRIMARY OCCUPANCY: Points to cell 1 (top left).
- SECONDARY OCCUPANCY: Points to cell 2 (top middle).
- ACCESSORY OCCUPANCY: Points to cell 3 (top right).
- INCIDENTAL OCCUPANCY: Points to cell 4 (middle left).

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**SMITH ENGINEERING
AND DESIGN, P.A.**

1103 Gracie Place, Suite A
Goldsboro, N.C. 27534

Corporation License No. C-2241

Phone: 919.736.2141 Fax: 919.736.2142

**Kids First Christian
Development Center**
1701 ROYALL AVE
GOLDSBORO, NC 27534

14-1

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

- SUBJECT:** **PUBLIC HEARING**
CU-11-19 Louis Antonio Jimenez-East side of S. NC 111 Hwy
between Mollie Drive and Sheridan Forest Road.
- Applicant requests a Conditional Use Permit for outside storage as an accessory use for the operation of an automotive repair and service center. As part of the request, separate site plan approval is required.
- Frontage: 125 ft. (S. NC 111 Hwy.)
Unit Area: 1.9 acres
Zone: General Business
- BACKGROUND:** The property is zoned GB (General Business). An automotive repair and service center is a permitted use within the district. However, outdoor storage can only be permitted after the issuance of a Conditional Use Permit approved by City Council.
- As previously stated, the site consists of 1.9 acres. According to the City's Unified Development Code, nonresidential developments on parcels that disturb greater than one acre shall be approved by City Council.
- The property was previously operated as Kearney Paint and Hardware until it was completely destroyed by fire in 2010. Since that time, the property has remained vacant.
- DISCUSSION:** The submitted site plan indicates a 3,700 sq. ft. metal building consisting of an office, parts and storage area and a garage consisting of three service bays. Applicant intends to locate the commercial building at the rear of the property and desires to reserve the front portion of the property for future commercial development.
- According to the City's Unified Development Code, no more than 50% of a commercial building's exterior building material shall be of metal construction. City staff is working with the applicant to

ensure that City design standards are incorporated into the proposed development.

Number of employees: 2

Hours of Operation: 8:00 a.m.-5:30 p.m.
(Monday-Friday)

Access: An existing 24 ft. wide driveway cut provides access to the site off S. US 111 Hwy. Applicant proposes to install a 20 ft. wide paved private access road approximately 590 ft. eastward from the existing terminus to the proposed metal garage building. 15 feet of the proposed 20 ft. access road is a recorded ingress, egress and regress easement for an existing private cemetery located adjacent to the southern property line.

Parking: Parking shall be based on 2 spaces per working bay, plus one per employee. A total of 9 spaces have been provided to include one handicap accessible parking space.

Landscaping: A total of 10 street trees are proposed for the site. 3 Autumn Fantasy Maples are shown along S. NC 111 Hwy and 7 are shown along the private access drive. The applicant is requesting a modification of the street tree requirement along the southern portion of the access drive due to existing site conditions and the existing ingress, egress and regress access easement serving the private cemetery.

A Type A, 5 ft. wide landscape buffer yard is proposed along the northern and southern property line. The applicant is requesting a modification of portions of the northern and southern property line that surround the storage area due to existing site conditions and proposed screening measures.

Existing vegetation will satisfy the requirement for a Type C, 20 ft. wide landscape buffer along the eastern property line. 49 Carissa Hollies will serve as vehicular surface area shrubs for the parking lot.

Outside Storage: The submitted site plan shows a proposed storage area for automobiles located behind the automotive repair and service garage of approximately 26,940 sq. ft.

A six ft. in height chain link fence with vinyl slats will be installed to screen the storage area along the southern and eastern property lines. Additional screening measures will be required along the northern property line surrounding the storage area. Staff is working with applicant to install vinyl slats within the existing chain-link fence that runs along the northern property line.

Overlay District: The subject property falls within SJAFB 70-74 day-night average sound level (DNL) noise zone. According to Base officials, a noise level reduction of 30 decibels will be required in the design and construction of portions of the building where the public is received.

Sidewalks: Sidewalks are required for new commercial development. The applicant is requesting a modification of the requirement to install sidewalks. If approved by City Council, the applicant will be required to pay \$2,250 as a fee in lieu of sidewalk construction to the City of Goldsboro.

Engineering: City water is not available to serve the property. Water will be provided by Eastern Wayne Water District. City sewer is available to serve the property. Since City sewer is available to serve the property, the applicant will be required to petition for annexation into Goldsboro City limits.

Storm water calculations and drainage plans have not been submitted. City Engineering cannot issue construction permits until plans have been submitted and approved in accordance with City standards.

Interconnectivity: Applicant has provided for interconnectivity and has indicated the location of the easement along the property's frontage.

Special Flood Hazard Area: The property is not located in a Special Flood Hazard Area.

Modifications: The following modifications are requested by the applicant:

1. Modification of the street tree requirement along the southern portion of the access drive.

2. Modification of the landscape buffer yard requirement along portions of the northern and southern property line surrounding the storage area.
3. Modification of the requirement to install City sidewalks.

RECOMMENDATION:

No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/16/19



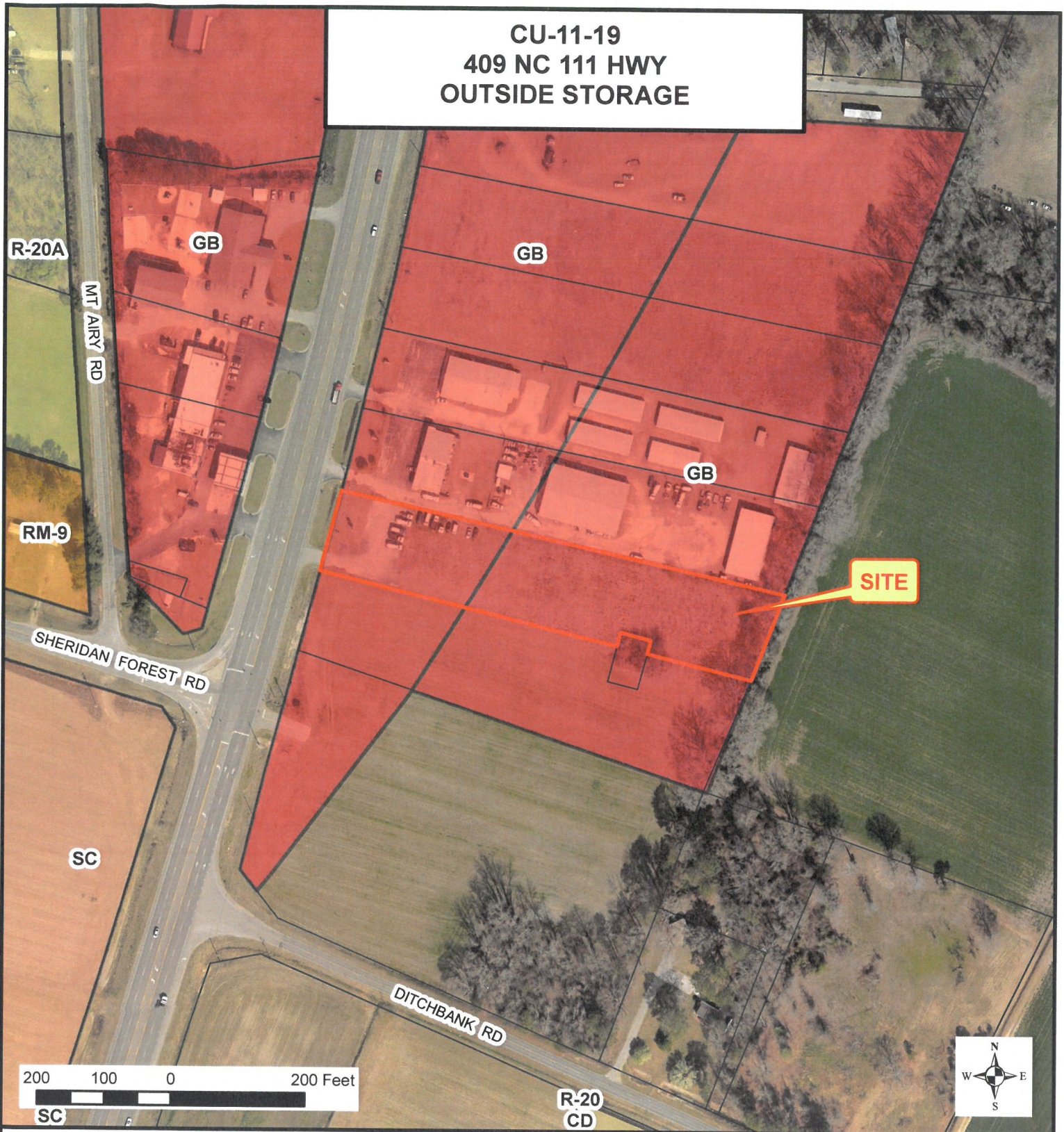
Planning Director

Date: 9/18/19



City Manager

**CU-11-19
409 NC 111 HWY
OUTSIDE STORAGE**



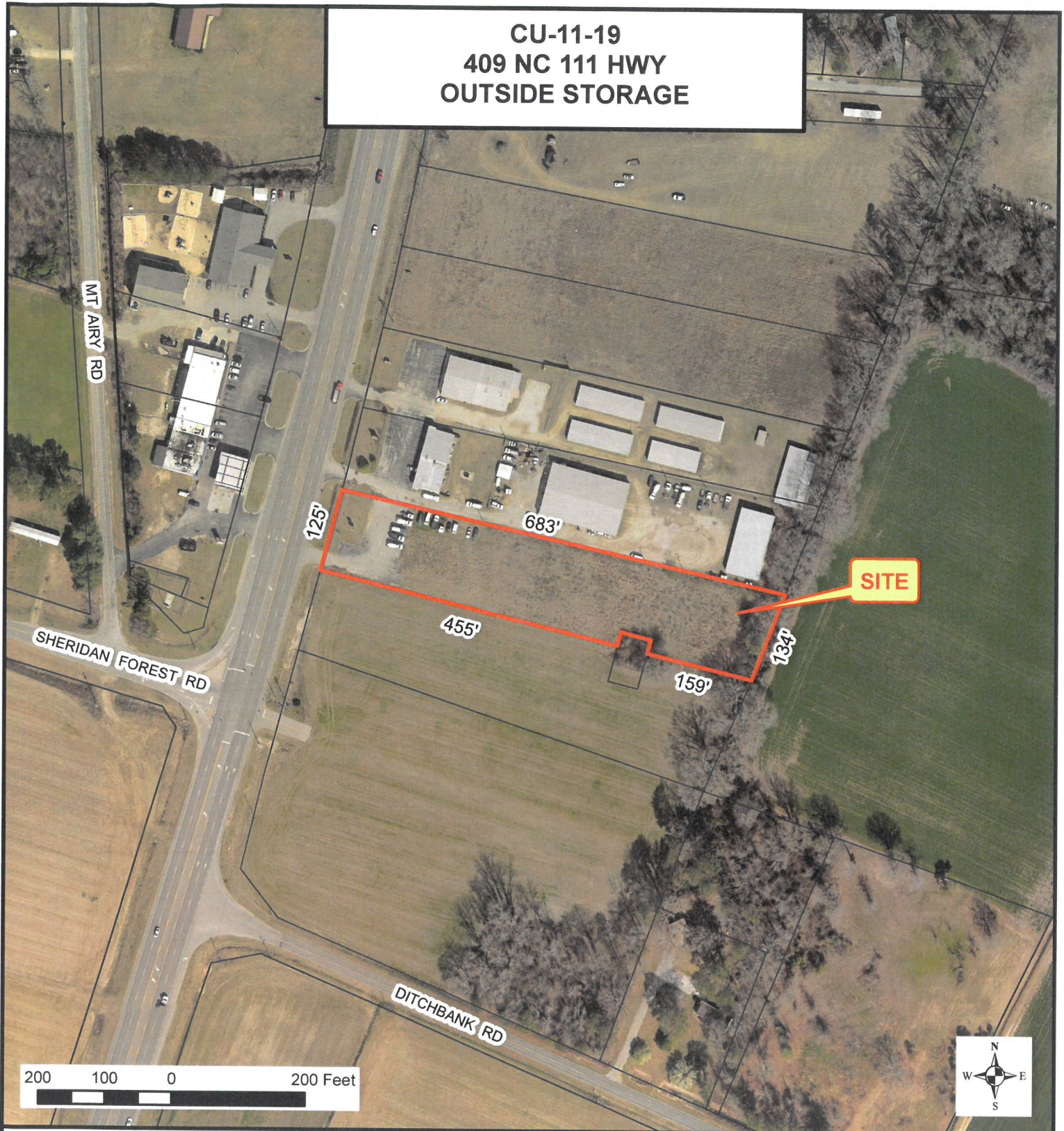
CONDITIONAL USE APPLICATION

CASE NO: CU-11-19
APPLICANT: Luis Antonio Jimenez
REQUEST: Automobile Outdoor Storage
PARCEL ID: 3527-28-2794
LOCATION: 409 S. NC Hwy 111
HOURS OF OPERATION: Monday - Friday
8:00 am - 5:30 pm
NUMBER OF EMPLOYEES: 2

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**CU-11-19
409 NC 111 HWY
OUTSIDE STORAGE**



CONDITIONAL USE APPLICATION

CASE NO: CU-11-19
APPLICANT: Luis Antonio Jimenez
REQUEST: Automobile Outdoor Storage
PARCEL ID: 3527-28-2794
LOCATION: 409 S. NC Hwy 111
HOURS OF OPERATION: Monday - Friday
8:00 am - 5:30 pm
NUMBER OF EMPLOYEES: 2

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**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

SUBJECT: PUBLIC HEARING

Z-16-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive

BACKGROUND: The applicant requests the rezoning from R-9CD (Residential 9 Conditional District) and R-16 (Residential) to O&I-1 (Office and Institutional). The owner/developer will be required to submit a site plan for review and approval by City Council before future development of the property.

Frontage: Approximately 660 ft. (Eleventh Street)

Area: 213,444 sq. ft., or 4.9 acres

Zoning: R-9CD/R-16 (Residential)

Surrounding Zoning:

North: R-16 (Residential);

South: R-16 (Residential);

East: R-16 (Residential); and

West: Office and Institutional (O&I-1)

Existing Use: The property is currently vacant and undeveloped.

DISCUSSION: As previously stated, the applicant is requesting a zoning change from R-9CD (Residential 9 Conditional District) and R-16 (Residential) to O&I-1 (Office and Institutional).

The applicant intends to develop the property for commercial purposes.

As previously noted, separate site plan review and approval by City Council is required before development of the property.

Engineering: City water and sewer are available to serve the property. The applicant will be required to petition for annexation into Goldsboro City limits since the site is within 1000

ft. of City sewer. The property is not located within a Special Flood Hazard Area.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends Medium Density residential development for the property. The proposed site for development is directly across the street from property recommended for Office and Institutional development and currently occupied by a church.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

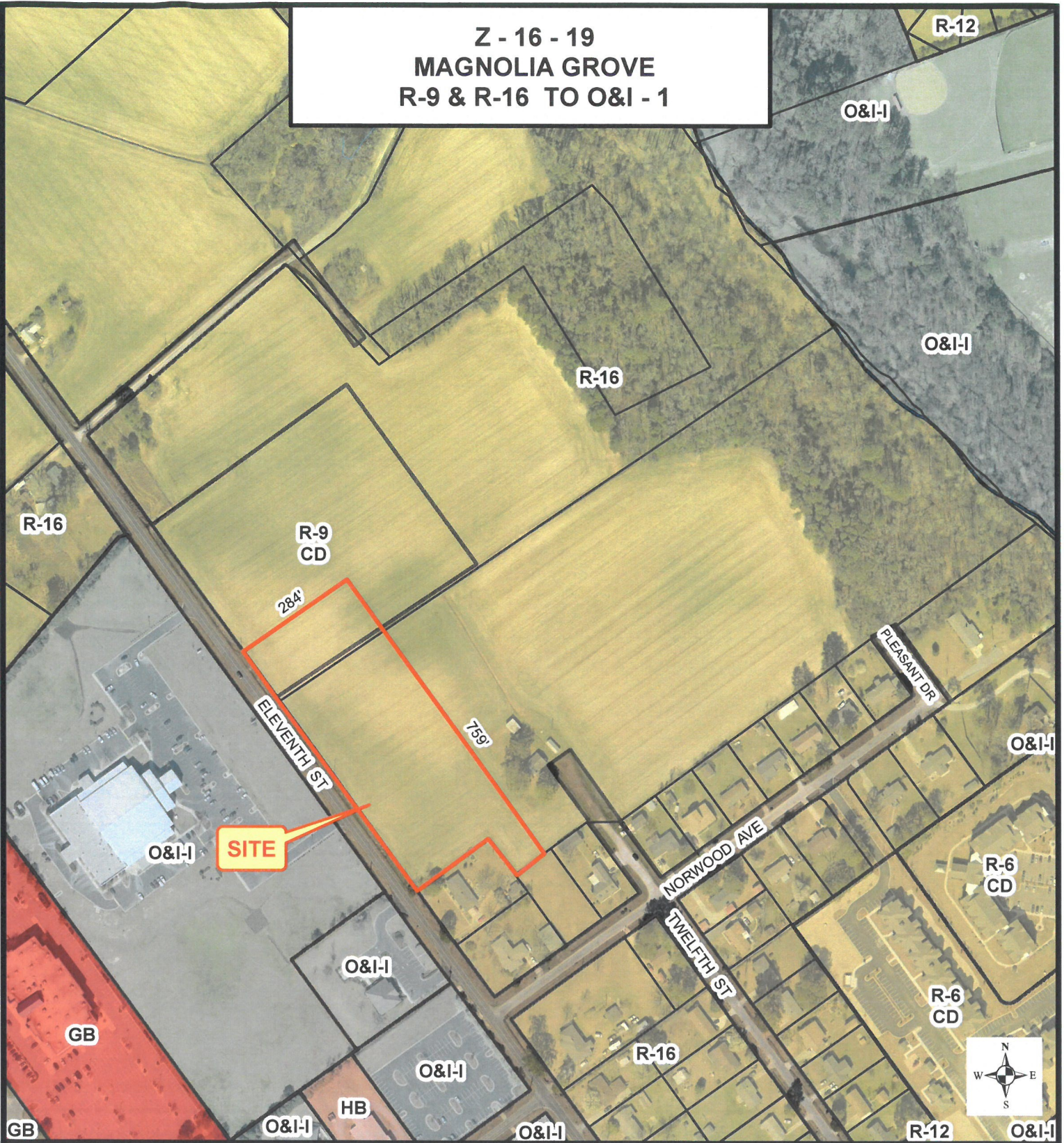
Date: 9/14/19


Planning Director

Date: 9/18/19


City Manager

**Z - 16 - 19
MAGNOLIA GROVE
R-9 & R-16 TO O&I - 1**



REZONING REQUEST - EXISTING ZONING

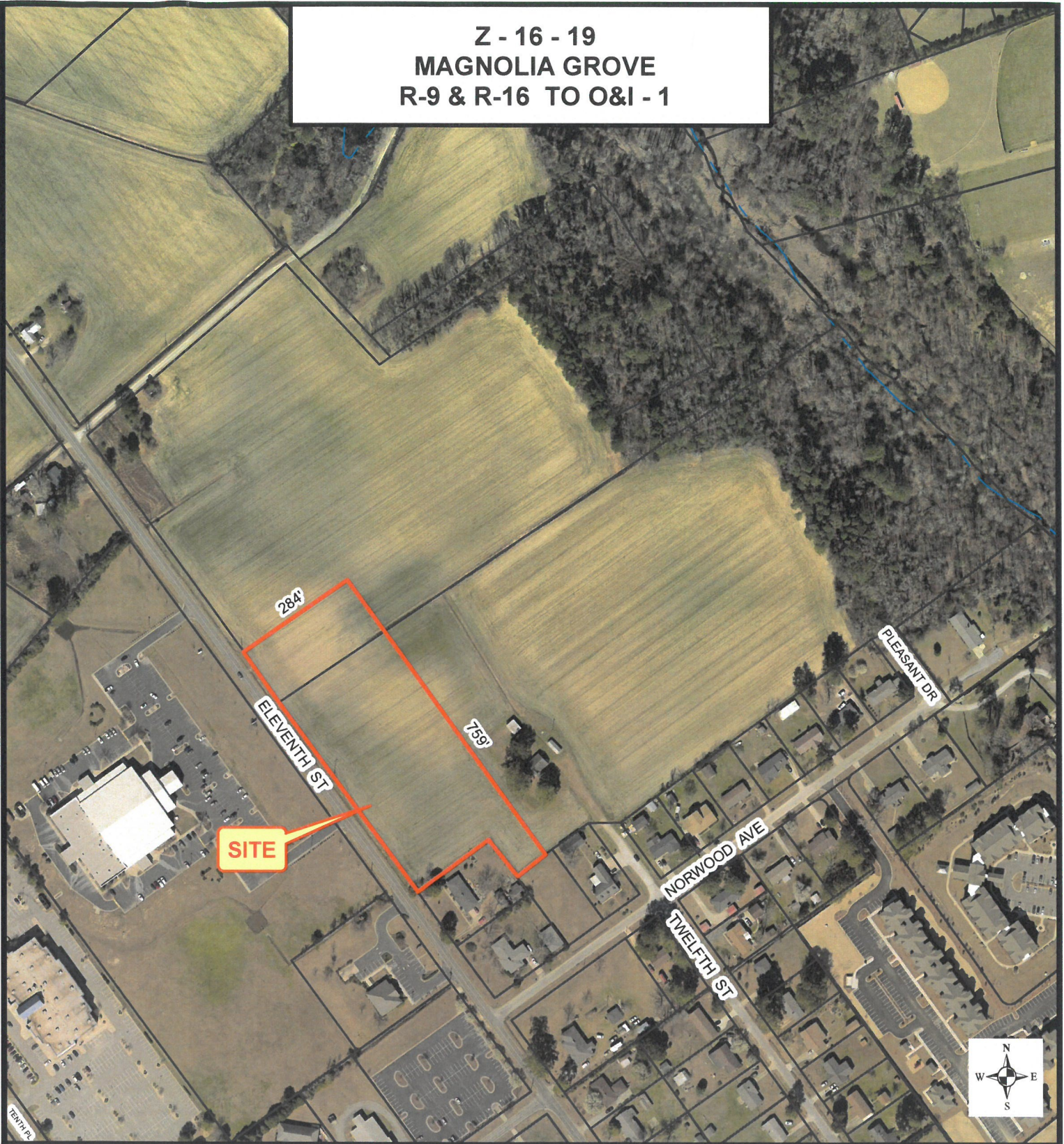
Request: R-6 and R-16 To O&I-1
Applicant : KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos : 3600629842 (pt); 3600731567 (pt)
Location : Eleventh Street



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**Z - 16 - 19
MAGNOLIA GROVE
R-9 & R-16 TO O&I - 1**



REZONING REQUEST

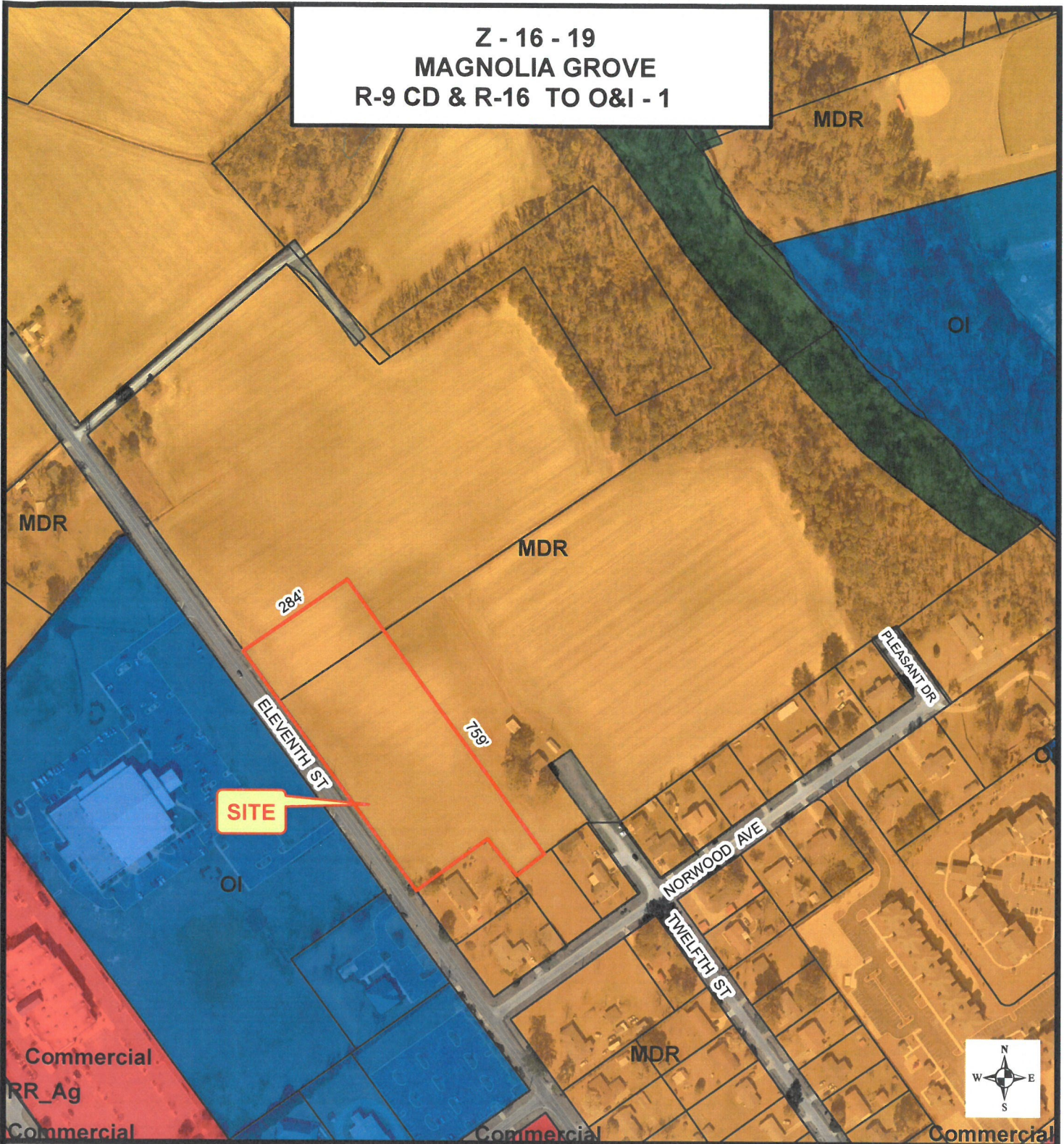
Request: R-6 and R-16 To O&I-1
Applicant : KG Plaza LLC
Owner: KG Plaza LLC
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300 150 0 300 Feet

**Z - 16 - 19
MAGNOLIA GROVE
R-9 CD & R-16 TO O&I - 1**



REZONING REQUEST - PROPOSED ZONING

Request: R-9 CD and R-16 To O&I-1
Applicant : KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos : 3600629842 (pt); 3600731567 (pt)
Location : Eleventh Street



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**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

SUBJECT: PUBLIC HEARING

Z-17-19 KG Plaza, LLC – East side of Eleventh Street between Norwood Avenue and Englewood Drive

BACKGROUND: The applicant requests a change of zone from Residential (R-16) and Residential (R-9) Conditional District to Residential (R-6) Conditional District for a 303-lot cluster subdivision. In conjunction with the request, the applicant is requesting separate site plan approval by City Council.

Parcel 1: 32.6 acres	Zone: Residential (R-16)
Parcel 2: 11.8 acres	Zone: Residential (R-16)
Parcel 3: (Portion): 26.5 acres	Zone: Residential (R-16/R-9CD) Portion
Parcel 4: (Portion): 22 acres	Zone: Residential (R-16) Portion

Surrounding Zoning:

North:	General Industry (I-2); Residential (R-12); Office and Institutional (O&I-1);
South:	Residential (R-16); Office and Institutional (O&I-1);
East:	Office and Institutional (O&I-1); and
West:	Residential (R-16)

Existing Use: The four parcels are currently vacant and undeveloped.

DISCUSSION: As previously stated, the applicant is requesting a zoning change from Residential (R-16) and Residential (R-9) Conditional District to Residential (R-6) Conditional District.

The applicant has submitted a conceptual site plan indicating approximately 90 acres for the development of a 303-lot cluster subdivision to include a clubhouse and pool area within Goldsboro City limits.

Lots: According to the City's Unified Development Code, the developer may reduce the minimum lot size, width and setbacks up to 40% from the specifications of the prevailing zoning district. The Council may require larger lot sizes, if in the opinion of the City Council, smaller lot sizes would be incompatible with adjoining developments.

Open Space: At least 20% of the total project area shall be reserved as commonly held open space and be preserved in a natural or vegetative state. The applicant has reserved 24.7 acres of the site as open space.

In addition, the required open space shall be held in common ownership, for the perpetual benefit of residents of the development, by a legally established corporation, association or other legal entity, or be dedicated to the City of Goldsboro as a public park.

Engineering: City water and sewer are available to serve the property. The applicant will be required to petition for annexation into Goldsboro City limits since the site is within 1000 ft. of City sewer.

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

Storm water calculations and drainage plans shall be approved by City Engineering before construction permits are issued. All streets and parking areas shall meet City standards. All utilities shall be installed underground and curb and gutter is required. Driveway permits shall be approved by NCDOT and NCDOT is requiring the developer to conduct a Traffic Impact Analysis to determine if any additional road improvements are necessary due to the proposed subdivision.

Sidewalks: Internal sidewalks are required to form a safe and convenient system for pedestrian access to all dwelling units, project facilities, open spaces and principle off-site pedestrian destinations. In addition, external sidewalks are required along any adjacent public or private streets.

Landscaping: As a requirement of residential subdivision approval, the developer shall plant trees in the front setback of each lot and in any side or rear lot abutting an existing or proposed right-of-way in the subdivision.

Each lot, including open space/recreational areas and storm water retention areas, that abuts a private or public street in a residential subdivision must have one large street tree for every forty feet of street frontage or two small trees for every thirty feet of lot frontage.

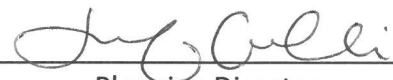
The proposed subdivision requires a Type B, 15 ft. wide landscape buffer yard where abutting existing nonresidential developments to the east were constructed before the adoption of this Ordinance and lack the required buffer yard.

Interconnectivity: Interconnectivity has been provided east of the proposed subdivision and adjacent to existing residential development.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends Medium Density Residential development. However, in areas where City water and sewer are available to serve the property, the City's Comprehensive Land Use Plan recommends that higher densities should be allowed and encouraged.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

Date: 9/16/19



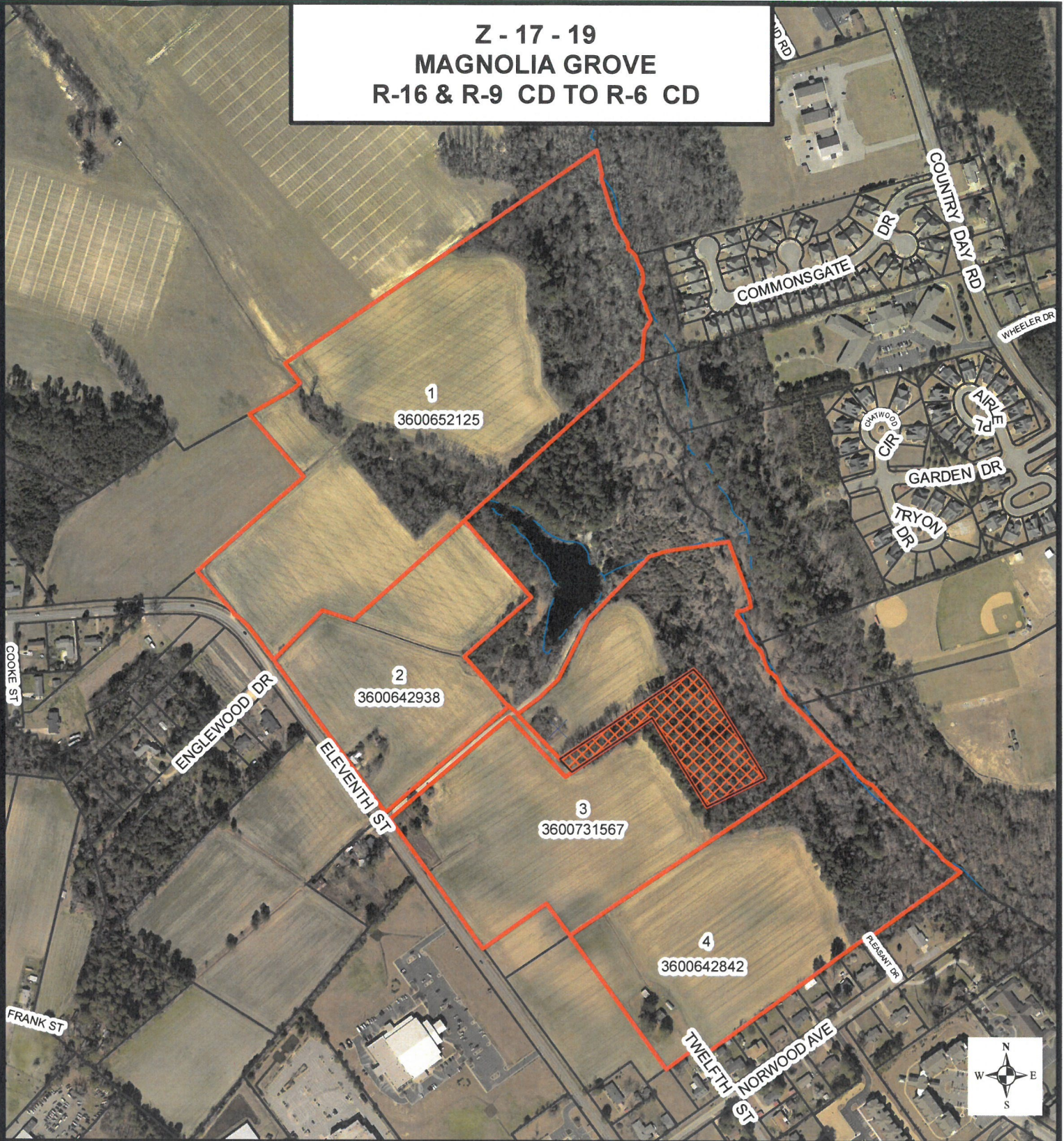
Planning Director

Date: 9/18/19



City Manager

**Z - 17 - 19
MAGNOLIA GROVE
R-16 & R-9 CD TO R-6 CD**



REZONING REQUEST

 Area not included in Rezoning



Request: R-16 and R-9 To R-6 CD
Applicant : KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos : 3600652125; 3600642938;
3600731567; 3600629842
Location : Eleventh Street

500 250 0 500 Feet

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O&I-I

Z - 17 - 19 **MAGNOLIA GROVE** **R-16 & R-9 CD TO R-6 CD**

O&I-I R-16

R-12
CD

O&I-I

I-2

R-12

R-12

COUNTRY DAY DR

R-16

WHEELER DR

R-16

O&I-I
CD

1

3600652125

R-16

2

3600642938

ELEVENTH ST

3

3600731567

R-9
CD

4

3600642842

O&I-I

O&I-I

R-6

COOKE ST

ENGLEWOOD DR

R-16

FRANK ST

GB

GB

GB

O&I-I

O&I-I

TWELFTH

NORWOOD AVE

R-16

R-6
CDR-6
CDR-9
CD

O&I-I

R-6
CDR-9
CD

EXISTING ZONING



Area not included in Rezoning

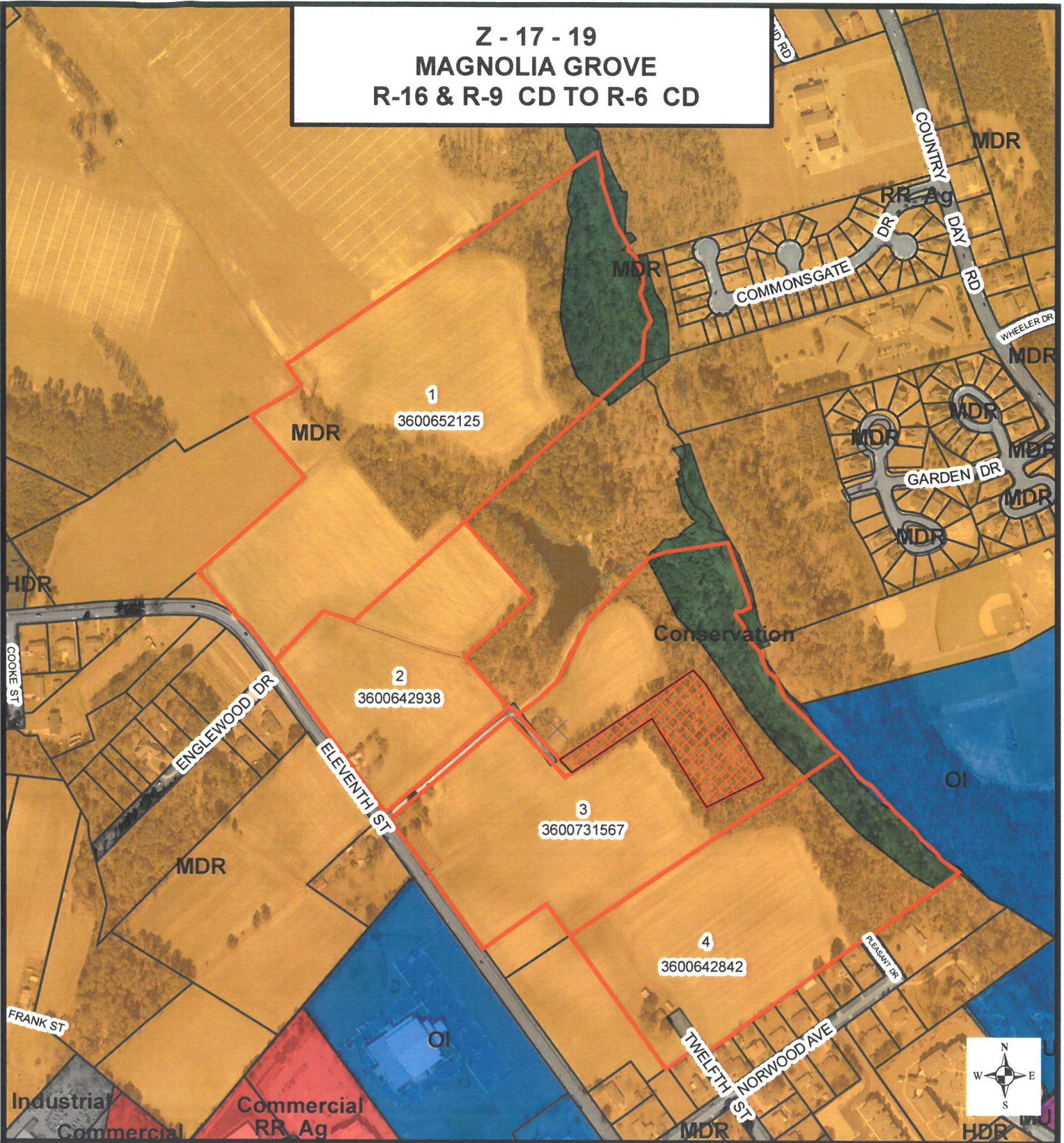
Request: R-16 and R-9 To R-6 CD
 Applicant: KG Plaza LLC
 Owner: KG Plaza LLC
 Parcel Nos: 3600652125; 3600642938;
 3600731567; 3600629842
 Location: Eleventh Street

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500 250 0 500 Feet

**Z - 17 - 19
MAGNOLIA GROVE
R-16 & R-9 CD TO R-6 CD**



PROPOSED ZONING

 Area not included in Rezoning

Request: R-16 and R-9 To R-6 CD
Applicant: KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos: 3600652125; 3600642938;
3600731567; 3600629842
Location: Eleventh Street

500 250 0 500 Feet

GOLDSBORO
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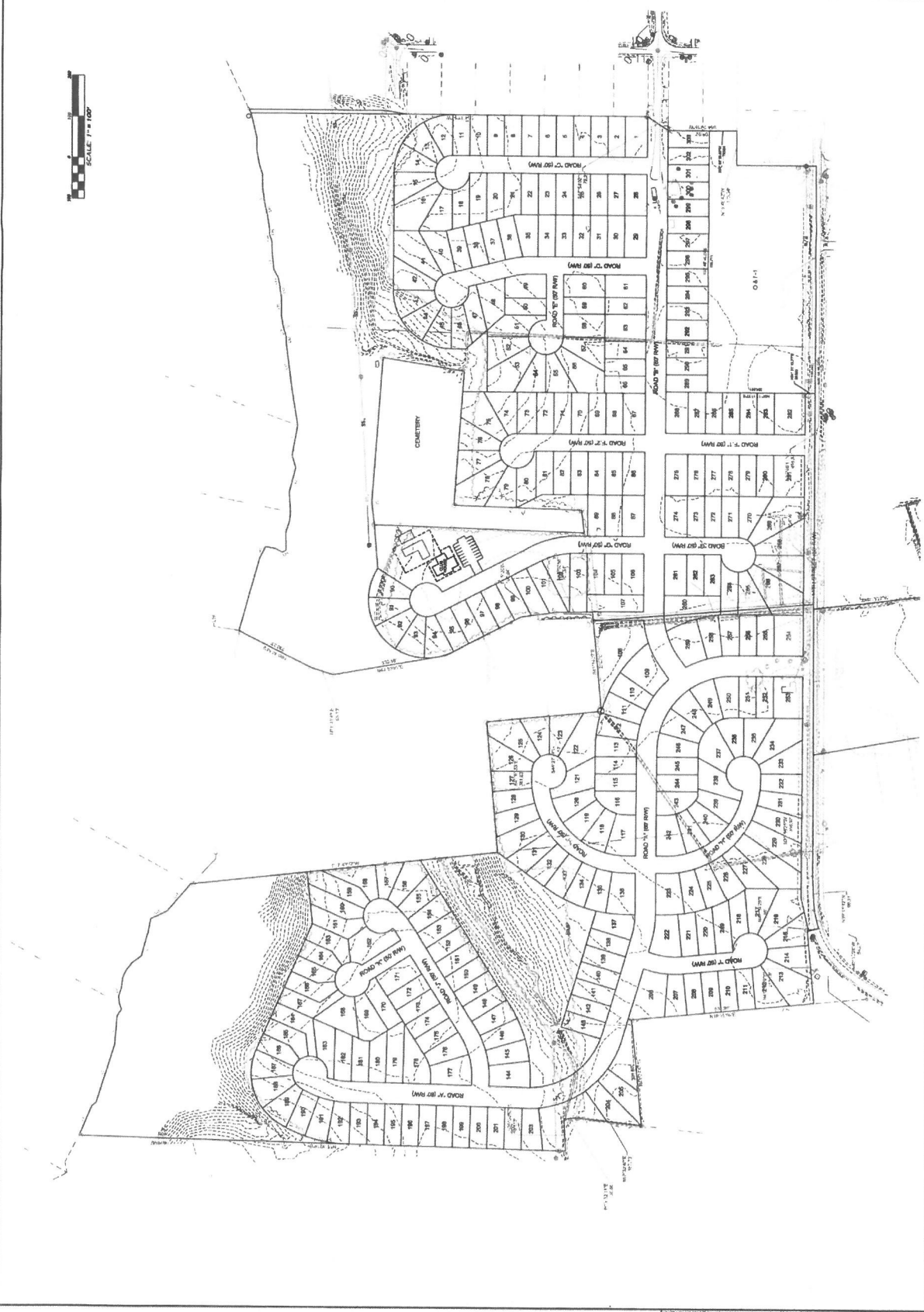
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NOT FOR CONSTRUCTION
PRELIMINARY

#	DATE	DESCRIPTION	#
		LAYOUT FILE	
		DRAWING FILE	
		JOB NUMBER	
		SCALE	
		DRAWN BY	
		TITLE	
		DATE	

0 100 200
SCALE: 1" = 100'



**CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING**

SUBJECT: **PUBLIC HEARING**
Z-18-19 KG Plaza, LLC – West side of Eleventh Street between Norwood Avenue and Englewood Drive

BACKGROUND: The applicant requests the rezoning from R-16 (Residential) to R-6CD (Residential 6 Conditional District) for multi-family development. Separate site plan approval by City Council is required.

Frontage: Approximately 422 ft. (Eleventh Street)
Area: 561,924 sq. ft. or 12.9 acres
Zoning: R-16 (Residential)

Surrounding Zoning:

North: R-16 (Residential);
South: R-16 (Residential), GB (General Business), O&I-1 (Office and Institutional)
East: R-16 (Residential); and
West: R-16 (Residential)

Existing Use: The property is currently vacant and undeveloped.

DISCUSSION: As previously stated, the applicant is requesting a zoning change from R-16 (Residential) to R-6 (Residential 6 Conditional District) for multi-family development. In conjunction with the request, the applicant is requesting a waiver of the site plan requirement. If the rezoning is approved, the applicant will be required to have the site plan approved by City Council before future development of the property.

Engineering: City water and sewer are available to serve the property. The applicant will be required to petition for annexation into Goldsboro City limits since the site is within 1000

ft. of City sewer. The property is not located within a Special Flood Hazard Area.

Land Use Plan Recommendation: The City's Comprehensive Land Use Plan recommends Medium Density residential development for the property.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on October 7, 2019.

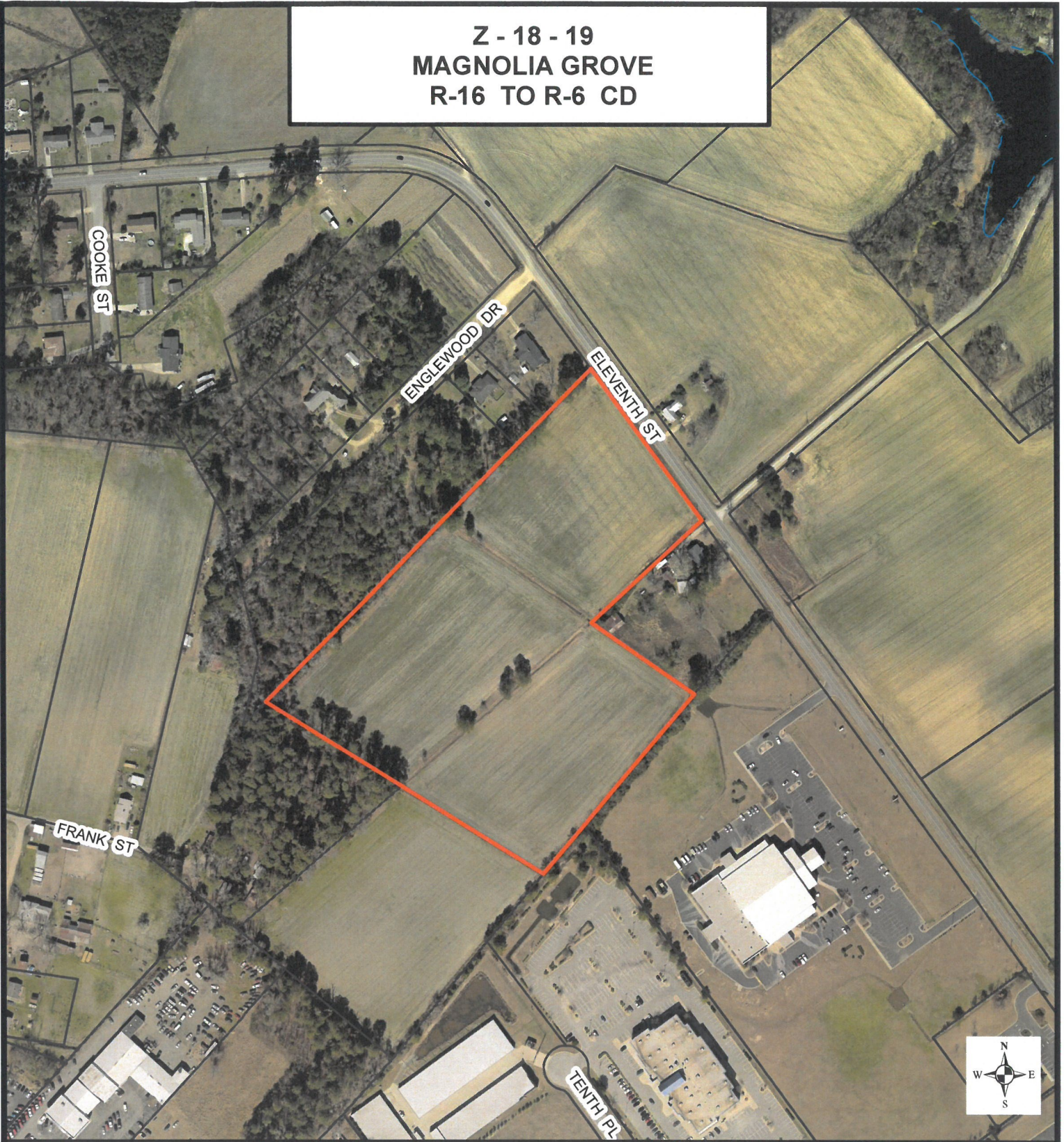
Date: 9/14/19


Planning Director

Date: 9/18/19


City Manager

**Z - 18 - 19
MAGNOLIA GROVE
R-16 TO R-6 CD**



REZONING REQUEST

Request: R-16 To R-6 CD
Applicant : KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos : 3600536324
Location : Eleventh Street

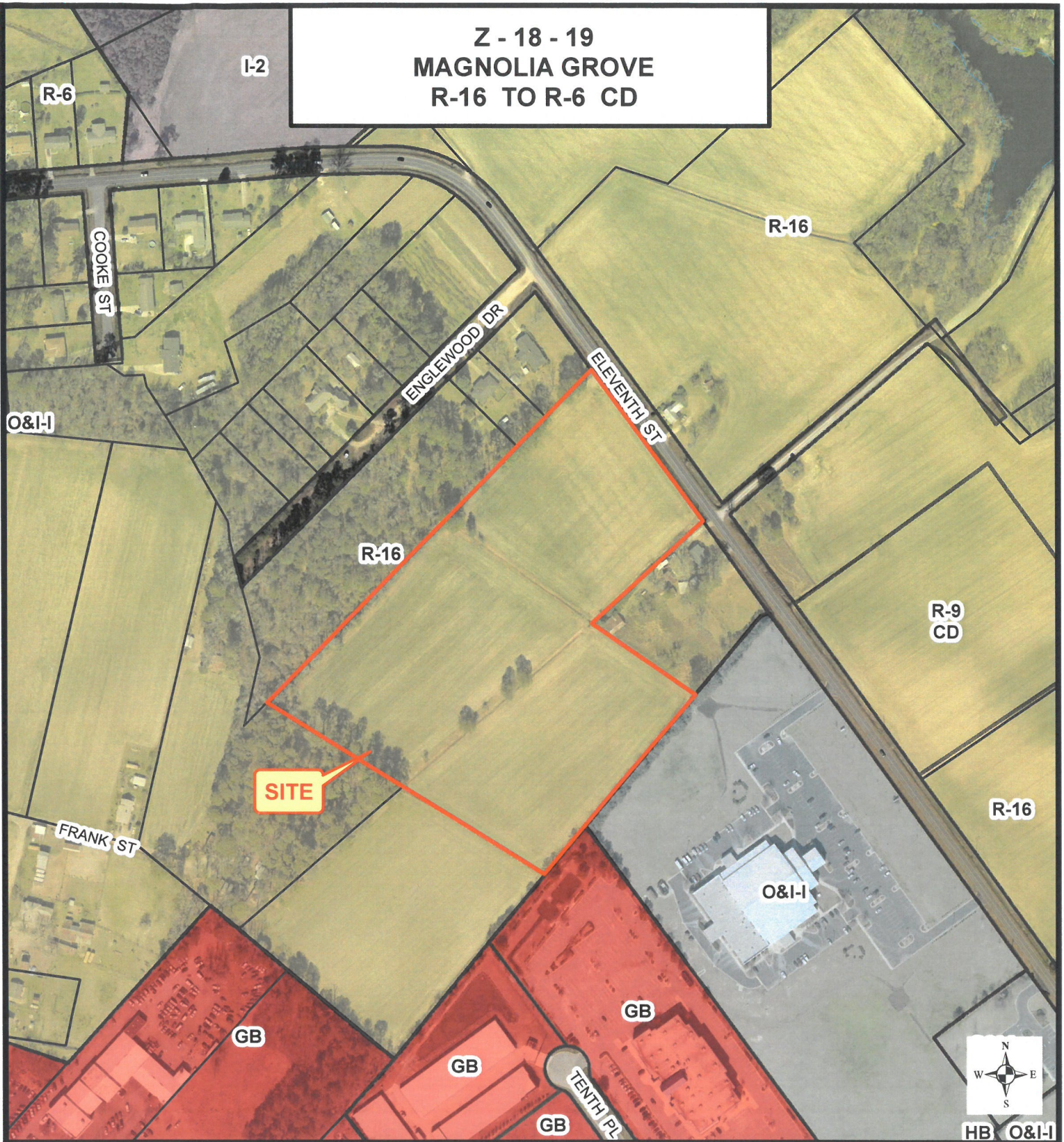


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300 150 0 300 Feet



**Z - 18 - 19
MAGNOLIA GROVE
R-16 TO R-6 CD**



REZONING REQUEST - EXISTING ZONING

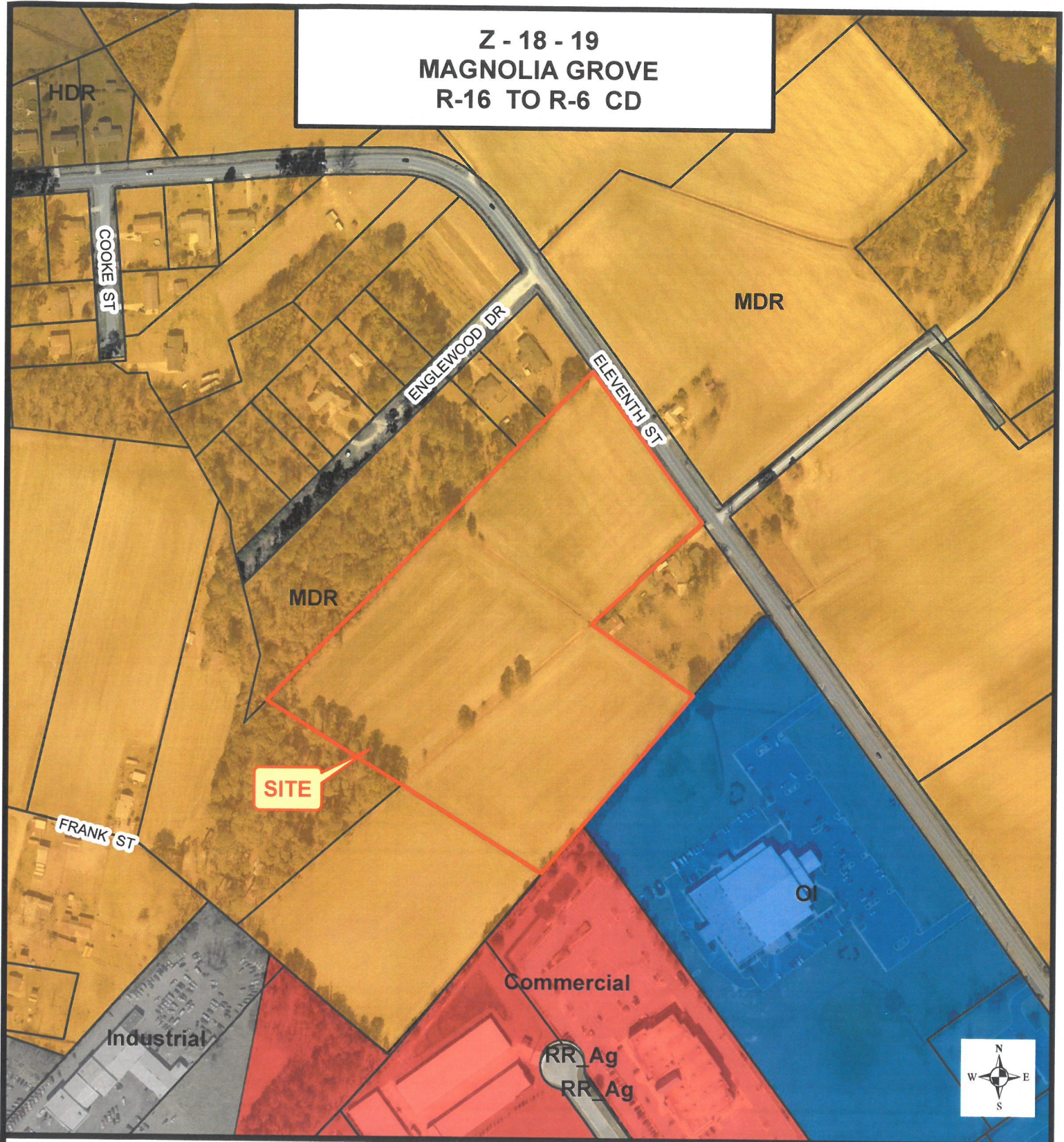
Request: R-16 To R-6 CD
Applicant: KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos: 3600536324
Location: Eleventh Street

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**Z - 18 - 19
MAGNOLIA GROVE
R-16 TO R-6 CD**



REZONING REQUEST - PROPOSED ZONING

Request: R-16 To R-6 CD
Applicant : KG Plaza LLC
Owner: KG Plaza LLC
Parcel Nos : 3600536324
Location : Eleventh Street

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CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

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

BACKGROUND: On February 18th, the Board approved an appropriation for the 2017 Governor's Crime Commission Gang Equipment Grant funded by the 2017 Edward Byrne Justice Assistance Grants in the amount of \$21,365.54. The funds have been approved to purchase a mobile camera, computer, printer and other equipment for the Gang Program.

DISCUSSION: The funding was appropriated in the General Fund, as has been the past practice. The funds were not obligated by June 30, 2019 and therefore the appropriation lapsed. Police staff managing the grant are ready to carry out the terms of the grant agreement and require the appropriation.

Attached is an amendment to the special revenue fund established on June 17th for the JAG grant funding to include the GCC JAG grant. Funds appropriated in a special revenue or capital project fund do not lapse annually.

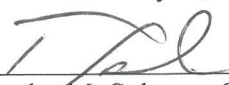
RECOMMENDATION: It is recommended that the attached Special Revenue Fund Ordinance for the Edward Byrne Memorial Justice Assistance Grant (JAG) (P3102) be amended for \$21,365.64 for the 2017 GCC Gang Equipment Grant.

Date: 9/23/19



Catherine F. Gwynn, Finance Director

Date: 9/18/19


Timothy M. Salmon, City Manager

ORDINANCE NO. 2019- 56

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

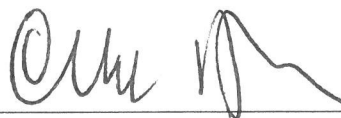
WHEREAS, the City of Goldsboro has been approved for the Governor's Crime Commission 2017 Gang Equipment grant funded by the 2017 Byrne Justice Assistance Grant; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of a mobile camera, computer, printer and other equipment for the Gang Program to fulfill the terms of the grant agreement that will be funded with grant revenue.

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:

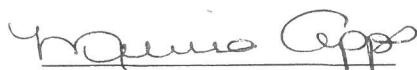
	<u>Current Budget</u>	<u>Amended Budget</u>	<u>Increase (Decrease)</u>
Revenues:			
Grant Revenue Federal 2017	\$ 44,985.00	\$ 44,985.00	\$ -
Grant Revenue Federal 2018	48,372.00	48,372.00	-
Grant Revenue Federal Prior	1,277.64	1,277.64	-
Grant Revenue Federal/GCC		21,365.64	21,365.64
Interest Income	25.00	25.00	-
Total Revenues	<u>\$ 94,659.64</u>	<u>\$ 116,025.28</u>	<u>\$ 21,365.64</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
Transfers to Fund Balance	1,302.64	1,302.64	-
Total Expenditures	<u>\$ 94,659.64</u>	<u>\$ 116,025.28</u>	<u>\$ 21,365.64</u>

Adopted this 23rd day of September, 2019.



Mayor

Attested by:


City Clerk



North Carolina Department of Public Safety

Governor's Crime Commission

Roy Cooper, Governor
Erik A. Hooks, Secretary

Robert Evans, Chairman
Caroline C. Valand, Executive Director

January 3, 2019

Dwayne Dean
Project Director
Goldsboro Police Department
204 South Center Street
Goldsboro, NC 27533

SUBJECT: Project Name: 2017 - Goldsboro Police Department - Gang Equipment Project
Project Number: PROJ 012177
Implementing Agency: Goldsboro Police Department

Dear Dwayne:

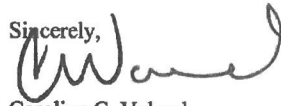
Congratulations on receipt of your recent grant award from the Governor's Crime Commission. Attached you will find the Governor's Crime Commission's grant award checklist, your grant award document, and special conditions documents.

This grant award does not become effective until it has been signed by the **Authorizing Official and Project Director** listed above and is returned to the Governor's Crime Commission. The signed grant award must be returned within thirty days of the date the award is mailed. You will be authorized to make expenditures under the grant and receive reimbursement once we have received the original signed grant award. Extensions beyond this thirty day period can only be authorized, in writing, by the Governor's Crime Commission.

This grant award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of any audit or site-visit findings, and match requirements. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate. To assist you, attached is a checklist of what you need to do in order for your Grants Management Specialist to receive your file. Any incomplete items will cause a delay in this process.

As always, please contact our office if you have any questions or need additional assistance.
Best wishes to you for successful program outcomes!

Sincerely,

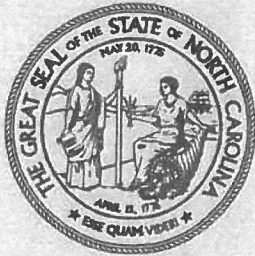

Caroline C. Valand
Executive Director

MAILING ADDRESS:
4234 Mail Service Center
Raleigh, NC 27699-4234
www.ncgccd.org
www.ncdps.gov



OFFICE LOCATION:
1201 Front St.
Raleigh, NC 27609
Telephone: (919) 733-4564
Fax: (919) 733-4625

An Equal Opportunity Employer



STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 Front Street, Suite 200
Raleigh, NC 27609
Telephone: (919) 733-4564 Fax: (919) 733-4625
<http://www.ncgccd.org>

GRANT AWARD

Applicant: City of Goldsboro
Authorizing Official: Randy Guthrie
Interim City Manager
Address: P.O. Drawer A
Goldsboro, North Carolina 27533-9701
Vendor Number: 566000228

Project Name: 2017 - Goldsboro Police Department - Gang
Equipment Project
Implementing Agency: Goldsboro Police Department
Project Director: Dwayne Dean
Project Director
Project Number: PROJ012177
Account Manager: CRM Administrator

Grant Period: 10/01/2017 - 09/30/2019

Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Indirect Costs	Total
Year 1	\$0.00	\$0.00	\$0.00	\$6,945.54	\$14,420.00	\$0.00	\$21,365.54
Grant Budget Total							\$21,365.54

Source	Federal Grant #	CFDA #	% Funding	Federal Award
2017::Byrne Justice Assistance Grants	2017-DJ-BX-0129		100%	\$21,365.54

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety. Special conditions are attached to this award.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on this grant award.

Authorizing Official

Signature of Authorizing Official Date
Randy Guthrie, Interim City Manager
Name and Title of Authorizing Official

Governor's Crime Commission

Signature of Director Date 1/3/19
Caroline C. Valand, Executive Director
Name and Title of Director

Project Director

Signature of Project Director Date
Dwayne Dean, Project Director
Name and Title of Project Director

☐ This award is subject to the attached conditions, which must be signed by both the authorizing official and the project director, and returned along with this Grant Award. No alterations of any kind may be made on this grant award.



DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

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CRIMINAL JUSTICE SYSTEM IMPROVEMENT COMMITTEE
GRANT AWARD
SPECIAL CONDITIONS
BYRNE JUSTICE ASSISTANCE GRANT FUNDING

SUBRECIPIENT: City of Goldsboro
DUNS NUMBER: 140240545
PROJECT NAME: 2017 - Goldsboro Police Department - Gang Equipment Project
PROJECT NUMBER: PROJ012177

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements to apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

4. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



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AWARD CONTINUATION SHEET

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The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

5. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

6. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$ 150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

7. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

8. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



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AWARD CONTINUATION SHEET

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expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post-award Requirements" in the "20 15 DOJ Grants Financial Guide").

9. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

10. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples..htm>.

11. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (Governor's Crime Commission (GCC)) may withhold award funds, or may impose other related requirements, if (as determined by the Governor's Crime Commission (GCC)) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

12. The recipient agrees to comply with any additional requirements that may be imposed by the Governor's Crime Commission during the period of performance for this award, if the recipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

13. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

14. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

Authorizing Official: _____
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Project Director: _____
Dwayne Dean



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The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

15. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

16. Compliance with general appropriations-law restrictions on the use of federal funds (FY2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-appropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact the Governor's Crime Commission (GCC), and may not proceed without the express prior written approval the Governor's Crime Commission (GCC).

17. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) and the Governor's Crime Commission (GCC) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG and the Governor's Crime Commission (GCC). by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N. W. Room 4706, Washington, DC 20530; Governor's Crime Commission, 1201 Front Street, Raleigh, N.C. 27609. (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



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award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

19. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

20. Encouragement of policies to ban text messaging while driving

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



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Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

21. The recipient agrees to comply with the Governor's Crime Commission's monitoring guidelines, protocols, and procedures, and to cooperate with OJP and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to the Governor's Crime Commission (GCC) all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by the Governor's Crime Commission (GCC) for providing the requested documents.
Failure to cooperate with the Governor's Crime Commission's (GCC) grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
22. Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.
23. The recipient understands and agrees that it has a responsibility to monitor its subrecipients' compliance with applicable federal civil rights laws. The recipient agrees to submit written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at CivilRightsMOA@usdoj.gov within 90 days of receiving the grant award, and to make supporting documentation available for review upon request by OJP or any other authorized persons. The required elements of the MOA are set forth at http://www.ojp.usdoj.gov/funding/other_requirements.htm, under the heading, "Civil Rights Compliance Specific to State Administering Agencies."
24. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
25. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
26. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C.3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
27. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



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AWARD CONTINUATION SHEET

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appropriate, and subject informed consent.

28. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
29. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).
30. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
31. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
32. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA. The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:
- a. New construction;
 - b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
 - c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
 - d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
 - e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



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Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

33. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
34. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.
35. The recipient agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.
36. Recipient understands and agrees that award funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time. The Prohibited Expenditure list may be accessed here: <https://www.bja.gov/funding/JAGControlledPurchaseList.pdf>.
37. Recipient understands and agrees that award funds may not be used for items that are listed on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, without explicit written prior approval from BJA. The Controlled Expenditure List, and instructions on how to request approval for purchase or acquisitions may be accessed here: <https://www.bja.gov/funding/JAGControlledPurchaseList.pdf>.
38. The recipient understands that, pursuant to recommendation 2.1 of Executive Order 13688, law enforcement agencies that acquire controlled equipment through Federal programs must adopt robust and specific written policies and protocols governing General Policing Standards and Specific Controlled Equipment Standards. General Policing Standards includes policies on (a) Community Policing; (b) Constitutional Policing; and (c) Community Input and Impact Considerations. Specific Controlled Equipment Standards includes policies specifically related to (a) Appropriate Use of Controlled Equipment; (b) Supervision of Use; (c) Effectiveness Evaluation; (d) Auditing and Accountability; and (e) Transparency and Notice Considerations. Upon OJP's request, the recipient agrees to provide a copy of the General Policing Standards and Specific Controlled Equipment Standards, and any related policies and protocols.
39. Recipient understands and agrees that the purchase or acquisition of any item on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, with award funds by an agency will trigger a requirement that the agency collect and retain (for at least 3 years) certain information about the use of 1) any federally-acquired Controlled Equipment in the agency's inventory, and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to BJA upon request. Details about what information must be collected and retained may be accessed here: https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf.

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean



DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

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40. Recipient understands and agrees that failure to comply with conditions related to Prohibited or Controlled Expenditures may result in a prohibition from further Controlled Expenditure approval under this or other federal awards.
41. Recipient understands and agrees that, notwithstanding 2 CFR § 200.3 13, no equipment listed on the Controlled Expenditure List that is purchased under this award may be transferred or sold to a third party, except as described below:
- Agencies may transfer or sell any controlled equipment, except riot helmets and riot shields, to a Law Enforcement Agency (LEA) after obtaining prior written approval from BJA. As a condition of that approval, the acquiring LEA will be required to submit information and certifications to BJA as if it was requesting approval to use award fund for the initial purchase of items on the Controlled Expenditure List.
 - Agencies may not transfer or sell any riot helmets or riot shields purchased under this award.
 - Agencies may not transfer or sell any Controlled Equipment purchased under this award to non-LEAs, with the exception of fixed wing aircraft, rotary wing aircraft, and command and control vehicles. Before any such transfer or sale is finalized, the agency must obtain prior written approval from BJA. All law enforcement-related and other sensitive or potentially dangerous components, and all law enforcement insignias and identifying markings must be removed prior to transfer or sale.
- Recipient further understands and agrees to notify BJA prior to the disposal of any items on the Controlled Expenditure List purchased under this award, and to abide by any applicable laws and regulations in such disposal.
42. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.
43. Any law enforcement agency receiving direct or sub-awarded JAG funding must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.
44. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
45. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

Authorizing Official: _____
Randy Guthrie

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The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIS), and are incorporated by reference here.

46. Recipient acknowledges the final agency decision made by the U.S. Department of Justice that recipient's jurisdiction did not substantially implement the Sex Offender Registration and Notification Act (P.L. 109-248) before the deadline, which determination impacts the funding amount of this award, pursuant to 42 U.S.C. § 16925. In accepting this specific formula award, recipient hereby voluntarily agrees that if it elects to file a judicial appeal of that final agency decision, which was integral in determining this particular funding amount, no such appeal may commence more than 6 months after the date of this award.
47. Ongoing compliance with 8 U.S.C. 1373 is required 1. With respect to the "program or activity" funded in whole or part under this award (including any such "program or activity" of any subrecipient at any tier), throughout the period of performance for the award, no State or local government entity, -agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). For purposes of this award, any prohibition (or restriction) that violates this condition is an "information-communication restriction." 2. Certifications from subrecipients. The recipient may not make a subaward to a State or local government or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the jurisdiction or institution that would receive the subaward, using the appropriate form available at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>. Similarly, the recipient must require that no subrecipient (at any tier) may make a further subaward to a State or local government or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373, properly executed by the chief legal officer of the jurisdiction or institution that would receive the further subaward, using the appropriate OJP form. 3. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition. 4. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated (including for authorized reimbursements) for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State or local government or a "public" institution of higher education, incurs to implement this condition. 5. Rules of Construction A. For purposes of this condition: (1) "State" and "local government" include any agency or other entity thereof, but not any institution of higher education or any Indian tribe. (2) A "public" institution of higher education is one that is owned, controlled, or directly funded by a State or local government. (3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a). (4) "Immigration status" means what it means for purposes of 8 U.S.C. 1373 (Illegal Immigration Reform and Immigrant Responsibility Act of 1996); and terms that are defined in 8 U.S.C. 1101 (Immigration and Nationality Act) mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 42 U.S.C. 901(a)(2)). (5) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 are to be read as references to particular components of the Department of Homeland Security (DHS). B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any "public" institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.
48. Authority to obligate award funds contingent on compliance with 8 U.S.C. 1373; unallowable costs; obligation to notify 1. If the recipient is a State or local government-- A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a either a State or unit of local government or a "public" institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction." B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the "program or activity" of the recipient (or of any subrecipient at any tier that is a either a State or unit of local government or a "public" institution of higher education) that would be reimbursed in whole or in part with award funds was subject to any "information-

Authorizing Official: _____

Randy Guthrie

Project Director: _____

Dwayne Dean



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communication restriction." C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and all subrecipients (regardless of tier) are in compliance with 8 U.S.C. 1373. D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded "program or activity" of the recipient, or of any subrecipient at any tier that is either a State or a local government or a "public" institution of higher education, may be subject to any "information-communication restriction." In addition, any subaward (at any tier) to a subrecipient that is either a State or a local government or a "public" institution of higher education must require prompt notification to the entity that made the subaward, should the subrecipient such credible evidence regarding an "information-communication restriction." 2. Any subaward (at any tier) to a subrecipient that is either a State or a local government or a "public" institution of higher education must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any "information-communication restriction." 3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required." 4. Rules of Construction A. For purposes of this condition "information-communication restriction" has the meaning set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required." B. Both the "Rules of Construction" and the "Important Note" set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required" are incorporated by reference as though set forth here in full.

49. Required local-government-level rules or practices related to aliens; allowable costs The following provisions apply to the recipient of this award, if the recipient is a unit of local government, and also apply to any local-government subrecipient of this award at any tier (whether or not the recipient itself is a unit of local government). 1. Requirements With respect to the "program or activity" that is funded (in whole or in part) by this award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance for the award-- A. A local ordinance, -rule, -regulation, -policy, or -practice (or an applicable State statute, -rule, -regulation, -policy, or -practice) must be in place that is designed to ensure that agents of the United States acting under color of federal law in fact are given access a local-government (or local-government-contracted) correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States. B. A local ordinance, -rule, -regulation, -policy, or -practice (or an applicable State statute, -rule, -regulation, -policy, or -practice) must be in place that is designed to ensure that, when a local-government (or local-government/contracted) correctional facility receives from DHS a formal written request authorized by the Immigration and Nationality Act that seeks advance notice of the scheduled release date and time for a particular alien in such facility, then such facility will honor such request and -- as early as practicable (see "Rules of Construction" incorporated by para. 4.B. of this condition) -- provide the requested notice to DHS. 2. Monitoring The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition. 3. Allowable costs Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated (including for authorized reimbursements) for the reasonable, necessary, and allocable costs (if any) of-- (1) developing and putting into place statutes, ordinances, rules, regulations, policies, and practices to satisfy this condition, (2) permitting access as described in para. 1.A. above, and (3) honoring any request from DHS that is encompassed by para. 1.B. above. 4. Rules of construction A. The "Rules of Construction" and the "Important Note" set out in the award condition entitled "Ongoing compliance with 8 U.S.C. 1373 is required" are incorporated by reference as though set forth here in full. B. The "Rules of Construction" set out in the award condition entitled "Required State-level rules or practices related to aliens; allowable costs" are incorporated by reference as though set forth here in full.

50. Use of funds for DNA testing; upload of DNA profiles If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA-laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the

Authorizing Official: _____
Randy Guthrie

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resulting DNA profiles may be accepted for entry into CODIS.

51. Requirements of the award; remedies for non-compliance or for materially false statements. The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate. Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812). Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

Authorizing Official: _____
Randy Guthrie

Project Director: _____
Dwayne Dean

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

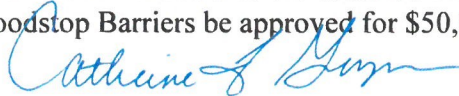
SUBJECT: Sole Source Vendor Resolution for Barrier Solutions

BACKGROUND: After Hurricane Matthew, staff was tasked with finding an economical and efficient way to prevent flooding at the Water Treatment Plant. Staff researched various methods to find a balance between cost, swift deployment and proven flood proofing results.

DISCUSSION: Staff proposes to purchase floodstop barriers from Barrier Solutions LLC with the funds allocated in the FY19-20 Adopted Budget. The product is patented and due to its unique design and function, there are no other vendors that provide a similar water proof solution in the U.S. Since staff proposes to sole source the item, General Statute requires the Board to approve the purchase by resolution.

RECOMMENDATION: It is recommended that the attached Resolution for the Purchase of Floodstop Barriers be approved for \$50,000.00.

Date: 9/16/19


Catherine F. Gwynn, Finance Director

Date: 9/18/19


Timothy M. Salmon, City Manager

RESOLUTION NO. 2019-80

RESOLUTION FOR THE PURCHASE OF FLOODSTOP BARRIERS

WHEREAS, the City of Goldsboro produces drinking water for its residential and commercial and sells water to five additional public water supply systems; and

WHEREAS, it is in the City's best interest to mitigate and protect the Water Treatment Plants assets during a flooding event; and

WHEREAS, staff has researched multiple methods of flood mitigation and the most cost effective solution to protect the Water Treatment Plant assets was determined to be the use of patented flood defense barriers; and

WHEREAS, N.C.G.S. 143-129(e) lists the authorized exceptions to the formal bid procedures, and N.C.G.S. 143-129(e)(g) allows for purchases of apparatus, supplies, materials, or equipment to be purchasing using sole-source exception when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration; and

WHEREAS, Barrier Solutions is the sole patented provider of floodstop barriers; and

WHEREAS, it is in the City's best interest to purchase floodstop barriers through Barrier Solutions in an amount not to exceed \$50,000.

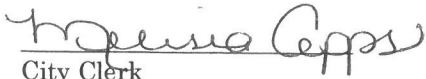
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina that:

1. Performance or price competition for this product is not available, and Barrier Solutions is declared a sole source vendor for the floodstop barriers.
2. The City Manager is hereby authorized and directed to execute a contract with Barrier Solutions, in an amount not to exceed \$50,000 to provide floodstop barriers.

This Resolution shall be in full force and effect from and after this 23rd day of September 2019.


Mayor

Attested by:


City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Correction of stated unit of measurement for the FY18-19 and FY19-20 water rates

BACKGROUND: The City Council adopted the FY19 Water and Sewer rates on June 4, 2018 and the FY20 rates on June 17, 2019. The FY19 rate structure included a change from cubic feet to gallons. In the resolution adopted on June 4, 2018 there was a clerical error where industrial water customer using more than one hundred fifty million gallons (150,000,000) was stated incorrectly. There were two sections where the written amount was incorrect (one million five hundred thousand) but the numerical amount was correct (150,000,000) and one section where the written and numerical amount were incorrect.

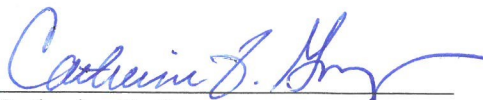
Then in preparing the FY20 rate schedule, the prior resolution was used as the underlying template. The numerical amount had been corrected to match the (incorrect) written amount in late 2018. Although, I had staff proof the document, it was still overlooked. The written and numerical amount in FY20 read incorrectly as one million five hundred thousand (1,500,000).

DISCUSSION: It is necessary to amend for the technical clerical errors. FY19 rates were adopted as a resolution. FY20 rates were adopted as an ordinance due to communication error.

RECOMMENDATION:

1. It is recommended that Council adopt the attached resolution to correct the FY18-19 Water and Sewer Rates to make a clerical correction to the written amount of industrial water customer annual usage from "one million five hundred thousand" to "one hundred fifty million" in Sections 1, 4 and 5.
2. It is recommended that Council adopt the attached ordinance to correct the FY19-20 Operating Budget Ordinance, Section 10(a) to make a clerical correction to the written amount of industrial water customer annual usage from "one million five hundred thousand" to "one hundred fifty million", and "1,500,000" to "150,000,000".

Date: 9-19-19


Catherine F. Gwynn
Finance Director

Date: 9/18/19


Timothy M. Salmon
City Manager

RESOLUTION NO. 2018 – 29

RESOLUTION AMENDING THE WATER RATE AND SANITARY SEWER RATE, THE MONTHLY
MINIMUM CHARGE, THE LATE FEE
AND UTILITY SERVICE PENALTY FOR THE CITY OF GOLDSBORO

WHEREAS, the present rate structures administered by the City of Goldsboro for water and sanitary sewer service became effective on July 2005 and January 1987 respectfully; and

WHEREAS, the cost of operating the Water Plant and Sanitary Sewer Treatment Facility and maintaining their respective utility distribution and collection lines has increased since the rate schedules currently utilized were placed into effect; and

WHEREAS, an increasing number of City of Goldsboro utility customers pay their bills after the due date thereof, resulting in additional work for the staff and, thereby, increasing costs;
and

WHEREAS, the Late Fee and the Service Penalty for payment of utility bills after the extended payment period results in recovery of only a portion of these increased costs;

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

1. Customers inside the City, the monthly water rate shall be two dollars and eighty-seven cents (\$2.87) per one thousand (1,000) gallons and five dollars and seventy-five cents (\$5.75) per one thousand gallons (1,000) for outside City customers. The industrial bulk monthly water rate for customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, shall be two dollars and thirteen cents (\$2.13) per one thousand (1,000) gallons and four dollars and twenty-five cents (\$4.25) per one hundred thousand (1,000) gallons for outside City customers. All customers shall be billed in ten (10) gallon increments.
2. Each water customer outside the City shall pay a monthly minimum charge based upon meter size, provided that this charge shall not provide for any water consumption.

<u>Meter Size</u>	<u>FY 2018-19 Minimum Charge</u>
3/4"	\$ 16.78
1"	17.66
1 1/2"	19.14
2"	20.96
3"	26.62
4"	34.24
6"	51.96
8"	82.28
10"	135.36

3. Each water customer inside the City shall pay a monthly minimum charge based upon meter size, provided that this charge shall not provide for any water consumption.

<u>Meter Size</u>	<u>FY 2018-19 Minimum Charge</u>
3/4"	\$ 12.14
1"	12.58
1 1/2"	13.32
2"	14.23
3"	17.06
4"	20.87
6"	29.73
8"	44.89
10"	70.89

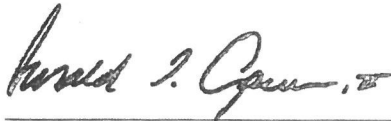
4. Any person discharging waste water into the sanitary sewer of the City shall pay a sewer service charge of six dollars and twenty-two cents (\$6.22) per one thousand (1,000) gallons for in-City service, and twelve dollars and forty-three cents (\$12.43) per one thousand (1,000) gallons for outside-City service. Industrial bulk rate for customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, the monthly rate shall be five dollars and fifty-seven cents (\$5.57) per one thousand (1,000) gallons and eleven dollars and fifteen cents (\$11.15) per one thousand (1,000) gallons for outside City customers. The charges shall be based upon the actual metered water consumption in ten (10) gallon increments.
5. The capitalized sanitary sewer rate for FY 2018-19 shall be two dollars and seventy-five cents (\$2.75) per one thousand (1,000) gallons of metered water usage for in-City service, and five dollars and fifty-one cents (\$5.51) per one thousand (1,000) gallons of metered water usage for outside City service. The capitalized sanitary sewer monthly rate for industrial bulk customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, shall be two dollars and fifty cents (\$2.50) per one thousand (1,000) gallons and five dollars (\$5.00) per one thousand (1,000) gallons for outside City customers.
6. The Late Fee of \$5.00 for utility bills past due and the Service Penalty of \$15.00 assessed on utility bills after the expiration of the extended payment period will both remain in effect. The reconnection fee of \$10.00 for customers disconnected due to nonpayment will remain the same and be charged before water service is restored.
7. The deposit of an advance payment for all new single-family residential domestic utility customers shall be \$100 inside the City limits and \$125 for those customers located beyond the corporate boundaries of the City.
8. The deposit of advance payment for new non-residential users of City of Goldsboro utility service shall be equal to the projected bi-monthly utility bill of each metered account, but not less than \$100 nor greater than \$5,000 for each metered account.

9. The new rates shall become effective with the July 1, 2018 billing.

10. This Resolution shall be in full force and effect from and after this 1st date of July 2018.

Approved as to Form Only:

Reviewed By:



City Attorney



City Manager

Copy

ANNUAL BUDGET ORDINANCE

FISCAL YEAR 2019-2020

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

Section 1. Summary

SUMMARY	REVENUES	APPROPRIATIONS
General Fund	\$ 43,395,311	\$ 43,395,311
General Fund Capital Reserve	1,000	1,000
Stormwater Fund	1,366,249	1,366,249
Community Development Fund	800	800
Utility Fund	17,207,328	17,207,328
Downtown Special District Fund	100,351	100,351
Occupancy Tax Fund	1,113,732	1,113,732
TOTAL BUDGET	\$ 63,184,771	\$ 63,184,771

Section 2. There is hereby levied the following rates of tax on each hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 2019, for the purpose of raising revenue from current year's property tax to finance the appropriations following this Ordinance:

TOTAL RATE PER \$100 VALUATION \$.65

Such rates of tax are based on an estimated total assessed valuation of real property for the purpose of taxation of \$2,529,667,961 and an estimated rate of collection of 98.34%.

Section 2-A. An additional special tax of twenty-three and one-half cents (.235) per \$100 assessed valuation is hereby levied upon those properties within the Downtown Service District as defined in Resolution 1977-102.

TOTAL RATE PER \$100 VALUATION \$.235

Section 3. There is hereby levied and shall be collected for the Fiscal Year beginning July 1, 2019, and each year thereafter until amended or repealed, on every business, trade or profession enumerated in the North Carolina Revenue Act of 1939 as amended through 2017, the maximum allowed by said Act and the General Tax Ordinances of the City of Goldsboro. Nothing therein shall be construed to repeal any license tax heretofore levied by the City of Goldsboro and not enumerated in said Act nor prohibited by said Act.

Section 4. There is hereby levied a monthly refuse charge of \$22.00 against each residential customer and \$40.50 for each business customer located within the City of Goldsboro that utilizes a commercial roll out container service. A charge of \$5.50 per cubic yard per pick-up is hereby levied against each commercial refuse customer of the City of Goldsboro. All revenue collected through this source shall be deposited into the General Fund.

Section 5. There is an annual backflow prevention inspection fee assessed to businesses for small devices 2" or less in diameter of \$75.00 and \$90.00 for larger devices that are more than 2" in diameter. The fee is assessed to businesses that elect to have the City inspect their device on an annual basis.

Section 6. All uncollected taxes shall, when collected, be placed in the General Fund.

Section 7. There is hereby levied an annual vehicle licensing tax of \$10.00 per vehicle. This tax will be levied to all vehicles listed within the City limits of Goldsboro.

Section 8. All residential developed property within the city limits will be charged \$4.50 per month effective July 1, 2019. Single family residential units will be charged \$4.50 per month and multi-family and commercial properties will be billed based on their individual impervious area (ERU). The stormwater fee will be charged monthly on the utility bill.

Number of ERUs	Monthly Rate Per ERU
First 60 (Includes Residential)	\$ 4.50
61 to 100	\$ 3.00
101 to 150	\$ 2.00
Above 150	\$ 1.00

Section 9. The golf fees are as follows: (1) Cart Fees - \$13 per rental; (2) Regular Golf Membership - \$816 per year; (3) Senior Golf Membership - \$684 per year; and (4) Junior Golf Membership - \$684 per year.

Section 10. Utility Rates increase as follows:

- a) The industrial bulk monthly water rate for customers using one million, five hundred thousand (1,500,000) gallons and over per year inside the City, shall increase ten percent (10%) from two dollars and thirteen cents (\$2.13) per one thousand (1,000) gallons to two dollars and thirty four cents (\$2.34); and four dollars and twenty-five cents (\$4.25) per one hundred thousand (1,000) gallons for outside City customers. All customers shall be billed in ten (10) gallon increments. The new rates shall become effective with the July 1, 2019 billing.
- b) All other utility rates, fees and charges previously established are hereby levied and heretofore established, authorized and adopted by the City Council of the City of Goldsboro.

Section 11. All fees, permits, charges previously established are hereby levied at rates heretofore established, authorized and adopted by the City Council of the City of Goldsboro.

Section 12. The following is a schedule of the estimated revenues anticipated by the City of Goldsboro for the Fiscal Year beginning July 1, 2019, and ending June 30, 2020.

<u>FUND</u>	<u>REVENUE</u>
<u>GENERAL FUND</u>	
Tax Revenues	16,924,894
Licenses and Permits	385,888
Revenue from Other Agencies	18,695,499
Charges for Services	4,974,549
Capital Investment Returns	1,199,692
Miscellaneous Revenues	490,322
Appropriated Fund Balance	724,467
TOTAL GENERAL FUND REVENUES	43,395,311
<u>GENERAL FUND CAPITAL RESERVE</u>	
Transfers In	1,000
Appropriated Fund Balance	-
TOTAL GENERAL FUND CAPITAL RESERVE REVENUES	1,000

RESOLUTION NO. 2019 – 81

RESOLUTION AMENDING THE WATER RATE AND SANITARY
SEWER RATE FOR WATER USAGE TECHNICAL CORRECTION
FOR THE CITY OF GOLDSBORO

WHEREAS, the present rate structures administered by the City of Goldsboro for water and sanitary sewer service became effective on July 2005 and January 1987 respectfully; and

WHEREAS, the City Council adopted the water and sewer rate schedule for FY18-19 on June 4, 2018; and

WHEREAS, amendments may become necessary as circumstances arise; and

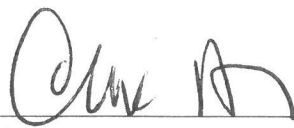
WHEREAS, it is necessary to amend Section 1 for a clerical error in the written amount for industrial water customer annual usage.

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

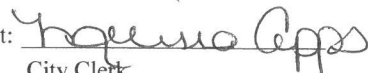
1. Resolution 2018-29 "RESOLUTION AMENDING THE WATER RATE AND SANITARY SEWER RATE, THE MONTHLY MINIMUM CHARGE, THE LATE FEE AND UTILITY SERVICE PENALTY FOR THE CITY OF GOLDSBORO" is hereby corrected to read as follows:
 - a. Section 1
 - i. "The industrial bulk monthly water rate for customers using one hundred fifty million (150,000,000) gallons"
 - b. Section 4
 - i. "Industrial bulk rate for customers using one hundred fifty million (150,000,000) gallons"
 - c. Section 5
 - i. "The capitalized sanitary sewer monthly rate for industrial bulk customers using one hundred fifty million (150,000,000) gallons"

This Resolution shall be in full force and effect from and after this 1st date of July 2018.

This the 23rd day of September, 2019.



Mayor

Attest: 

City Clerk

ORDINANCE NO. 2019 - 57

AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE
CITY OF GOLDSBORO FOR THE 2019-20 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2019-2020 Annual Operating Budget on June 17, 2019; and

WHEREAS, amendments may become necessary as circumstances arise; and

WHEREAS, it is necessary to amend Section 10(a) for a clerical error in the written and numerical amount for industrial water customer annual usage.

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

1. The Budget Ordinance (2019-43) for the 2019-20 Fiscal Year is and hereby, amended:

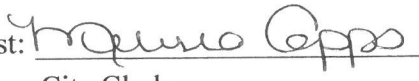
A. Section 10(a) is corrected to read as follows:

“The industrial bulk monthly water rate for customers using one hundred fifty million (150,000,000) gallons”.

2. This Ordinance shall be in full force and effect from and after July 1, 2019.

This the 23rd day of September, 2019.

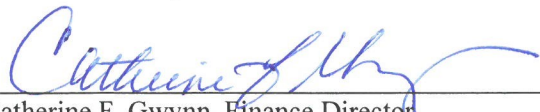
Mayor 

Attest: 
City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
September 23, 2019 COUNCIL MEETING

- SUBJECT:** Installment financing for Golf Turf Equipment with PNC Equipment Finance, LLC
- BACKGROUND:** Staff brought a request to execute a new operating lease for six (6) pieces of golf turf equipment with PNC Equipment Finance at the August 5th meeting. This was due to the current 60 month lease having been executed on April 7, 2014 and expired in May, 2019. The Board requested more information on the existing equipment and usage which was brought before the Board at the August 19th and September 9th meetings.
- DISCUSSION:** At the September 9th meeting, the Board voted to allow staff to execute a capital lease with PNC Equipment Finance to lease-purchase the seven (7) pieces of equipment from the 2014 lease on a 2 year term for a total of \$105,000.00.
- The lease payment will be \$4,673.86 per month. The funds for the equipment operating lease were appropriated in the FY19-20 budget under Equipment Rent (11-7461-4391), however since this is no longer an operating lease, but rather a capital lease it is necessary to appropriate the purchase of the capital outlay and the funding with debt revenue (\$105,000.00 total). It will also require a reallocation of rent payments to debt payments (\$4,673.86 @ 9 months for a total of \$42,064.74). This does not require approval by the LGC since it does not meet the criteria for approval. Since this is a capital lease PNC Equipment Finance does stipulate that formal Board approval is required.
- RECOMMENDATION:** It is recommended that the City Council adopt:
1. The attached Resolution accepting the agreement with PNC Equipment Finance, LLC for the purchase of used golf turf equipment from Smith Turf & Irrigation and incumbency certificate authorizing the Mayor or the Finance Director to act on behalf of the City to execute the appropriate financing documents.
 2. Adopt the attached Operating Budget Amendment to appropriate the expenditures and revenue for the purchase of the used golf turf equipment in the amount of \$ 105,000.00, and debt payments due for the remainder of the fiscal year in the amount of \$42,400.00 funded with a reduction in rent expense.

Date: _____


Catherine F. Gwynn, Finance DirectorDate: 9/18/19
Timothy M. Salmon, City Manager

ORDINANCE NO. 2019 - 58

AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET ORDINANCE OF
THE CITY OF GOLDSBORO FOR THE 2019-20 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2019-2020 Annual Operating Budget on June 17, 2019; and

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

WHEREAS, the City Council of the City of Goldsboro operates a municipal golf course to provide cultural and recreational activities for the citizens of Goldsboro and Wayne County, and

WHEREAS, it is necessary to provide for the maintenance of the turf with multiple pieces of specialized golf turf equipment; and

WHEREAS, the Board has authorized the execution of an installment financing contract in the form of a two year capital lease with PNC Equipment Finance, LLC for the purchase of six pieces of used golf turf equipment; and

WHEREAS, it is necessary to appropriate expenditures for the purchase of the capital equipment, and this will be funded with an appropriation of debt revenue within the General Fund; and

WHEREAS, it is necessary to appropriate expenditures for the debt payments which shall be paid in advance monthly, and this will be funded with a reduction of rent expense within the Golf division of the Parks and Recreation department.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Budget Ordinance for the 2019-20 Fiscal Year is and hereby, amended by:

General Fund

1. Establishing a revenue line item "Loan Proceeds" (11-0005-8267) in the amount of \$105,000.00.
2. Establishing an expenditure line item "Golf Course Equipment (11-7461-5938) in the amount of \$105,000.00.
3. Establishing an expenditure line item "Golf Course Equipment Loan" (11-8111-7131) in the amount of \$42,400.00.
4. Reducing an expenditure line item "Equipment Rent" (11-7461-4391) in the amount of \$42,400.00.
5. This Ordinance shall be in full force and effect from and after September 23, 2019.



Mayor

Attest:


City Clerk

PNC EQUIPMENT FINANCE, LLC CAPITAL LEASE FOR GOLF TURF EQUIPMENT

At a duly called meeting of the governing body of Lessee held in accordance with all applicable legal requirements, including open meeting laws, on the 23rd day of September 2019, the following resolution was introduced and adopted:

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT, EQUIPMENT SCHEDULE, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the governing body of the CITY OF GOLDSBORO, NC, ("Lessee") desires to obtain certain equipment (the "Equipment") described in the Equipment Schedule to the Lease Agreement (collectively, the "Lease") between PNC EQUIPMENT FINANCE, LLC, ("Lessor") and Lessee; and

WHEREAS, the Equipment is essential for Lessee to perform its governmental functions; and Lessee has determined that it may lawfully pledge its full faith and credit and taxing powers to its obligations under the Lease; and

WHEREAS, Lessee has satisfied the legal requirements and the execution and delivery of the Lease; and

WHEREAS, Lessee proposes to enter into the Lease with PNC EQUIPMENT FINANCE, LLC substantially in the forms presented to this meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

Section 1. It is hereby found and determined that the terms of the Lease and the Escrow Agreement (collectively, the "Financing Documents") in substantially the forms presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

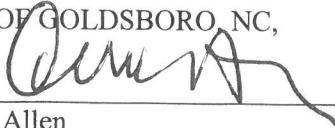
Section 2. The Financing Documents and the acquisition and financing of the Equipment under the terms and conditions as described in the Financing Documents are hereby approved. The Finance Director of Lessee and the Mayor of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Financing Documents with any changes, insertions and omissions therein as may be approved by the officers who execute the Financing Documents, such approval to be conclusively evidenced by such execution and delivery of the Financing Documents. The City Clerk of Lessee and any other officer of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Financing Documents and attest the same.

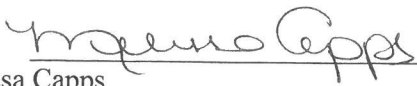
Section 3. The proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Financing Documents.

Section 4. This resolution shall take effect immediately.

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the Lease and Escrow Agreement executed on behalf of Lessee are the same as presented at such meeting of the governing body of Lessee, excepting only such changes, insertions and omissions as shall have been approved by the officers who executed the same.

DATE: September 23, 2019

CITY OF GOLDSBORO, NC,
Lessee
BY: 
Name: Chuck Allen
Title: Mayor

Attested By: 
Name: Melissa Capps
Title: City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019

SUBJECT: Bid Award to Stantec for Comprehensive Utility Rate Study

BACKGROUND: The City's last comprehensive rate study was done in 1987. The City is seeking a user-friendly rate model that can incorporate various fees, Capital Improvement Plan estimates as developed from the City's Master Plan and corresponding debt components with the ability to make adjustments to these amounts and expenses. Allowing these adjustments to the model should allow for dynamic or scenario modeling to the rate structure thereby calculating bond coverage and cash reserves with flexibility over a 10-year period. The rate model should equitably distribute costs between water and wastewater and between base and volume or fixed and variable and include comparisons of regional and similar size cities. The study should include analysis by normalizing the comparative rates against the local economics, thereby identifying possible differences in production costs to deliver similar services. The firm should inform the City of any upcoming regulatory changes that may affect the City's rate or rate structure.

DISCUSSION: The City of Goldsboro advertised for Request For Qualifications RFQ# 2019-004 on July 18, 2019 and received five responsive firms on August 5, 2019 at 10:00AM.

Interviews were conducted on August 28, 2019 with all five responsive firms. After staff discussion and reference checks, Stantec Winston-Salem, NC was selected to submit a proposal for the Comprehensive Utility Rate Study.

A proposal has been received from Stantec for these services in an amount not to exceed \$75,000. The City allocated monies in its current FY 19-20 for these services.

RECOMMENDATION: It is recommended that the City Council approve the attached Resolution authorizing the City Manager to execute a contract with Stantec not to exceed \$75,000 to provide services for the Comprehensive Utility Rate Study.

Date: 9/23/19 
Michael Wagner, Public Utilities Director

Date: 9/18/19 
Timothy A. Salmon, City Manager

RESOLUTION NO. 2019-83

RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF CONTRACT
FOR COMPREHENSIVE UTILITY RATE STUDY

WHEREAS, on August 5, 2019 the City of Goldsboro received a responsive Request For Qualifications for the Comprehensive Utility Rate Study; and

WHEREAS, the City has received a proposal for \$75,000 from Stantec to prepare a Comprehensive Utility Rate Study to evaluate current rate structure for managing the City's water and sanitary sewer systems; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to authorize a contract for services to Stantec in an amount not to exceed \$75,000.

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 a contract with Stantec, in an amount not to exceed \$75,000 to provide services for the Comprehensive Utility Rate Study.
2. This Resolution shall be in full force and effect from and after this 23rd day of September 2019.


Mayor

Attested by:


City Clerk

Item B

CITY OF GOLDSBORO
AGENDA MEMORANDUM
September 23, 2019 COUNCIL MEETING

SUBJECT: Amendment to Goldsboro's Code of Ordinances Title III Administration, Chapter 33: Police and Fire Department

BACKGROUND: After council approval, the City of Goldsboro established the newly created position of Deputy Fire Chief. The first Deputy Fire Chief was appointed in February of 2019.

DISCUSSION: The Deputy Fire Chief position is critical in providing continuity of service to the citizens and guests of the Goldsboro community. The current language of the City of Goldsboro Code of Ordinances should be changed to reflect the addition to the Goldsboro Fire Department's organizational command structure.

RECOMMENDATION: It is recommended that the City Council adopt the attached Ordinance amending Title III Administration, Chapter 33: Police and Fire Department of the City of Goldsboro's Code of Ordinances.

Date: 9/18/19



Joe Dixon, *Fire Chief*

Date: 9/18/19



Timothy Salmon, *City Manager*

ORDINANCE NO. 2019- 59

AN ORDINANCE AMENDING TITLE III- ADMINISTRATION, CHAPTER 33:
POLICE AND FIRE DEPARTMENT

WHEREAS, through due process, the City of Goldsboro has approved and recently appointed a new Deputy Fire Chief; and

WHEREAS, the City Ordinance currently does not currently reference the position of Deputy Fire Chief; and

WHEREAS, the City wishes to define the title, position and associated powers of Deputy Fire Chief; and

BE IT HEREBY ORDAINED by the City Council of the City of Goldsboro, North Carolina, that Title III: §33 of the City of Goldsboro Code of Ordinances be amended as outlined below:

1. Title III: § 33: **Police and Fire Department**

§ 33.16 APPOINTMENT OF FIRE CHIEF.

The Fire Department shall be headed by a Fire Chief who is appointed by the City Manager.

2. Title III: 33.17 – **Assistant Fire Chief - Revised Title and Sub-paragraph**

§ 33.17 Assistant Deputy Fire Chief

In the absence of the Fire Chief from the city, or in the event of his being prevented from attending to his duties by sickness or otherwise, the Assistant Fire Chief shall perform all duties required of the Fire Chief, and shall be clothed with the same authority as the Fire Chief.

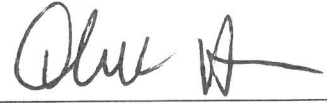
3. Title III: § 33.18- **Fire Chief, Assistant Authorized to Arrest Offenders - Revised**

§ 33.18- Fire Chief, Assistant Deputy Fire Chief Authorized to Arrest Offenders

The Fire Chief and Assistant Deputy Fire Chief are hereby vested with all the powers of a police officer of the city insofar as to make arrest within the city during the existence of any fire for the violation of any of the provisions of this Code of Ordinances regulating the Fire Department.

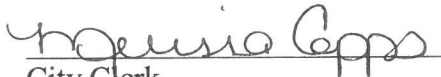
WHEREAS, this Ordinance is adopted in the interest of public safety and general welfare of the residents of the City of Goldsboro, North Carolina, and shall be in full force and effect from and after its adoption.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, that this Ordinance shall take effect on this 23rd day of September 2019.



Mayor

Attested by:


City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: US DEPT. OF JUSTICE: EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT (JAG) FORMULA PROGRAM:
LOCAL SOLICITATION

BACKGROUND: The Goldsboro Police Department has been notified that Federal grant funds are available from the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG). This is the same grant that was applied for in 2018.

DISCUSSION: The total amount of the grant is \$47,003.00. As in 2018, the Grant requires that the application be filed on behalf of both the Goldsboro Police Department and the Wayne County Sheriff's Office. Each agency would receive \$23,501.50.

The grant requires that an Interlocal Agreement is submitted with the application indicating the agreement between both agencies, the amount each agency will receive and how the grant will be administered. In addition, the Interlocal Agreement and Grant Application are required to be distributed to the City Council for review only, no fewer than 30 days prior to the application submission, or before the grant will be awarded.

The Goldsboro Police Department has agreed to purchase additional patrol rifles to improve officer safety by having the ability to confront heavy-duty firepower situations that cannot be accomplished through the use of traditional sidearms and the Wayne County Sheriff's Office has agreed to purchase 32 Ballistic Shields.

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

DATE: 9-18-19


Michael West, Chief of Police

DATE: 9/18/19


Timothy M. Salmon, City Manager

RESOLUTION NO. 2019-84

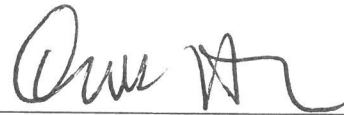
A RESOLUTION SUPPORTING THE 2019 EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT (JAG) APPLICATION

WHEREAS, the City of Goldsboro wishes to submit an application for the 2019 Justice Assistance Grant Funds; and

WHEREAS, The Goldsboro Police Department wishes to purchase patrol rifles with JAG Funds to improve officer safety and better protect citizens by having the ability to confront heavy-duty firepower situations that cannot be accomplished through the use of traditional sidearms.

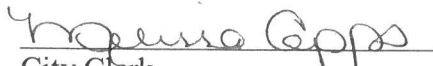
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that:

1. The Goldsboro Police Department is authorized to apply for the 2019 JAG Funds in the amount of \$47,003.00.
2. This resolution shall be in full force and effect from and after the 23rd day of September, 2019.



Mayor

Attested by:


City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Fall Fest at the First Church – Temporary Street Closing Request

BACKGROUND: The First Church is seeking a permit to close First Church Road so that the Fall Fest can take place on October 31, 2019.

DISCUSSION: Due to the logistics of the event and to keep attendees safe, the First Church has requested the closing of First Church Road from 9:00 a.m. - 11:00 p.m. on October 31, 2019.

All vendor booths, entertainment attractions and displays will be arranged to secure proper access to all fire hydrants, alleyways and driveways.

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 in the center of the street to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. Police, Fire and Public Works Departments are to be involved in the logistical aspects of the event.

RECOMMENDATION: By motion, grant the requested temporary closing of First Church Road for the Fall Fest at the First Church from 9:00 a.m. - 11:00 p.m. on October 31, 2019.

Date: 9-18-19


Mike West, Police Chief

Date: 9/18/19


Tim Salmon, City Manager

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

****In the event of a street closing, 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 ☐ Other (explain): _____

Event Name: Fall Fest at The First Church

Event Date(s): Oct 31 2019 **Event Website:** thefirstchurch.com

Inclement Weather/Rain Date(s): None

Description of Event (Please briefly describe the event.)

Same as 2018 Free event for community
Inflatables, food, games, candy

Requested Event Location: The First Church Rd

Event Start Time/End Time: 6:30 - 8:30 pm

Set-Up: Date & Time (start/end): 9:00 am - 6:30 pm

Dismantle (Completion): Date & Time (start/end): 9:30 - 10:30 pm

Estimated Daily Attendance: 2,500

Will this event require street closures? ☒ Yes ☐ No **Closure Times** 9 am - 11 pm

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

The First Church Rd

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: The First Church

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

Applicant Name: Cory Jackson **Title:** Family Pastor

Address: 1100 The First Church Rd

City: Goldsboro **State:** NC **Zip:** 27534 **Phone:** 910 890 2682

Cell Phone: 910 890 2682 **Email:** pastor Cory @ thefirstphchurch.org

* Gary Whaley road closure and traffic coordinator
919 738 3170

Day of Event Contact:

Name: Cory Jackson Phone: 910 890 2682

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: First Church Rd

For Run/Walk/Parades - STARTING POINT: Wayne Memorial Dr

For Run/Walk/Parades - ENDING POINT: North Dr

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

See attached Map

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:

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

Both portable and inside

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.)

Pumpsters

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: 4
 - Approximate Sizes: 12x12
 - 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: Free
- ☐ Yes ☒ No Will **fees be charged to vendors** to participate in this event?
- If "YES", please provide the schedule of fees: Free
- ☒ 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? Parking Team
First Church Parking lot -

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

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: Cory Z. Gibson Date: 9-12-19
Organization: The First PH Church

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
jadams@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. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:

[Signature]
Goldsboro Police Department Representative

9-16-19
Date

NA
Downtown Goldsboro Representative

Date

[Signature]
City Manager's Signature
(Use of City Owned Lots and Non-Street Closings)

9/18/19
Date



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

The First PH Church from the City of Goldsboro and hereby agrees to indemnify

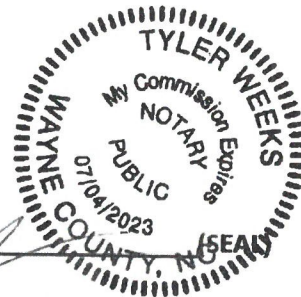
and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands,

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 12 day of September, 2019.

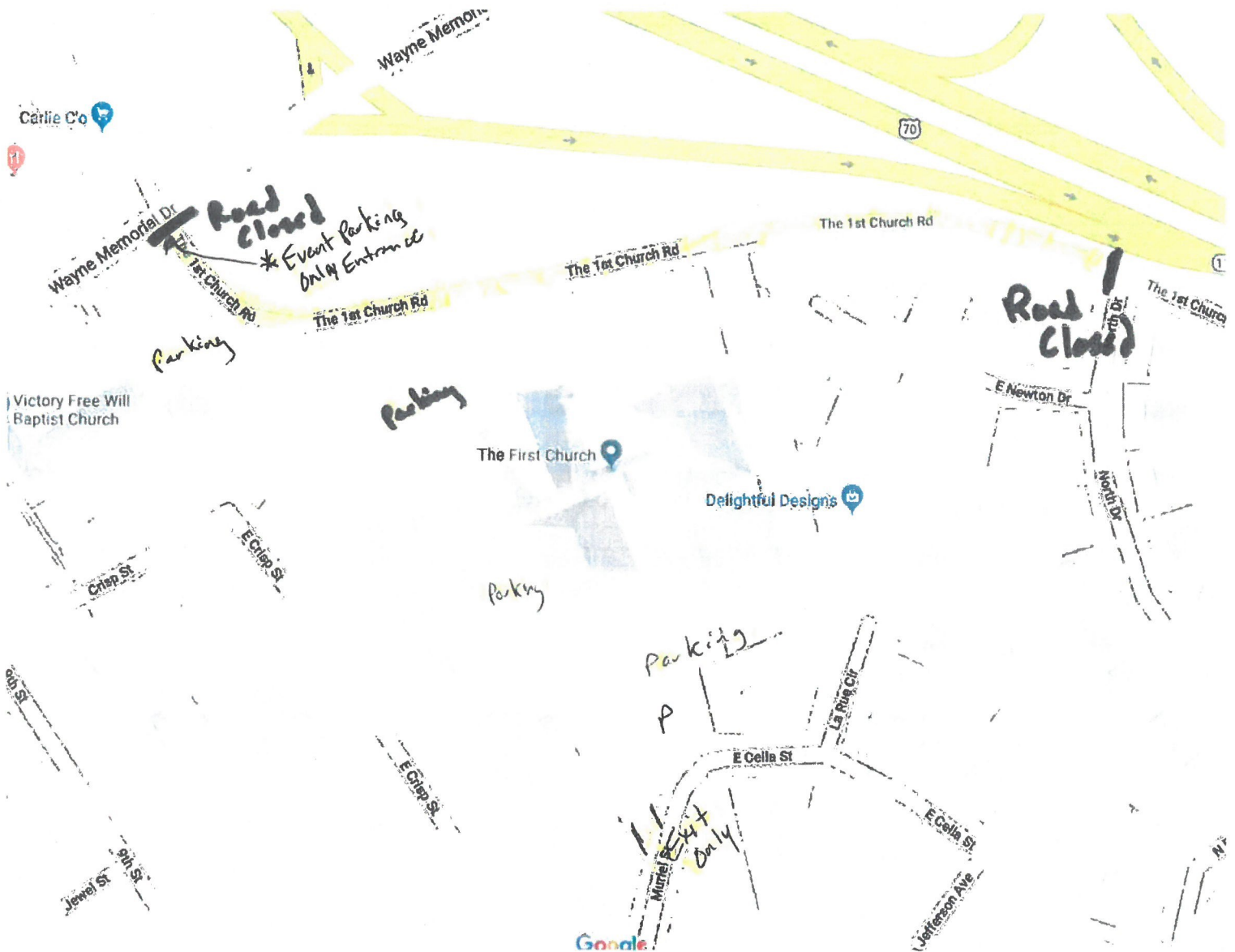


[Signature]
(Applicant & Authorized Representative of Event)

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

Wayne Memorial

Intersection of Wayne Memorial
and the First Church / North Drive
and The First Church





FIRSPEN-12

KJONES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/16/2018

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

American Church Group of North Carolina, LLC
401 E Antietam St., Ste B
Hagerstown, MD 21740

CONTACT

NAME:

PHONE

(A/C, No, Ext): (877) 766-7981

FAX

(A/C, No): (877) 281-9040

E-MAIL

ADDRESS: service@bitnerhenry.com

INSURER(S) AFFORDING COVERAGE

NAIC

INSURER A : Brotherhood Mutual Insurance

13528

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED

First Pentecostal Holiness Church
1100 The First Church Rd
Goldsboro, NC 27534

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 SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE ☒ OCCUR		32M5A461094	12/11/2016	12/11/2019	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
						MED EXP (Any one person) \$ 15,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 5,000,000
						PRODUCTS - COMPIOP AGG \$ 5,000,000
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY	NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N ☐ N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					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)
Proof of Coverage

CERTIFICATE HOLDER

Goldsboro Police Department
Community Police Services
204 S Center St
Goldsboro, NC 27530

CANCELLATION

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

ACORD 25 (2016/03)

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CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Thriller Night – Temporary Street Closing Request

BACKGROUND: A request was received from the Downtown Goldsboro Merchants Association requesting permission to close a portion of certain City streets on October 25, 2019 from 2:00 p.m. to 9:00 p.m. in order to hold Thriller Night.

DISCUSSION: The street closing request is as follows:

The Downtown Goldsboro Merchants Association has requested the closing of the 100 and 200 block of North Center Street between Ash and Walnut Streets to include the intersection at Center and Mulberry Streets.

A rain date has been scheduled for October 26, 2019.

The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is maintained in the center of the street to provide access for fire and emergency vehicles.
3. All activities, changes in plans, etc. will be coordinated with the Police Department.
4. The Police, Fire, Public Works and Downtown Goldsboro offices are to be involved in the logistical aspects of this event.

RECOMMENDATION: It is recommended that the City Council by motion, grant a street closing at the 100 and 200 block of North Center Street between Ash and Walnut Street to include the intersection at Center and Mulberry Streets on October 25, 2019 from 2:00 p.m. to 9:00 p.m. in order that the Annual Thriller Night event may take place, subject to the above conditions.

DATE: 9-18-19


Mike West, Police Chief

DATE: 9/18/19


Tim Salmon, City Manager

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

****An application for this permit MUST be submitted at least 30 days prior to your special event.**

I. General Information

Type of Event: (please check all that apply)

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

Event Name: Thriller Night

Event Date(s): October 25th, 19 Event Website: _____

Inclement Weather/Rain Date(s): October 26th, 19

Description of Event (Please briefly describe the event.)

Thriller Night is a festival that is free to the public. We will have vendors, games, and trunk or treat. We will also have a flash mob dance on the street.

Requested Event Location: Center Street Goldsboro, NC

Event Start Time/End Time: 5-8 pm

Set-Up: Date & Time (start/end): 8:00 pm 8:00 pm

Dismantle (Completion): Date & Time (start/end): 9 pm

Estimated Daily Attendance: 2,000 people

Will this event require street closures? ☒ Yes ☐ No Closure Times 8-9 pm

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

200' E 100' block of N. Center St. including intersection at Center/Mulberry

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Downtown Goldsboro Merchants Association

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

Applicant Name: Amber Long Title: Board Member/Events Committee Leader

Address: 224 N. Center Street

City: Goldsboro State: NC Zip: 27330 Phone: (919) 344 2049

Cell Phone: (919) 583 5094 Email: hairchic01@gmail.com

Day of Event Contact:

Name: Amber Long Phone: (919) 344 2049

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: _____

For Run/Walk/Parades - STARTING POINT: _____

For Run/Walk/Parades - ENDING POINT: _____

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

See attachment

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:

Hay Clean

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

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.)

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 Downtown Goldsboro office 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: 10
 ➤ 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: \$30 per vendor
- ☒ Yes ☐ No If your event requires the closing of a street(s), have all property/business owners within 100 feet of the event space been notified via hand-delivered flyer or letter by applicant, stating time, place and description of event? **Please complete page 7 and submit with the application.**
*The temporary closing of a NC Department of Transportation street would be at the discretion of the NC Dept. of Transportation.
- ☒ 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/>.

VI. Miscellaneous:

Parking:

- How will overall patron parking be accommodated for this event? public parking lots and spaces

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. This Proof of Insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance.*

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 919-580-4253.

Prohibited Items:

No open carry 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 fee charged if the area is not clean. A clean-up fee will be charged at the discretion of the City Manager's Office.

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.**

**** 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: _____

Organization: _____

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
jadams@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. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:


Goldsboro Police Department Representative

8-30-19
Date


Downtown Goldsboro Representative

8/28/19
Date


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

9/18/19
Date



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Downtown Goldsboro Merchant's Association 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 9th day of August, 20 19.

(Applicant & Authorized Representative of Event)

(SEAL)

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/20/2019

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 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 BIN INSURANCE HOLDINGS LLC/PHS 46505500 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265		CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext): FAX (888) 443-6112 (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC#	
INSURED MEGAN HOYLE DBA LEGACY DANCE PROJECT 110 N JAMES ST GOLDSBORO NC 27530-3629		INSURER A: Twin City Fire Insurance Company 29459 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		46 SBA VU6632	03/28/2019	03/28/2020	EACH OCCURRENCE \$1,000,000
	CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Each occurrence) \$1,000,000
	X General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PROJECT ☐ LOC ☒ OTHER:						PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Each accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB						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 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)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy. RE: Event October 25, 2019

CERTIFICATE HOLDER

City of Goldsboro
200 N CENTER ST
GOLDSBORO NC 27530-3623

CANCELLATION

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

Susan L. Castaneda

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DOWNTOWN GOLDSBORO

James Street
Steve Fashonville's Fine
Antique

Ash Street

Thriller Dance
Performance

Trunk or Treat

DJ

Center Street

Food Trucks
Trunk or Treat's

Food Trucks

Games
Facelift
Trunk or Treat

P

BOHICA

P

P

John Street

P

P



CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Walk to De-feet Dementia – Temporary Street Closing Request

BACKGROUND: A request was received from the Dementia Alliance of North Carolina requesting permission to close a portion of certain City streets on October 26, 2019 from 7:00 a.m. to 11:30 a.m. in order to hold Walk to De-feet Dementia, an event that recognizes caregivers, sponsors and teams. The event sponsors will supply dementia educational information.

DISCUSSION: The street closing request is as follows:

The closing of the 200 block of North Center Street between Ash and Mulberry Streets.

The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is maintained in the center of the street to provide access for fire and emergency vehicles.
3. All activities, changes in plans, etc. will be coordinated with the Police Department.
4. The Police, Fire, Public Works and Downtown Goldsboro offices are to be involved in the logistical aspects of this event.

RECOMMENDATION: It is recommended that the City Council by motion, grant a street closing at the 200 block of North Center Street on October 26, 2019 from 7:00 a.m. to 11:30 a.m. in order that the Walk to De-feet Dementia event may take place, subject to the above conditions.

DATE: 9-18-19


Mike West, Police Chief

DATE: 9/18/19


Tim Salmon, City Manager

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

****In the event of a street closing, 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 ☒ Other (explain): _____

Event Name: DUPLIN/GREENE/WAYNE WALK TO DE-FEET DEMENTIA

Event Date(s): OCTOBER 26, 2019 Event Website: WWW.DEMENTIANC.ORG

Inclement Weather/Rain Date(s): NONE

Description of Event (Please briefly describe the event.)

RECOGNIZE CAREGIVERS, SPONSORS + TEAMS. SUPPLY
DEMENTIA EDUCATIONAL INFORMATION AND WALK TO
SHOW SUPPORT. OPEN TO THE PUBLIC.

Requested Event Location: 200 N. CENTER STREET - IN FRONT OF CITY HALL

Event Start Time/End Time: 8 AM - 11:00 AM

Set-Up: Date & Time (start/end): OCTOBER 26, 2019 7 AM - 8 AM

Dismantle (Completion): Date & Time (start/end): OCTOBER 26, 2019 11 AM - 11:30 AM

Estimated Daily Attendance: 100

Will this event require street closures? ☒ Yes ☐ No Closure Times 7 AM - 11:30 AM

If yes, please list the streets that you are requesting to be closed: 200 BLOCK
OF NORTH CENTER STREET (IN FRONT OF CITY HALL)

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: DEMENTIA ALLIANCE OF NORTH CAROLINA
(formerly Alzheimer's NC)

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

Applicant Name: CAROL LANCASTER Title: EVENT CHAIR

Address: 302 SADDLEWOOD DR.

City: GOLDSBORO State: NC Zip: 27534 Phone: 919-778-8664

Cell Phone: 919-750-1469 Email: twoheels1184@gmail.com

Day of Event Contact:

Name: CAROL LANCASTER Phone: 919-750-1469 (cell)

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: 200 N. CENTER ST.

For Run/Walk/Parades - STARTING POINT: 200 N. CENTER ST.

For Run/Walk/Parades - ENDING POINT: 200 N. CENTER ST.

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

SEE ATTACHED

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 PORTABLE TOILETS - JENNIFER P. SHAFER

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

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.)

CITY RECEPTACLES

**2019 Dementia Alliance of North Carolina Walk Route Request in Downtown Goldsboro, NC.
--formerly Alzheimer's North Carolina--**

Walk is October 26, 2019

Start at 200 N. Center Street
S. Center Street to E. Chestnut Street
Left on E. Chestnut Street
Left on John Street – continue to E. Mulberry Street
Left on E. Mulberry to Center Street
Back to 200 N. Center Street

Request Police lead car, as in years past.

Requested by:

Carol Lancaster

Event Chair 2019 Dementia Alliance of NC – Duplin/Greene/Wayne Walk to De-feet Dementia
(Goldsboro Walk)

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: D.J.
- 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: _____
 - Approximate Sizes: _____
 - 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? PUBLIC PARKING

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

**** 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: Carol Lancaster Date: 8/23/19

Organization: DEMENTIA ALLIANCE OF NORTH CAROLINA

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
jadams@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. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:

JH Sgt Adams 8-30-19
Goldsboro Police Department Representative

Erin Funn
Downtown Goldsboro Representative

DP 9/18/19
City Manager's Signature
(Use of City Owned Lots and Non-Street Closings)



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

Dementia Alliance of NC 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 23 day of August, 2019.

Carol Lancaster

(SEAL)

(Applicant & Authorized Representative of Event)

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

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/12/2019

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services 414 Gallimore Dairy Road Suite F Greensboro, NC 27409		CONTACT NAME: PHONE (A/C, No, Ext): 888 743-2217 FAX (A/C, No): 8888279861 E-MAIL ADDRESS:	
INSURED Alzheimers North Carolina Inc DBA Dementia Alliance of North Carolina 9131 Anson Way Suite 206 Raleigh, NC 27615-3267		INSURER(S) AFFORDING COVERAGE INSURER A : Auto Owners Insurance Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 18988	

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 SUBR INSR 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:		1046153559222217	10/05/2018	10/05/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N ☐ N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					

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

Duplin/Greene/Wayne Walk to De-Feet Dementia - October 26, 2019

CERTIFICATE HOLDER

CANCELLATION

City of Goldsboro
 200 N. 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

Lisa Murray

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Goldsboro Christmas Parade – Temporary Street Closing Request

BACKGROUND: The annual Christmas Parade is one of the many local traditions helping to usher the holiday season into the Goldsboro area. The parade is organized, coordinated and sponsored by the Wayne County Chamber of Commerce.

DISCUSSION: The street closing request for Saturday, December 7, 2019 is as follows:

Parade Route: South on Center Street beginning at Ash Street to Chestnut Street; going around traffic circle heading North on Center Street to Walnut Street; East on Walnut Street to John Street; North on John Street to Mulberry Street; West on Mulberry Street to Center Street; North on Center Street to Ash Street ending at Ash Street.

Staging Areas: Oak Street between James and William Streets, Vine Street between Center and William Streets, Beech Street between John and William Streets, and Center Street from Oak to Ash Streets.

Streets closed for the Staging Area: Center Street from Holly Street to Ash Street; John Street from Holly Street to Ash Street; and Center Street at Spruce Street.

Additional Closures recommended by the Police Department to manage traffic flow will encompass: James Street from Oak to Ash Streets, John Street from Chestnut Street to Ash, Mulberry Street from James to William, Walnut Street from James to Ormond Ave, Chestnut Street from James to Ormond Ave; and Ash Street from James to John Streets.

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

The time requested for the closing is from 8:00 a.m. to 8:00 p.m. Police have indicated that traffic will be restricted from 8:00 a.m. until 3:30 p.m. and all traffic stopped at 3:30 p.m. The actual parade will begin at 4:00 p.m. and end at approximately 7:00 p.m.

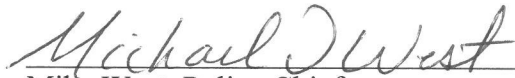
The Police, Fire, Public Works and Downtown Goldsboro offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is maintained in the center of the street to provide access for fire and emergency vehicles.
3. All activities, changes in plans, etc. will be coordinated with the Police Department.
4. The Police, Fire, Public Works and DGDC offices are to be involved in the logistical aspects of this event.

RECOMMENDATION: It is recommended that the Council approve the street closing of sections of Pine, Spruce, Center, Walnut, John, Mulberry, James, and Chestnut Streets for the Christmas Parade route from 8:00 a.m. to 8:00 p.m. on Saturday, December 7, 2019.

DATE: 9-18-19


Mike West, Police Chief

DATE: 9/18/19


Tim Salmon, City Manager

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

****In the event of a street closing, 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 ☐ Other (explain): _____

Event Name: Goldsboro Christmas Parade

Event Date(s): Sat. Dec. 7, 2019 Event Website: waynecountychamber.com

Inclement Weather/Rain Date(s): none

Description of Event (Please briefly describe the event.)

annual Christmas Parade

Requested Event Location: downtown Goldsboro

Event Start Time/End Time: 4:00pm

Set-Up: Date & Time (start/end): Friday, Dec. 6th

Dismantle (Completion): Date & Time (start/end): _____

Estimated Daily Attendance: _____

Will this event require street closures? ☒ Yes ☐ No Closure Times as soon as possible

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

GPD has map of route + set up area /see attached

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Wayne County Chamber of Commerce

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

Applicant Name: Lara Landers Title: Director of Marketing + Events

Address: 308 N. William St.

City: Goldsboro State: NC Zip: 27530 Phone: 919-734-2241

Cell Phone: 919-920-5949 Email: lalar@waynecountychamber.com

Day of Event Contact:

Name: Lara Landers Phone: 919-920-5949

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: _____

For Run/Walk/Parades - STARTING POINT: _____

For Run/Walk/Parades - ENDING POINT: _____

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

See attached

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 Toilets

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

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.)

n/a

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: _____
 - Approximate Sizes: _____
 - 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? downtown parking all over

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

**** 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: *Kara Sanders* Date: 8/20/19

Organization: Wayne County Chamber of Commerce

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
jadams@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. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:

J. Adams
Sgt Adams
Goldsboro Police Department Representative

9-9-19
Date

Erin Fonseca
Downtown Goldsboro Representative

9/9/19
Date

T. P.
City Manager's Signature
(Use of City Owned Lots and Non-Street Closings)

9/18/19
Date



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 Chamber of Commerce 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 20 day of August, 20 19.

Lara Landis

(SEAL)

(Applicant & Authorized Representative of Event)

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



CHAMB-1

OP ID: LM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/19/2019

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 Crawford-Henderson, Inc. 202 N. Spence Avenue P.O. Box 10885 Goldsboro, NC 27532-0885 Lisa B. Musselman	919-778-9400	CONTACT NAME: Lisa B. Musselman
		PHONE (A/C, No, Ext): 919-778-9400 FAX (A/C, No): 919-751-2142
		E-MAIL ADDRESS: lisam@crawhen.com
INSURED Chamber of Commerce of Wayne County Inc. P. O. Box 1107 Goldsboro, NC 27533 1107	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Cincinnati Insurance Co. NAIC # 10677	
	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			EPP0092820	10/04/2019	10/04/2020	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☐ POLICY ☐ PROJECT ☐ LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR						
	☐ EXCESS LIAB ☐ CLAIMS-MADE			EPP0092820	10/04/2019	10/04/2020	EACH OCCURRENCE \$ 1,000,000
	☐ DED ☐ RETENTION \$						AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

Christmas Parade December 7, 2019

CERTIFICATE HOLDER

CANCELLATION

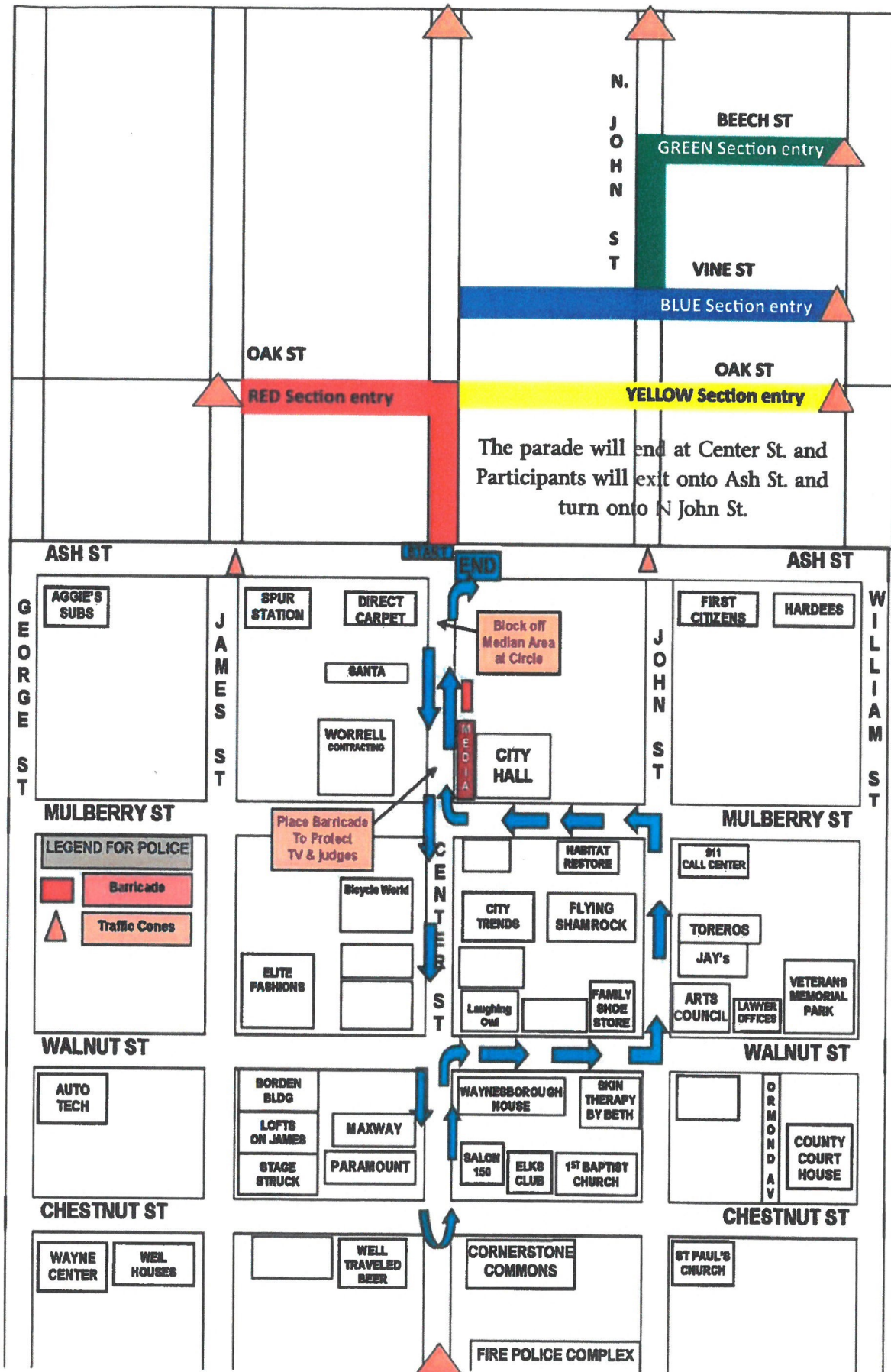
CITYO-1

City of Goldsboro
P O Drawer A
Goldsboro, NC 27533

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

Lisa B. Musselman *Lisa B. Musselman*



CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Victorian Mourning Practices – Temporary Street Closing Request

BACKGROUND: The Wayne County Historical Association is requesting permission to close a portion of certain City streets beginning at 5:00 p.m. until 10:30 p.m. on Saturday, October 26, 2019 to hold their Victorian Mourning Practices event.

DISCUSSION: The street closing request is for Chestnut Street between George and James Streets.

The Police, Fire, Public Works and Downtown Development offices have been notified of this request.

Staff recommends approval of this request subject to the following conditions:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is maintained in the center of the street to provide access for fire and emergency vehicles.
3. All activities, changes in plans, etc. will be coordinated with the Police Department.
4. The Police, Fire, Public Works and Downtown Development offices are to be involved in the logistical aspects of this event.

RECOMMENDATION: Staff recommends Council, by motion, grant the street closings for Chestnut Street between George and James Street from 5:00 p.m. until 10:30 p.m. on Saturday, October 26th for the Wayne County Historical Association's Victorian Mourning Practices event, subject to the above conditions.

DATE: 9-18-19

Michael West
Mike West, Police Chief

DATE: 9/18/19

Tim Salmon
Tim Salmon, City Manager

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

****In the event of a street closing, 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 Other (explain): _____

Event Name: Victorian Mourning Practices

Event Date(s): 10/26/19 **Event Website:** Wayne County Museum

Inclement Weather/Rain Date(s): _____

Description of Event (Please briefly describe the event.)

A walk through event where attendees are shown different traditions of the Victorian home and how they mourned a death through displays

Requested Event Location: Gertrude Weil House (James St. / Chestnut St.)

Event Start Time/End Time: 1800 - 2200 hrs

Set-Up: Date & Time (start/end): 5:00 pm

Dismantle (Completion): Date & Time (start/end): 10:30 pm

Estimated Daily Attendance: 200

Will this event require street closures? Yes No Closure Times 5:00pm to 10:30pm

If yes, please list the streets that you are requesting to be closed: George St. / Chestnut St.
James St. / Chestnut St.

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Wayne County Historical Association

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

Applicant Name: Thomas Bailey **Title:** Wayne County Historical Assoc. Boardmember

Address: 116 N. William St.

City: Goldsboro **State:** NC **Zip:** 27530 **Phone:** (919) 738-8946

Cell Phone: - **Email:** tbonenc26@yahoo.com

Day of Event Contact:

Name: Thomas Bailey Phone: (919) 738-8946

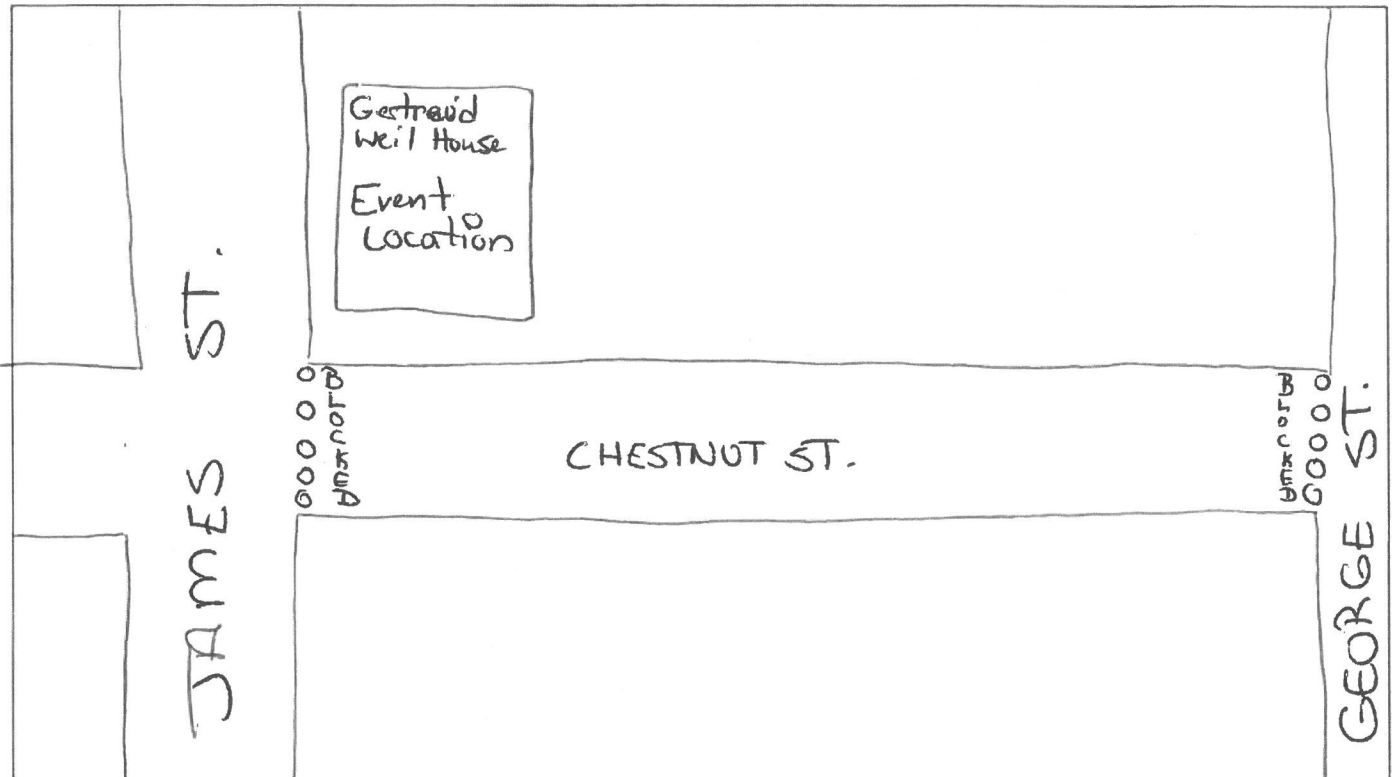
III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: _____

For Run/Walk/Parades - STARTING POINT: _____

For Run/Walk/Parades - ENDING POINT: _____

***Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, 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 - Airport Road Goldsboro 2-toilets 1-handwash

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

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.)

Personal Disposal

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: _____
 - Approximate Sizes: _____
 - 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: \$15 per person \$10 for students

- 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? Empty lot near James St. Chestnut St.

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

**** 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: [Signature] Date: 9/3/19

Organization: Wayne County Historical Assoc.

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
jadams@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. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:

[Signature]
Goldsboro Police Department Representative

9-17-19
Date

Erin Fonseca
Downtown Goldsboro Representative

9/18/19
Date

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

Date



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 Historical Assoc. 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 3 day of September, 2019.

(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)
09/17/2019

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: Kitzi Bass	PHONE (A/C, No, Ext): 919 735 1237	FAX (A/C, No): 919 735 8819
	E-MAIL ADDRESS: kitzi@oberry-lewis.com		
INSURED Wayne County Museum Wayne County Historical Assn Inc DBA PO Box 665 Goldsboro NC 27533	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: TRAVELERS CASUALTY & SURETY CO OF AM		31194
	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 CERTIFICATION 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		I6601478C587	03/01/2019	03/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED 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: 10/26/2019 Victorian Mouring Practices

Event Location: The 1897 Gertrude Weil house at the corner of James & Chestnut, Goldsboro, NC

Additional Insured: City of Goldsboro

CERTIFICATE HOLDER

CANCELLATION

City of Goldsboro PO Drawer A Goldsboro, NC 27533	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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CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

SUBJECT: Downtown Lights Up! - Temporary Street Closing Request

BACKGROUND: Downtown Lights Up! Is an annual holiday event held downtown to celebrate the “flipping of the switch” - officially beginning the holiday season. All the decorative lights, including those along Center Street, the traffic circle Magnolia tree, and the Water Tower are turned on simultaneously. Before conducting this ceremony of lights, our Mayor, Santa, the Grinch and children ride a horse-drawn trolley down to City Hall to welcome guests. We’re even trucking in tons of snow to set the tone for a very festive downtown holiday season.

DISCUSSION: Downtown Development completes the evening by hosting an array of free activities, including: holiday entertainment, horse drawn trolley rides, Santa Claus, face painting, and providing warm beverages and treats. It is a wonderful time of the year for people to experience the warm atmosphere and festive activities downtown has to offer. The majority of the event takes place on the 200 block of North Center Street, in front of City Hall, which will provide a natural backdrop for the Mayor when he speaks to the crowd wishing them a happy holiday season. Trolley rides will take place along Center Street from Mulberry to Walnut St, a holiday movie will play in the John Street Parking Lot, a large ice slide will be set up for sledding and much more. The NC Symphony performs at 8 p.m. at the Paramount Theatre that same evening to continue the holiday celebration. Each year our crowd gets larger and we believe this year to be no different with an expected 5000+ in attendance.

Due to the logistics of the horse drawn trolley, this event has always been promoted as a street fair. Downtown Development is requesting that the 200 block of North Center Street be closed on Tuesday, November 26, 2019 from 9:00 a.m. to 8:30 p.m. and the 100 block of South Center and the 100 block of North Center be closed from 4:15 p.m. to 8:30 p.m. to keep guests safe.

All vendor booths, entertainment attractions and displays will be arranged to secure proper access to all fire hydrants, alleyways and driveways.

As with all Downtown Development events, effected 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 in the center of the street 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 are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary closing of the 200 block of North Center Street on Tuesday, November 26, 2019 from 9:00 a.m. to 8:30 p.m. and the 100 block of South Center and the 100 block of North Center be closed from 4:15 p.m. to 8:30 p.m. to be used for activities associated with Downtown Lights Up!, subject to the above conditions.

Date: 9-18-19


Mike West, Police Chief

Date: _____

Tim Salmon, City Manager

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

****In the event of a street closing, 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 ☐ Other (explain): _____

Event Name: Downtown Lights Up!

Event Date(s): Tuesday, November 26th **Event Website:** _____

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

Description of Event (Please briefly describe the event.)

Downtown Lights Up! is an annual holiday event held downtown to celebrate the "flipping the switch" officially kicking off the holiday season. This free, family-friendly event is a community favorite and attracts more than 5000 attendees each year.

Requested Event Location: 100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S. Center

Event Start Time/End Time: Tuesday, November 26th 5pm - 8pm

Set-Up: Date & Time (start/end): November 26, 9am (200 block of N. Center only), 4:15pm remaining closure

Dismantle (Completion): Date & Time (start/end): Tuesday, November 26th, 8:30pm

Estimated Daily Attendance: 5000+

Will this event require street closures? ☒ Yes ☐ No **Closure Times** 9am - 200 block of N. Center
4:15pm - 100 & 200 block of

If yes, please list the streets that you are requesting to be closed: S. Center & 100 block of N. Center

100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S. Center, 4 spaces John Street lot

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: City of Goldsboro - Downtown Development

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

Applicant Name: Erin Fonseca **Title:** Marketing & Events Manager

Address: 219 N. John St.

City: Goldsboro **State:** NC **Zip:** 27530 **Phone:** 919-735-4959

Cell Phone: _____ **Email:** efonseca@goldsboronc.gov

Day of Event Contact:

Name: Erin Fonseca Phone: 919-735-4959

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: _____

For Run/Walk/Parades - STARTING POINT: _____

For Run/Walk/Parades - ENDING POINT: _____

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

See attached.

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 Portable Toilets

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

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.)

City Receptacles

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: 30
 - 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: \$100 - food trucks only. Very limited # of vendors allowed on South end of festival footprint
- ☒ 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? Public parking lots and spaces.

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. This Proof of insurance or applicable rider **MUST** be attached before submitting. Contact your insurance provider for assistance.*

Application Fee:

An application fee of \$25.00 for special events and \$50.00 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 919-580-4236, option 3.

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: Erin Fonseca Date: 9/9/19

Organization: City of Goldsboro - Downtown Development

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
jadams@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. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:

[Signature] Sgt. Adams
Goldsboro Police Department Representative

9-17-19
Date

Erin Fonseca
Downtown Goldsboro Representative

9/9/19
Date

[Signature]
City Manager's Signature
(Use of City Owned Lots and Non-Street Closings)

9/18/19
Date



Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of COG Downtown Development 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 September, 2019.

Erin Fonseca

(SEAL)

(Applicant & Authorized Representative of Event)

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

DOWNTOWN LIGHTS UP!

Nov. 26th
5-8pm

1 City Hall

5pm—7pm

Santa, Snow, Activities,
Entertainment, Sledding (until 8pm)
Wayne UNC Photo Booth

2 John Street Parking Lot

5:30pm– 8pm Movie & Craft (ACWC)

Food Truck

Trolley Ride Line

3 South Center Street

6:00pm–8pm: Ice Skating (\$5)

Wayne UNC Health Care
Frozen Characters
Food Truck

4 Paramount Theatre

Wayne UNC Photo Booth

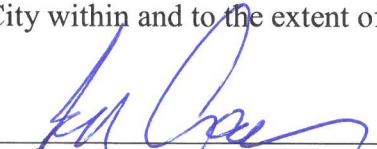
8pm: Holiday Pops Concert



WHAT
EVER
YOU
DO
DO IT
DOWNTOWN

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019 COUNCIL MEETING

- SUBJECT:** Resolution Authorizing the City Manager to Hire Outside Legal Counsel for and Limited Authority to Resolve Liability Claims
- BACKGROUND:** Pursuant to N.C. General Statutes, the City of Goldsboro is authorized to enter into contracts for the retention of attorneys for services in addition to the retention of the City Attorney. Pursuant to N.C. General Statutes, the City of Goldsboro has the authority to purchase liability insurance.
- DISCUSSION:** Liability insurance carriers often desire, and include in the contracts of coverage, the right to retain an attorney other than the City Attorney on behalf of the insurance carrier and the City to defend the interests of the City and the insurance carrier against claims.
- Oftentimes the said retained attorneys will require the execution of an engagement letter/agreement with the City setting forth the terms of its retention and representation and fees. It is necessary for such to be executed and retained by an official of the City with the authority to execute said letter/agreement authority. The City Manager would be an appropriate official to execute the same and retain the said attorney.
- RECOMMENDATION:** By motion, adopt a resolution authorizing:
1. The City Manager to retain the services of outside legal counsel to assist in the defense of claims brought where one or more of the City's liability insurance carriers have requested outside counsel for representation of the their and the City's interests and to execute any engagement letters and/or agreements for retaining the same.
 2. The City Manager to authorize the resolution of any claims covered by liability insurance coverages within and/or to the extent of the deductible not to exceed Ten Thousand Dollars (\$10,000.00) applicable to the policy and to execute any agreements or other documents for said resolution on behalf of the City within and to the extent of the same.

Date: 9/18/19

Ron Lawrence, City AttorneyDate: 9/18/19

Tim Salmon, City Manager

RESOLUTION NO. 2019-_____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO HIRE OUTSIDE
LEGAL COUNSEL FOR AND LIMITED AUTHORITY TO RESOLVE
LIABILITY CLAIMS**

WHEREAS, pursuant to N.C. General Statutes, the City of Goldsboro is authorized to enter into contracts for the retention of attorneys for services in addition to the retention of the City Attorney, and pursuant to N.C. General statutes, the City of Goldsboro has the authority to purchase liability insurance; and

WHEREAS, liability insurance carriers often desire, and include in the contracts of coverage, the right to retain an attorney other than the City Attorney on behalf of the insurance carrier and the City to defend the interests of the City and the insurance carrier against claims; and

WHEREAS, oftentimes the said retained attorneys will require the execution of an engagement letter/agreement with the City setting forth the terms of its retention and representation and fees; it is necessary for such to be executed and retained by an official of the City with the authority to execute said letter/agreement authority; and that the City Manager would be an appropriate official to execute the same and retain the said attorney; and

WHEREAS, the City incurs expenses for the procurement of said coverages under liability insurance policies which are included in the budget each year and are approved each year when the said budget ordinance is approved and therefore any deductible not to exceed Ten Thousand Dollars (\$10,000.00), applicable to the said policies are approved; and

WHEREAS, there is often a deductible for each said policy and it is necessary to authorize the resolution of claims either within the said deductible or to the extent of the deductible as a contribution to a resolution of a claim and that an official of the City have the authority to so enter such agreement and to authorize the settlement within and/or to the extent of said deductible and thus the payment of said funds to accomplish the same; and that for convenience purposes that City Manager would be an appropriate official to authorize and execute the same.

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

Section 1. The City Manager is hereby authorized to retain the services of outside legal counsel to assist in the defense of claims brought where one or more of the City's liability insurance carriers have requested outside counsel for

representation of the their and the City's interests and to execute any engagement letters and/or agreements for retaining the same.

Section 2. The City Manager is hereby authorized to authorize the resolution of any claims covered by liability insurance coverages within and/or to the extent of the deductible not to exceed Ten Thousand Dollars (\$10,000.00) applicable to the policy and to execute any agreements or other documents for said resolution on behalf of the City within and to the extent of the same.

Section 3. This resolution shall be in full force and effect from and after this 23rd day of September 2019.

By: Chuck Allen, Mayor
Goldsboro City Council

Attested by:

Michelle Capps, City Clerk

City of Goldsboro
Departmental Monthly Reports
August 2019

1. Human Resources
2. Community Relations
3. Paramount Theater-GEC
4. Inspections
5. Downtown Development
6. Information Technology
7. Public Works
8. Public Utilities
9. Finance
10. Planning
11. Engineering
12. Fire
13. Police
14. Parks and Recreation
15. Travel and Tourism

HUMAN RESOURCES

August 2019

Prepared By: Pamela C. Leake

Date Prepared: September 9, 2019

The Human Resources Department posted 15 job vacancies and processed 247 applications this month. One hundred twenty-three notices were sent to applicants (101 sent to applicants not selected for an interview and 21 sent to candidates interviewed but not selected for hire). We welcomed nine new hires this month: Six full-time (**Chandler Daughtry, Jennifer LeCrone, Donald Riggs, Shirley James, and Felicia Tavares – Police Officer Trainees** and **Adam Henn – Operator I (Public Utilities)**) and three part-time (**Delbert Council – Custodian, Parks and Recreation; Kayla Keyes – Recreation Aide, Parks and Recreation, and John Stutts, Fire Inspector – Civilian**). There were 28 reductions this month: three resignations, one retirement, one termination, and 23 seasonal employees whose assignments ended. Total employment for August was 621: 459 full time and 162 part-time. Employee turnover rate (voluntary) was 4.5% due to seasonal reduction.

Departmental Activities

- The Senior HR Consultant conducted NeoGov training for Fire personnel on August 1 and Employment Law training for the new Police Officer (Recruiter) on August 6.
- Human Resources staff attended National Night Out on August 6.
- Skype Interviews were held for candidates who applied for the Golf Director vacancy.
- Safety Officer Interviews were held August 29.
- Human Resources staff presented Performance Management and the evaluation process, updates to NeoGov, and the new Performance Pay Award at the large staff meeting on August 30. One hundred eleven personnel attended the session at W.A. Foster.
- Plans are underway for this year's Health/Wellness Fair being held **October 4** at the Event Center.

Safety Highlights

- OSHA consultative reports were sent to the Safety Officer identifying items for abatement, as a result of the on-site visits on July 22. They were sent to the respective departments for correction.
- Employees participated in on-line safety training for professional development. Topics included Lock-Out/Tag-Out, Confined Spaces, and Fall Protection.
- An appeals committee met on July 31 to review two vehicle accident cases. The City Manager received the committee's recommendations and will submit final notifications to affected staff.
- The Vehicle Accident and Personal Injury Committee met on August 29 to review five (5) vehicle accidents. Recommendations were sent to the City Manager with three (3) employees determined to be at fault and two (2) not at-fault.

This month's Occupational Health report includes 68 clinic visits. Four non-DOT random drug screens were performed; all tests were negative.

2019	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	AVG
Applications	348	320	346	542	283	203	401	247					336
New Hires	11	7	1	3	3	1	8	6					5
Separations	3	3	6	3	1	5	4	3					3
Vehicle Accidents	7	4	6	3	6	4	5	5					5
Workers' Compensation	2	4	3	0	2	2	0	0					2

COMMUNITY RELATIONS DEPARTMENT

August 2019

Prepared By: Shycole Simpson-Carter, Community Relations Director

Date Prepared: September 18, 2019

- The Commission on Community Relations and Development meeting for Thursday, August 13, 2019 was cancelled. The next scheduled meeting is Tuesday, September 10, 2019 at 6:00 pm.
- The Department received two (2) housing complaints and one (1) request for assistance. Description of said complaints and/or inquiries are: one (1) eviction dispute; one (1) rodent infestation and minimum housing issues with the ceiling of the rental; and one (1) request for assistance related to HVAC system needed for the home. All complaints were submitted through the 311 GIS system or to the appropriate City Department for resolution or designated community/state resources.
- The Goldsboro Mayor's Youth Council (GYC) is out for summer recess and will return to regular business in September. GYC Orientation is scheduled for Wednesday, September 4, 2019 at 6:00 pm. A few members of the Youth Council participated in recruitment at National Night Out held at Herman Park on August 6, 2019.
- The Mayor's Committee for Persons with Disabilities met on Thursday, August 15, 2019. The next scheduled meeting is Thursday, September 15, 2019. The committee is working on planning its annual Disability Awards Luncheon, scheduled for Thursday, October 17, 2019 to be held at the Goldsboro Event Center.
- On July 26th, the 2019 Summer Youth Employment Initiative (SYEI) program had thirty (30) youth employees to end their work assignments at various designated worksites for Track 1. On July 15th, the SYEI program had twenty (20) youth employees to begin their work assignments at various designated worksites for Track 2. Youth employees for SYEI Track 2 work assignments will ended on August 23rd.

SYEI Track 2 youth employees also completed three (3) scheduled training sessions at Wayne Community College as part of the program's comprehensive workforce development strategy. On August 21st SYEI Track 2 youth employees participated in a new workforce readiness component of the SYEI program – an Industry and Business Tour to Stormberg Foods, Franklin Baking Co., and Uchiyama Manufacturing America, Inc.

2019 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	1	4	5	2	2	4	2	2					3
Consumer & Other	3	4	3	4	3	4	6	1					4
2018 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	5	5	9	3	2	3	1	3	0	9	0	1	3
Consumer & Other	1	2	0	0	3	2	9	10	2	5	7	2	4

PARAMOUNT & GEC

August, 2019

Prepared By: Adam Twiss

Date Prepared: 9/16/2019

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

- **August Activities included:** Princess of North Carolina Pageant, United Way “Elvis in Hawaii” Benefit Concert, locally produced feature film premiere, “Blacq Summa”.
- **Repairs and Maintenance:**
 - HVAC and Roof leaks identified by PW, repairs being coordinated under HVAC contract.
 - Theatre “Fly rigging” underwent annual inspection and maintenance.
 - Detailed painting, cleaning, storage and equipment mounting executed by Paramount Staff.

-----GOLDSBORO EVENT CENTER-----

- **August Activities included:** 6 events, including 2 tournaments, 3 meetings, 1 family reunion.
- **Repairs and Maintenance:**
 - HVAC and Ceiling leaks identified by PW, repairs being coordinated under HVAC contract.
- **Paramount and GEC staff participation included:** Foundation Board meeting, Goldsboro/Wilson/Rocky Mount collaboration meeting, Communications Team, Staff meetings, Council Work Sessions, Renter conferences, South Arts/DTI, South Arts/NC Arts, Arts Council, Touch a Truck, Wayne County Schools.

-----FINANCIAL-----

Paramount: Expenses are above average; Revenues are below average.

- Expenses – \$41,241: Labor - \$27,111 /Operational – \$15,130
- Revenues – \$8,090: Rentals -\$6,238 /Tickets \$2,185 /Concession \$0

Note: Elevated Aug expenses due to 3 pay periods in month

	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	2019 Total	2019 Average
Exp	\$34,447	\$33,393	\$68,435	\$41,297	\$25,832	\$34,713	\$21,916	\$41,241					\$301,274	\$37,659
Rev	\$12,993	\$13,259	\$15,347	\$5,406	\$20,107	\$19,988	\$8,423	\$8,090					\$103,613	\$12,952
	Jan-18	Feb-18	Mar-18	April-18	May-18	June-18	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	2018 Total	2018 Average
Exp	\$32,968	\$25,012	\$48,050	\$39,962	\$32,137	\$24,298	\$55,630	\$40,550	\$68,803	\$42,545	\$40,161	\$32,024	\$482,140	\$40,178
Rev	\$16,549	\$7,471	\$35,001	\$8,954	\$15,408	\$11,597	\$6,293	\$17,910	\$332	\$5,741	\$23,896	\$16,954	\$179,948	\$14,995

*August 2018 revenue reflects box office fees transferred from 2017/2018 fiscal year. Sept. 18 expense includes repairs to exterior building

GEC: Expenses above average; Revenue above average; Non-revenue City use below average.

- Expenses – \$10,356 Labor - \$7,089 /Operational – \$3,267
- Revenues – \$8,369: Rentals - \$7,794 /Concessions – \$575
- City Use – \$2,700: Value of non-Revenue City use: 4 events = \$2,700

Note: Elevated Aug expenses due to 3 pay periods in month

	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	2019 Total	2019 Average
Exp	\$9,198	\$8,624	\$13,459	\$13,121	\$6,968	\$8,393	\$6,887	\$10,356					\$77,006	\$9,626
Rev	\$4,645	\$7,204	\$11,475	\$5,932	\$2,529	\$13,136	\$2,000	\$8,369					\$55,290	\$6,911
City	\$1,900	\$5,100	\$8,525	\$3,875	\$7,975	\$5,225	\$2,075	\$2,700					\$37,375	\$4,672
	Jan-18	Feb-18	Mar-18	April-18	May-18	June-18	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	2018 Total	2018 Average
Exp	\$5,379	\$7,310	\$14,096	\$14,484	\$7,852	\$7,072	\$9,083	\$11,367	\$7,815	\$16,427	\$8,760	\$10,306	\$119,951	\$9,996
Rev	\$2,890	\$5,556	\$7,526	\$15,201	\$9,980	\$4,309	\$7,971	\$7,131	\$2,143	\$10,781	\$3,326	\$5,224	\$82,038	\$6,837
City	\$750	\$4,800	\$4,750	\$4,975	\$9,475	\$4,325	\$3,425	\$6,175	\$3,925	\$12,475	\$9,150	\$7,000	\$71,225	\$5,935

INSPECTIONS

August, 2019

Prepared By: Allen Anderson, Jr.

Date Prepared: 9/10/19

The valuation of all building permits issued during the month of August totaled \$11,095,352. Three (3) of these permits were new residential single-family dwellings at a valuation of \$557,250.

The valuation of all miscellaneous (Mechanical, gas, insulation, electrical, plumbing, fire, sprinkler, pool, tank, demolition, signs, business inspection, & itinerant merchant) permits issued during this time period totaled \$1,550,251.

All permit fees collected for the month totaled \$39,877. Of the permit fees collected for the month, \$3,285 was collected in technology fees. Plan review fees collected during the month totaled \$1,575. Business Registration fees collected totaled \$2,120.

The Inspectors did a total of 663 inspections for the month. During the month of August one (1) business inspection was completed. A total of 255 permits were issued for the month. Thirty-five (35) plan reviews were completed for August. We now have a total of 111 residential structures in the Minimum Housing Process and 6 commercial structures in the Demolition by Neglect Process.

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Value													
All Bldgs (mm)	\$2	\$14	\$6	\$428K	\$8	\$2	\$4	\$11					\$6
Residential (k)	\$805	\$1mm	\$599	\$0	2mm	\$767	\$580	\$557					\$790
Misc (mm)	\$5	\$2	\$2	\$2	\$2	\$1	\$3	\$2					\$2
Permit Fee (k)	\$34	\$40	\$48	\$27	\$46	\$41	\$38	\$40					\$39
Inspections	614	603	531	497	603	488	533	663					566
Permits Issued	296	296	270	271	334	296	329	255					293
Plan Reviews	39	47	65	46	34	43	90	35					50
Min Housing In Process	171	99	102	118	121	125	126	111					122

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
Permit Value													
All Bldgs (mm)	\$10	\$13	\$3	\$5	\$5	\$2	\$5	\$6	\$3	\$5	\$12	\$6	\$6
Residential (k)	\$848	\$518	\$1mm	\$786	\$1mm	\$2mm	\$1mm	\$2mm	\$120	\$207	\$246	\$807	\$882
Misc (mm)	\$2	\$2	\$2	\$3	\$2	\$1	\$2	\$2	\$1	\$1	\$2	\$1	\$2
Permit Fee (k)	\$31	\$33	\$30	\$31	\$48	\$51	\$65	\$60	\$21	\$41	\$49	\$21	\$40
Inspections	524	539	544	564	582	692	675	659	345	589	516	373	550
Permits Issued	258	263	284	295	418	351	344	373	279	326	258	226	306
Plan Reviews	75	41	52	74	85	39	42	67	51	85	39	50	58
Min Housing In Process	163	163	143	152	152	152	161	161	161	161	163	171	159

Downtown Development Department

August 2019

Prepared By: Julie Metz

Date Prepared: August 31, 2019

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

- Staff continued to work through TIGER VIII developments.
- Staff met with (or conversed by email/phone) 6 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited current downtown businesses 21 different times.
- Staff worked on the Wayfinding Signage Bid Package related to the TIGER grant.
- Staff helped facilitate and participate in several neighborhood plan meetings.
- Julie worked to assure the continuation of the NC Historic Preservation Tax Credit program throughout the month.

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

- Staff created ads for Go, Buzz, 107.9, digital billboards and News-Argus for upcoming downtown events.
- Staff attended multiple Merchants Association meetings throughout the month.
- Staff hosted the Small Business Center in Downtown event on the first Monday of the month.
- Staff help to facilitate and attended several Streetscape meetings throughout the month of August.
- Staff attended a meeting with SJAFB and Travel & Tourism to discuss the History Channel visit to film "It's How You Get There".
- Staff attended the Economic Outlook Luncheon hosted by the Chamber of Commerce on August 7th.
- Staff hosted a NC Historic Preservation Site Visit on August 16th.
- Staff attended the United Way Ribbon Cutting ceremony on August 22nd.
- Staff attended the WAYne Forward Opportunity Zones in our Community meeting on August 28th.
- Staff continued to work on establishing a relationship with UNC's based NC GROWTH that will lead to a feasibility study to research an incubator type facility for downtown.

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

- Staff facilitated and attended the following monthly meetings: DGDC Board (08/21), DGDC Executive Committee (08/14), DGDC Design (08/13), DGDC EV (08/13), DGDC Promotions (08/13) and Org. Work Plan (08/14).
- Staff helped assist the DGDC with seven (7) DGDC boardroom rentals throughout the month.
- Staff worked with committees on the 2019 Work Plan development.
- Staff facilitated notifications to the artists who will install their art on Center Street in October.
- Staff facilitated and hosted Center Street Jam on August 8th.
- Staff facilitated and hosted Center Street Jam on August 22nd.
- Staff continued to plan the Annual Dinner in the month of August.
- Staff worked through contracts with the artists chosen to display their art in Downtown for the next year.

Upcoming Events/Activities:

- Annual Dinner and Awards Ceremony will be held on September 20th from 6:15pm until 8:00pm.

- The Creepy Crawl bar crawl will be held on October 25th from 9:00pm until 12:00am.
- A play, Blithe Spirit, will be performed at The Paramount Theatre on September 26th and 27th, hosted by the DGDC Board of Directors.

Businesses Opening/Properties Purchased:

- Gypsy Bean Coffee Shop held its Grand Opening Ribbon Cutting on August 13th.
- Brisas Latin Cuisine held its Grand Opening Ribbon Cutting on August 16th.
- Construction has begun on 215 N John St.

Other:

- Downtown Goldsboro's Facebook page followers/likes grew from 10,753 to 10,801 in the month of August.

Information Technology

August, 2019

Prepared By: Patricia Wischmann

Date Prepared: September 10, 2019

- Installed and configured multiple network devices to improve City networking infrastructure.
- Deployed new Mobile Device Terminals for Police Department vehicles.
- Installed speakers in Large Conference Room to improve sound level for those in attendance.
- Set up temporary workspace for Police Department employees due to construction.
- Installed new multifunction devices for Finance, Fire, Park Maintenance, Police, and Public Utilities.
- Created a mobile app for Public Works users to submit work orders into Cityworks.
- Created report for tracking open tickets.

2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	662	536	546	519	540	424	686	708					559	3913
Tickets Closed	551	467	575	429	496	454	942	664					559	3914
Open Tickets	456	490	457	549	582	612	300	342					474	

PUBLIC WORKS

August 2019

Prepared By: Chad Edge

Date Prepared: September 16, 2019

Distribution & Collections

- Responded to 25 after hour calls for a total of 41.25 hours.
- Set bypass pumps, replaced backflow preventer and mowed around the ponds at WRF.

Buildings & Grounds

- Assisted with two Center Street Jam events, set up for the National Night Out event downtown, and set up stage for Back To School event at HV Brown Park.
- Installed 500 feet of new underground electrical conduit and conductor at PD/FD Complex for parking lot lighting—saving significant time and money associated with contract change orders.
- Upgrade and installed 16 LED lighting fixtures in the WA Foster basketball gym area, as well 45 LED lighting fixtures in the City Garage storage room.

Streets and Stormwater

- Continued with Cornerstone Commons DEMO—coordinated with contractor to remove asphalt.
- Coordinated with CSX to clean partially blocked railroad culvert near Orchard St that conveys city stormwater runoff.

Distribution & Collections	Utility Line Maint (1000-ft)	24.2
	Lines Camera'd (1000-ft)	14.3
	Water Repairs	26
	Sewer Repairs	10
	Hydrants Replaced/Fixed	13
	Meters Install/Changed	51
Buildings & Grounds	Radio, Electrical, Building Maint.	
	Work Orders	324
	Sign Repairs	25
	ROW Mowing (ac)	107
	City-Owned Lots Mowing (ac)	106
Garage	Total Work Orders	397
	Total Fuel Cost (x1000)	\$68
Solid Waste	Refuse (x1000 tons)	1.0
	Recyclables (tons)	79
	Leaf-n-Limbs (x1000 tons)	0.7
Cemetery	Funerals	3
Streets & Stormwater	Utility Cut Repairs	13
	Pot Hole Repairs	19
	Streets Swept (curb miles)	45
	Storm Pipe Maint (1000-ft)	1.26
	Ditch Mowing (1000-ft)	6.05
	Storm Pipe Repairs	5

PUBLIC UTILITIES DEPARTMENT
August 2019
Prepared By: Michael Wagner
Date Prepared: September 12, 2019

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
- Bids are scheduled to be received October 1, 2019 for the Plate Settler Project.
- Interviews were conducted with qualified firms for the Utility Rate Study.

Water Reclamation Facility

- The Water Reclamation Facility operations are proceeding smoothly.
- The average daily flows for August were 6.83 MGD.
- All of the city's 26 pump stations are operating well, with the exception of the 117 station bar screen.

Compost Facility

- One hundred and twenty-one cubic yards of compost/mulch was sold in August 2019.

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

2019 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	6.206	6.053	6.016	6.175	7.237	7.351	7.361	6.890					6.661
Sewer**	11.66	11.76	12.22	11.01	7.84	8.28	7.39	6.83					9.62
Compost	52	319	390	552	503	437	103	121					309

*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

2018 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	6.625	6.232	6.262	6.017	6.303	6.83	6.632	6.727	6.149	6.692	6.374	6.027	6.405
Sewer**	7.66	10.45	9.97	9.41	10.77	7.83	6.71	11.50	17.46	10.54	11.48	13.97	10.64
Compost	395	876	686	913	951	910	220	604	157	144	233	238	527

*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

FINANCE
AUGUST, 2019
Prepared By: Andrea Thompson
Date Prepared: September 14, 2019

OVERALL SUMMARY				
	<u>FY 18-19</u>		<u>FY 19-20</u>	
			Actual to Date	YTD %
Revenues	Actual	Adjusted Budget	August-19	Collected
General Fund	\$ 3,972,919	\$ 43,395,311	\$ 1,500,104	3.46%
Utility Fund	4,173,469	17,207,328	3,040,250	17.67%
Downtown District Fund	1,803	100,351	345	0.34%
Occupancy Tax Fund	231,413	1,113,732	178,171	16.00%
Stormwater Fund	236,465	1,366,249	255,583	18.71%
Total	\$ 8,616,069	\$ 63,182,971	\$ 4,974,453	7.87%
Expenditures				
General Fund	\$ 7,962,765	\$ 43,395,311	\$ 6,448,219	14.86%
Utility Fund	3,919,450	17,207,328	1,539,012	8.94%
Downtown District Fund	11,010	100,351	1,146	1.14%
Occupancy Tax Fund	308,033	1,113,732	106,252	9.54%
Stormwater Fund	138,686	1,366,249	97,950	7.17%
Total	\$ 12,339,944	\$ 63,182,971	\$ 8,192,579	12.97%

MAJOR CATEGORIES				
	<u>FY 18-19</u>		<u>FY 19-20</u>	
			Actual to Date	YTD %
Revenues	Actual	Adjusted Budget	August-19	Collected
Property/Occupancy Taxes	\$ 529,402	\$ 18,092,380	\$ 349,071	1.93%
Charges for Services	3,849,685	22,522,489	4,044,932	17.96%
Revenue Other Agencies	2,565,587	16,382,031	292,911	1.79%
Other Revenues	1,671,395	6,186,071	287,541	4.65%
Total	\$ 8,616,069	\$ 63,182,971	\$ 4,974,455	7.87%
Expenditures				
Labor	\$ 5,600,811	\$ 31,024,058	\$ 4,705,093	15.17%
Non-Labor	6,739,133	32,158,913	3,487,445	10.84%
Total	\$ 12,339,944	\$ 63,182,971	\$ 8,192,538	12.97%

SELECTED OTHER INFORMATION			
	<u>FY 18-19</u>	Actual	Total
Collections	Actual	August-19	Collected F-YTD
Debt Setoff	\$ 42,896	\$ 478	\$ 2,545
Surplus	\$ 160,832	\$ 6,367	\$ 10,952

PLANNING

August, 2019

Prepared By: Debra Creighton

Date Prepared: 9-13-2019

During the month of August, the Planning staff reviewed and signed off on all commercial and residential building and sign permits. Staff continues to prepare for upcoming meetings and has overseen contracted projects for the MTP Update, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Code Enforcement issues \$25.00 parking violation tickets within the downtown area or upon notification elsewhere in the City. During the month of August, sixteen (16) tickets were issued (see below).

Parked in Wrong Direction	8
Parked in Proximity of Hydrant	0
Parked in Prohibited Area – No Parking Zone	8
Other – Bus Loading, Crosswalk, Sidewalk	0

2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Site/Subdivision Plans														
Planning Commission	3	6	6	5	5	5	4	1					35	4
Staff Level	0	1	0	3	1	7	3	3					18	2
Rezoning	0	2	3	3	1	3	2	0					14	2
Historic District Commission	0/1	0/1	2/1	1/1	1/3	1/3	1/2	1/0					6/10	1/2
Code Enforcement														
Grass Cutting # Lots + Payments	0	0	0	0	40 / \$4,915	98 / \$7,025	15 / \$1,145	69 / \$5,225					252 / \$18,310	63 / \$4,578
Junk Vehicles	4	4	3	4	5	6	2	8					36	5
Tagged Vehicles	0	0	0	20	30	18	28	15					111	14
Illegal Signs Removed	444	79	30	197	20	25	35	0					830	104
Bags of Litter Picked Up	388	551	602	555	522	305	367	307					3597	450

ENGINEERING DEPARTMENT

AUGUST 2019

Prepared by: Guy M. Anderson, P. E.

Date Prepared: 09-16-2019

Stoney Creek Greenway

- Staff is awaiting authorization to construct from NCDOT;
- Project manual and final estimate are complete;
- Anticipated advertisement for bids in October 2019.

Phase IV Sewer Collection Rehabilitation

- T. A. Loving Company is currently performing pipe bursting and CCTV work for sections of sanitary sewer line;
- Project is 50% complete with a contract completion date of November 26, 2019.

Center/Holly Street Water Tank Painting

- Additional work added by Change Order No. 1 for installing davit arm manway and removal of internal spider rods and the center hub increased the contract time to October 21, 2019;
- Project is 75% complete.

SJAFB Sewer Outfall Improvements

- Staff is coordinating having the sewer line CCTV work completed to determine if sewer line can be lined using CIPP;
- Anticipated advertisement for bids in October 2019.

2019 Infrastructure Recovery (Goldenleaf Foundation)

- The design phase is complete with a scheduled bid opening of September 27, 2019.

2018 Street Improvement Project

- This paving project includes Oak Hill Drive from North Berkeley Boulevard to Green Drive and East Chestnut Street from South Slocumb Street to South Leslie Street;
- City Council rejected all bids for this project during the August 5th Council meeting;
- The project scope and design are being revised and the project will be advertised for bids in the next couple of months.

2018 Street Resurfacing

- Railroad encroachment application has been submitted and approved; however, availability of railroad flaggers is approximately 6 weeks out;
- Contract completion date is May 6, 2019, but will be adjusted due to railroad encroachment permit delays;
- Project is 75% complete.

2018 Wastewater Collection System Rehabilitation Project

- Additional work added by Change Order No. 1 is underway;
- Project is 98% complete.

2018 Virginia Street Storm Sewer Improvements

- Staff is researching alternatives to correcting the drainage situation.

Ash Street/Alabama Avenue Sidewalk

- Preliminary construction plans have been started;
- Duke Energy has been contacted to relocate needed poles;
- Anticipated advertisement for bids in October 2019.

2017 Wastewater System Improvements

- Design plans and specifications are being reviewed by NCDEQ;
- Project advertisement anticipated in November 2019.

2017 Water System Improvements

- Design plans and specifications are being developed;
- Design plans and specifications are anticipated to be sent for NCDEQ review in November 2019.

2019 Water System Improvements

- Received the NCDEQ Letter of Intent to Fund;
- Staff is coordinating with the Finance Department to determine if the City of Goldsboro can afford the project;
- Once Finance Department determines affordability, staff will develop a Request for Qualifications for design services and advertise in October 2019.

2019 Street Resurfacing

- Final list was approved during the August 5th Council meeting;
- Staff is working to develop a more detailed cost estimate to determine if additional street segments can be added;
- Once the detailed estimate is developed, staff will begin putting together the contract documents and advertise for bids;
- Anticipated advertise for bids in October 2019.

Best Management Practices (BMPs) Inspections

- Approximately 308 BMPs have been approved and 258 BMPS have been constructed to date;
- All BMP inspections have been completed through the month August 2019.

FIRE DEPARTMENT

August, 2019

Prepared By: CL/JD

Date Prepared: 09.06.19

Fire Prevention and Outreach

- 8/1, 8/8, 8/15 – Community Service – Sprinkler Fun Days – Golds. Ped. Dent. and Ortho.
- 8/2, 8/9, 8/16 – Community Service – Summer Splash Days – Fairview Homes
- 8/4 – Public Education – Kathy's Kitchen – Engine 4
- 8/5 – Public Education – Station 1 Tour – First Baptist Summer Camp
- 8/6, 8/13 – Community Service – Summer Splash Days – West Haven Apts.
- 8/6 – Public Education – National Night Out – Engine 2
- 8/7, 8/14 – Community Service – Summer Splash Days – The Grand at Day Point Apts.
- 8/7, 8/14 – Community Service – Summer Splash Days – Lincoln Homes
- 8/7, 8/21 – Community Service – Car Seat Checks – Station 2
- 8/7 – Public Education – Station 1 Tour – US Navy
- 8/8, 8/22 – Community Service – Center Street Jam
- 8/8 – Community Service – Car Seat Checks – Deacon Jones Chevrolet
- 8/10 – Public Education – Staples Back to School Block Party – Engine 5
- 8/16 – Community Service – Dillard/Goldsboro Alumni Back to School Event – Engine 4
- 8/17 – Public Education – North End Park – Engine 3
- 8/18 – Community Service – Waynesboro House - Blood Pressure Checks – Tower 1
- 8/20 – Community Service – Brookdale Senior Living- Blood Pressure Checks – Engine 3
- 8/23 – Community Service – Herman Park Center – Sprinkler Day – Engine 1
- 8/26 – Community Service – Carver Heights Elementary – Clap In – Engine 4

Working Structure Fires

- 8/5 – 1304 N Carolina St
- 8/13 – 306 S John St

Working Vehicle Fires

- 8/13 – 294 S US 117 BYP

2019	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	196	191	203	209	241	207	215	199					208
Structure Fires:	5	3	2	4	1	1	4	2					3
EMS Calls:	72	84	79	76	76	79	75	74					77
Vehicle Accidents:	27	30	40	33	39	27	22	36					32
Fire Alarms:	33	33	29	40	54	54	47	46					42
Other:	59	41	53	56	71	46	67	41					54
Training Hours:	3122	3211	3263	1804	2128	1788	1885	2995					2525
Safety Car Seat Checks:	3	8	5	4	5	8	9	10					7
Inspections:	94	86	123	118	113	71	91	114					101
2018	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	234	165	196	197	222	182	195	229	375	223	205	197	218
Structure Fires:	3	6	2	2	6	2	1	2	4	4	2	3	3
EMS Calls:	63	52	63	68	89	69	71	87	138	79	87	69	78
Vehicle Accidents:	49	22	39	27	38	34	38	31	36	34	41	29	35
Fire Alarms:	49	34	44	35	38	38	47	59	80	50	35	45	46
Other:	70	51	48	65	51	39	38	50	117	56	40	51	56
Training Hours:	2683	2871	2149	2172	1962	1878	2776	3228	1465	1909	2138	1163	2199
Safety Car Seat Checks:	2	10	10	9	10	4	3	8	3	11	6	11	7
Inspections:	52	67	68	95	102	106	99	142	64	19	69	65	79

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.

GOLDSBORO POLICE DEPARTMENT

AUGUST, 2019

Prepared By: Michael D. West MDW/KB

Date Prepared: September 16, 2019

Total IBR offenses (homicide, rape, robbery, assault, burglary, motor vehicle theft, arson and fraud) for August 2019 were 270 compared to 245 for July 2019.

Property with an estimated value of \$172,928 was reported stolen while property with an estimated value of \$114,978 was recovered.

Officers arrested 193 people and 359 citations were issued during the month. There were 48 drug-related charges.

There were 0 report(s) of assault on an officer.

Revenue collected for August 2019 included:

Police Reports	\$	308.00
Fingerprints	\$	130.00
Special Events	\$	200.00
Total	\$	638.00

IBR COMPARISON & TREND															
2019	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	2	0	0					2	0.3	
Rape(&attempts)	1	0	0	2	1	0	2	1					7	0.9	
Robbery	6	4	5	4	5	1	3	5					33	4.1	
Aggravated Assault	7	8	10	5	15	14	9	10					78	9.8	
Simple Assault	30	30	36	24	29	35	33	49					266	33.3	
Breaking & Entering	33	31	24	35	35	22	34	25					239	29.9	
Larceny	157	92	104	135	99	138	134	138					997	124.6	
Motor Vehicle Theft	7	9	11	8	5	7	6	7					60	7.5	
Arson	0	1	0	0	0	0	0	0					1	0.1	
Fraud	24	37	35	19	25	35	24	35					234	29.3	
TOTALS	265	212	225	232	214	254	245	270	0	0	0	0	1917	239.6	
2018	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG	
OFFENSE															
Homicide	0	0	0	0	0	0	0	0	2	1	0	0	3	0.3	
Rape(&attempts)	2	1	0	2	1	0	2	0	2	0	0	0	10	0.8	
Robbery	1	10	7	5	4	6	6	5	2	2	3	8	59	4.9	
Aggravated Assault	6	12	11	13	15	13	17	9	17	12	7	11	143	11.9	
Simple Assault	34	29	55	34	32	32	24	46	43	25	24	41	419	34.9	
Breaking & Entering	40	27	23	31	37	41	36	27	30	31	35	39	397	33.1	
Larceny	129	115	126	134	132	121	127	110	107	96	108	142	1447	120.6	
Motor Vehicle Theft	7	4	7	7	7	5	6	11	6	12	13	8	93	7.8	
Arson	0	2	0	0	0	1	1	1	0	3	0	2	10	0.8	
Fraud	46	33	22	34	42	38	42	35	25	34	23	34	408	34.0	
TOTALS	265	233	251	260	270	257	261	244	234	216	213	285	2989	249.1	

Parks & Recreation

August 2019

Prepared By: Joshua Shockley

Date Prepared: 9/16/19

- August 1st – South Eastern Seniors Golf Association Tournament at Goldsboro Municipal Golf Course
- August 3rd – “Ride the City” bike adventure with the Goldsboro Police Dept. & Outdoor World to promote bike fun & safety.
- August 6th – “National Night Out” was hosted in Herman Park with the Goldsboro Police Dept. & Wayne County Sheriff’s Dept.
- August 22nd – Annual Sunrise Kiwanis Golf Tournament at Goldsboro Municipal Golf Course

2019 - FINANCIAL REPORT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Herman Park Center								
Program Revenue	\$1,805	\$3045	\$1,826	\$2,928	\$3,225	\$7,242	\$16,676	\$8,574
Rental Revenue	\$860	\$1,390	\$2,455	\$1,770	\$2,270	\$3,490	\$2,765	\$2,545
Facility Usage	1,735	2,126	1,691	1,788	1,901	1,694	1,568	2,013
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$22,141	\$8,837
WA Foster Rec Center								
Program Revenue	\$200	\$1,180	\$160	\$205	\$300	\$2,890	\$4,695	\$3,235
Rental Revenue	\$350	\$1,275	\$350	\$1,100	\$4,600	\$1,600	\$1,200	\$2,830
Facility Usage	7899	7,848	8,320	7,525	9,663	8,624	7,452	5,007
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$32,727	\$18,189
Specialized Recreation								
Program Revenue	---	\$102	\$94	---	---	---	----	\$230
Rental Revenue	---	---	---	---	---	---	---	---
Facility Usage	413	388	467	348	1,675	277	368	562
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$1,851	\$2,436
Senior Programs & Pools								
Program Revenue	\$242	\$264	\$277	\$309	\$2,396	\$6,124	\$7,939	\$2,621
Rental Revenue	---	---	---	---	---	\$550	\$425	\$375
Facility Usage	1,532	1,723	1,674	3,097	2,517	4,920	5,825	3,161
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$20,542	\$13,897
Athletics, Field & Picnic Shelters, BMSC								
Program Revenue	\$5,206	\$3,573	\$8451	\$2,229	\$12,128	\$11,459	\$4,963	\$6,487
Field / Shelter Rental \$	\$1,600	\$150	\$610	\$890	\$1,250	\$1,480	\$1,300	\$795
Facility Usage	15,250	14,340	13,150	20,470	42,520	27,285	11,372	8,245
Expenditures	N/A	N/A	N/A	N/A	N/A	N/A	\$13,842	\$8,892
Golf Course								
Revenues	\$43,326	\$22,930	\$28,167	\$52,962	\$55,502	\$65,797	\$68,373	\$49,754
Expenditures	\$33,159	\$44,676	\$47,976	\$41,149	\$41,387	\$71,439	\$43,750	\$20,941
Rounds of Golf	808	1,088	1,741	1,799	2,528	2,812	2,511	2,659
Special Events								
Sponsorships	\$0	\$0	\$0	\$0	\$0	\$1,450	\$1,990	\$0
Participation	0	0	125	3,000	0	180	256	60
Expenditures								
TOTAL REVENUE	\$53,589	\$33,909	\$42,390	\$62,393	\$81,671	\$102,082	\$110,326	\$77,446

Travel and Tourism

September, 2019

Prepared By: Josie Jenkins and Amber Herring

Date Prepared: 09/12/19

- Inquiries were fulfilled for the month of August by the TTO—493 inquiries, 57 incoming phone calls, and 76 visitors to the office.
- Total hotel revenue generated in July was \$2,048,726, which is up 12.8% YOY. August revenue not yet released.
- For the month, TTO Facebook page had 157 new page likes. Instagram page has 45 new followers. Twitter page gained 10 new followers.
- US Quidditch will generate and confirm 250 room nights and approximately 1,000 visitors to the area. The tournament is set for November 9-10, 2019 at the Bryan Multi-Sports Complex.
- Josie Jenkins, the TTO Communications Manager, has finalized the media and marketing plan for the FY 2019-2020. The media plan is now rolling out, with a focus on Sports, Meetings, Events, Tours and ongoing overall Tourism.
- Josie is planning a Fam Tour for media for October 18-19th for NC-based journalists, to stay in and experience Goldsboro in return for editorial content and promotion in their publications.
- The History Channel project planning is underway and TTO is coordinating efforts with partners such as Downtown Goldsboro, SJAFC Public Affairs, Busco Beach, and local BBQ establishments.
- Josie and Amber are working on the Fall Tour program. The tour program includes Ghost Tours, Base Tours, Brews and 'Cues Tours, and BBQ Tours. WRAL is coming to Goldsboro on September 19th and 20th to film for the show Out and About, in which Goldsboro is featured in a 5-minute slot. The focus of the slot is 'Goldsboro in Fall', which will feature Downtown Goldsboro food, drinks, and live music, followed by the Downtown Ghost Tour. WRAL has also captured the Base Tour which they will feature.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2019-20	\$82,004	\$88,424	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$85,214
2018-19	\$76,448	\$71,981	\$72,429	\$89,311	\$85,534	\$49,108	\$104,633	\$73,949	\$59,855	\$98,520	\$86,921	\$141,913	\$1,010,602	\$84,217

CITY OF GOLDSBORO
AGENDA MEMORANDUM
SEPTEMBER 23, 2019

Item Q
moved to
action
and
approved

SUBJECT: Approve Compost Bulk Pricing

BACKGROUND: Following three years of increased sales, average compost and mulch sales have decreased since August 2018. At that time, wholesale and retail bulk compost prices were increased \$6.00 per cubic yard and mulch \$2.00 per cubic yard. This preceded Hurricanes Florence and Michael and the next nine months of wet and rainy weather.

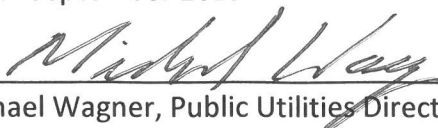
DISCUSSION: Compost and mulch sales were increasing steadily over the last three years. However, due to weather out of our control and negative feedback from some regular customers on the price increases, sales declined. It is essential that the Compost Facility move compost and mulch products to ensure compliance with the facility's stormwater and biosolids permits. Space has become limited due to an abundance of product.

Onsite there is around 4,880 cubic yards of bulk compost and around 8,640 cubic yards of mulch on the ground. October tends to be a time of replanting cover crops and maintaining healthy soils. In order to make room at the Compost Facility, it is recommended that October 2019 pricing for bulk compost be reduced \$6.00 and mulch be available free.

RECOMMENDATION: 1. It is recommended that the City Council approve compost pricing for October 1, 2019 – October 31, 2019 as follows: \$9.00/cubic yard for compost purchases over 20 cubic yards, \$15.00/cubic yard for compost purchases less than 20 cubic yards; \$2.00 per 30-lb. bag (minimum order of 100 bags) for regular wholesale buyers; \$4.00 per 30-lb. bag for non-wholesale buyers; and mulch free.

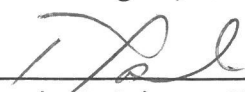
2. This Resolution will be in full force and effect from and after the 23rd day of September 2019.

Date: 9/23/19



Michael Wagner, Public Utilities Director

Date: 9/18/19



Timothy A. Salmon, City Manager



Stantec Consulting Services Inc.
One West Fourth Street, Suite 820, Winston-Salem NC 27101-3818

September 13, 2019

Mr. Mike Wagner, MPA
Public Utilities Director
City of Goldsboro
200 N. Center Street
Goldsboro, NC 27530

Re: RFP 2019-004 Professional Engineering Services Comprehensive Utility Rate Study

Dear Mr. Wagner:

We are pleased to present this proposal to perform the Water and Sewer Comprehensive Rate Study for the City of Goldsboro. We have assembled our project team to provide you with the dedicated and experienced resources needed to conduct the requested services in a timely manner and address your unique issues and areas of emphasis.

The enclosed proposal outlines the details of what will be completed under each task, including deliverables and the number of onsite and webinar meetings that we expect to conduct. Given the amount of time that has passed since the City's last formal rate study, we have developed a scope of work that will provide the City with a comprehensive water and sewer rate study, including the development of a long-term financial management plan, cost of service analysis and rate structure analysis. The cost proposal attached in Section 3 of this document outlines the estimated time for each task by consultant. The total cost is calculated by applying the billing rates for each consultant position to the estimated total hours required for each position. The work plan demonstrates that the project can be completed for a fee of \$75,000. Based upon this cost estimate, we propose to complete the project for a lump sum cost of \$75,000 that would be invoiced monthly based upon the percentage of each task completed. To the extent that any additional presentations, meetings, analysis, or any other services are requested beyond the scope identified in the work plan, they would be completed based upon the necessary time and the hourly rates identified on the work plan. We can begin work on this project immediately upon notice to proceed and estimate that the effort will require approximately 3 and half months for completion.

We appreciate the opportunity to present this proposal and scope of work to the City for your consideration. Please do not hesitate to contact me at (443) 538-1175 or Mihaela Coopsmith at (854) 202-8272 if you have any further questions.

Sincerely,

Stantec Consulting Services Inc.

A handwritten signature in black ink, appearing to read "David Hyder", written in a cursive style.

David Hyder

Principal, Financial Services

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1. Past Performance

Firm Background

The Stantec community unites more than 22,000 employees working in over 400 locations across the globe. Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

Stantec's Financial Services practice is home to an impressive amount of experience and knowledge, including **35 full-time professional rate consultants** who have completed over 1,500 financial and rate-related studies for utilities and local governments combined. It is this deep bench of experience that brings value to your project. As a group, we collaborate and learn from each other's experiences every day. This combination of diverse backgrounds and experience has made us who we are today – a resource to over 275 communities in providing independent and objective financial management services to local governments and utilities throughout the country. This sharing of knowledge and observed best practices will be brought to your project as well.

We are trusted partners to our clients and our national perspective is second to none. But we know local governments live in unique conditions, so our work in Goldsboro will reflect your situation, needs, funding constraints and opportunities, and vision. Only locally relevant and implementable outcomes are worth the effort. Our focus is to develop solutions tailored for your specific situation.

General Experience & Specializations

We have a vast amount of experience and knowledge with a variety of accepted ratemaking and cost of service methodologies, including practices and approaches identified in American Water Works Association Manuals M1 and M54 and Water Environment Federation MOP 27, as well as accepted industry practices in various parts of the country. **Several members of our team are active members of AWWA Rates and Charges Committee and were contributing authors to the most recent edition of M1.** The members of Stantec's Financial Services practice have proudly served over 275 municipal utilities across the United States.

In addition, we are very familiar with the financial criteria used by the municipal rating agencies in evaluating the financial health of municipal water and sewer systems. In fact, our project team has conducted financial feasibility analyses and other services in support of the issuance of \$1 billion in utility bonds in just the past five years. Our practice covers a broad range of financial issues for our clients, listed below.

Rate Studies

- Water & Wastewater
- Solid Waste & Recycling
- Reclaimed Water
- Stormwater
- Electric / Gas
- General Government Services

Cost-of-Service Analysis

- Wholesale/Outside-City rates
- Functionalized cost allocation
- Custom cost allocation modeling
- Regional cost-sharing models
- Customer class determinations
- Asset/rate base allocation

Long-Term Financial & Capital Plans

- Setting financial goals and KPI's
- Managing reserve levels
- Bond feasibility plans
- Live scenario analysis
- Sensitivity analysis
- Bond rating improvement plans

System Development Fees/Capacity Fees

- Legal compliance evaluation
- Buy-in fee development
- Incremental fee development
- Expert witness assistance
- Hybrid fee approaches
- Developer reimbursement plans

Benchmarking

- Proprietary U.S. database
- 100 data points per record
- 50,000 financial metrics
- Audited financial statements
- 1, 3, 5-year industry averages
- Custom group comparisons

Affordability

- Innovative approach (WARi®)
- Industry-changing technique
- Multi-year affordability metrics
- Output to high-definition maps
- Regulatory case support
- Low-income programs

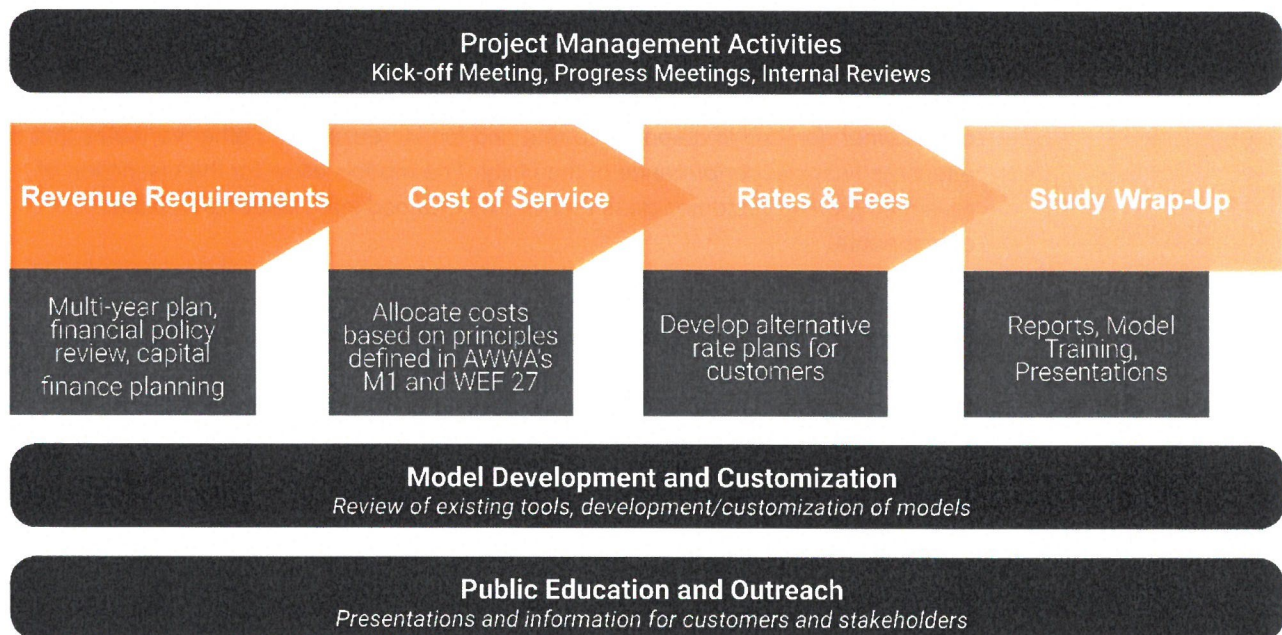
Local Experience

Our project team has extensive experience working in the southeast and in North Carolina, including rate studies for Burlington, Cary, Union County, High Point, OWASA, BRWA, Jacksonville, Southeast Brunswick Sanitary District, and more. We are familiar with local standards for ratemaking, as well as the complex issues associated with multiple utilities providing closely related services.

2. Scope of Work

Our approach to conducting utility rate analyses is centered on our interactive decision support process that engages your staff, management and other stakeholders. This approach will **enhance the efficiency and effectiveness of the rate study process**. While our team will facilitate all aspects of the study, provide industry expertise, and give specific recommendations, we believe that City input is essential to achieving successful outcomes.

Our interactive process effectively facilitates staff input in an efficient manner while providing transparency and ultimately a comprehensive look at our clients' utility systems. You can use this process to facilitate input from other parties, including elected officials or other agencies if such opportunities would be helpful in broadening the base of support. We have prepared the following task plan, which outlines our proposed approach to completing a comprehensive Water and Sewer Cost of Service and Rate Study for the City of Goldsboro. The figure below provides the key aspects of the comprehensive water and sewer rates study.



Task 1: Project Initiation & Data Collection

To initialize the study, we will submit a data request to the City. Shortly thereafter, we will conduct an onsite kickoff meeting with staff to:

- Familiarize our team with current practices and procedures
- Discuss goals and objectives of the study
- Discuss key issues, roles and responsibilities
- Confirm data requirements and discuss the data already received
- Finalize the project schedule, including milestones and deliverables

Once all data has been received, we will review it in detail – including reports, past studies, historical information, etc. Follow-up calls with staff will be made to ensure full understanding of all data received.

Task 1 Summary	
Deliverables	Data Request List
Meetings	1 In Person Project Kickoff Meeting
Timeline	Within 2 weeks of signed contract

Task 2: Development of Financial Management Plan

We will prepare an analysis to determine the revenue required to support the water and wastewater operations, including capital spending. We will use our financial models to develop financial management plans (including 5-year near term and 10-year long term plans) and will identify projected annual revenue requirements and rate adjustments. Within the models, we will examine historical operating expenses, customer growth and volume trends, alternative capital improvement spending levels (including backlog of maintenance), debt service coverage ratios, levels of operating and capital reserves, and other financial policies that drive the revenue requirements of the utilities.

In addition to evaluating financial goals and objectives, we will also evaluate alternative revenue source projections, cost escalation factors, changes in usage patterns, elasticity of customer demand in response to rate and fee increases, and other variables that could affect the financial performance of the utility. The models allow for the distinction of revenue types by customer class that can be grouped into fixed and variable components.

Our financial planning model provides a valuable capital planning tool which we will use to review the City's projections for capital improvements and evaluate the impacts of alternative projects, costs, timing, and funding sources. For all scenarios reviewed, the financial planning module will develop a funding plan, including the identification of the amount, timing, and type of borrowing required, if necessary. We will examine the utility's use of debt versus cash financing for capital improvements and build a financing plan to support a proper balance of debt service coverage and rate stabilization over the planning period.

Closely related to this analysis is an examination of the adequacy of each system's reserves. Adequate reserves are fundamental to achieving financial stability and can help some systems avoid sudden or disruptive rate adjustments in the face of unanticipated operating or capital needs or changes in demand. We will examine your current reserve balances relative to management goals, the age and condition of infrastructure, and industry standards, and incorporate these balances and alternative reserve policies into the financial planning model and into the conversations we will have regarding financial sustainability.

As part of this task, our team will also perform a comparative analysis of the rates of local communities including the service rates, fees and rate structures of comparable water and wastewater utilities to the fees recommended during the study. This analysis is often necessary to address questions from key stakeholders related to how your rates compare to surrounding communities.

Additionally, the City has requested assistance with reviewing and providing recommendations regarding the adequacy of the staffing levels for the water and wastewater utilities. We will work with our engineering group to provide an engineering review of the water and wastewater budget and staffing levels, and offer input on the adequacy of both, including identification of any gaps. As part of this review, we will also provide high level recommendations on augmentation of staff and budget as appropriate.

Task 2 Summary	
Deliverables	Assumptions & Results Workbook(s)
Meetings	1 In-Person Interactive Work Session, 2-3 GoToMeeting Interactive Work Sessions
Timeline	4-6 weeks

Task 3: Conduct Cost Allocation Analysis

We will perform an in-depth review of the allocation of costs between customer classes (i.e. retail and bulk, inside and outside for water and sewer) and within each segment or sub-group within the retail class (i.e. residential, multi-family, commercial, etc.). The cost-of-service module of our modeling system allows for the total cost of service and revenue requirements for each utility service to be functionalized and distributed to and within customer classes. Each utility's cost of service and revenue requirements are functionalized to defined categories, which are then allocated to each class of customer based upon their characteristics or units of service. We identify the most appropriate industry-accepted cost of service allocation methodologies, such as those defined by the AWWA and WEF, based upon available data, legal requirements, system configuration, service agreements, resources, customer base, demand and usage characteristics, local practice, and public policy objectives. We customize the cost of service module to employ the identified methodologies and concepts best suited for the utility that build upon your existing approaches.

At the conclusion of the cost of service analysis, we compare the resulting allocation of revenue requirements to the revenue generated by the current rates for each customer class segment of the utility. To the extent current revenue recovery levels are not in line with the results of the cost of service allocation analysis, we evaluate alternative levels of revenue recovery by class and segment of customer within the rate structure analysis that would better comport with the identified cost of service allocations.

Task 3 Summary	
Deliverables	Assumptions & Results Workbook(s)
Meetings	1 In-Person Interactive Work Session, 2-3 GoToMeeting Interactive Work Sessions
Timeline	4-6 weeks

Task 4: Rate Design and User Fees

Based upon the annual revenue requirements identified in Task 2 and the cost allocation analysis completed in Task 3, we will work to develop new rates, including rates for water and sewer, for a five-year projection period. It is important to note that our analysis will include an allowance for price elasticity to account for changes in consumption patterns by your customers due to rate structure, metering, or other modifications.

As part of this task, our project team will discuss with the City the various alternative rate structures that the City may want to consider based on pricing goals and objectives for each utility. We are well versed in the wide range of rate structures that can be implemented and will review the pros and cons of each rate structure including items such as revenue volatility, customer understanding and affordability, administrative requirements and the feasibility of the City to implement the structure.

Our scope of work assumes that a maximum of three alternative rate structures will be developed for water and three will be developed for sewer. For each rate structure considered for the study, we will provide an analysis of the impacts to each customer class and segment, bill impacts at various levels of volume, and revenue impacts as appropriate. Customer impact analyses will be provided for all customer classes and segments, and high-level summaries of the impacts will be critical for public presentation purposes.

Throughout this process, we will work closely with staff to evaluate the best ways to recover the costs of providing service, while minimizing the impact to customers and keeping affordability in mind. To the extent that significant changes are necessary, we will develop a phased approach, such that customer impacts are moderated over a multi-year period rather than observed in a single change.

Task 4 Summary	
Deliverables	Assumptions & Results Workbook(s) & Rate Schedules
Meetings	1 In-Person Interactive Work Session concurrent with Task 3, 2-3 GoToMeeting Interactive Work Sessions concurrent with Task 3
Timeline	4-6 weeks (concurrent with Task 3)

Task 5: System Development Charges

As the cost of utility infrastructure has increased, the cost of maintaining or building new capacity to serve new customers has become its own kind of financial burden. When properly designed, system development charges or capacity fees get new customers to pay their fair share of the capital costs that have been incurred to have system capacity available to serve them. Yet, system development fees are one of the most contested of all utility charges. Getting it right requires a rigorous evaluation of both the system itself and the costs of expanding it.

Our system development charges model is adjusted for each client to reflect the specific system configuration, available data, and local legal requirements (such as the 2017 findings of the NC Supreme Court in the case of Quality Built Homes, Inc. v. Town of Carthage). We will review all data relative to the system to determine the portion of the costs eligible for recovery from system development charges.

We will then provide recommendations related to the system development fees based on the analysis of the available data and financial impacts and/or benefits of such fees. We will provide a comparative fee survey of other localities in the region and evaluate alternative levels of fees in the context of consistency with industry practice and the capital requirements of the system.

Task 5 Summary	
Deliverables	Assumptions & Results Workbook(s) & Rate Comparison
Meetings	1 In-Person Interactive Work Session to review the fees and final rate design, 1 GoToMeeting Interactive Work Session
Timeline	3-4 weeks (concurrent with other tasks)

Task 6: Reports & Presentations

The City will gain long-term value in a report that clearly and comprehensively documents the results of the study. We will first prepare a draft report for your review, and once comments are received, we will incorporate them into a final report. The report provides a simplified and straightforward synopsis of the analysis, and includes appendices that contain a series of graphs, charts, and tables that provide the supporting details of the study described in the body of the report. The report will include a stand-alone Executive Summary for distribution, which often serves as an effective communication tool with stakeholders.

When the report is finalized, we will prepare a summary presentation for the City Council members. Finally, we will present the results in a public meeting with the City Council, management, staff and other stakeholders. Our scope of work assumes that Stantec will participate in one onsite meeting to present the results of the study. The meeting will include an initial briefing to City Management follow by a presentation of the final results to the City Council.

During the course of the study, we will populate and customize our financial modeling tools to meet the specific needs of the City's utilities. At the conclusion of the study, we will provide you with any of the modeling tools used during the study at no additional cost. The models you will receive are fully functioning Microsoft Excel based models and can be used by staff for future updates. We do require that you sign a usage and non-disclosure agreement for any of our modeling tools. Upon request, we can provide a sample agreement that we have used with our clients. We would also provide a customized user manual for the financial models and onsite training for staff to ensure the future beneficial use of the model by the City, if desired.

Task 6 Summary	
Deliverables	Draft Report, Final Report, Council Presentation
Meetings	1 Presentation to Staff and Council
Timeline	Draft report within 100 Days of Award; Final Report within 15 days after comments received from City staff

3. Cost Proposal



City of Goldsboro, North Carolina
Comprehensive Utility Rate Study
Project Work Plan and Cost Estimate Schedule

Project Tasks		Estimated Labor-Hours						Total Project
		Director	Managing Consultant	Sr. Analyst	Engineer	Analyst	Admin	
Hourly Rates →		\$275	\$225	\$150	\$140	\$125	\$90	
Task 1	Project Initiation & Data Collection							
1.1	Prepare initial data request list and preliminary project schedule. Perform project set up and administrative activities.	0	1	1	0	1	4	7
1.2	Conduct kickoff meeting with City Staff for data collection and to finalize study objectives, approach, timeline, etc. [On Site Meeting # 1]	4	8	8	0	1	0	21
1.3	Compile and review historical, current, and projected financial, and other system data as provided by staff.	0	1	2	0	4	0	7
Task 2	Development of Financial Management Plan							
2.1	Compile and review historical, current, and projected financial, system, and billing data. Perform a detailed review and analysis of historical billed volume and customer data to observe trends in demands, usage patterns and customer growth in order to develop projections of customers and usage for all customer classes.	0	1	2	0	2	0	5
2.2	Evaluate budget versus actual performance (O&M and capital) to determine proper funding levels to include in rate revenue requirements, as well as trends in annual expenses to inform future cost escalation factors/assumptions.	0	1	1	0	2	0	4
2.3	Input current financial and billing data into our modeling system, run the module, and produce preliminary output, including a ten year financial management program that will include the following: o Capital Improvements Program - Project listing by year - Evaluation of existing and alternative capital improvement programs - Work with City staff to determine a capital funding solution that the City can o Financial Policy Review, including reserve levels (operating, capital, and rate stabilization), capital reinvestment, etc. o Borrowing Program - Identify any borrowing required and/or appropriate to fund certain CIP projects, to include but not necessarily be limited to, revenue bonds and state programs. - Determine timing of the need for borrowed funds o Revenue Sufficiency Analysis - Annual revenue and operations & maintenance expense projections - Projections of other revenue requirements such as R&R, minor capital, transfers, debt service/loan payments, replenishment of reserves, etc. - Evaluation of adequacy of revenue provided by existing rates to meet current and projected system requirements - Alternative plans of annual percentage rate adjustments to provide sufficient revenues over a multi-year projection period.	1	6	10	0	20	0	37
2.4	Make adjustments to the module as required to calibrate to the utility's specific financial dynamics.	0	1	2	0	2	0	5
2.5	Review results with consulting team, QA/QC, make adjustments as needed.	3	2	2	0	2	0	9
2.6	Prepare for and meet with City staff in an interactive work session to review preliminary assumptions and results [GoToMeeting].	2	2	4	0	4	0	12
2.7	Make adjustments as required based upon input from City staff and prepare workbook of assumptions and preliminary results.	1	1	2	0	4	0	8
2.8	Prepare for and meet with City staff in an interactive work session to review updated results [On-Site Meeting #2].	4	8	8	0	0	0	20
2.9	Make adjustments as required based upon input from City staff and prepare revised workbook of assumptions and results.	0	1	2	0	2	0	5
2.10	Prepare comparative residential water & sewer rate structure comparison and bill calculations.	0	0	2	0	4	0	6
2.11	Engineering review water and wastewater budget and staffing levels and provide input on adequacy including identification of gaps.	0	0	0	34	0	0	34
2.12	Provide high level recommendations on augmentation of staff and budget as appropriate.	0	0	0	10	0	0	10



City of Goldsboro, North Carolina
Comprehensive Utility Rate Study
Project Work Plan and Cost Estimate Schedule

Project Tasks		Estimated Labor-Hours						Total Project
		Director	Managing Consultant	Sr. Analyst	Engineer	Analyst	Admin	
Hourly Rates →		\$275	\$225	\$150	\$140	\$125	\$90	
Task 3 Cost of Service Analysis								
3.1	Identify all test year costs/revenue requirements associated with the provision of water and sewer service.	1	2	2	0	2	0	7
3.2	Allocate costs/revenue requirements to functional and customer classes based upon industry standard allocation criteria and usage characteristics as provided by Goldsboro.	1	2	4	0	6	0	13
3.3	Review existing rates and rate structure methodologies including the cost distribution to various rate categories, inside/outside differentials, bulk customers.	1	2	2	0	2	0	7
3.4	Prepare for and meet with City staff in an interactive work session to review preliminary assumptions and results [On-Site Meeting #3].	1	2	2	0	2	0	7
3.5	Make adjustments as required based upon input from City staff and prepare workbook of assumptions and preliminary results.	3	1	2	0	3	0	9
3.6	Prepare for and meet with City staff in an interactive work session to review updated results [GoToMeeting].	4	8	8	0	0	0	20
3.7	Make adjustments as required based upon input from City staff and prepare revised workbook of assumptions and results.	0	1	4	0	6	0	11
Task 4 Rate Design and User Fees								
4.1	Load updated billing data into our Excel rate model and create a bill frequency analysis.	0	2	3	0	6	0	11
4.2	Conduct a revenue test to ensure accuracy of billing data.	0	1	2	0	2	0	5
4.3	Run the model and prepare rate structures that reflect the following considerations: o Recovery of current and future costs of service in accordance with established and anticipated legal standards and regulations o Capabilities of the City's billing system o Elasticity of demand associated with the conservation elements of each structure o Funding requirements for all current long-term liabilities and debt requirements o Affordability of rates for all City customers, ensuring equity and fairness o Consistency with industry practice for utility rate making in the region and in North Carolina	0	2	4	0	6	0	12
4.4	Prepare a summary customer impact analysis to compare the recommended water and sewer rates for each class of customer existing rates.	0	1	2	0	4	0	7
4.5	Review results with consulting team and adjust as required.	0	1	2	0	2	0	5
4.6	Meet with City staff in an interactive work session to review preliminary results [On-Site Meeting #3].	1	2	2	0	2	0	7
4.7	Make adjustments based upon input from City staff in the prior sub-task and distribute workbook of preliminary results.	2	1	2	0	3	0	8
4.8	Meet with City staff to review adjusted results and finalize analysis [GoToMeeting].	1	2	2	0	2	0	7
Task 5 System Development Fees								
5.1	Obtain and review relevant ordinances, master plan, capital improvement information, capacity reports, and system GIS data.	0	1	1	0	2	0	4
5.2	Obtain and review fixed asset records for all major system components.	0	1	1	0	4	0	6
5.3	Prepare reproduction cost schedule of fixed assets by major system component.	0	1	1	0	4	0	6
5.4	Review City's designation of purpose for CIP projects for expanded capacity and renewal and rehabilitation.	0	1	1	0	2	0	4
5.5	Allocate fixed assets and CIP between major facility components of supply, treatment, transmission/collection, disposal, reuse, etc.	0	1	2	0	0	0	3
5.6	Load appropriate data into our system development fee model, adjust and calibrate for City specific needs.	0	1	2	0	3	0	6
5.7	Prepare workbook of results, review with consulting team and make any necessary adjustments.	1	1	2	0	2	0	6
5.8	Meet with City staff in an interactive work session to review results of the fees and final rate design. [On-Site Meeting #4]	1	1	1	0	1	0	4
5.9	Perform adjustments based upon input from City staff to finalize fee analysis.	1	1	1	0	0	0	3
Task 6 Presentation and Report								
6.1	Prepare draft report of the analysis and presentation for the City Council.	4	6	8	0	1	1	20
6.2	Prepare for and present results of study to the City Council at one (1) meeting. [On Site Meeting #5]	4	8	1	0	1	0	14
6.3	Update analysis as required and prepare Final Report.	2	3	4	0	1	0	10
Total Estimated Labor Hours		43	89	114	44	117	5	412
Total Estimated Fee		\$ 11,825	\$ 20,025	\$ 17,100	\$ 6,160	\$ 14,625	\$ 450	\$ 70,185
Total Estimated Expenses								4,815
Total Estimated Project Cost								\$ 75,000

City of Goldsboro, North Carolina

Project Work Plan Summary

Comprehensive Utility Rate Study		Hours	Cost
Task 1	Project Initiation & Data Collection	35	\$6,110
Task 2	Development of Financial Management Plan	111	\$24,860
Task 3	Cost of Service Analysis	118	\$13,300
Task 4	Rate Design and User Fees	62	\$10,025
Task 5	System Development Fees	42	\$6,900
Task 6	Presentation and Report	44	\$8,990
Totals		412	\$70,185
Estimated Expenses			\$4,815
Total Project Cost			\$75,000

4. Schedule

Our proposed project schedule for the completion of the Comprehensive Water and Sewer Rate Study is presented below. The project assumes a notice to proceed by mid-October and the completion of the project by the end of January 2020. Our project team has extensive experience completing comprehensive water and sewer rate studies within the timeframe outlined in our schedule.

City of Goldsboro, North Carolina

Comprehensive Utility Rate Study

Proposed Project Schedule

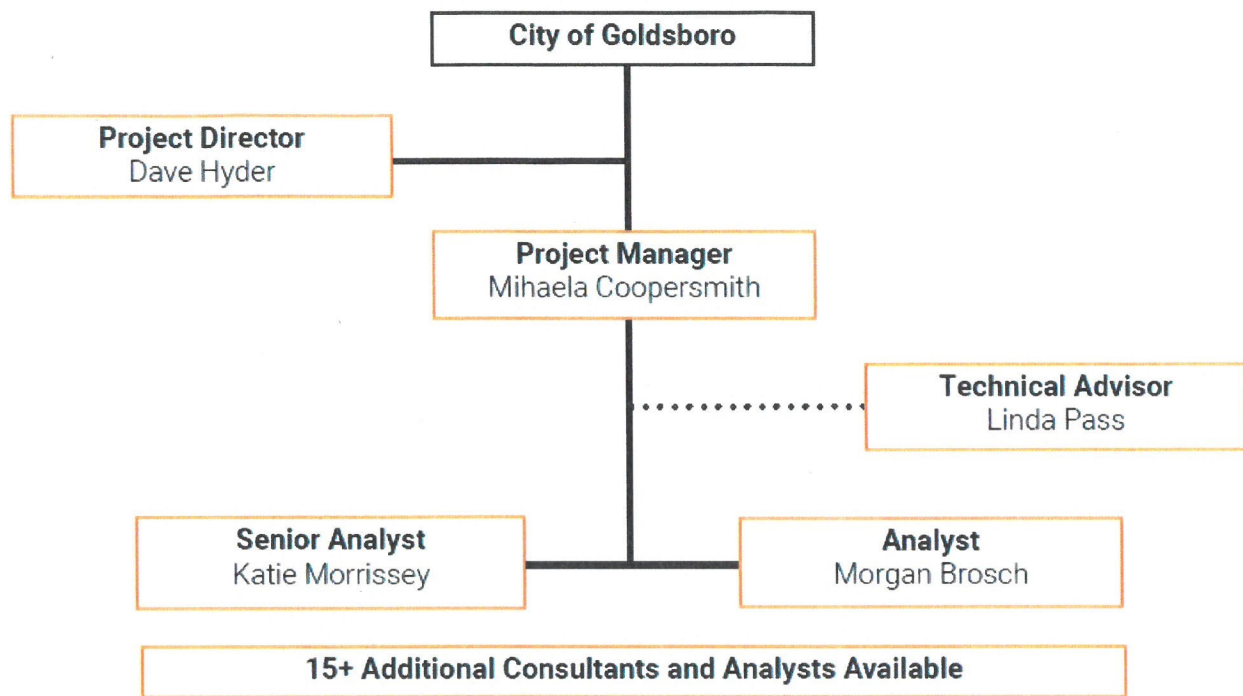
Tasks		Month			
		October	November	December	January
Task 1	Project Initiation & Data Collection				
Task 2	Development of Financial Management Plan				
Task 3	Cost of Service Analysis				
Task 4	Rate Design and User Fees				
Task 5	System Development Fees				
Task 6	Presentation and Report				

5. Project Team

Our Financial Services Practice offers a depth of resources to the City. We have compiled a project team to best serve the City's needs and objectives for this study, including personnel experienced in:

- Development of Multi-Year Financial Management Plans and Rate Programs, for systems of similar size operated by local government agencies, including capital and operations & maintenance expense budgeting, grant funding, and ensuring finance best practices.
- Cost of Service Allocations According to AWWA, WEF, and EPA Guidelines, with the expertise to analyze system configurations, facilities, plans, design criteria, usage characteristics, etc. in the context of allocating costs in order to establish fair and equitable rates for all customer classes.
- Retail and Wholesale Rate Structure Concepts and their practical application to address specific local policy objectives (such as affordability, conservation, fixed cost recovery/revenue stability) while conforming to accepted industry practice and legal precedent.
- Financial Policy Review including the development of specific targets relative to various types of reserves, capital funding strategies, debt levels, affordability, and other metrics.
- Development of Specific Fees and Charges, including development of impact fees, connection fees, tap fees, and other miscellaneous charges.
- Preparation of Public Education and Outreach Initiatives, including special purpose public engagement meetings and presentation of information about the rate study process, identification of key system issues/challenges, necessity of any rate adjustments, national trends and local benchmarking, as well as customer impacts.

The organization chart on the following page presents our project team. Resumes for all project team members are presented in the appendix of our proposal.



Appendix – Staff Resumes



Mihaela Coopersmith
Project Manager

Mihaela is a Managing Consultant with Stantec. She has over 12 years of professional experience as a municipal financial consultant serving local government utilities. She has experience with financial modeling, capital planning, system development fee calculation, and budget forecasting. She has been involved in several financial planning projects for different water, sewer, stormwater, gas and electric utilities.

Education

International MBA, Finance, University of South Carolina
BBA, Management, Brenau University

Relevant Experience

- **Orange Water and Sewer Authority, NC.** Ms. Coopersmith was the project manager for a recent update to the financial models and impact fee models for the Orange Water and Sewer Authority. During the study, Ms. Coopersmith developed a ten-year financial management plan and plan of annual rate adjustments using our FAMS-XL modeling system to replicate the dynamics of the Authority's water and sewer system. The analysis also included updating of water and sewer impact fees, including an analysis of the usage household size to complete the impact fee analysis.
- **Athens-Clarke County Public Utilities Department (ACC PUD), GA.** Ms. Coopersmith has worked with ACC PUD for 10 years serving as their financial consultant. During that time, she has assisted in the creation of a financial planning model, annual updates of the model, impact fee model development and update, and assistance with the implementation of their Service Delivery Plan for the next 20-year planning period.
- **City of Jacksonville, NC.** Ms. Coopersmith is the project manager for a recent update to the financial models and system development fee models for the City of Jacksonville, NC. The study included the development a ten-year financial management plan and plan of annual rate adjustments using our FAMS-XL modeling system to replicate the dynamics of the City's water and sewer system. The analysis also included updating of water and sewer system development fees.
- **City of Anderson, SC.** Ms. Coopersmith was the project manager for the water and sewer financial model and cost of service analysis for the City of Anderson, SC. During the study, we developed a 10-year financial planning model for each of the City's water and sewer systems, as well as a cost of service model to update their sewer partner rate.



David Hyder
Project Director

David is a Principal with Stantec, applying engineering, environmental and financial expertise to a broad range of projects. He specializes in assisting public sector clients with the financial and managerial aspects of environmental infrastructure. He has managed hundreds of cost of service and rate studies for water, wastewater, storm water, reclaimed water and solid waste utilities, including development of financial plans, cost of service analysis, rate structure design and evaluation, customer affordability, total utility cost of ownership analysis, and project reporting. He has also assisted several communities around the country with the establishment of regional water utilities including the Cape Fear Public Utility Authority in Wilmington, North Carolina.

Education

MBA, Finance, Johns Hopkins University
BS, Civil/Environmental Engineering, Michigan State University

Relevant Experience

- **Union County, NC.** Mr. Hyder has provided Union County with financial consulting expertise for several years. He recently served as the Project Director for the completion of a revenue bond feasibility study in support of a recent \$70 million bond issue for the water and sewer utility. He has also assisted with the completion of a comprehensive system development fee analysis and water and sewer cost of service and rate study for the County.
- **City of High Point, NC.** Mr. Hyder is currently serving as Project Director for the completion of a comprehensive water and sewer system development fee and financial planning engagement with the City. The study has included the evaluation of various fee structure options, presentations to key stakeholders and demonstration of potential customer impacts.
- **Orange Water and Sewer Authority, NC.** Mr. Hyder has assisted OWASA with water and sewer financial planning for the past four years. The engagements have included oversight of the development of long-term financial plans, water and sewer cost of service analysis, reclaimed water pricing, system development fee analysis and water and sewer rate structure modifications.
- **City of Cleveland, OH.** Mr. Hyder is currently serving as the Project Manager responsible for completion and oversight of five-year financial plan for Cleveland Division of Water and Water Pollution Control. The City provide water to over 500,000 retail customers and over 50 wholesale customers serving a large portion of Northeast Ohio. The Study includes development of fully functionalized cost of service, rate structure evaluation, demand model development and project reporting.



Linda Pass, PE
Technical Advisor

Linda has more than 20 years of experience engineering multi-million-dollar projects with a variety of roles from design engineer to construction and project manager. Her experience includes the planning, design and construction of water and wastewater treatment plants ranging in size from 1 to 30-mgd capacity, elevated storage tanks, lift stations, sewer force mains, booster pumping stations, large diameter water transmission lines, distribution mains, gravity sewer interceptors, trenchless sewer rehabilitation, stream bank stabilization, stream restoration, and large stormwater culverts and drainage projects. Linda is particularly effective as program manager of projects with multiple design teams, engineering consultants and sub-consultants to achieve project objectives and meet aggressive schedules. Linda is a resourceful decision-maker whose hands-on engagement during all project phases ensures our client's objectives are being met.

Education

Master of Civil Engineering, North Carolina State University
BS, Civil Engineering, North Carolina State University
BA, Industrial Design, Auburn University

Relevant Experience

- **Brawley School Road Utility Relocations, Mooresville, NC.** Project engineer for utility easement determinations, design, cost estimating, work sequencing and permitting for the parallel replacement and relocation of 3,500 linear feet of 6-inch to 16-inch water mains, 2,400 linear feet of 8-inch gravity sewer, and 150 linear feet of 24-inch ductile iron sanitary sewer force main. Project challenges include the relocation of the 24-inch force main under a new box culvert while maintaining continuous wastewater pumping service. Two 24-inch by 24-inch bypass hot taps and two temporary 24-inch linestops on the existing force main were designed to allow continuous wastewater pumping during construction of the relocated sewer force main.
- **Ooltewah-Georgetown Road Water Main Extension, Savannah Valley Utility District, Georgetown, TN.** Project engineer for design of 1,400 linear feet of 12-inch restrained joint water main extension within road rights-of-way.
- **Sewer Rehabilitation Project, Winston-Salem, NC.** Project manager, engineer and construction administrator for preliminary and final design, bidding, and construction services. Preliminary design included subsurface utility engineering (SUE) vacuum bores, pipe cleaning and CCTV inspections to determine the existing condition of the sewers, prioritization for rehabilitation, and an opinion of probable construction cost to reduce the proposed rehabilitation improvements to match project funding. Using GIS maps inset with snapshot photos, the "worst case" defect of each pipe segment was presented to the city. Pipe defects were easily reviewed by the City to confirm high priority pipes. Approximately 12,000 LF of 8-inch to 18-inch sanitary sewer lines were rehabilitated using open-cut pipe replacements, cured-in-place (CIPP) liner, HDPE pipe bursting, and manhole rehabilitation.



Katie Morrissey
Senior Analyst

Katie is a Senior Financial Analyst with experience in populating and customizing the long-term planning modules of our proprietary financial management modeling system. She has assisted management consultants in providing client specific financial sustainability solutions based on application of sound financial and economic concepts. Katie has contributed to the development of long-term financial plans for our utility and municipal clients, with a focus on water, sewer and stormwater utilities. Katie has also provided financial analysis support for utility acquisition valuations, new utility implementation studies and ancillary fee studies for our clients.

Education

MS, Finance, Florida State University
BS, Finance, Florida State University

Relevant Experience

- **Multiple System Development Fee Studies for Utilities in NC** (Southeast Brunswick Sanitary District, Town of Wrightsville Beach, City of Burlington, Pender County, Union County). Project analyst for multiple system development fee studies regarding compliance with the Public Water and Sewer System Development Fee Act, S.L. 2017-138. All study recommendations were adopted by the respective boards.
- **Bonita Springs Stormwater Utility Program, Bonita Springs, FL.** Project analyst for a new stormwater utility program feasibility and implementation study.
- **Revenue Sufficiency Analysis, City of Venice, FL.** Project analyst who used FAMS-XL, to develop multiple scenarios of capital funding and rate plans that would help the City achieve their financial goals and maintain their mandated operating policies.
- **Annual Rate Study Update, Pasco County, FL.** Project analyst for the County's annual rate study update and the acquisition analysis for Florida Governmental Utility Authority.
- **Water & Sewer Utility Rate Study, City of Atlantic Beach, FL.** Project analyst who employed industry standard assumptions and used the City's financial and operational data to evaluate the sufficiency of the cash inflows. Contributed to the development of an unanimously adopted multi-year rate plan that will help maintain reserve levels, adequately cover operating expenditures and capital spending, and reduce the need for future debt financing.



Morgan Brosch
Analyst

Morgan is a Financial Analyst at Stantec with a background in accounting and project management. Her strong attention to detail coupled with her ability to look at the bigger picture makes her a valuable asset to the financial analysis team. She has experience developing long-term financial plans within the FAMS-XL financial planning module, working directly with clients to populate cost-of-service modules, collaborating with engineers to develop funded capital improvement programs, and creating customized miscellaneous fee analyses to meet client needs. In addition to her excellent analytical and business skills, Morgan is well-versed in effective communication and is passionate about delivering exceptional client service.

Education

Master of Accounting, University of Tampa
Bachelor of Accounting, Florida State University

Relevant Experience

- **Town of Cary Water & Sewer RSA and Billing Data Analysis, Cary, NC.** Morgan performed a revenue sufficiency analysis for the Town of Cary's water and sewer utility to develop a multi-year financial plan to sustain operations and fund capital projects. Per the Town's request, Morgan also performed a deep dive into the water, sewer, irrigation, and reclaimed water billing data to reconcile billing data revenues to actual reported revenues. This study accomplished the closest reconciliation of billing data to actual revenues of any previous study.
- **James City Service Authority - Water and Sewer Rate Study, Williamsburg, VA.** Morgan worked directly with JCSA Staff to annually update the customized financial models to ensure financial sustainability could be achieved with the proposed rate adjustment plans. She also helped the utility plan for anticipated extraordinary water supply sourcing capital costs expected within the projection period.
- **City of Palmetto RSA , Palmetto, FL.** Morgan conducted a revenue sufficiency analysis for Water, Wastewater, Reclaimed Water, and Stormwater utilities. She assisted in developing a multi-year financial plan to achieve financial sustainability in each fund. She also performed a comparative analysis of residential and commercial rate structures of neighboring utilities.
- **City of Port Orange Stormwater Rate Study, Port Orange, FL.** Morgan conducted a revenue sufficiency analysis for the Stormwater utility and assisted in an in-depth analysis of impervious area calculations to redesign the City's stormwater fee from a flat rate for all parcels to a tiered rate structure based on impervious area that more equitably distributed and recovered costs of stormwater services. She also performed a comparative analysis of rate structures of neighboring utilities and identified sample bill impacts to customers.

RESOLUTION NO. 2019-85

RESOLUTION AMENDING COMPOST PRICING FOR OCTOBER 2019

WHEREAS, the City of Goldsboro produces and sells high quality bulk compost to commercial landscapers, nurseries, and similar businesses; and

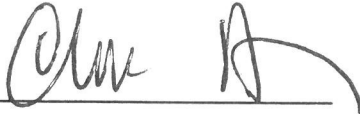
WHEREAS, it is in the City's best interest to increase compost revenues to offset operational costs; and

WHEREAS, it is in the City's best interest to make room for new compost and mulch by increasing October sales on existing compost and mulch with historical purchasing trends.

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

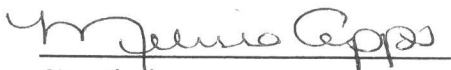
1. A temporary price of \$9.00 per cubic yard of compost be established, for new bulk wholesale compost buyers for purchases over 20 cubic yards, effective October 1, 2019 – October 31, 2019.
2. A temporary price of \$15.00 per cubic yard for compost purchases less than 20 cubic yards at the time of advance purchase be established effective October 1, 2019 – October 31, 2019.
3. A temporary price for bulk mulch at \$0.00 per cubic yard be established effective October 1, 2019 – October 31, 2019.

This Resolution shall be in full force and effect from and after this 23rd day of September 2019.



Mayor

Attested by:



City Clerk