GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, JUNE 6, 2022

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

I. WORK SESSION–5:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET

1. **ROLL CALL**
2. **ADOPTION OF THE AGENDA**
3. **OLD BUSINESS**
   a. FY 22-23 Budget Update (City Manager)
4. **NEW BUSINESS**
   b. Appointment of Councilman Broadaway to the WCDA Board (Mayor)

II. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET

Invocation (Pastor Stanley Kelly, Fellowship Baptist Church)
Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES

A. 1. Minutes of the Work Session and Regular Meeting of May 16, 2022
   2. Minutes of the Special Meeting of May 23, 2022

V. PRESENTATIONS

VI. PUBLIC HEARING

B. Public Hearing on FY2022-2023 Annual Operating Budget

VII. PUBLIC COMMENT PERIOD

VIII. CONSENT AGENDA ITEMS

C. Jamz Out Juneteenth – Temporary Street Closure Addendum (Police)
D. Optimist Club – Temporary Street Closure (Police)
E. Sprinkler Fun Days – Temporary Street Closure (Police)
F. Resolution – Sale of Radios to Wayne County Sheriff's Office (Finance)
G. Resolution – Donation of Personal Property to 501(c)(3) Non-Profit, Global Gear Initiative pursuant to NCGS § 160A-280 (Finance)
H. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for W. Pine Street from Johnnie Cox dba Cox Real Estate (Finance)
I. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 235 Wayne Avenue from C.A.L.M. Properties & Investments, LLC (Finance)
J. Resolution – Disposition and Destruction of City Owned Ballistic Vests (Finance)
K. Operating Budget Amendment FY21-22 (Finance)
L. Adoption of a Resolution establishing a Procurement Card Policy and Resolution authorizing the City to engage in electronic payments (Finance)
M. Establishing and adopting mandatory Uniform Guidance Policies for the American Rescue Plan Act of 2021 (R1107) – Conflicts of Interest (Finance)
N. Amending a Grant Project Fund Ordinance – Coronavirus Aid, Relief and Economic Security (CARES) Act Special Revenue Fund (R1105) (Finance)
O. Amending the Community Relations Special Revenue Fund Ordinance (G1108) (Finance)
P. Amending a Special Revenue Fund Ordinance – Police Other Restricted Revenue Funds (P3104) (Finance)

Q. Amending a Grant Project Fund Ordinance – Coronavirus Aid, Relief and Economic Security (CARES) Act Miscellaneous Grants Special Revenue Fund (R1106) (Finance)
R. Amending a grant project ordinance – Golden Leaf Hurricane Matthew Infrastructure Recovery Project 2019-0004 (S1105) (Finance)
S. Amending a grant project ordinance – Plate Settlers Project Water Treatment Plant Expansion (W1112) (Finance)
T. Amending a Grant Project Fund Ordinance -American Rescue Plan Act of 2021 (R1107) (Finance)
U. Amending a Special Revenue Fund Ordinance – Federal and State Drug Forfeiture Special Revenue Fund (P3101) (Finance)
V. Amending a Capital Projects Fund Ordinance – Parks & Recreation Capital Projects FY19-24 (G1104) (Finance)
W. Amending the Parks & Recreation Special Revenue Fund Ordinance (G1107) (Finance)
X. Resolution to accept several cash donations to the City in support of city programs (Finance)
Z. Z-7-22 Duke Energy Progress (R20A-I2) – South side of Thoroughfare Rd. between Sandy Lane Rd. and Central Heights Rd. (Planning)
AA. Z-8-22 Alpha 13 LLC. (R16-R12CZ) – South side of W. New Hope Rd. between Somervale Ln. and Twin Oaks Pl. (Planning)
BB. Approving an Amendment to a T-Mobile Lease (City Manager)

IX. ITEMS REQUIRING INDIVIDUAL ACTION

Y. Z-6-22 NC Residential Partners, LLC. (R16-R12) – South side of E. Patetown Rd. between Ashley Ave. and Country Day Rd. (Planning)

X. CITY MANAGER'S REPORT

XI. CEREMONIAL DOCUMENTS

XII. MAYOR AND COUNCILMEMBERS' COMMENTS

XIII. CLOSED SESSION

XIV. ADJOURN

FY 2022-23
Budget Update

June 6, 2022

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Council Consensus

- In addition to Manager's Recommended Budget Salary Increases of 3% COLA, 1% Merit and $300 Bonus:
  - Fund GPD and GFD requests with $500K Road Paving vice tax increase
  - Consider 2% Bonus for all employees with department offsets
- Do not fund Council Chamber Dais (save $8K) or Citizen Survey ($7K); use existing/modified dais and free survey
- Do not fund Street Sweeper ($300K); reduce vehicle loan from $2.4M to $2.1M (lower payment)
- Swap budgeted Garbage Truck Rear End Loader for Front End Loader/Dumpmaster replacement (~$200K)

Additional Pay Options

How much for how long (COLA and Merit or Bonus)?

*NCLM FY23 Survey, Cities our size: avg COLA 3.5% and Merit 2 to 4
**Social Security COLA 5.9% 2022 and est. 8.6% 2023
***Consumer Price Index/inflation last 12 months 8.3%

- Option 1 – Manager's Recommended Budget: 3% COLA ($860K), 1% Merit ($143K), $300 Bonus ($183K), 13% Health Insurance ($370K), 14% Retirement ($380K) = **~$1.94M**
- Option 2 – Council Request: 3% COLA, 1% Merit, **2% Bonus** (+$389K), additional GPD 3%<7yrs/7%=>7yrs w/o longevity (+$356K - $91K delay Cpl promotion) and GFD 5% (+$198K - $161K inspection fees and delay hires) pay and benefits = **+$691K**
- Option 3 – Staff Recommendation: **5% COLA** (+2% = $572K), **no Merit or Bonus** (-$326K), additional GPD ($272K - $91K) and GFD (+$164K - $161K) = **+$430K**

Additional Pay Offsets

Department	Total $	Offset / Impact
Engineering (GF)	**500,000**	No Road Paving in FY23; future dependent on growth in tax base or tax rate
Planning	**78,775**	$68,775 Downtown Sidewalk Debt Service not until FY24; $10K end lease City sign Hwy 111
Public Works	**61,766**	Position vacancy and lapsed salaries; level of effort cuts from multiple line items
Parks & Recreation	**46,995**	$29K Golf Course Automatic Water System funded in FY22; $10K PPT Salaries; $8K PT Salaries
Finance	**23,767**	$19K FY22 Audit Contract Services/GASB 87 Consultant Fees; $2,400 peak teller hrs; supplies
Information Tech	**19,710**	$15K Certifications; $4,710 Software License Fees
City Managers Office	**13,400**	$12,125 over budgeted Asst Manager salary; $1,275 Education Reimbursement
Human Resources	**8,952**	Over budgeted salaries
Council	**8,000**	Dais savings
Paramount	**4,860**	Electricity savings due to equipment upgrade in FY22
Downtown Development	**4,140**	Double booked Contract Services with MSD Fund
Contingency (GF)	**75,974**	Retains most of FY22 3-Cent Tax increase ($725K)
Travel & Tourism (OTF)	**3,742**	Printing
Public Utilities (UF)	**54,630**	WRF $27,593; WTP $15K; Finance $6,186; Compost $5,849; No Dredging of Neuse River Intake
PW Collctn & Distr (UF)	**20,889**	Dredging of Neuse River Intake not required ($124,481 of $200K add to $1.4M UF Capital Reserve)
PW Stormwater (SWF)	**9,400**	$4,400 Landfill Charges (-11%); $5K Tree Service (-20%)
Total Offsets	**935,000**	**Option 3 – can pave roads or not pave roads; use, keep in contingency, or return dept offsets** **Option 2 – no road paving; use and keep in contingency or return dept offsets**

Future Budget GF Concerns

- How do we fund additional FY23 pay raises next FY or the FYs after? Use of ARPA $3M in FY23 decreases to $1.4M in FY24 and $0 in FY25
- FY24: Offset $1.6M w/ FY22 3-Cent Property Tax increase (~$750K) no longer available for contingency/fund balance increase; Additional 3-Cent Property Tax (~$750K) may be necessary (e.g. 68 to 71 cents/$100 valuation); less debt payment w/ vehicle loan (~$237K); reduced funding for road work and/or department offsets; growth in tax base/revenue TBD.
- FY25: Offset additional $1.4M w/ growth in tax base/revenue and/or reduce size of government/expenditures.

Requested Full-time Positions

Department	Position	Recommendation
Engineering	Traffic Sign Technician	No
Engineering	Traffic Signal Technician	No
Human Resources/Community Relations	Administrative Assistant III	No
Information Technology	Computer Systems Administrator 1	No
Information Technology	Computer Systems Administrator	No
Information Technology	Cyber Security & Server Administrator	No
Information Technology	Database Administrator	No
Information Technology	IT Project Manager	No
Paramount Theater	Technical Director	No
Parks and Recreation	Park Technician	No
Police Department	Administrative Assistant II	No
Police Department	Police Sergeant	No

*0 of 12 recommended by the City Manager for Council approval due to funding limitations

Council Budget Work Session Decisions

- Employee Pay?
- NPOs?
- Other concerns?

MINUTES OF THE MEETING OF THE GOLDSBORO CITY COUNCIL
MAY 16, 2022

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Council Chambers, City Hall, 214 North Center Street, at 5:00 p.m. on May 16, 2022.

Call to Order. Mayor Ham called the meeting to order at 5:00 p.m.

Roll Call.

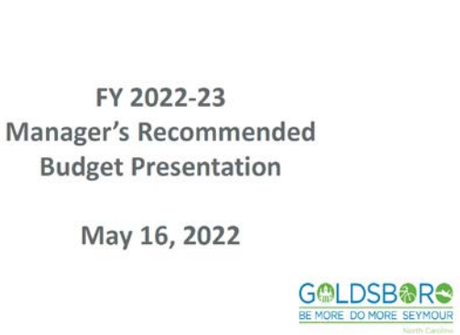
Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilwoman Hiawatha Jones
Councilman Bill Broadaway
Councilwoman Brandi Matthews
Councilman Charles Gaylor, IV
Councilman Gene Aycock

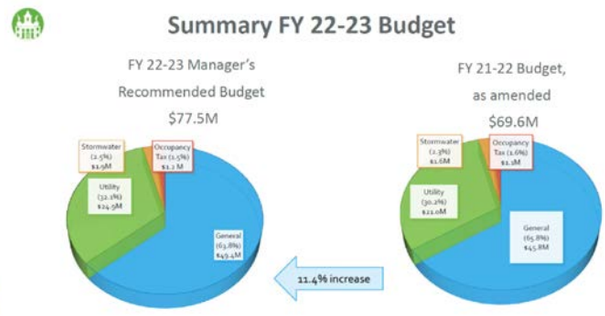
Also Present: Tim Salmon, City Manager
Laura Getz, City Clerk
Ron Lawrence, City Attorney

Adoption of the Agenda. Mayor Ham requested that the New Business be handled first. He also stated if time permitted he would like to do the consent agenda. City Attorney Lawrence stated he had a closed session item to discuss as well. Upon motion of Mayor Pro Tem Polack, seconded by Councilwoman Jones and unanimously carried, Council adopted the agenda with the proposed changes.

New Business.

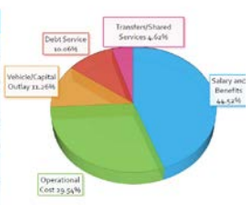
Managers FY23 Recommended Budget Presentation. City Manager Salmon introduced Ms. Beverly Stroud, Ms. Pam Wortham and Mr. Clayton Murphy with the Isley Group and shared the following presentation.





Summary FY 22-23 Budget

Category	General	Utility	Stormwater	Occupancy Tax	Dwntwn MSD	Total $
Salary and Benefits	28,809,286	4,824,496	683,626	214,087	-	34,531,495
Operational Cost	12,811,216	8,631,156	397,888	977,363	96,387	22,914,010
Vehicle/ Capital Outlay	3,403,760	5,019,033	311,000	-	-	8,733,793
Debt Service	4,371,600	3,250,700	180,800	-	-	7,803,100
Transfers/ Shared Services	1,000	3,201,081	372,786	-	-	3,574,867
Total $	49,396,862	24,926,466	1,946,100	1,191,450	96,387	77,557,265



Major Expenditure Drivers

- Capital Outlay
  - General Fund $3.4M
    - Fire Truck (Quint) $ 1.1M
    - Public Works heavy equipment 750K
    - Telephone system replacement 250K
    - HVAC Boiler for Public Safety Complex 180K
  - Stormwater Fund $311,000
    - Sweeper $ 290K
  - Utility Fund $5.0 M
    - Council-approved FY 22 ARPA funding $ 2.0M
    - Transfer to Capital Reserve for future water plant 1.4M
    - Water and Sewer Improvements at Goldsboro Business Park 500K
    - Elevated Tank Management 490K
    - Public Works Maintenance Jet Rodder 480K

Major Expenditure Drivers (cont'd)

- Salary costs
  - 3% Cost of Living Adjustment (COLA) increase - $860K
  - 1% Merit increase effective January 1, 2023 - $143K
  - $300 Holiday Bonus (pro-rated for permanent Part-time employees) - $183K
- Increased fuel costs
  - Based on current pricing, fuel costs projected to be over $1M higher
- Benefit cost increases
  - 13.1% Health insurance rate increase - $370K
  - 14.3% Retirement rate increase - $380K
- Street resurfacing - $500K

Revenue Enhancements

- Sales tax distributions from the State estimated to increase $1.4M
- ARPA funds
  - $3.1M in the General Fund (remaining $1.4M is reserved to be used in FY24)
- Property taxes are estimated to increase $128K
- Parks and Rec revenues will be revised to include Friday green fees at the weekend green rate
- Solid waste fees were increased 12% ($500K) to pay for increased fuel prices and new equipment
- Water and sewer rates are increased 20% ($3.4M) for identified capital, operations and maintenance costs

General Fund Revenues

Revenue Type	FY2021-22, as amended	Manager Recommended FY 2022-23	Change FY 22 vs FY 23	% to Total
Taxes	$ 17,825,544	$ 17,989,168	$ 163,624	36.42%
Other Agencies	16,896,255	19,256,117	2,359,862	38.98%
Charges for Services	4,820,727	6,129,579	1,308,852	12.41%
Shared Services	3,207,840	3,328,996	121,156	6.74%
Capital Returns	2,469,326	2,115,427	(353,899)	4.60%
Licenses and Permits	378,450	447,275	68,825	0.91%
Miscellaneous	83,569	130,300	46,273	0.26%
Transfers	156,633	-	(156,633)	0.00%
Total Estimated Revenues	**$ 45,838,344**	**$ 49,396,862**	**$ 3,558,518**	**100.00%**

Capital Outlay Requests

GENERAL FUND				
Department	$ Requested	Recommended	Debt	Items to Note
Engineering	758,750	5,000	-	Railroad signals
Council	-	8,000	-	Chambers Dais extension
Fire Department	1,344,700	1,267,500	1,185,800	Aerial Truck $1.1M; F-250; Skid Unit
Information Technology	407,500	316,500	26,000	Telephone system $250K; F Bronco
Paramount	28,500	28,500	-	-
Parks and Recreation	197,000	165,995	-	Replaster pool $70K, tennis court repair $55K; GC irrigation system $30K
Planning	289,817	289,817	-	DOT Betterment agreements
Police Department	470,725	460,148	100,664	Three vehicles $100K, CAD software $76K, Portable radios $92K, HVAC Boiler-Public Safety Complex $180K
Public Works	1,236,300	862,300	750,000	2 Garbage Trucks, Leaf Vacuum Truck $720K, lift for garage $39K
Total General Fund	**$ 4,733,292**	**$ 3,403,760**	**$ 2,062,464**	

Capital Outlay Requests (cont'd)

STORMWATER FUND				
Department	Requested	Recommended	Debt	Items to Note
Public Works	$ 365,000	$ 311,000	$ 311,000	Sweeper $290K
Total Stormwater Fund	**$ 365,000**	**$ 311,000**	**$ 311,000**	

UTILITY FUND				
Department	Requested	Recommended	Debt	Items to Note
Finance-Utility Meter Reading	32,600	-	-	
Public Works-Maintenance	480,000	480,000	-	JetRodder $480K
Public Utilities	6,046,004	4,539,033	-	*See details next slide*
Total Utility Fund	**6,558,604**	**5,019,033**	-	
Grand Total-all funds	**$ 11,656,896**	**$ 8,733,793**	**$ 2,373,464**	

Capital Outlay Requests - Utility Fund

Item	Requested	Recommended
Refrigerated Incubator to perform incubated tests	$ 5,000	$ 5,000
Laboratory Dish Washer to clean equipment	7,000	7,000
Refrigerator samplers - WRF	13,000	13,000
Commercial Grade Lawn Mower	27,607	27,607
Bulk Chemical Tank - Hypochlorite (10,000 gallon tank) *FY22 Approved	45,000	45,000
Flood Barriers, Concrete Work for Generator Area *	100,000	100,000
Main Plant Generator Manual Transfer Switch *	100,000	100,000
Aerator Rehabilitation *	122,055	122,055
Replace Effluent Flow Meters *	132,000	132,000
Agitator mixes compost on a daily basis	150,000	150,000
Neuse River Pump Station Automatic Transfer Switch *	160,000	160,000
Bull Dozer for Compost Facility	163,162	163,162
Sand Filter #2	170,000	170,000
Barscreen New Hope *	200,000	200,000
Barscreen Pecan Lift station *	225,000	225,000
VFD for Pump #5 @ Westbrook Pump Station	240,000	-
Elevated Tank Asset Management 4 X's	490,000	490,000
Westbrook Pump Station 650 KW Generator *	500,000	500,000
Water and Sewer Infrastructure at Goldsboro Business Park	500,000	500,000
Capital Reserve (New WTP)	-	1,429,209
Petitioned Sanitary Sewer Improvements	996,180	-
U.V. System Replacement	1,700,000	-
Total Utility Fund Capital Requests	**$ 6,558,604**	**$ 5,019,033**

Authorized Positions

Fund	Recommended	Frozen	Items to Note
General Fund	374.7	24	Frozen: 20 Police, 3 Fire, 1 Street Maintenance; Unfrozen: 1 Police Investigator; Eliminated: 1 P&R Recreation Superintendent now Deputy Director
Stormwater	11.9	-	
Utility	68.4	-	Unfrozen: 1 Public Utilities Deputy Director
Occupancy Tax (Travel & Tourism)	3	-	
Total Full Time Positions	**458**	**24**	
Permanent Part-Time Positions	**17**	-	

Significant Unfunded Needs

- Police Department has 20 positions that are currently frozen and therefore not funded. They have indicated a need for additional $554K to address longevity increases to remain competitive.
- Fire Department has 3 positions frozen and is in need of salary adjustments totaling $192K to correct salary compression.
- Both of these departments have lower salaries than comparable departments benchmarked in the local area.

Future Considerations

- ARPA funds are not a continuing source of revenue.
- Borrowing funds to replace aging equipment is a concern
- More funding is needed to address pavement conditions Citywide.
- Water Treatment Plant replacement TBD
- Water Reclamation Facility expansion TBD

Next Steps

- Budget work sessions as desired by Council
- Public Hearing scheduled for June 6, 2022
- Adoption of budget on June 20, 2022
- Publish budget by June 30, 2022

Council discussed debt levels, police and fire vacancies and salaries, lapsed salaries, longevity as a way of retaining employees and employee salaries. Council will discuss salaries at the next meeting.

Council discussed a date for the budget work session. The mayor and council will hold a special meeting to discuss the budget on Monday, May 23, 2022 at 5:30 pm.

Old Business.

NPO Support Discussion. Mayor Ham read a statement regarding documentation submitted by nonprofits. Councilman Gaylor discussed a recent discussion with nonprofits. Council discussed at length the nonprofit funding support process. Councilwoman Matthews discussed the requirements of the nonprofit funding. Councilman Gaylor made a motion to honor the cap put in place last time of $160,000, fund all returning grant applicants at $10,000 and fund all new applicants at $5,000 which totals $150,000, which is slightly less than we said with criteria that all documents must be turned in accordance with the actual stated application before they receive any funds. Councilman Gaylor clarified that he was saying exclusively for FY2022-23. Council discussed a policy for the next fiscal year. Councilman Aycock seconded Councilman Gaylor's original motion. Councilman Aycock made a motion to amend the motion to exclude Wayne Model Railroad Club and the Four Day Movement. Councilman Broadaway seconded the amended motion. Council and Attorney Lawrence discussed the motions and the amendment. Councilman Aycock withdrew his amendment. Mayor Ham restated the original motion to fund the original agencies to the amount of $10,000, new request agencies $5,000, not to exceed $160,000. The motion was seconded by Councilman Aycock. Council and the mayor discussed the motion. Councilman Gaylor restated his motion to support the recurring applicants with the $10,000 grant, the new, first time applicants with a $5,000 grant and no grant recipient is to receive any funds until they have turned in all required documentation and satisfied any requirements by our finance department and that it be done in quarterly payments, which I believe is already our practice. Councilman Gaylor and Councilwoman Jones voted for the motion. Mayor Ham, Mayor Pro Tem Polack, Councilman Broadaway, Councilwoman Matthews and Councilman Aycock voted against the motion. The motion failed 5:2. Mayor Ham made

a motion to defer further discussion this evening on the nonprofit funding allocations to a later time to be determined. Councilman Gaylor seconded the motion. Mayor Ham, Mayor Pro Tem Polack, Councilman Broadaway, Councilman Gaylor and Councilman Aycock voted for the motion. Councilwoman Jones did not vote, however, pursuant to N.C.G.S. 160A-75, her lack of vote would be considered an affirmative vote. Councilwoman Matthews voted against the motion. The motion passed 6:1.

Consent Agenda Review. Each item was reviewed. Additional discussion included the following:

Item I. Kiwanis Train Contract Renewal. Felecia Brown, Parks and Recreation Director discussed the contract renewal and shared that the City Attorney and Kiwanis attorney advised the following revision to the contract. She shared the motion on the consent agenda item would be based on the changes.

The original contract #8 stated; The operation of said train shall be under the control, supervision, and management of the Kiwanis Club. Only properly trained Kiwanis Club members, 18 years or older, can operate the train. The amendment of the contract #8 now states; The operation of said train shall be under the control, supervision, and management of the Kiwanis Club. The train may be operated only by a person who is (i) 18 years of age or older, (ii) properly trained, and (iii) either a Kiwanis Club member or a volunteer.

Item K. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 900 Marvin Street from Anthony Rivera. Upon motion of Councilmember Aycock, seconded by Mayor Pro Tem Polack and unanimously carried, Council agreed to accept the initial bid and authorize Finance to advertise for upset bids for 900 Marvin Street.

Closed Session.

Councilwoman Jones made a motion to go into closed session to discuss matters of potential litigation and personnel. The motion was seconded by Mayor Pro Tem Polack and unanimously carried.

After the Closed Session was held, Council came out of Closed Session and back into Open Session.

There being no further business, the meeting recessed until 7:00 p.m.

CITY COUNCIL MEETING

The City Council of the City of Goldsboro, North Carolina, met in Regular Session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on May 16, 2022.

Mayor Ham called the meeting to order at 7:00 p.m.

Archbishop Anthony Slater with Tehillah Church Ministries provided the invocation. The Pledge of Allegiance followed.

Roll Call.

Present:	Mayor David Ham, Presiding
	Mayor Pro Tem Taj Polack
	Councilwoman Hiawatha Jones
	Councilman Bill Broadaway
	Councilwoman Brandi Matthews
	Councilman Charles Gaylor, IV
	Councilman Gene Aycock
Also Present:	Tim Salmon, City Manager
	Laura Getz, City Clerk
	Ron Lawrence, City Attorney

Approval of Minutes. Mayor Pro Tem Polack made a motion to approve the minutes of the Work Session and Regular Meeting Session of May 2, 2022. The motion was seconded by Councilman Aycock and unanimously carried.

Presentations.

Tourette Syndrome Awareness Month Proclamation. Read by Mayor Pro Tem Polack; Goldsboro City Council proclaimed May 15 - June 15, 2022 as TOURETTE SYNDROME AWARENESS MONTH and June 4, 2022 as “Tourette Syndrome Awareness Day” in the City of Goldsboro, as a special day to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome. Mayor Pro Tem Polack presented the proclamation to Jean-Paul “Wyatt” Lanier.

Armed Forces Day Proclamation. Read by Mayor Ham; Goldsboro City Council proclaimed our support on May 21, 2022 for ARMED FORCES DAY and officially recognized the brave service and many sacrifices made by our active-duty service members, those who served before them, and their family members. Furthermore, we recognize the volunteers and non-profit organizations and businesses who band together to demonstrate their appreciation.

Herman Park Train Update. Chip Craig with the Kiwanis Club of Goldsboro presented the following presentation.

UPDATE:
Miniature Train Replacement Project
Herman Park

Monday, May 16, 2022
Chip Craig
Kiwanis Club of Goldsboro

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

KIWANIS CLUB OF GOLDSBORO
KIWANIS INTERNATIONAL
100 YEARS

Kiwanis Club of Goldsboro & City of Goldsboro Continuing the Miniature Train Tradition

HISTORICAL CONTEXT:

On August 16, 2021, City Council authorized the Kiwanis Club of Goldsboro to:

1) Fund-raise to replace the existing train and to upgrade the train experience at Herman Park.

2) Use the Train's reserve funds to make a down-payment on the new train.

3) Ask City staff to work with us on design of the upgraded experience.

4) Apply proceeds from sale of the old train to the Train replacement project.

FUNDING for UPGRADES: Original (Aug '21) & Current (May '22)

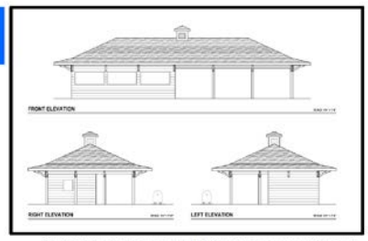
ORIGINAL		CURRENT	
$ 50,000	Funds from Club's Train Legacy Account	$ 50,000	Funds from Club's Train Legacy Account
$ 25,000	Est Funds (donated by the city) **if** City sells the old train	$ 0	Funds from 2/22 public auction, will replenish train capital acct
$ 75,000	Funds raised from **local businesses** and **private citizens**	$ 172,000	CASH Funds donated by companies and citizens
$150,000	Total estimated funds available for train & patio and platform construction	$222,000	Total estimated funds available for train+upgrades

Does NOT include value of volunteer labor ("Gifts in Kind"), est $30,000

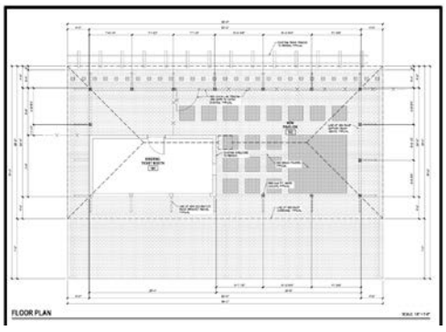
New Train manufactured in TX at cost of $98,490 (Paid in Full)

Delivered Saturday, May 14, 2022 (Shown: volunteers Grayson Hussey & Grant Webber!)

Proposed Train Station Upgrades



Site Plan Contributed by Joe Smith (Smith Engineering & Design)



PROPOSED FOOTPRINT of the HERMAN PARK TRAIN STATION, showing:
1) Existing concession stand
2) Expanded patio
3) Expanded roof

Special thanks to:
- Joe Smith, Smith Engineering & Design
- Bryan Jones, BK Jones Consulting Engineers

Installation of Brick Patio will be part of final phase of construction (end of August, 2022)

Updated Train Timeline:

May 16, 2022	City Council approves conceptual design of updated Train Station
May 28-20, 2022	Train OPENS Memorial Day Weekend, 1-5
July 5, 2022	8 weeks Train Station Construction period (Train Operations Shut Down for Construction until Labor Day)
Labor Day Weekend	GRAND OPENING

Updated Train Timeline:

Thank you to our community for making this happen.

A Bright Future for the 1953 Train

An American antique, it will be fully restored to take summer visitors to outdoor exhibits in Shelburne (VT) Museum

Proceeds from auctions.gov website in February 2022 of $28,900 will be used to replenish the Kiwanis Club of Goldsboro's Repair Fund (accumulated from ticket sales over the years).

Mr. Craig requested Council approval to proceed with the plan to move forward with the new concession stand and surrounding space. Council gave consensus to proceed. Mayor Ham thanked the Kiwanis and the volunteers for their work.

Public Hearings.

Z-6-22 NC Residential Partners, LLC. (R16-R12) – South side of E. Patetown Rd. between Ashley Ave. and Country Day Rd. Public Hearing Held. The subject property is currently vacant and undeveloped. The applicant requests to rezone the property from Residential (R16) to Residential (12). The applicant recently acquired the property and desires a change of zone for higher density residential development purposes. If rezoned, the applicant will be required to meet the regulations of the Residential (R12) zoning district. Site and landscape plans will be required and approved by City officials before construction permits can be issued in the future.

Frontage: Approximately 390 ft. (E. Patetown Rd.)

Approximately 375 ft. (Country Day Rd.)

Area: 123,235 sq. ft. or 2.83 acres

SURROUNDING ZONING:

North: Residential (R12/16);

South: Residential (R16);

East: Residential (R16); and

West: Residential (R16)

The property was once occupied by a single-family dwelling prior to 2010.

The City's Land Use Plan recommends Medium-Density Residential development for the property.

The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are available to serve the property.

Mayor Ham opened the public hearing and the following people spoke:

1. Charles Henry, 103 Whitney Place, spoke in opposition of the proposed zoning change.
2. Thomas Newton Jr. spoke in opposition of the proposed zoning change.
3. Martha Swisher spoke in opposition of the proposed zoning change.
4. Della Frasier requested clarification on multi-family use.
5. Jin Choi spoke in opposition of the proposed zoning change.

Council discussed the current and proposed zoning and the Comprehensive Land Use Plan.

No one else spoke and the Public Hearing Held was closed.

No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on June 6, 2022.

Z-7-22 Duke Energy Progress (R20A-I2) – South side of Thoroughfare Rd. between Sandy Lane Rd. and Central Heights Rd. Public Hearing Held. The subject property is currently occupied by an electrical utility substation owned and operated by the applicant.

The applicant requests to rezone the property from Residential (R20A) to General Industry (I2). The applicant desires a change of zone since the current residential zoning classification is not appropriate for the site. If rezoned, the applicant will be required to meet the regulations of the General Industry (I2) zoning district for future development purposes.

Frontage: Approximately 1,276 ft. (Thoroughfare Rd.)

Area: 1,598,692 sq. ft. or 36.71 acres

SURROUNDING ZONING:

North: Residential (R20A/RMNC) and Residential Manufactured (R9);

South: Residential (R20A) and Industrial Business Park (IBP-1);

East: Residential (R20A/RMNC); and

West: Industrial Business Park (IBP-1)

The City's Land Use Plan recommends Industrial development for the property.

The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are not available to serve the property.

Mayor Ham opened the public hearing. No one spoke and the public hearing was closed.
No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on June 6, 2022.

Z-8-22 Alpha 13 LLC. (R16-R12CZ) – South side of W. New Hope Rd. between Somervale Ln. and Twin Oaks Pl. Public Hearing Held. There are three (3) separate parcels associated with the change of zone request. Currently, the subject properties are vacant and are utilized as agricultural farmlands.

Parcel 1: 4.64 acres

Parcel 2: 4.6 acres

Parcel 3: 10.27 acres

Frontage: Approximately 1,276 ft. (Thoroughfare Rd.)

Total Area: 849,843 sq. ft. or 19.5 acres

SURROUNDING ZONING:

North: Residential (R16);

South: Residential (R16A);

East: Residential (R16); and

West: Residential (R12/16)

The applicant requests to rezone the subject properties from Residential (R16) to Residential (R12CZ). The applicant has submitted a conceptual site plan indicating a 62-lot residential cluster subdivision. If rezoned, the applicant will be required to recombine the three lots into one meeting the development design standards of the Residential (R12) zoning district. Separate site and construction plan approval will be required.

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.

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 4.05 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.

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 utilities.

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 shall meet City standards. All utilities shall be installed underground. Curb and gutter is required.

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.

All utilities shall be installed underground.

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.

Interconnectivity has not been provided for the proposed subdivision.

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.

Mayor Ham opened the public hearing and the following people spoke:

1. Zach Anderson with Alpha 13 shared information about the proposed use.
2. David Cline, Somervale Lane, spoke about the proposed zoning change and shared concerns about water runoff.

No one else spoke and the public hearing was closed.

No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on June 6, 2022.

Mayor Ham excused the Planning Commission.

Public hearing on the ratification of an agreement for the development of an Industrial Park. Public Hearing Held. Resolution Adopted. The City of Goldsboro has entered into an agreement with the Wayne County Development Alliance (WCDA) and Wayne County for the development of an industrial park.

Pursuant to NC General Statute 158-7.1, staff is requesting that council ratify the actions of the city council at their meeting on June 5, 2017 and approve the agreement with WCDA and Wayne County.

The agreement was entered into without the proper notice and resolution requirements being met. The information below describes the agreement dates, and the name of the company the city entered into the agreement with.

An agreement regarding the development of an Industrial Park, dated June 6, 2017, between the City of Goldsboro. Wayne County, and the WCDA.

a. Location – 400 Patetown Road, Goldsboro, NC

b. City of Goldsboro agrees to design and install the necessary water and sewer lines and appurtenances to service the property at its costs, minus any grants that may be obtained for this purpose. The estimated cost for Phase I is $485,000, which will be appropriated from the City of Goldsboro Utility Fund.

c. City agrees not to annex the property. In exchange for that agreement, the County agrees to share equally with the City the general County ad valorem taxes on the real property collected.

d. New industries to the property will provide jobs for citizens of the City of Goldsboro.

It was recommended that Council adopt the following entitled resolution ratifying the actions taken by council at the June 5, 2017 meeting, and approve the agreement with the WCDA and Wayne County. The original agreement is attached.

Mayor Ham opened the public hearing. No one spoke and the public hearing was closed.

Upon motion by Councilman Gaylor, seconded by Councilman Broadaway, and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION NO. 2022-41 "RESOLUTION RATIFYING THE ACTIONS OF THE GOLDSBORO CITY COUNCIL AND APPROVING AN AGREEMENT FOR THE DEVELOPMENT OF AN INDUSTRIAL PARK"

Public Comment Period. Mayor Ham opened the public comment period and the following people spoke:

1. Georgia Dees, Executive Director of the Arts Council, shared comments about funding nonprofits and that the Arts Council will be moving to a new location, 123 N. Center Street. She also shared information about the Arts Council.
2. Diane Belmont, Secretary and board member of the Arts Council shared comments about the city funding the Arts Council and shared information about the Arts Council.
3. Nancy Fallen shared concerns regarding sanitation department issues (debris and leaf and limb backlog). Mayor Ham explained the issues with the trucks.
4. Doug McGrath shared comments regarding NC Freedom Fest to be held May 20-21, 2022.
5. Douglas Horne with the Dillard Alumni shared concerns regarding issues with an upcoming event.
6. Henry Battle shared a list of the properties that he owns. He also discussed the Black Elks Lodge.

No one else spoke and the public comment period was closed.

Consent Agenda – Approved as Recommended. Mayor Ham presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilman Aycock moved the items on the Consent Agenda, Items I - L be approved as recommended by the City Manager and staff. The motion was seconded by Councilman Gaylor and a roll call vote resulted in all members voting in favor of the motion.

The items on the Consent Agenda were as follows:

Kiwanis Train Contract Renewal. Resolution Adopted. During the August 16, 2021 meeting, the Kiwanis Club of Goldsboro requested approval from City Council to purchase a new miniature train to replace the current miniature train. The Kiwanis Club of Goldsboro would donate the new train to the City of Goldsboro upon receiving it. The current contract with the Kiwanis Club of Goldsboro has not been revised since December 2008.

The contract needs to be updated to reflect the new miniature train manufactured by Swannee River Railroad Company.

It was recommended that Council adopt the following entitled resolution authorizing the Mayor and City Clerk to enter into a revised contract with the Kiwanis Club of Goldsboro. Consent Agenda Approval. Aycock/Gaylor (7 Ayes)

RESOLUTION NO. 2022-42 "A RESOLUTION AUTHORIZING THE CITY OF GOLDSBORO TO EXECUTE A REVISED CONTRACT WITH THE KIWANIS CLUB OF GOLDSBORO TO OPERATE THE NEW MINIATURE TRAIN"

Resolution to accept the donation of F-Unit Locomotive and 12 passenger car miniature train from the Kiwanis Club of Goldsboro. Resolution Adopted. Council approved the installation of the new miniature train at the August 16, 2021 meeting.

The final revised agreement between the City and the Kiwanis was presented earlier. At this time, it is necessary for the Council to formally accept the donation of the miniature train from the Kiwanis. City's are authorized to accept donations under its corporate powers (N.C.G.S. §160A-11), and to undertake the activity under N.C.G.S. §160A-209(c)(24) Parks and Recreation. The approximate value of the donation is $98,500.

It was recommended that Council adopt the following entitled resolution authorizing the acceptance of a donation of personal property to the City of Goldsboro from the Kiwanis Club of Goldsboro of an F-Unit Locomotive with a 12 passenger car. Consent Agenda Approval. Aycock/Gaylor (7 Ayes)

RESOLUTION NO. 2022-43 "RESOLUTION AUTHORIZING THE ACCEPTANCE OF A DONATION OF PERSONAL PROPERTY TO THE CITY OF GOLDSBORO UNDER NCGS § 160A-11"

Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 900 Marvin Street from Anthony Rivera. **Resolution Adopted.** Staff has received an offer to purchase city owned property. Council must either accept or reject the offer, and if accepted authorize advertisement for upset bids (G.S. 160A-266 and 160A-269).

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

<u>900 Marvin Street– City Owned</u>
Offeror: Anthony Rivera
Offer: $1,685.00
Bid Deposit: $84.25
Parcel #: 0047497 Pin #: 2599812428
Tax Value: $3,370.00 Zoning: R-6

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

It was recommended that Council accept an offer on 900 Marvin Street and adopt the attached resolution authorizing Finance to advertise for upset bids. Consent Agenda Approval. Aycock/Gaylor (7 Ayes)

RESOLUTION NO. 2022-44 "RESOLUTION AUTHORIZING UPSET BID PROCESS"

Departmental Monthly Reports. Accepted as Information. The various departmental reports for April 2022 were submitted for Council approval. It was recommended that Council accept the reports as information. Consent Agenda Approval. Aycock/Gaylor (7 Ayes)

End of Consent Agenda.

<u>City Manager's Report.</u> City Manager Salmon shared a Covid update and informed everyone that Governor Cooper ordered flags to fly at half-staff in memory of the one-million American lives lost to Covid 19. He also shared information regarding the upcoming event, Freedom Fest. He shared that on Memorial Day weekend, Goldsboro/Dillard Alumni will have their parade and event downtown and that city pools will open.

<u>Ceremonial Documents.</u>

Resolution Expressing Appreciation For Services Rendered By Judith Bateman As An Employee Of The City Of Goldsboro For More Than 9 Years. Resolution Adopted. Judith Bateman retires on June 1, 2022 as a Laboratory Supervisor with the Public Utilities Department of the City of Goldsboro with more than 9 years of service. Judith began her career on May 8, 2013 as a Laboratory Supervisor with the Public Utilities Department. Judith has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her fellow workers and the citizens of the City of Goldsboro. 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 Judith Bateman their deep appreciation and gratitude for the service rendered by her to the City over the years and expressed to Judith their very best wishes for success, happiness, prosperity and good health in her future endeavors. This Resolution shall

be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 16th day of May, 2022.

Upon motion by Councilman Aycock, seconded by Mayor Pro Tem Polack, and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION 2022-45 "RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY JUDITH BATEMAN AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 9 YEARS"

Mayor and Councilmembers' Comments.

Councilman Aycock reminded everyone tomorrow is Election Day and to go vote.

Councilman Gaylor shared it is a wonderful time of the year to be a citizen of Goldsboro. He listed events such as the Pickle Festival, Touch-a-Truck, and Freedom Fest and encouraged everyone to go out, be safe and enjoy themselves. He also reminded everyone the pools open up on Memorial Day weekend.

Councilwoman Matthews had no comment.

Mayor Pro Tem Polack shared he was excited about upcoming events in the city such as Freedom Fest and the Goldsboro/Dillard Alumni. He gave a shout out to the upcoming high school graduates. He shared that he wanted to work with Mr. Henry Battle to get the Elks Lodge the representation and historic value that it deserves.

Councilman Broadaway thanked Doug McGrath and his team for their work with Freedom Fest and encouraged everyone to attend.

Councilwoman Jones shared she has concerns about safety in our community. She shared concerns about crime downtown and asked everyone to be safe this weekend. She also thanked Mr. Henry Battle for being a property owner.

Mayor Ham read his comments regarding violent crime and the shortage of officers in the Goldsboro Police Department. He also shared information regarding Crime Stoppers and asked citizens to cooperate with Police when they have information regarding a crime or a pending criminal action.

The meeting adjourned at 8:27 pm.

CITY OF GOLDSBORO INCORPORATED 1844 - 1891

David Ham
Mayor

Laura Getz, MMC/NCCMC
City Clerk

MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL
MAY 23, 2022

The City Council of the City of Goldsboro, North Carolina, met in a Special Meeting to discuss the FY22-23 Budget in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:30 p.m. on Monday, May 23, 2022.

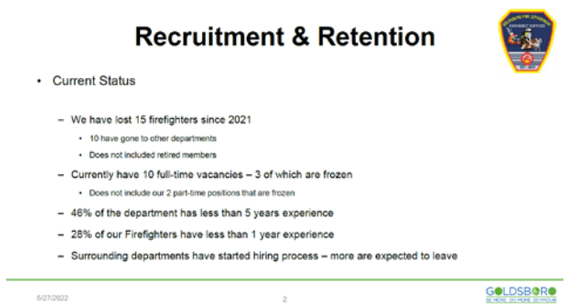
Call to Order. Mayor Ham called the meeting to order at 5:30 p.m.

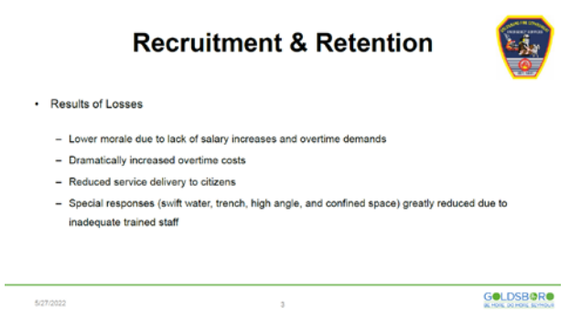
Roll Call.

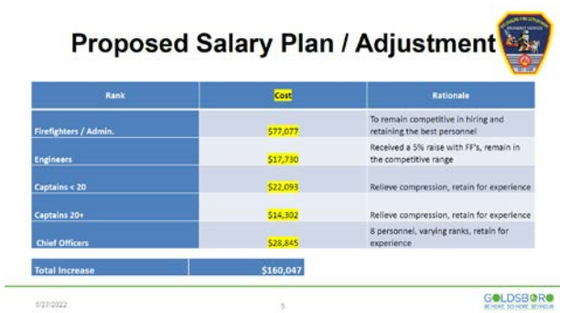
Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilwoman Hiawatha Jones
Councilman Bill Broadaway
Councilwoman Brandi Matthews
Councilman Charles Gaylor, IV (participated via Zoom)
Councilman Gene Aycock
Tim Salmon, City Manager
Laura Getz, City Clerk

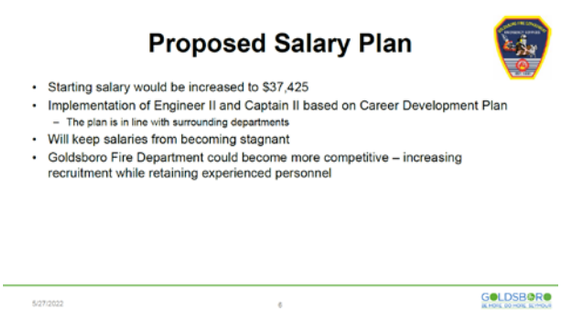
Budget Discussion.

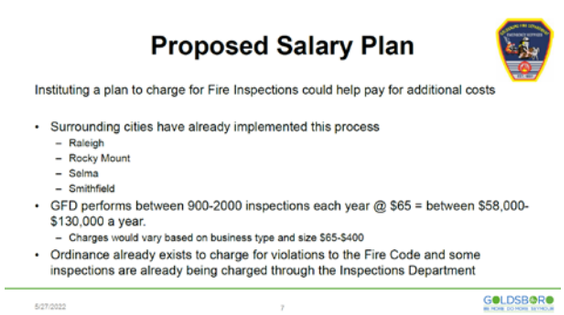
Ron Stempien, Fire Chief presented the following information:

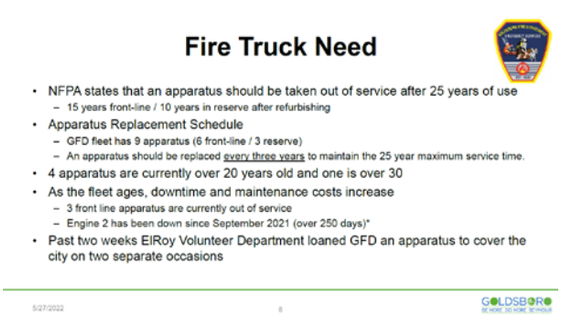












Fire Truck Need

- Engine 2
  - 22 years old and has over 146,000 miles with 16,550 hours
  - Engine hours equate to over 579,250 miles
  - No known rebuild of motor or transmission
  - Build time on apparatus is between 14-26 months
  - Payment not due until FY24-25

5/27/2022 9 GOLDSBORO

Questions

Thank you for your time and consideration.

5/27/2022 10 GOLDSBORO

Chief Stempien shared information regarding recruitment, retention, salary comparisons, fire inspections of businesses (including hospitals, jails and schools), and fire department equipment needs. Council discussed the ages of current fire trucks, manpower, longevity, retention and current staffing with Chief Stempien. Council discussed implementing fees for fire inspections. Council discussed the fire department's proposed budget. Chief Stempien shared his request in the budget for a fire truck for 1.1 million dollars, skid unit, and discussed the department's equipment needs. City Manager Salmon asked Council for consensus to move forward with charging for the fire inspection fee. Council discussed the fee amounts. Mayor Ham stated that council would take this as consensus to approve and will come back at the next meeting and make it formal.

Mike West, Police Chief presented the following information:

GOLDSBORO POLICE DEPARTMENT

Michael D. West, Chief of Police

May 23, 2022

GOLDSBORO
BE MORE. DO MORE. BE YOUR

www.goldsboronc.gov

VACANCIES

5/27/2022 2 GOLDSBORO

SALARY COMPARISONS

	Goldsboro	WCSO	Wilson	Princeton	Kinston	Garner	Clayton	Smithfield	Raleigh	Chapel Hill
ENTRY BASE	$38,505	$41,000	$41,064	$45,385	$40,278	$47,060	$45,404	$42,416	$42,300	$50,000

In addition to higher starting salaries:

- Wilson offers higher incentives for probation, progression, sworn service, military service, education
- Princeton offers higher incentive for probation
- Kinston offers higher incentive for progression
- Raleigh offers higher incentives for experience and education
- Chapel Hill offers higher incentives for language, education, POPAT, Advanced LE certificate

5/27/2022 3 GOLDSBORO

PROPOSALS

RETENTION INCENTIVE	COST	RECRUITMENT INCENTIVE
Experience Increases: <7 Years Experience + 5% >/=7 Years Experience + 10%	$428,722.51	Probationary 5% Career Progression 5%
Longevity (Tiered 5yrs+)	$136,720.24	
Total	**$565,442.75**	
Experience Increases: <7 Years Experience + 2% >/=7 Years Experience + 7%	$282,538.32	Probationary 5% Career Progression 5%
Longevity (Tiered 5yrs+)	$139,322.43	
Total	**$421,860.74**	
Experience Increase: All 5%	$245,574.21	Career Progression 5%
Longevity (Tiered 5yrs+)	$130,895.75	
Total	**$376,469.96**	
Longevity (Tiered 5yrs+)	**$124,662.62**	None

5/27/2022 4 GOLDSBORO

QUESTIONS

Thank you for your time.

Chief Michael D. West
mwest@goldsboronc.gov
Office: 919-580-4231

5/27/2022 5 GOLDSBORO

Chief West shared information about frozen positions, current vacancies, not providing funeral escorts, salary comparisons, seniority, retention and longevity. Council discussed the presentation and the four proposals. Council discussed working with the Sherriff's Department and the requested increase in salaries, lapsed salaries and attrition. City Manager Salmon discussed the proposed salary increase and increasing the tax rate. Council discussed street paving. Mayor Ham asked if Council agreed to one of the four proposals made by Chief West. Council discussed the proposals. Councilman Aycock proposed to raise the less than seven years of experience to three percent and keep the greater than seven years' experience at seven for a total of $450-460,000. Council consensus was not to raise taxes this year but to use street paving improvement funds to pay for police department salaries. City Manager Salmon will come back to the next meeting with further proposals.

Council went through each department's proposed budget and made the following changes:

- Removed the renovation of the dais in Council Chambers for $8,000 from the Mayor and Council's budget.

Council took a break at 7:15 pm and returned at 7:25 pm.

Council continued discussion on the community survey, discussed using Survey Monkey versus spending $7,000 and had a consensus to conduct a community survey that was free.

Council discussed staff retention and longevity with Ms. Bernadette Dove, Human Resources Director. Ms. Dove will come back to Council with the cost of longevity and a 401K increase for a future budget year.

Council went through each department's proposed budget, made the following changes and/or discussed the following:

- Council discussed the Summer Youth Program in the Community Relations budget.
- Contract Services in the Downtown Development fund was replicated in the General Fund and MSD. The amount ($4,140.00) should be removed from the General Fund and remain in the MSD fund.
- Council discussed the increase in Information Technology's Building Maintenance line.
- Rick Fletcher, Public Works Director shared he could come up with an extra 2% in his budget for his department employees. Department heads discussed the proposal of finding an additional 2% in their budgets. Council discussed salary increases. Council discussed proposed Public Works department equipment (trucks). City Manager Salmon discussed replacing a front-end loader after insurance pays out with the garbage packer. He also recommended removing the purchase of a street sweeper from the stormwater fund. Council discussed the city's future growth and equipment.
- Catherine Gwynn, Finance Director shared information regarding the FY21 audit. She shared she hopes the audit will be issued at the end of September or beginning of October.
- Bobby Croom, Engineering Director shared information regarding Carolina Street resurfacing. He also shared the department is researching impact/development fees.
- Felicia Brown, Parks and Recreation Director shared information regarding city pools and tennis courts repair. City Manager Salmon shared that the roof at the T.C. Coley Center is not budgeted in this year's budget. Ms. Brown discussed the T.C. Coley Center. Obie Agbasi, Golf Director shared information regarding the Golf Course.
- Bert Sherman, Interim Public Utilities Director shared information regarding employee retention issues.
- Amanda Justice, Tourism Director shared information regarding year-end revenues in occupancy tax funds.

City Manager Salmon requested Council direction on employee bonuses. He stated that he would work with department heads the rest of the week to find the additional 2% from their budgets; we will take the $500,000 from paving and some of the other savings we found here and see what we can do. He asked if Council wanted to pay that 5% COLA up front or put it into a bonus. Councilman Aycock stated he thought there was a consensus with 3% then do a bonus with the rest of it.

City Manager Salmon requested clarification and restated the last decision as a 3% COLA that we currently have funded, 1% merit and find more for a bonus. Council discussed the middle option for police and the manager will come back with an additional 2%.

Mayor and Council discussed the date of the next special meeting to be held on June 7, 2022 at 5:30 pm.

The meeting adjourned at 9:30 pm.

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

David Ham
Mayor

Laura Getz, MMC/NCCMC
City Clerk

ITEM B

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Public Hearing on FY 2022-2023 Annual Operating Budget

BACKGROUND: North Carolina General Statute §159-12 requires the governing board to conduct a public hearing prior to the adoption of the annual operating budget. Statute further requires that the budget officer file notice of the availability of the budget for public inspection and the date and time of the budget hearing. This was done on Saturday, May 14, 2022 in the Goldsboro News-Argus, and additionally published on the City's website and via social media.

DISCUSSION: Upon closing of the public hearing, staff will be prepared to present the FY 2022-2023 annual operating budget ordinance for proposed adoption at the June 20, 2022 meeting.

RECOMMENDATION: It is recommended that Council:

1. Conduct a public hearing on the annual operating budget at the June 6, 2022 council meeting at 7:00 p.m.
2. Establish any additional budget work session(s) date(s) and times, if necessary before June 30, 2022 at midnight.
3. If no further discussion is requested, adopt the FY2022-2023 annual operating budget ordinance at the June 20, 2022 meeting.

Date: 5/27/22

Timothy M. Salmon, City Manager

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina
200 North Center Street, 27530
P 919.580.4362

City of Goldsboro
Notice of Public Hearing
FY 2022-2023 Budget
Proposed Water and Sewer Rate Increase
Proposed Solid Waste Fees Increase

The public is hereby advised that per G.S. 159-12, the City Manager shall submit the proposed budget for the City of Goldsboro for FY 2022-2023 to the Mayor and the City Council on Monday, May 16, 2022. Included in the recommended FY 2022-2023 is a proposed water and sewer rate increase of twenty percent (20%) for all rate categories, and a proposed increase in solid waste commercial and residential rates of approximately 12%. A copy of the proposed budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 will be on file in the office of the City Clerk and on the City of Goldsboro's website, http://www.goldsboronc.gov/. The budget will be available for public inspection during normal business hours from 8:00 a.m. to 5:00 p.m. until the budget ordinance is adopted. The City Clerk's office is located in the City Hall Addition, 200 North Center Street, Goldsboro, North Carolina.

The City Council will conduct a public hearing on the proposed budget and the proposed rate increases during their regularly scheduled meeting on Monday, June 6, 2022 at 7:00 p.m., or as soon thereafter as may be heard, in the Council Chambers located at City Hall, 214 North Center Street, Goldsboro, North Carolina. Any person who wishes to be heard on the budget may appear.

Catherine F. Gwynn
Director of Finance

AFFP

FY 2022-2023 Budget Hearing

Affidavit of Publication

STATE OF NC }
COUNTY OF WAYNE } SS

David Rouse, being duly sworn, says:

That he is David Rouse, Network Manager of the Goldsboro News-Argus, a daily newspaper of general circulation, printed and published in Goldsboro, Wayne County, NC; that the publication, a copy of which is attached hereto, was published in the said newspaper on

May 14, 2022

That said newspaper was regularly issued and circulated on those dates.
SIGNED:

David Rouse, Network Manager

Subscribed to and sworn to me this 17th day of May 2022.

City of Goldsboro
Notice of Public Hearing
FY 2022-2023 Budget
Proposed Water and Sewer Rate Increase
Proposed Solid Waste Fees Increase

The public is hereby advised that per G.S. 159-12, the City Manager shall submit the proposed budget for the City of Goldsboro for FY 2022-2023 to the Mayor and the City Council on Monday, May 16, 2022. Included in the recommended FY 2022-2023 is a proposed water and sewer rate increase of twenty percent (20%) for all rate categories, and a proposed increase in solid waste commercial and residential rates of approximately 12%. A copy of the proposed budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 will be on file in the office of the City Clerk and on the City of Goldsboro's website, http://www.goldsboronc.gov/. The budget will be available for public inspection during normal business hours from 8:00 a.m. to 5:00 p.m. until the budget ordinance is adopted. The City Clerk's office is located in the City Hall Annex, 200 North Center Street, Goldsboro, North Carolina.

The City Council will conduct a public hearing on the proposed budget and the proposed rate increases during their regularly scheduled meeting on Monday, June 6, 2022 at 7:00 p.m., or as soon thereafter as may be heard, in the Council Chambers located at City Hall, 214 North Center Street, Goldsboro, North Carolina. Any person who wishes to be heard on the budget may appear.

Catherine F. Gwynn
Director of Finance

HEATHER TWIGGS LAWRENCE
Notary Public
Wayne County, NC

My commission expires: 7/31/2026

00011894 70365102

Nona Robbins
City of Goldsboro - Finance
PO Drawer A
Goldsboro, NC 27533

Item No. C

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Jamz Out Juneteenth – Temporary Street Closure Addendum

BACKGROUND: The temporary street closure for the Jamz Out Juneteenth celebration scheduled for June 18, 2022 was approved by the City Council on April 18, 2022, and a Special Events/Parade/Street Closure Permit has been issued to the sponsor for the event. The sponsor, Curtis Media, has requested a change in the street closure and the time of the closure.

DISCUSSION: As shown on the Addendum (attached), the sponsor is requesting the street closure to be from Chestnut Street to Pine Street, and a street closure time from 9:00am - 6:00pm. The change in time is to accommodate for the setup of the vendors.

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

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments should be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested changes to allow the temporary closing of S. Center Street from Chestnut Street to Pine Street from 9:00am – 6:00pm, as indicated on the attached addendum.

Date: 5-20-22 Michael West
Mike West, Police Chief

Date: 5/27/22 Tim Salmon
Tim Salmon, City Manager

May 17, 2022

To: Sergeant Powers, Goldsboro PD

From: Liza Govan, Curtis Media

Re: Addendum to Special Event Permit

Dear Sergeant Powers,

I'd like to request a modification to the special events permit for our June 18, 2022, Juneteenth event in Downtown Goldsboro.

Requested modifications:

1) Current permit is for a street closure on Center Street from Chestnut to Elm. We will only require street closure from Chestnut to Pine.
2) Current permit is for the granted street closure beginning at 11:00 a.m. through 6:00 p.m. Our event opens to the public at 11:00 a.m. As a result, we will need to have street closure beginning at 9:00 a.m. for vendors set up.

Please advise of any actions on our part that may need to be done for the requested changes to be reviewed and approved.

Kindest regards,

Liza Govan, LSM

Curtis Media, Goldsboro

GOLDSBORO
BE MORE DO MORE SEYMOUR

Date of Application
(Inner Office Use Only)

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

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

I. General Information

Type of Event: (please check all that apply)
☐ Parade ☐ Run/Walk ☒ Festival ☐ Street Closure ☐ Carnival ☐ Other (explain):

Event Name: Jamz Out Juneteenth

Event Date(s): June 18, 2023 **Event Website:** Jamzoutjuneteenth.com

Inclement Weather/Rain Date(s): —

Description of Event (Please briefly describe the event.)
Celebration of black freedom - music artist, bouncy houses, vendors and food trucks

Requested Event Location: Freedom field - Empty Lot next to Well Travelled Beer

Event Start Time/End Time: 12p - 5p

Set-Up: Date & Time (start/end): June 18, 2022 @ 7am

Dismantle (Completion): Date & Time (start/end): June 18 2022 5p - 7p

Estimated Daily Attendance: 2500

Will this event require street closures? ☒ Yes ☐ No **Closure Times** 11:00a - 6:00p

If yes, **please list the streets that you are requesting to be closed:** Partial Street closure. Well Travelled Beer on Center to Elm.

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Curtis Media [illegible] NC

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

Applicant Name: Curtis Media Group Title: (Liza Govan) Sales Manager

Address: 2581 US [illegible] Hwy 70 West

City: Goldsboro State: NC Zip: 27530 Phone: 919-736-1150

Cell Phone: 919-750-1115 Email: lgovan@curtismedia.com

Day of Event Contact:

Name: Liza Govan Phone: 919-750-1115
Alternate- Bryce Wilson 919-696-4237

III. Event Map

For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION: N/A

For Run/Walk/Parade/Carnivals- STARTING POINT: N/A

For Run/Walk/Parade/Carnival- ENDING POINT: N/A

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

See Attached. Requesting Use, Setup and Breakdown of the City's Stage

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:
Requesting assistance from the City of Goldsboro

If no portable toilets will be provided, how will these requirements be handled?
Requesting Use of Hub's Lavatories and Concession Facility

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.)
Requesting assistance from City of Goldsboro

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

☑ Yes ☐ No Does the event involve the sale of food? (Food Trucks with Valid Permit)
☐ 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: 20
- Approximate Sizes: 10x14 and 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: Various Sponsor Level Packages ranging between $250 - $5000

☑ 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? City of Goldsboro Public Parking

***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. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Some events, such as carnivals, require a minimum of $5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.*

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: _____ Date: January 18, 2022

Organization: Curtis Media Group - Goldsboro

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

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

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

For Inner Office Use Only:

_____ 4/1/2022
Goldsboro Police Department Representative — Date

Erin Fonseca 4/11/2022
Downtown Goldsboro Representative — Date

_____ 4/12/2022
Finance Director — Date

_____ 4/13/22
City Manager's Signature — Date
(Use of City Owned Lots/Non-Street Closings and Carnivals)

GOLDSBORO
BE MORE DO MORE SEYMOUR

Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Curtis Media Group 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 17 day of March, 2022.

Liza Govan, Yi Yi Govan, Jim (SEAL)

(Applicant & Authorized Representative of Event)

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

Client#: 1620604 CURTIMED

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/10/2021

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
USI Insurance Services, LLC
6100 Fairview Rd Ste 1400
Charlotte, NC 28210
704 543-0258

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Accident & Indemnity Company	22357
INSURER B : Hartford Casualty Insurance Company	29424
INSURER C : Hartford - WC Multiple Issuing Cos	00914
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Curtis Media Group, Inc.
3012 Highwoods Blvd Ste 201
Raleigh, NC 27604-1031

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	X COMMERCIAL GENERAL LIABILITY			22UENZI2913	08/01/2021	08/01/2022	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC						GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			22UENZI2913	08/01/2021	08/01/2022	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X Comp/Coll. [X] $1,000 Ded.							$
B	X UMBRELLA LIAB [X] OCCUR			22RHUZI2686	08/01/2021	08/01/2022	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$5,000,000
	DED RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			22WBEH9185	08/01/2021	08/01/2022	PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							[illegible]	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability aggregate limit applies per location, where required by written contract.

CERTIFICATE HOLDER
Curtis Media Group, Inc.
3012 Highwoods Blvd.
Suite 201
Raleigh, NC 27604

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
Paula B Bulman

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TLME4

Client#: 1620604 CURTIMED

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/17/2022

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
USI Insurance Services, LLC
6100 Fairview Rd Ste 1400
Charlotte, NC 28210
704 543-0258

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Accident & Indemnity Company	22357
INSURER B: Hartford Casualty Insurance Company	29424
INSURER C: Hartford - WC Multiple Issuing Cos	00914
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Curtis Media Group, Inc.
3012 Highwoods Blvd Ste 201
Raleigh, NC 27604-1031

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	X COMMERCIAL GENERAL LIABILITY			22UENZI2913	08/01/2021	08/01/2022	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE	$2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER							$
A	AUTOMOBILE LIABILITY			22UENZI2913	08/01/2021	08/01/2022	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS							
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY							$
	X Comp/Coll. X $1,000 Ded.							
B	X UMBRELLA LIAB X OCCUR			22RHUZI2686	08/01/2021	08/01/2022	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED RETENTION $							
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			22WBEH9185	08/01/2021	08/01/2022	PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / N/A							$1,000,000
	(Mandatory in NH)							$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability aggregate limit applies per location, where required by written contract.
City of Goldsboro is additional insured with regards to general liability coverage, when required by written contract.

CERTIFICATE HOLDER
City of Goldsboro
City Hall
200 North Center Street
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
Paula B Bulman

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Item No. D

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Optimist Club – Temporary Street Closure

BACKGROUND: The Goldsboro Optimist Club looks forward to hosting a "Back to School" celebration for city and county children.

DISCUSSION: The events will be hosted at The Hub from 10:00am – 2:00pm on South Center Street on August 6, 2022. The Optimist Club is requesting the closure of South Center Street, to include both lanes of South Center Street from Pine Street to Chestnut Street from 8:00am – 5:00pm.

The Optimist Club has also requested that if the event is cancelled due to inclement weather/rain, the date of the event will change from August 6, 2022 to August 13, 2022, with the street closures remaining the same.

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

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary closing of S. Center Street from Spruce to Chestnut Street as stated in the discussion above.

Date: 5-26-22 Michael D West
Mike West, Police Chief

Date: 5/26/22 Tim Salmon
Tim Salmon, City Manager

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Date of Application _____
(Inner Office Use Only)

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

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

I. General Information

Type of Event: (please check all that apply)

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

Event Name: Optimise Club (Goldsboro)

Event Date(s): 6 August 2022 **Event Website:** _____

Inclement Weather/Rain Date(s): 13 August 2022

Description of Event (Please briefly describe the event.)

Back to school celebration For city and county children

Requested Event Location: The Hub

Event Start Time/End Time: 10:00 am - 2:00 pm as per Kayla (DGDC)

Set-Up: Date & Time (start/end): ~~8:00AM - 5:00PM~~ 8:00AM - 10:00AM as per Kayla (DGDC)

Dismantle (Completion): Date & Time (start/end): 2:00pm - 5:00pm as per Kayla (DGDC)

Estimated Daily Attendance: 300-500 People

Will this event require street closures? ☒ **Yes** ☐ **No** **Closure Times** 8:00Am-5:00Pm

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

Center St, From Chestnut, to Pine St.

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: Goldsboro Optimise Club

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

Applicant Name: Irvin L. Dudley Title: Event Coordinator

Address: 1288 Stoney Creek Church Rd

City: Goldsboro State: NC Zip: 27534 Phone: 9195902677

Cell Phone: 9195902677 Email: irvind336@gmail.com

Day of Event Contact:

Name: Irvin L Dudley Phone: 9195902627

III. Event Map

For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION: _____

For Run/Walk/Parade/Carnivals- STARTING POINT: _____

For Run/Walk/Parade/Carnival- ENDING POINT: _____

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

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

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

How do you plan to handle restroom services? □ Portable Toilets □ Other
If portable toilets will be provided, please list the name/contact of the company:

_____

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 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: 10
- Approximate Sizes: 12X10
- 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? _____

_____

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. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Some events, such as carnivals, require a minimum of $5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.*

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: Dennis L. Dudley Date: 6 May 2022

Organization: Goldsboro Optimist Club

Please return this application and all supporting documentation by email, mail or in person to:
Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
spowers@goldsboronc.gov

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

For Inner Office Use Only:

Goldsboro Police Department Representative	Date 5/26/2022
Downtown Goldsboro Representative	Date 5/25/2022
Finance Director	Date 5/26/2022
City Manager's Signature (Use of City Owned Lots/Non-Street Closings and Carnivals)	Date 5/26/22

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Goldsboro Optimist Club 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 16 day of August, 2022.

L. LaMont Priddy (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): 05/19/2022

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 Mercer Consumer, a service of Mercer Health & Benefits Administration LLC P.O. Box 14521 Des Moines, IA 50306-4521	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 800-503-8227 **FAX (A/C, No):** 515-365-3005 **E-MAIL ADDRESS:** Principal
INSURED Optimist International Optimist Club of Goldsboro LaMont Dudley 205 E Walnut St Goldsboro NC 27530	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A:** Philadelphia Indemnity Insurance Co — 23841 **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	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR	X		PHPK2409526	05/01/2022	05/01/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			PHPK2409526	05/01/2022	05/01/2023	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						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? Y/N [ ] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
	OTHER							

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

Effective 08/06/2022 include City of Goldsboro as additional insured: Certificate Holder (CG2011) but only with respects to the named insured's negligence with regards to the kids fun day event to be held at The Hub 200 S Center St Goldsboro NC 27530 on 08/06/2022 .

CERTIFICATE HOLDER

City of Goldsboro
200 N 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

Mark A. Bradley

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GOLDSBORO, CITY OF
200 NORTH CENTER STREET
GOLDSBORO, NC 27530
(919) 580-4340

Miscellaneous Receipts	25.00
288 - HUB Rental Fees	
From: GOLDSBORO OPT CLUB	
Desc:	
Misc Recpt #: 000000	
TOTAL	25.00
CASH C	25.00
TOTAL PAID	25.00
TOTAL TENDERED	25.00
CHANGE	0.00

Payment Date 05/10/22

05/10/22 10:36AM 000000163763 03 SAR
Duplicate Receipt

Item No. E

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Sprinkler Fun Days – Temporary Street Closure

BACKGROUND: The City of Goldsboro's Downtown Development Dept., in partnership with the Goldsboro Fire Department will host their 12th annual Sprinkler Fun Days event series, providing supervised summer splash fun for all ages. As always, Sprinkler Fun Days are free, family-friendly and open to the public.

DISCUSSION: The events will be hosted every Thursday from 3:00pm – 4:00pm on South Center Street from June 9th – August 18th. GFD will set up and staff the event in the northbound lane of South Center Street, between Spruce and Chestnut. The Downtown Development Department is requesting the closure of the northbound lane of South Center Street from Spruce to Chestnut Street from 2:30pm – 4:00pm.

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

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary closing of the northbound lane of South Center Street from Spruce to Chestnut Street as stated above.

Date: 5-27-22

Mike West, Police Chief

Date: 5/27/22

Tim Salmon, City Manager

GOLDSBORO
BE MORE DO MORE SEYMOUR

Date of Application _____
(Inner Office Use Only)

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

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

I. General Information

Type of Event: (please check all that apply)

Parade Run/Walk Festival Street Closure Carnival Other (explain): Sprinkler Day

Event Name: Sprinkler Fun Days

Event Date(s): 6/9, 6/16, 6/23, 6/30, 7/7, 7/14, 7/21, 7/28, 8/4, 8/11, 8/18 **Event Website:**

Inclement Weather/Rain Date(s): n/a

Description of Event (Please briefly describe the event.)

Sprinkler Fun Days - annual event hosted by the City of Goldsboro, supervised by the Goldsboro Fire Dept. These summertime splash days are free and open to the public. GPD sets up a giant sprinkler in the southbound lane of S. Center, for kids to run & play on the hottest summer days.

Requested Event Location: 300 block of S. Center, southbound lane only

Event Start Time/End Time: 3pm-4pm

Set-Up: Date & Time (start/end): 2:30pm

Dismantle (Completion): Date & Time (start/end): 4:00pm

Estimated Daily Attendance: 50

Will this event require street closures? ☐ **Yes** ☐ **No** **Closure Times**_____

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

Southbound lane of S. Center from Spruce to Chestnut

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: Director

Address: 116 N Center Street

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

Cell Phone: _____ Email: efonseca@goldsboronc.gov

Day of Event Contact:

Name: Kayla Jones Phone: 919-735-4959

III. Event Map

For Run/Walk/Parade/Carnival- FORMATION AREA LOCATION: _____

For Run/Walk/Parade/Carnivals- STARTING POINT: _____

For Run/Walk/Parade/Carnival- ENDING POINT: _____

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

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

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

How do you plan to handle restroom services? □ Portable Toilets □ Other
If portable toilets will be provided, please list the name/contact of the company:

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

HUB bathrooms

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? Public parking

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. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager's Office. Some events, such as carnivals, require a minimum of $5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.*

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:
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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.

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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.

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3. Applicant will respect neighboring property/business owners with respect to noise.
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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: 5/26/22

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
spowers@goldsboronc.gov

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

For Inner Office Use Only:

Goldsboro Police Department Representative	Date: 5/27/2022
Downtown Goldsboro Representative: Erin Fonseca	Date: 5/26/2022
Finance Director	Date
City Manager's Signature	Date: 6/2/22

(Use of City Owned Lots/Non-Street Closings and Carnivals)

Item F

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Resolution – Sale of Radios to Wayne County Sheriff's Office

BACKGROUND: The City of Goldsboro owns Police radios and equipment no longer required by the City.

DISCUSSION: General Statute 160A-274 establishes that any governmental unit may, upon such terms and conditions as it deems wise, with or without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property.

The Police Department has surplus radio inventory and has requested disposal of this property. These radios have completed their useful service life. All radios being disposed of are no longer manufactured and have been replaced through the Police Department's multi-year equipment replacement plan. These portable radios and accessories that Wayne County proposes to purchase are still capable of operating on the County radio system but are outdated. Wayne County wishes to purchase these radios for their SWAT team. Wayne County has purchased the accessory combination of ear protection/ muffs with microphone for these radios. Since the manufacturing of these radios has been discontinued, the sale of the surplus radios to Wayne County would be beneficial for both entities. We have reached out to a local radio communications company for fair market value of the requested items. Quantities and FMV of the requested items are listed below:

Description	Total Qty	Price Each FMV	Offer by WCS	
Single Bay Viking Charger	22	$ 25	4	$ 100
Viking VP 900 dual band portable radios	4	$ 500	4	$ 2,000
VP600 Remote Speaker Mic New	2	$ 50	2	$ 100
5100 Series Remote Speaker Mic New	2	$ 50	2	$ 100
VP600/VP900 batteries	59	$ 25	8	$ 200
VP 600/ 900 Battery Belt Clip	88	$ 5	8	$ 40
VP 900 Radio Antennas	34	$ 10	10	$ 100
		Total		$ 2,640

RECOMMENDATION: By motion City Council adopt the attached resolution to authorize the sale of surplus Police radios and equipment to the Wayne County Sheriff's Office.

Date: 5/13/2022

Catherine F. Gwynn, Finance Director

Date: 5/26/22

Timothy M. Salmon, City Manager

RESOLUTION NO. 2022- 46

RESOLUTION DECLARING SURPLUS AND SALE OF POLICE RADIOS AND EQUIPMENT TO A GOVERNMENTAL UNIT PURSUANT TO NCGS § 160A-274

WHEREAS, the City Manager or designee from time to time identifies various items or groups of items to be no longer necessary or functional to the City's needs; and

WHEREAS, sound property management principles and financial consideration indicate the interests of the City would be served by disposing of the property; and

WHEREAS, G.S. 160A-265 provides, at the discretion of the Council, a city may sell or dispose of personal property; and

WHEREAS, G.S. 160A-266(c) provides for the disposal or exchange of personal property for any one item or group of items by the City upon the adoption of procedures for disposal by the Council; and

WHEREAS, G.S. 160A-274 provides any governmental unit may sell to any other governmental unit interest in personal property; and

WHEREAS, the Wayne County Sheriff has requested to purchase the following items: (4) Single Bay Viking Charger, (4) Viking VP900 dual band portable radios, (2) VP 600 remote speaker microphones, (2) 5100 series remote speaker microphones, (8) VP 900 batteries, (8) VP 900 belt clips, (10) VP 900 radio antennas for $2,640.00 (Two-Thousand Six Hundred and Forty Dollars and no/100).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDSBORO:

Section 1. Council hereby declares the property surplus.

Section 2. Pursuant to the authority granted by §160A-265, §160A-266(c) and §160A-274, the City Council of the City of Goldsboro does hereby authorize the disposition and sale of the Police radios and equipment listed herein to the Wayne County Sheriff's office.

Section 3. Council authorizes City staff to execute the necessary documentation to complete this transaction.

Section 4. That this resolution shall be in full force and effect from and after its adoption.

Adopted this the 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

Item G

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Resolution – Donation of Personal Property to 501(c)(3) Non-Profit, Global Gear Initiative pursuant to NCGS § 160A-280

BACKGROUND: The City of Goldsboro owns firefighting equipment that is no longer needed by the City. This firefighting equipment consists of turn out gear that is in excess of ten years old and can no longer be used in service for Goldsboro Fire Department (GFD) per NFPA Guidelines. There are also old and outdated air packs that are beyond repair that have been replaced and upgraded by GFD. History has shown that there is little to no monetary value ever received by these items when sold on public auctions since their use is limited in the United States. To both limit the liability for the City of Goldsboro with these items, and to be good stewards of our resources it is recommended that these items be donated to the nonprofit, Global Gear Initiative. This nonprofit collects and distributes fire equipment to firefighters in other countries such as Guatemala, Mexico, Colombia, Paraguay, Peru, Brazil, Philippines, Ukraine, and Iraq where their usage is not governed by the National Fire Protection Association. The firefighters in these less fortunate countries have little to no equipment so these items would be of great value to them. Staff has verified that the nonprofit is current and active in the State of North Carolina on the Secretary of State website.

DISCUSSION: General Statute 160A-280 establishes that a city may donate to a nonprofit organization that is incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment that the governing board deems to be surplus, obsolete, or unused. The Governing Board shall post a public notice at least five days prior to making any donation of surplus, obsolete or unused personal property.

RECOMMENDATION: By motion City Council adopt the attached resolution to authorize the donation of surplus firefighting equipment to the 501(c)(3) non-profit, Global Gear Initiative.

Date: 5/13/2022

Catherine F. Gwynn, Finance Director

Date: 5/17/22

Timothy M. Salmon, City Manager

RESOLUTION NO. 2022- 47

RESOLUTION DECLARING SURPLUS AND DONATION OF FIREFIGHTING EQUIPMENT TO A NONPROFIT CORPORATION PURSUANT TO NCGS § 160A-280

WHEREAS, the City Manager or designee from time to time identifies various items or groups of items to be no longer necessary or functional to the City's needs; and

WHEREAS, sound property management principles and financial consideration indicate the interests of the City would be served by disposing of the property; and

WHEREAS, G.S. 160A-265 provides, at the discretion of the City Council, a city may sell or dispose of personal property; and

WHEREAS, G.S. 160A-266(c) provides for the disposal or exchange of personal property for any one item or group of items by the City upon the adoption of procedures for disposal by the Council; and

WHEREAS, G.S. 160A-280 provides the City Council authority to donate personal property to a nonprofit organization after posting a public notice at least five days prior to making the donation; and

WHEREAS, the 501(c)(3) non-profit Global Gear Initiative is a national humanitarian relief group that specializes in collecting firefighting gear and distributing these items to less fortunate countries to firefighters that have little or no safety equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDSBORO:

Section 1. Council hereby declares the property surplus.

Section 2. Pursuant to the authority granted by §160A-265, §160A-266(c) and §160A-280, the City Council of the City of Goldsboro authorizes the disposition through donation of the firefighting equipment listed herein to the 501(c)(3) non-profit, Global Gear Initiative.

Section 3. Council authorizes City staff to execute the necessary documentation to complete this transaction.

Section 4. That this resolution shall be in full force and effect from and after its adoption.

Adopted this the 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

GOLDSBORO
BE MORE DO MORE SEYMOUR

EXCESS AND SURPLUS PROPERTY DISPOSAL FORM

Instructions:
Use this form to report all equipment, vehicle, furniture, fixtures in excess to your department's needs (for sale or disposal).
List all equipment individually and evaluate the working condition of each item, UNLESS ROLLING STOCK!
IF ROLLING STOCK - only list one unit per form!
Forward this **excel workbook** to Procurement and Collections Specialist, Nona Robbins by email.

Department: Fire

Phone: (919) 750-2206

Contact Name: Brandon Holland

Date Prepared: 3/14/22

The following items are excess to our department's needs:

	1) Orgn # / 2) Equip #	1) Description (If vehicle/equip give Year/Make/Model) / 2) Vin #/Serial # (if applic)	Condition	Estim. Value	Miles/Hours	Finance Use (D)isp/(T)rans	Finance Use Financed?
1	5120	3 Aluminum 2216 SCBA Cylinders- out of date and out of hydro-should not be used	Retired	$ 8.00		D	
2							
1	5120	20 Carbon rapped 2216 SCBA Cylinders- out of date and out of hydro- Should not be	Retired	$ 44.00		D	
2		used					
1	5120	Box of Spare SCBA Parts and Straps	Used	$ 50.00		D	
2							
1	5120	Retired/Broken Scott 2216 SCBA's- List Attached-Should not be used	Used	$ 1,000.00		D	
2							
1	5120	3 Drager Emergecy Escape Breathing Apparatus	Used	$ 100.00		D	
2							
1	5120	Box of Scott SCBA Mask-Broken, Damaged, Missing Parts	Retired	$ 100.00		D	
2							
1		See attached detailed list of Turnout Gear					
2							
1							
2							
1							
2							
1							
2							

Total Estim. Proceeds $ 1,302.00

Department Head Approval:

Ron Stempien, Fire Chief — Name
3/14/2022 — Date

Approved by Purchasing:

Timothy Wood — Name
4/4/2022 — Date

Approved by Garage for Disposal:

Not Applicable — Name
N/A — Date

Approved for Surplus by City Manager or Finance Director Per Ordinance

Catherine F. Gwynn 4:18 PM — Name
4/4/2022 — Date

FINANCE DEPARTMENT USE

Date Received by Finance: _____
Date Sent to Sale: _____
Sale Method: _____
Donate 160A-280 Donate to non-profits, sister cities, and other units of government – does not apply to schools

NCDMV Tag Returned: _____
Insurance Cancelled: _____
Insurance Sched: _____
Title Released by Bank: _____

Sent to Fixed Asset for Removal from FAK: _____

	Surplus Turn Out Gear					
2008	0809010303	Morning Pride	44	31/37	33	
2009	0909008655	Morning Pride	52	29/35	33	
2009	0909008669	Morning Pride	54	33/39	35	
2010	1007008139.00	Morning Pride	48	33/39	36	
2010	1007008149.00	Morning Pride	42	33/39	35	
2013	1310005859	Morning Pride	42	42/29	32	
2013	1310008727	Morning Pride	54	35/41	34	
2013	1310008729	Morning Pride	52	30/36	37	
2013	1302009070	Morning Pride	46	31/37	35	
2013	1302009072	Morning Pride	48	29/35	36	
2012	1207010084	Morning Pride	48	32/38	34	
2012	1202006140	Morning Pride	50	31/37	33	
2012	1205005041	Morning Pride	48	31/37	33	
2011	1108003267	Morning Pride	48	33/39	36	
2011	1108003264	Morning Pride	50	29/35	33	
2004	0411004915	Morning Pride	46	31/37	34	
2005	0504003937	Morning Pride	54	35/41	34	
2005	0507008328	Morning Pride	56	31/37	36	
2006	0608005460	Morning Pride	52	29/35	33	
2008	0803006695	Morning Pride	52	30/36	37	
2008	803006696.00	Morning Pride	50	29/35	33	
2008	0803006698	Morning Pride	54	29/35	34	
2008	0803006699	Morning Pride	56	30/36	36	
2008	0811002547	Morning Pride	52	30/36	37	
2008	0811002554	Morning Pride	52	31/37	32	
2008	0811002560	Morning Pride	42	26/32	37	
2008	0811002570	Morning Pride	52	27/33	31.5	
2008	0811002571	Morning Pride	56	31/37	36	
2008	0811002572	Morning Pride	56	31/37	36	
2008	0811002578	Morning Pride	48	31/37	35	
2008	0811002580	Morning Pride	44	26/32	30	
2008	0811002583	Morning Pride	50	33/39	36	
2008	0811002586	Morning Pride	56	31/37	35	
2010	1007008145	Morning Pride	50	33/39	34	
2014	1408002209	Morning Pride	44	33/39	33	
2011	1108003262	Morning Pride	54		35	
2008	809010306	Morning Pride	42		33	
2013	1302009073	Morning Pride	40	29/35	33	Case Farms Damaged
2015	150112449	Morning Pride	42	33/39	32	Case Farms Damaged
2016	1605002715	Morning Pride	46	30/36	32	Case Farms Damaged
2014	1408002212	Morning Pride	56	31/37	36	Case Farms Damaged
2016	1607004278	Morning Pride	46	32/38	33	Case Farms Damaged
2018	1801007876	Morning Pride	46	33/39	35	Case Farms Damaged
2020	0010757742	Lion	38		32R	Case Farms Damaged
2013	1308001168.00	Morning Pride	44	29/35	33	Case Farms Damaged
2020	0011517981	LION	40		R	Case Farms Damaged
2017	1705008276	Morning Pride	50	32/38	34	Case Farms Damaged
2018	1808002801	Morning Pride	48	31/37	34	Case Farms Damaged
2012	1202006142	Morning Pride	40/32			

	Surplus Turn Out Gear					
2011	1108003279	Morning Pride	40/36			
2011	1109005396	Morning Pride	42/32			
2007	3378981	Extrememem Globe	44/32			
2007	8194001	Fire Dex	56/32			
2007	80189015	Fire Dex	2 x			
2009	94472001	Fire Dex	44/30			
2004	0411004919	Morning Pride	42/31			
2005	0504003929	Morning Pride	52/29			
2005	0504003936	Morning Pride	42/30			
2005	0507008337	Morning Pride	42/32			
2005	0507008340	Morning Pride	54/34			
2006	0608005468	Morning Pride	42/30			
2006	0608005470	Morning Pride	50/30			
2007	0710013466	Morning Pride	52/30			
2007	0710013469	Morning Pride	46/28			
2008	0803006701	Morning Pride	46/34			
2008	0803006703	Morning Pride	50/30			
2008	0803006704	Morning Pride	52/32			
2008	0809010324	Morning Pride	52/30			
2008	0811002589	Morning Pride	50/32			
2008	0811002593	Morning Pride	42/31			
2008	0811002596	Morning Pride	50/30			
2008	0811002601	Morning Pride	38/31			
2008	0811002609	Morning Pride	42/30			
2008	0811002611	Morning Pride	42/31			
2008	0811002612	Morning Pride	48/28			
2008	0811002613	Morning Pride	54/34			
2008	0811002614	Morning Pride	54/34			
2008	0811002615	Morning Pride	52/29			
2008	0811002620	Morning Pride	42/30			
2008	0811002622	Morning Pride	42/30			
2008	0811002623	Morning Pride	38/30			
2008	0811002624	Morning Pride	46/30			
2008	0811002625	Morning Pride	50/29			
2008	0811002628	Morning Pride	48/30			
2009	0909008672	Morning Pride	50/30			
2009	0909008677	Morning Pride	42/30			
2009	0909008682	Morning Pride	38/31			
2009	0909008683	Morning Pride	42/32			
2009	909008684	Morning Pride	50/31			
2010	1007008156	Morning Pride	40/32			
2010	1007008168	Morning Pride	42/30			
2006	1202006148	Morning Pride	46/30			
1997	15233805	GLOBE	46/36			
2005	511002722	Morning Pride	50/34			
2012	1207010085	Morning Pride	36/34			Case Farm Damaged
2015	1508112466	Morning Pride	42/31			Case Farm Damaged
2016	1605002717	Morning Pride	40/29			Case Farm Damaged
2014	1408002233	Morning Pride	50/33			Case Farm Damaged
2016	1607004290	Morning Pride	40/32			Case Farm Damaged
2018	1801007881	Morning Pride	44/31			Case Farm Damaged
2019	0010754132	Lion	36R			Case Farm Damaged
2011	1108003269	Morning Pride	42/30			Case Farm Damaged

	Surplus Turn Out Gear					
2020	0011522662	LION	36R			Case Farm Damaged
2017	1705008277	Morning Pride	44/31			Case Farm Damaged
2017	1704000296	Morning Pride	42/30			Case Farm Damaged

Item H

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for W. Pine Street from Johnnie Cox dba Cox Real Estate

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

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

W. Pine Street
Offeror: Johnnie Cox dba Cox Real Estate
Offer: $2,700.00
Bid Deposit: $150.00
Parcel #: 0046901 Pin #: 2599658257
Tax Value: $5,270.00 Zoning: R-6

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

Mr. Octavius Murphy also requested that Council be made aware that this property is in the 100 year flood plain.

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

1. ACCEPT **or** REJECT offer on W. Pine Street.
2. IF ACCEPTED, adopt attached resolution(s) authorizing Finance to advertise for upset bids.

Date: 5/19/2022

Catherine F. Gwynn, Finance Director

Date: 5/26/22

Tim Salmon, City Manager

RESOLUTION NO. 2022- 48

RESOLUTION DECLARING SURPLUS AND AUTHORIZING UPSET BID PROCESS PURUSANT TO NCGS § 160A-269

WHEREAS, the City of Goldsboro owns certain real property at **W. Pine Street (Pin #2599658257)**; and

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

WHEREAS, the City has received an offer to purchase the property described above, in the amount of **$2,700.00 (Two Thousand Seven Hundred Dollars and no/100)** submitted by **Johnnie Cox dba Cox Real Estate (Offeror)**; and

WHEREAS, Offeror has paid the required five percent (5%) deposit on his/her offer in the amount of **$150.00 (One Hundred Fifty Dollars and No/100)**.

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

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

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

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

This resolution shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

I, JOHNNIE COX - DBA COX REAL ESTATE would like to offer the City of Goldsboro the sum of $ 2700.00 for the purchase of property at the following location:

Parcel: 2599658257

Street: W. PINE ST

Signed: JC

Date: 5/11/2022

Name: JOHNNIE COX DBA COX REAL ESTATE

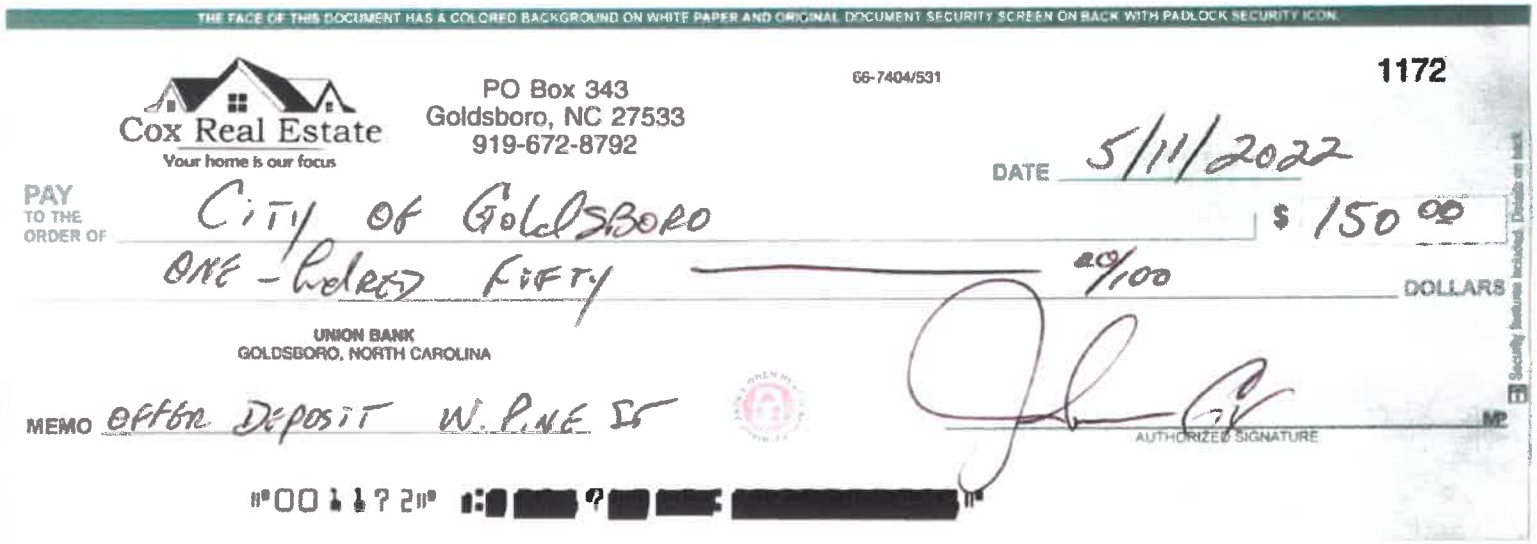
Address: 706 RIDGE DR. GOLDSBORO, N.C. 27530

Phone: 919-672-8792

Email: COXREALESTATENC@GMAIL.COM

Amount of Bid Deposit: $ 150.00

RECEIVED
2022 MAY 12 AM 9:59
CITY OF GOLDSBORO
FINANCE DEPARTMENT



THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

Cox Real Estate
Your home is our focus

PO Box 343
Goldsboro, NC 27533
919-672-8792

66-7404/531

1172

DATE 5/11/2022

PAY TO THE ORDER OF City of Goldsboro $ 150 00

One Hundred Fifty 00/100 DOLLARS

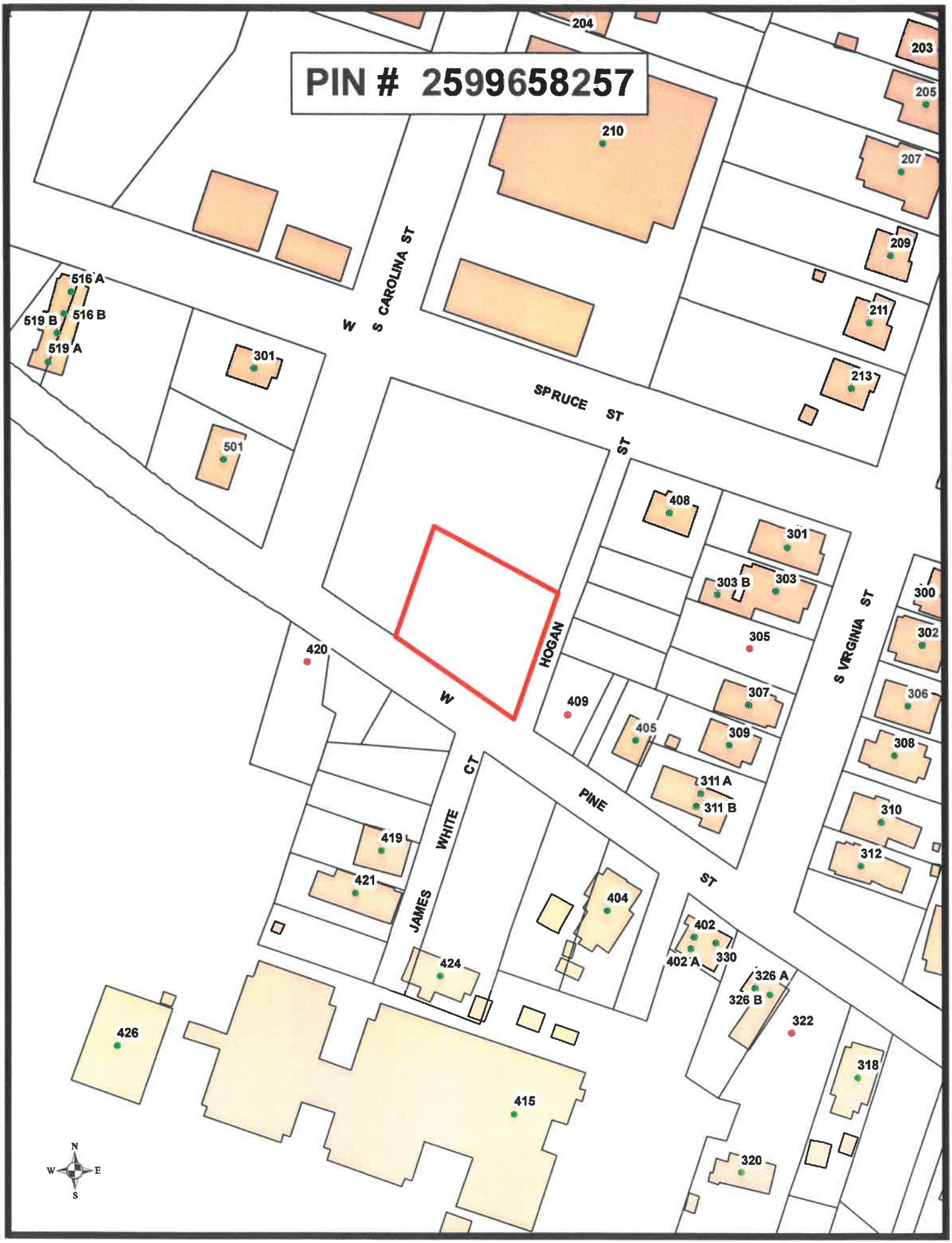
UNION BANK
GOLDSBORO, NORTH CAROLINA

MEMO Offer Deposit W. Pine St

AUTHORIZED SIGNATURE

⑈001172⑈ ⑆[redacted]⑆ [redacted]⑈

Security features included. Details on back.


PIN # 2599658257
204
203
205
210
207
209
211
213
516 A
516 B
519 B
519 A
301
501
W S CAROLINA ST
SPRUCE ST
ST
408
301
303 B
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307
309
311 A
311 B
HOGAN
S VIRGINIA ST
300
302
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308
310
312
420
409
405
W
CT
WHITE
JAMES
PINE
ST
419
421
404
402
402 A
330
326 A
326 B
322
318
424
426
415
320
N
W
E
S

WAYNE COUNTY **5/13/2022 6:41:29 PM**

CITY OF GOLDSBORO
W PINE ST
76121320

Return/Appeal Notes: **2599658257**
UNIQ ID 46901
ID NO: 12000055004003

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

Reval Year: 2019 Tax Year: 2022 W PINE ST

CARD NO. 1 of 1

Appraised by 60 on 01702 WEST SIDE DOWNTOWN

1.000 LT SRC=
TW-12 C-01 EX-5AT- LAST ACTION 20170729

CONSTRUCTION DETAIL	MARKET VALUE								DEPRECIATION
TOTAL POINT VALUE									
BUILDING ADJUSTMENTS	USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	
TOTAL ADJUSTMENT	01	00							% GOOD
FACTOR									
TOTAL QUALITY INDEX									

TYPE: SINGLE FAMILY RESIDENTIAL

STORIES:

CORRELATION OF VALUE

CREDENCE TO

DEPR. BUILDING VALUE - CARD	0
DEPR. OB/XF VALUE - CARD	0
MARKET LAND VALUE - CARD	5,270
TOTAL MARKET VALUE - CARD	5,270
TOTAL APPRAISED VALUE - CARD	5,270
TOTAL APPRAISED VALUE - PARCEL	5,270
TOTAL PRESENT USE VALUE - PARCEL	0
TOTAL VALUE DEFERRED - PARCEL	0
TOTAL TAXABLE VALUE - PARCEL	5,270

PRIOR

BUILDING VALUE	0
OBXF VALUE	0
LAND VALUE	5,270
PRESENT USE VALUE	0
DEFERRED VALUE	0
TOTAL VALUE	5,270

PERMIT

CODE	DATE	NOTE	NUMBER	AMOUNT

ROUT: WTRSHD:

SALES DATA

OFF. RECORD BOOK	PAGE	DATE MO	YR	DEED TYPE	Q/U	V/I	INDICATE SALES PRICE
01924	0630	11	2001	WD	U	I	0
00127	0396	1	1901	WD	U	V	0

HEATED AREA

NOTES

SUBAREA TYPE	GS AREA	%	RPL CS
FIREPLACE			
SUBAREA TOTALS			

CODE	QUALITY	DESCRIPTION	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	L/B	SIZE FACT	AYB	EYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE
TOTAL OB/XF VALUE																0

BUILDING DIMENSIONS

LAND INFORMATION

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRON TAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	LAND NOTES
0100	0100	R-6	121	110	0.8900	2	0.7500	-LOC		65.00	121.000	FF	0.670	43.55	5270	
TOTAL MARKET LAND DATA															5,270	
TOTAL PRESENT USE DATA																

BOOK 1924 PAGE 630

No N.C. Real Estate Excise Tax Affixed

NO REVENUE

STATE OF NORTH CAROLINA

COUNTY OF WAYNE

THIS DEED OF GIFT, Made and entered into this the 1st day of November, 2001, by and between DAVID V. PERKINS (Legally Separated), BARBARA S. GRISET and husband, BRUCE H. GRISET, CAROLE S. TARRY and husband, GEORGE P. TARRY JR., and SUSAN S. HELTON and husband, DONALD M. HELTON, parties of the first part, and THE CITY OF GOLDSBORO, a body politic and corporate, party of the second part;

WITNESSETH:

That the said parties of the first part, for and in consideration of the sum of Ten Dollars ($10.00) and other valuable consideration paid by the said party of the second part, the receipt of which is hereby acknowledged, have remised and released, and by these presents, do remise, release and forever quitclaim unto the said party of the second part, its successors and assigns, all of their right, title, claim and interest in and to that certain tract or parcel of land situated in Goldsboro Township, Wayne County, North Carolina, and more particularly described as follows:

BEGINNING at a course on the Asylum Road 77 feet from a stake at the intersection of Asylum Road and Carolina Avenue and runs parallel with Carolina Avenue 100 feet, more or less, to the J. W. Baker line; thence Eastwardly with said Baker line 123 feet to a 20-foot alley; thence with said alley 130 feet, more or less, to said Asylum Road; thence Westwardly with said Asylum Road 123 feet to the beginning; being the same property conveyed to J. W. Southerland and wife, Mary E. Southerland (both now deceased), by deed dated February 22, 1917, and recorded in Book 127, Page 396 of the Wayne County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereunto belonging to the said party of the second part, its successors and assigns, free and discharged from all right, title, claim or interest of the said parties of the first part or anyone claiming by, through or under them.

IN WITNESS WHEREOF, the undersigned, have hereunto set their hands and seals, this the day and year first above written.

PREPARED BY: Warren, Kerr, Walston, Taylor & Smith

RETURNED TO. James D. Womble, Jr.
Attorney At Law

Catherine, FYI! This property is located in the 100 yr Flood Zone... However, it was not acquired using FEMA funding.

Item I

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 235 Wayne Avenue from C.A.L.M. Properties & Investments, LLC

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

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

235 Wayne Avenue
Offeror: C.A.L.M Properties & Investments, LLC
Offer: $2,660.00
Bid Deposit: $133.00
Parcel #: 0047533 Pin #: 2599818199
Tax Value: $5,320 Zoning: R-6

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

The entity is current and active on the NC Secretary of State website.

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

1. ACCEPT **or** REJECT offer on 235 Wayne Avenue.
2. IF ACCEPTED, adopt attached resolution(s) authorizing Finance to advertise for upset bids.

Date: 5/19/2022

Catherine F. Gwynn, Finance Director

Date: 5/26/22

Tim Salmon, City Manager

RESOLUTION NO. 2022- 49

RESOLUTION DECLARING SURPLUS AND AUTHORIZING UPSET BID PROCESS PURUSANT TO NCGS § 160A-269

WHEREAS, the City of Goldsboro owns certain real property at **235 Wayne Avenue (Pin #2599818199)**; and

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

WHEREAS, the City has received an offer to purchase the property described above, in the amount of **$2,660.00 (Two Thousand Six Hundred Sixty Dollars and no/100)** submitted by **C.A.L.M. Properties & Investments, LLC (Offeror)**; and

WHEREAS, Offeror has paid the required five percent (5%) deposit on his/her offer in the amount of **$133.00 (One Hundred Thirty Three Dollars and No/100)**.

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

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

check, to clear the City's central depository and be credited to such, the return of the deposit will then be issued within 10 days of confirmation of clearing. The city will refund the deposit of the final high bidder at closing or apply to the sales price, as determined at the time of closing by the Finance Director.

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

This resolution shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

I, C.A.L.M. Properties & Investments LLC would like to offer the

City of Goldsboro the sum of $2,660.00 for the

purchase of property at the following location:

Parcel: 2599 818 199

Street: 235 Wayne Ave Goldsboro, NC 27530

Signed: Maryland Dusley

Date: 5/10/22

Name: Maryland Dusley

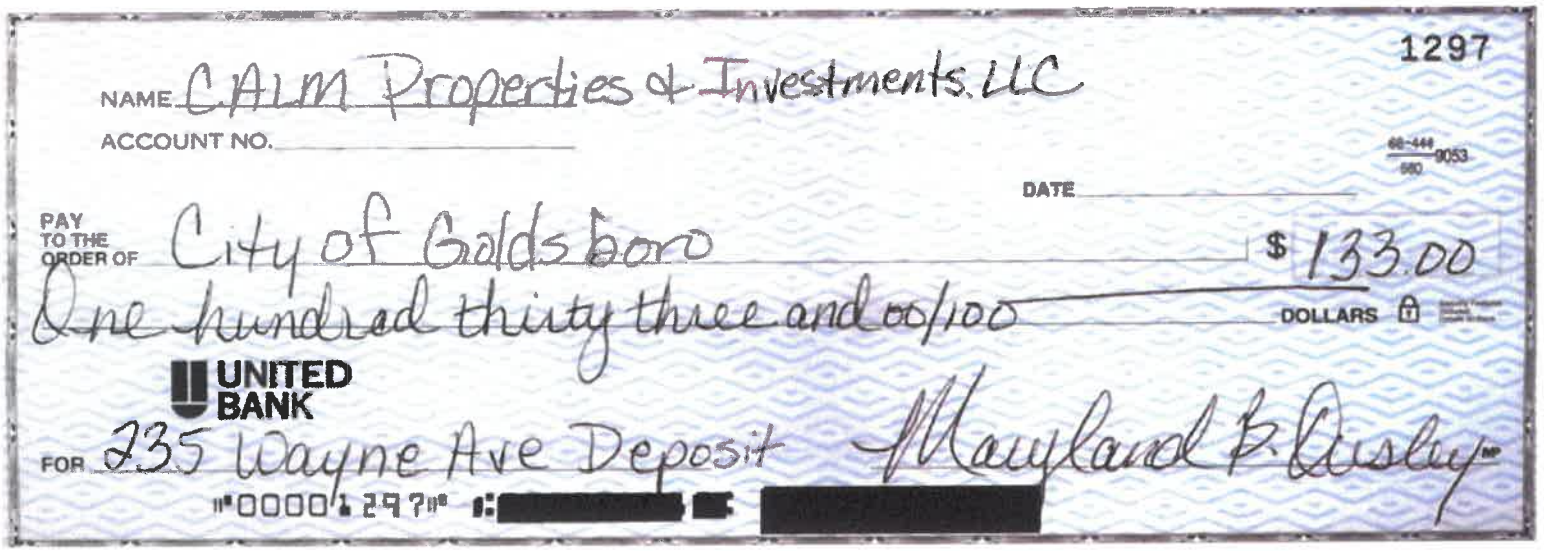
Address: 8116 Rock Ridge School Rd Sims NC 27880

Phone: 252 299 1004

Email: calmpi001@gmail.com

Amount of Bid Deposit: $133.00

RECEIVED
2022 MAY 10 AM 11:16
CITY OF GOLDSBORO
FINANCE DEPARTMENT
from: Octavius Murphy


1297

NAME CALM Properties & Investments LLC

ACCOUNT NO.

DATE

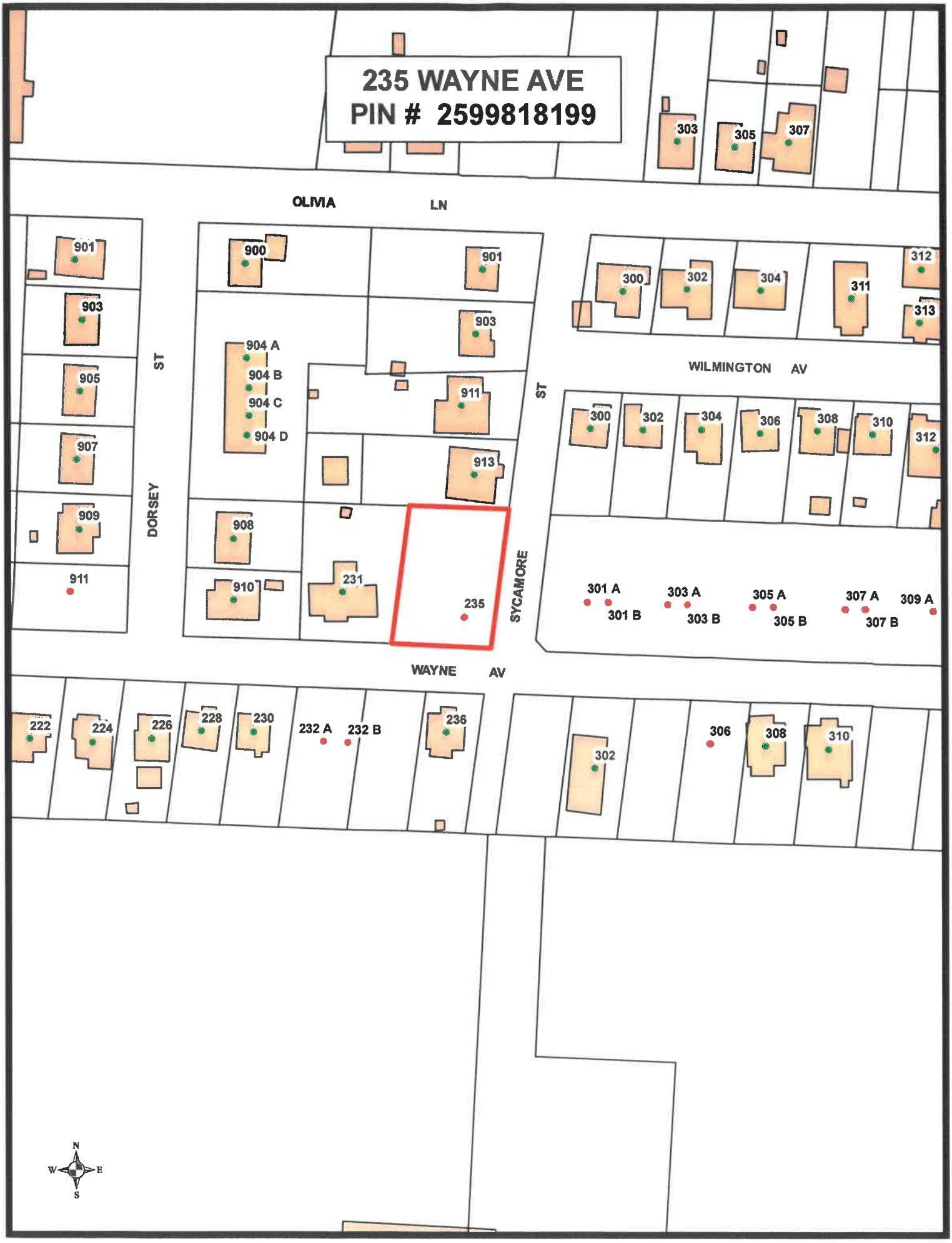
PAY TO THE ORDER OF City of Goldsboro $ 133.00

One hundred thirty three and 00/100 DOLLARS

UNITED BANK

FOR 235 Wayne Ave Deposit Maryland F. Linsley

⑈0000 1297⑈ ⑆[redacted]⑆ [redacted]


235 WAYNE AVE
PIN # 2599818199
OLIVIA LN
DORSEY ST
SYCAMORE ST
WILMINGTON AV
WAYNE AV
303
305
307
901
903
905
907
909
911
900
904 A
904 B
904 C
904 D
908
910
231
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WAYNE COUNTY **5/13/2022 6:34:00 PM**

CITY OF GOLDSBORO
235 WAYNE AVE
75343529

Return/Appeal Notes: **2599818199**
UNIQ ID 47533
ID NO: 12000021014001

CITY - GOLDSBORO (100), COUNTYWIDE ADVALOREM TAX (100)
Reval Year: 2019 Tax Year: 2022 233&235 WAYNE AVE DB 1181-506
Appraised by 60 on 01501 DIXIE TRAIL

CARD NO. 1 of 1
1.000 LT SRC=
TW-12 C-01 EX-5AT- LAST ACTION 20181003

CONSTRUCTION DETAIL	MARKET VALUE								DEPRECIATION
TOTAL POINT VALUE			Eff.		BASE				
BUILDING ADJUSTMENTS	USE	MOD	Area	QUAL	RATE	RCN	EYB	AYB	
TOTAL ADJUSTMENT	01	00							% GOOD
FACTOR									
TOTAL QUALITY INDEX									

TYPE: SINGLE FAMILY RESIDENTIAL

STORIES:

CORRELATION OF VALUE

CREDENCE TO

DEPR. BUILDING VALUE - CARD	0
DEPR. OB/XF VALUE - CARD	0
MARKET LAND VALUE - CARD	5,320
TOTAL MARKET VALUE - CARD	5,320
TOTAL APPRAISED VALUE - CARD	5,320
TOTAL APPRAISED VALUE - PARCEL	5,320
TOTAL PRESENT USE VALUE - PARCEL	0
TOTAL VALUE DEFERRED - PARCEL	0
TOTAL TAXABLE VALUE - PARCEL	5,320

PRIOR

BUILDING VALUE	15,820
OBXF VALUE	0
LAND VALUE	5,320
PRESENT USE VALUE	0
DEFERRED VALUE	0
TOTAL VALUE	21,140

PERMIT

CODE	DATE	NOTE	NUMBER	AMOUNT

ROUT: WTRSHD:

SALES DATA

OFF. RECORD BOOK	PAGE	DATE MO	YR	DEED TYPE	Q/U	V/I	INDICATE SALES PRICE
03394	0438	9	2018	WD	C	V	0
02275	0020	6	2003	WD	U	I	8500
01559	0736	11	1996	WD	U	I	12000
01486	0842	7	1995	WD	U	I	0
00821	0409	1	1972	WD	U	I	0

HEATED AREA

NOTES

DEMO 11/17. GONE 2/18.

SUBAREA TYPE	GS AREA	%	RPL CS	CODE	QUALITY	DESCRIPTION	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	L/B	SIZE FACT	AYB	EYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE
				TOTAL OB/XF VALUE																0
FIREPLACE																				
SUBAREA TOTALS																				

BUILDING DIMENSIONS

LAND INFORMATION

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	LAND NOTES
0100	0100	R-6	88	120	0.9300	2	1.0000			65.00	88.000	FF	0.930	60.45	5320	
TOTAL MARKET LAND DATA															5,320	
TOTAL PRESENT USE DATA																

Item J

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Resolution – Disposition and Destruction of City Owned Ballistic Vests

BACKGROUND: The City of Goldsboro participates in the US Department of Justice Patrick Leahy Bulletproof Vest partnership grant for ballistic vests. This grant allows ballistic vest to be replaced every 5 years, which is the industry standard and warrantied life of the vest.

DISCUSSION: General Statute 160A-266(d) provides a City may discard any personal property that is determined to have no value.

Goldsboro Police Department replaces the ballistic vests issued to its Officers every five years with the assistance of this grant. This cyclic replacement leads to vests that are un-warrantied that become surplus. Disposal and disposition of these vests need to be done securely to prevent the possibly that they could be used against law enforcement. We are requesting to use Fiber Brokers International, LLC to destroy the vests.

Fiber Brokers International, LLC provides secure destruction of ballistic vests. The company is based out of Brent, Alabama. This company provides secure destruction and recycling of aged ballistic vests and other ballistic materials. They have been in business for 15 years and serve both law enforcement and the military. Typically, there is $.50 charge per vest and the client pays for shipping. The per item cost will be waived and we will only have to pay for shipping of the vests to their facility. All items are then disposed of securely and per National Institute of Justice (NIJ) guidelines, the company will provide proof of chain of custody and destruction.

Fiber Brokers International, LLC is a registered limited liability company in Alabama.

RECOMMENDATION: It is recommended the Council authorize the disposition and transfer of surplus ballistic vests to Fiber Brokers International, LLC for destruction.

Date: 5/19/2022

Catherine F. Gwynn, Finance Director

Date: 5/26/22

Timothy M. Salmon, City Manager

RESOLUTION NO. 2022- 50

RESOLUTION DECLARING SURPLUS AND AUTHORIZATION FOR DESTRUCTION OF CITY OWNED BALLISTIC VESTS

WHEREAS, the City Manager or designee from time to time identifies various items or groups of items to be no longer necessary or functional to the City's needs; and

WHEREAS, sound property management principles and financial consideration indicate the interests of the City would be served by disposing of the property; and

WHEREAS, G.S. 160A-265 provides, at the discretion of the Council, a city may sell or dispose of personal property; and

WHEREAS, G.S. 160A-266(d) provides a City may discard any personal property that is determined to have no value; and

WHEREAS, The disposal and disposition of these vests should be done securely to prevent the possible use against law enforcement; and

WHEREAS, Fiber Brokers International, LLC has been in business for 15 years and serve both law enforcement and the military by providing secure destruction and recycling of aged ballistic vests and other ballistic materials.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDSBORO:

Section 1. The City Council hereby declares the property surplus.

Section 2. Pursuant to the authority granted by §160A-265, §160A-266(d), the City of Goldsboro Council does hereby authorize the disposition and transfer of City owned ballistic vests to Fiber Brokers International, LLC for destruction;

Section 2. That this resolution shall be in full force and effect from and after its adoption.

Adopted this the 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

FIBER BROKERS INTERNATIONAL, LLC (https://www.fiberbrokers.com)

Body Armor Disposal & Recycling

Call 205-413-4499 ()

Fiber Brokers International, LLC has been committed for over a decade to the secure destruction and environmentally safe disposal of personal protective equipment. At the core of our company's philosophy, we have taken an active role in the secure deconstruction and recycling of ballistic body armor. Due to broad disposal issues related to ballistic body armor, we provide safe and documented deconstruction services to law enforcement and military agencies throughout the United States. We pride ourselves in reclaiming "Out of Service" ballistic body armor made of Kevlar®, Twaron®, Zylon®, and other technical materials.

Our Corporate Sponsorships:

Broward County Police Benevolent Association (https://bcpba.org/)

Muscular Dystrophy Association of America (https://www.mda.org/)

Leukemia & Lymphoma Society's Team in Training South Florida (https://www.teamintraining.org/)

HOME (HTTPS://WWW.FIBERBROKERS.COM/)

OUR COMPANY (HTTPS://WWW.FIBERBROKERS.COM/WHO-WE-ARE/)

OUR SERVICES (HTTPS://WWW.FIBERBROKERS.COM/OUR-SERVICES/)

CONTACT US (HTTPS://WWW.FIBERBROKERS.COM/CONTACT/)

BLOG (HTTPS://WWW.FIBERBROKERS.COM/BLOG/)

LINKS (HTTPS://WWW.FIBERBROKERS.COM/LINKS/)

PRIVACY POLICY (HTTPS://WWW.FIBERBROKERS.COM/PRIVACY-POLICY/)

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ITEM K

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Operating Budget Amendment FY21-22

BACKGROUND: Council adopted the FY21-22 operating budget at the June 18, 2021 Council meeting. The operating annual budget may be amended from time to time in order to adjust to current operating conditions.

DISCUSSION: Please find attached an ordinance amending the annual operating budget for fiscal year 2022 for multiple items that have arisen during the current budget year.

Employee Christmas Bonus

The Christmas bonus paid in November 2021 totaled $193,964.98 and was received by 405 full-time and permanent part-time eligible employees. The bonus was not budgeted due to budgeting constraints. A few departments have not been able to make up the difference to fund the bonus with a departmental transfer. To tidy up the books before the end of fiscal year 2022, a budget amendment of $99,090 is being recommended to fund the bonuses in HR, Community Relations, Inspections, Garage, Buildings & Grounds, Planning, Solid Waste, Engineering, Fire, Police, Parks & Rec and Golf in the General Fund. This will be funded with a reduction in the Contingency line item.

Employee Vacation Payout (VPO)

Due to the high turnover experienced this fiscal year, several departments were not able to make up the difference to fund the vacation payout required when an employee terminates his/her service with the City. To tidy up the books before the end of fiscal year 2022, a budget amendment of $71,060 is being recommended to fund the payouts in City Manager, HR, Inspections, Downtown Development, Planning, Solid Waste, Engineering, Police, Parks & Recreation, and Golf in the General Fund. This will be funded with a reduction in the Contingency line item.

Golf

It is necessary to appropriate additional expenditures for alcohol for resale in the Golf division in the amount of $8,000, and this will be funded with an increase in alcohol revenue. A budget amendment was presented at the 4/18/22 meeting for $5,000, but was not sufficient. Actual alcohol sales through April are $12,211.13, and concession sales are $22,592.76. The actual food, beverage and alcohol expenditures for concessions totals $19,606.40.

Workers Compensation Settlement

An additional worker's compensation settlement has occurred since the last budget amendment on April 18, 2022 in the Streets division in the amount of $75,000. The department does not have sufficient lapsed expenditures to cover such a large expense. This will be funded with additional Powell Bill revenues received over the amount budgeted for FY22.

Paramount Theater

There have been ongoing critical roof repair issues at the Paramount Theater. The Director Adam Twiss has been working to resolve the issues with the contractor and subcontractor. An agreement was reached to make substantial repairs to the roof which were not budgeted in the FY22 budget. The cost will be $22,500 and will be funded with proceeds from the SBA "Shuttered Venues" Grant that Mr. Twiss was able to secure for the City. The balance of the SBA grant will be moved to the Contingency line item in the amount of $309,407.63.

Parks & Recreation – Kiwanis Train Surplus Proceeds

The City Council approved the replacement of the miniature train at Herman Park Center at the August 16, 2021 meeting, and agreed that the City would contribute the net proceeds to the Kiwanis Club. The City Council accepted the donation of the new F-Unit locomotive and 12 passenger car miniature train manufactured by Swanee River Railroad Company at the May 16, 2022 council meeting.

The old 1953 MTC Model G-16 was sold on GovDeals on February 16, 2022 for $28,900.00, and the train has been removed from the City property and we have received payment in full.

It is recommended that the budget be amended for an expenditure of $28,900.00 to fund the agreement as approved by Council, and this will be funded with revenue from the sale of surplus equipment.

Loan Appropriation

The City took an equipment installment financing loan July 9, 2021 that was anticipated for FY21 but due to timing we could not close until FY22. At this time we are requesting to appropriate the remaining balance of the loan proceeds to total the amount borrowed from Truist for the General Fund in the amount of $246,861. The funds are to be used to replenish fund balance and will be applied to the Contingency line item. A total of $1,650,532 was borrowed with $1,382,981 for the General Fund and $267,551 for the Stormwater Fund.

General Fund – Other

There are several other expenditures that have arisen during the current fiscal year making it necessary to appropriate expenditures. These items will be funded with a reduction in the Contingency line item. Major items are listed below:

Department	Expenditure	Reason	Amount
City Manager	Part-Time Salaries	Asst. City Manager	$ 2,000
City Manager	Contract Labor	Isley - Budget Prep	$ 55,000
IT	Building Maintenance	HVAC Maintenance	$ 4,300
Bldgs & Grounds	Fleet Maintenance	Internal Garage Charges	$ 5,500
Planning	Insurance Deductible Claims	Adkins Claim	$ 8,901
Parks & Recreation	Building Maintenance	Repair Alarm System HPC	$ 3,300
Parks & Recreation	Vehicle Fuel	Internal Fuel Charges	$ 6,500
Golf	Capital Outlay-Irrigation	Irrigation Computer System	$ 32,000
		Total	$ 117,501

Procurement Card Appropriation

Earlier the Council was presented a resolution to adopt the changes to pre-audit certification requirements for electronic obligations and payments issued by the LGC on March 12, 2018, and in conjunction with the Procurement Card Policy adoption. In order to comply with GS-159 pre-audit requirements we are recommending that the City establish an appropriation so that the average monthly procurement card spend can be encumbered. This will be offset with an internal charge where by departments will be charged for their monthly transactions to be recorded in their respective budgets. The average spend for May and June is approximately $95,000 per month so we are recommending an appropriation total of $190,000.

Fund Balance Appropriated – General Fund

Presented below is the Appropriated Fund Balance for the General Fund as it currently stands.

Date	Description	Adopted
6/18/2021	Ord 2021-11 FY21-22 Adopted Budget	$ -
8/2/2021	FY20-21 Purchase Order Rollovers	156,632.76
	Current Year Appropriations	$ 156,632.76
	Proposed	$ -
	Current Year with Proposed	$ 156,632.76

Contingency – General Fund

Presented below is the General Fund Contingency line with the current and proposed. The original budget of $758,741.00 represents the $0.03 property tax increase implemented in FY22 to address fund balance concerns.

Date	Description	Adopted
6/18/2021	Ord 2021-11 FY21-22 Adopted Budget	$ 758,741.00
	Current Year Appropriations	$ 758,741.00
6/6/2022	Less: Christmas Bonus	(99,090.00)
6/6/2022	Less: Vacation Pay Out	(71,060.00)
6/6/2022	Less: Other General Fund Expense Appropriations	(117,501.00)
6/6/2022	Add: SBA grant to Paramount Theater	309,407.63
6/6/2022	Add: Balance of Remaining loan proceeds (Truist D#037-GE)	246,861.00
	Total Proposed	$ 268,617.63
	Current Year with Proposed	$ 1,027,358.63

Stormwater Fund – Loan Appropriation

The City took an equipment installment financing loan July 9, 2021 that was anticipated for FY21 but due to timing we could not close until FY22. At this time we are requesting to appropriate the remaining balance of the loan proceeds to total the amount borrowed from Truist for the Stormwater Fund in the amount of $250,105. The funds are to be used to replenish fund balance and will be applied to the Contingency line item. A total of $1,650,532 was borrowed with $1,382,981 for the General Fund and $267,551 for the Stormwater Fund.

Utility Fund - Other

There are several other expenditures that have arisen during the current fiscal year making it necessary to appropriate expenditures. These items will be funded with other revenues. Major items are listed below:

Department	Expenditure	Amount
Utility Billing, Meter & Inv. Svcs	Bonus	$ 1,860
Water Recl. Facility	Vacation Payout	$ 6,110
Compost	Vacation Payout	$ 4,490
	Total	$ 12,460

Utility Fund – Other Revenues Appropriation

The Utility Fund has had other revenues that have not been appropriated in FY22. Weir reimbursement from the State totaling $166,750, miscellaneous revenue totaling $457,459, and the repayment from the General Fund for the Dail settlement of $290,592. These funds will be appropriated to the Contingency line item for a total of $914,801.

Summary

	Revenues	Expenditures
General Fund	$690,668.63	$690,668.63
Stormwater Fund	$250,105.00	$250,105.00
Utility Fund	$917,342.00	$917,342.00
Total Budget Amendment	**$1,858,115.63**	**$1,858,115.63**

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

1. Adopt the attached FY21-22 Operating Budget amendment for the General Fund, Stormwater Fund, and Utility Fund.

Date: 5/20/2022

Catherine F. Gwynn, Finance Director

Date: 5/27/22

Tim Salmon, City Manager

ORDINANCE NO. 2022 - 16

AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE CITY OF GOLDSBORO FOR THE 2021-22 FISCAL YEAR

WHEREAS, the City Council of the City of Goldsboro adopted the FY2020-21 Annual Operating Budget on June 18, 2021; and

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

WHEREAS, it is necessary to appropriate funds for employee Christmas bonuses not previously funded in Human Resources, Community Relations, Inspections, Garage, Buildings and Grounds, Planning, Solid Waste, Engineering, Fire, Police, Parks and Recreation, and Golf in the General Fund and Utility Billing, Meter and Inventory Services in the Utility Fund, and this will be funded with an appropriation from Contingency in the General Fund and Utility Fund; and

WHEREAS, it is necessary to appropriate funds for employee vacation payouts not previously funded in City Manager, Human Resources, Inspections, Downtown Development, Planning, Solid Waste, Engineering, Police, Parks and Recreation, and Golf in the General Fund, and Water Reclamation Facility and Compost Facility in the Utility Fund, and this will be funded with an appropriation from Contingency in the General Fund and Utility Fund; and

WHEREAS, it is necessary to appropriate funds for operating expenditures for resale items in the Parks & Recreation Golf division, and this will be funded with alcohol sales revenues; and

WHEREAS, it is necessary to appropriate funds for workers compensation settlement costs in the Solid Waste division of Public Works and this will be funded with an appropriation from Contingency in the General Fund; and

WHEREAS, it is necessary to appropriate funds for a major roof repair at the Paramount Theater, and this will be funded with an SBA shuttered venues grant to the Paramount Theater; and

WHEREAS, it is necessary to appropriate funds for agency support of the Kiwanis miniature train operation at Herman Park Center in the Agency Support organization, and this will be funded with revenues from the sale of surplus equipment derived from the sale of the surplus 1953 Kiwanis miniature train; and

WHEREAS, it is necessary to appropriate funds for salaries and benefits and other operating expenditures such as contract services for budget preparation, HVAC maintenance, garage charges, fuel charges, insurance claim deductible, repair of alarm system for Herman Park Center, and an irrigation computer system for the City Manager, Information Technology, Buildings and Grounds, Planning, Parks and Recreation and Golf; and this will be funded with an appropriation from Contingency in the General Fund; and

WHEREAS, it is necessary to appropriate funds to comply with the pre-audit statute applicable to local governments in NC GS §159 which requires that all obligations be pre-audited before being incurred even for electronic transactions, and this will be funded with an appropriation of internal charges billed to departments; and

WHEREAS, it is necessary to appropriate funds for Contingency in the General Fund, Stormwater Fund, and Utility Fund for unexpected items of revenue that have materialized in the current fiscal year.

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

GENERAL FUND	Current	Amended	Difference
City Manager (1012)			
FY21-22 Adopted Budget 6/18/21	$ 776,458.50	$ 776,458.50	$ -
Salaries & Wages Part-time	16,000.00	18,000.00	2,000.00
Vacation Payout	-	14,000.00	14,000.00
Contract Services	-	55,000.00	55,000.00
Total Expend. - City Manager	$ 792,458.50	$ 863,458.50	$ 71,000.00
Human Resources (1016)			
FY21-22 Adopted Budget 6/18/21	$ 672,024.97	$ 672,024.97	$ -
Salaries & Wages Bonus	-	4,260.00	4,260.00
Vacation Payout	-	3,040.00	3,040.00
Total Expend. - Human Resources	$ 672,024.97	$ 679,324.97	$ 7,300.00
Community Relations (1017)			
FY21-22 Adopted Budget 6/18/21	$ 149,011.45	$ 149,011.45	$ -
Salaries & Wages Bonus	-	300.00	300.00
Total Expend. - Community Relations	$ 149,011.45	$ 149,311.45	$ 300.00
Paramount Theater (1018)			
FY21-22 Adopted Budget 6/18/21	$ 701,934.96	$ 701,934.96	$ -
Building Maintenance	34,650.00	57,150.00	22,500.00
Total Expend. - Paramount Theater	$ 736,584.96	$ 759,084.96	$ 22,500.00
Inspections (1024)			
FY21-22 Adopted Budget 6/18/21	$ 590,790.56	$ 590,790.56	$ -
Salaries & Wages Bonus	-	2,690.00	2,690.00
Vacation Payout	-	5,040.00	5,040.00
Total Expend. - Inspections	$ 590,790.56	$ 598,520.56	$ 7,730.00
Downtown Development (1025)			
FY21-22 Adopted Budget 6/18/21	$ 321,045.76	$ 321,045.76	$ -
Vacation Payout	-	1,570.00	1,570.00
Total Expend. - Downtown Develop.	$ 321,045.76	$ 322,615.76	$ 1,570.00
Information Technology (1030)			
FY21-22 Adopted Budget 6/18/21	$ 2,756,904.34	$ 2,756,904.34	$ -
Building Maintenance	21,864.00	26,164.00	4,300.00
Total Expend. - Information Tech.	$ 2,778,768.34	$ 2,783,068.34	$ 4,300.00
Garage (1114)			
FY21-22 Adopted Budget 6/18/21	$ 2,477,910.15	$ 2,477,910.15	$ -
Garage Credits (1115)	(860,075.00)	(860,075.00)	-
Fuel Credits (1115)	(868,350.00)	(868,350.00)	-
Salaries & Wages Bonus	-	4,540.00	4,540.00
Total Expend. - Garage	$ 749,485.15	$ 754,025.15	$ 4,540.00

GENERAL FUND	Current	Amended	Difference
Building & Grounds (1133)			
FY21-22 Adopted Budget 6/18/21	$ 764,581.56	$ 764,581.56	$ -
Salaries & Wages Bonus	-	3,100.00	3,100.00
Fleet Charges	15,000.00	20,500.00	5,500.00
Total Expend. - Building & Grounds	$ 779,581.56	$ 788,181.56	$ 8,600.00
Finance (2111)			
FY21-22 Adopted Budget 6/18/21	$ 1,850,020.12	$ 1,850,020.12	$ -
Office Supply Credits	(7,257.00)	(7,257.00)	
Postage Credits	(32,542.00)	(32,542.00)	
Procurement Card Charges Incurred	-	190,000.00	190,000.00
Procurement Card Charges Billed	-	(190,000.00)	(190,000.00)
Total Expend. - Finance	$ 1,810,221.12	$ 1,810,221.12	$ -
Planning (3151)			
FY21-22 Adopted Budget 6/18/21	$ 1,295,633.62	$ 1,295,633.62	$ -
Salaries & Wages Bonus	-	2,690.00	2,690.00
Vacation Payout	-	6,510.00	6,510.00
Insurance Claims Deductible	-	8,901.00	8,901.00
Total Expend. - Planning	$ 1,295,633.62	$ 1,313,734.62	$ 18,101.00
Street Maintenance (4134)			
FY21-22 Adopted Budget 6/18/21	$ 1,059,960.72	$ 1,059,960.72	$ -
Total Expend. - Street Maintenance	$ 1,059,960.72	$ 1,059,960.72	$ -
Solid Waste (4143)			
FY21-22 Adopted Budget 6/18/21	$ 4,022,469.50	$ 4,022,469.50	$ -
Salaries & Wages Bonus	-	11,530.00	11,530.00
Vacation Payout	-	15,540.00	15,540.00
Worker's Comp Claims Cost	69,500.00	144,500.00	75,000.00
Total Expend. - Solid Waste	$ 4,091,969.50	$ 4,194,039.50	$ 102,070.00
Engineering (4172)			
FY21-22 Adopted Budget 6/18/21	$ 1,109,703.85	$ 1,109,703.85	$ -
Salaries & Wages Bonus	-	4,010.00	4,010.00
Vacation Payout	-	300.00	300.00
Total Expend. - Engineering	$ 1,109,703.85	$ 1,114,013.85	$ 4,310.00
Organizational Support (7310)			
FY21-22 Adopted Budget 6/18/21	$ 464,029.00	$ 464,029.00	$ -
Agency Support - Kiwanis Train	-	28,900.00	28,900.00
Total Expend. - Organizational Support	$ 464,029.00	$ 492,929.00	$ 28,900.00
Parks and Recreation (7460)			
FY21-22 Adopted Budget 6/18/21	$ 3,099,287.75	$ 3,099,287.75	$ -
Salaries & Wages Bonus	14,039.00	14,169.00	130.00
Vacation Payout	-	9,730.00	9,730.00
Building Maintenance	30,000.00	33,300.00	3,300.00
Vehicle Fuel Internal Charges	10,000.00	16,500.00	6,500.00
Total Expend. - Parks and Recreation	$ 3,153,326.75	$ 3,172,986.75	$ 19,660.00

GENERAL FUND	Current	Amended	Difference
Golf Course (7461)			
FY21-22 Adopted Budget 6/18/21	$ 518,486.22	$ 518,486.22	$ -
Salaries & Wages Bonus	-	1,530.00	1,530.00
Vacation Payout	-	170.00	170.00
Concessionaire Resale	16,421.00	24,421.00	8,000.00
Capital - Irrigation System	-	32,000.00	32,000.00
Total Expend. - Golf Course	$ 534,907.22	$ 576,607.22	$ 41,700.00
Fire (5120)			
FY21-22 Adopted Budget 6/18/21	$ 6,607,116.54	$ 6,607,116.54	$ -
Salaries & Wages Bonus	-	29,800.00	29,800.00
Total Expend. - Fire	$ 6,607,116.54	$ 6,636,916.54	$ 29,800.00
Police (6121)			
FY21-22 Adopted Budget 6/18/21	$ 9,685,280.61	$ 9,685,280.61	$ -
Salaries & Wages Bonus	-	34,510.00	34,510.00
Vacation Payout	27,424.00	42,584.00	15,160.00
Total Expend. - Police	$ 9,712,704.61	$ 9,762,374.61	$ 49,670.00
Transfers (8101)			
FY21-22 Adopted Budget 6/18/21	$ 976,835.00	$ 976,835.00	$ -
Contingency	758,741.00	952,358.63	193,617.63
Total Expend. - Transfers	$ 1,735,576.00	$ 1,929,193.63	$ 193,617.63
All Other Expenditures	$ 7,764,537.90	$ 7,764,537.90	$ -
Total Expenditures - General Fund	$ 46,909,438.08	$ 47,525,106.71	$ 615,668.63
Revenues			
Tax Revenues	$ 17,835,244.00	$ 17,835,244.00	$ -
Licenses and Permits	378,450.00	378,450.00	-
Revenue from Other Agencies	16,896,255.00	17,228,162.63	331,907.63
Charges for Services	5,059,718.00	5,067,718.00	8,000.00
Capital Returns	3,208,697.32	3,484,458.32	275,761.00
Miscellaneous Revenue	166,601.00	166,601.00	-
Shared Services	3,207,840.00	3,207,840.00	-
Appropriated Fund Balance	156,632.76	156,632.76	-
Total Revenues - General Fund	$ 46,909,438.08	$ 47,525,106.71	$ 615,668.63

STORMWATER FUND	Current	Amended	Difference
Transfers (8101)			
FY21-22 Adopted Budget 6/18/21	$ 988,023.00	$ 988,023.00	$ -
Contingency	-	250,105.00	250,105.00
Total Expend. - Transfers	$ 988,023.00	$ 1,238,128.00	$ 250,105.00
All Other Expenditures	$ 1,245,623.00	$ 1,245,623.00	$ -
Total Expenditures - Stormwater Fund	$ 2,233,646.00	$ 2,483,751.00	$ 250,105.00
Revenues			
Charges for Services	$ 1,575,000.00	$ 1,575,000.00	$ -
Capital Returns	18,646.00	268,751.00	250,105.00
Appropriated Fund Balance	640,000.00	640,000.00	-
Total Revenues - Stormwater Fund	$ 2,233,646.00	$ 2,483,751.00	$ 250,105.00

UTILITY FUND	Current	Amended	Difference
Billing, Meter & Inventory Services (4174)			
FY21-22 Adopted Budget 6/18/21	$ 749,835.43	$ 749,835.43	$ -
Salaries & Wages Bonus	-	1,860.00	1,860.00
Total Expend. - Billing, Meter & Inventory Services	$ 749,835.43	$ 751,695.43	$ 1,860.00
Water Reclamation (4177)			
FY21-22 Adopted Budget 6/18/21	$ 5,010,467.57	$ 5,010,467.57	$ -
Vacation Payout	5,000.00	11,110.00	6,110.00
Total Expend. - Water Reclamation	$ 5,015,467.57	$ 5,021,577.57	$ 6,110.00
Compost (4179)			
FY21-22 Adopted Budget 6/18/21	$ 740,516.16	$ 740,516.16	$ -
Vacation Payout	-	4,490.00	4,490.00
Total Expend. - Compost	$ 740,516.16	$ 745,006.16	$ 4,490.00
Transfers (8101)			
FY21-22 Adopted Budget 6/18/21	$ 3,138,222.00	$ 3,138,222.00	$ -
Contingency	-	904,882.00	904,882.00
Total Expend. - Transfers	$ 3,138,222.00	$ 4,043,104.00	$ 904,882.00
All Other Expenditures	$ 11,176,612.11	$ 11,176,612.11	$ -
Total Expenditures - Utility Fund	$ 20,820,653.27	$ 21,737,995.27	$ 917,342.00
Revenues			
Revenue from Other Agences	$ 2,558,994.00	$ 2,725,744.00	$ 166,750.00
Charges for Services	17,455,830.00	17,915,830.00	460,000.00
Capital Returns	67,872.00	67,872.00	-
Miscellaneous Revenue	340,196.00	340,196.00	-
Transfers In and Shared Services	-	290,592.00	290,592.00
Fund Balance	397,761.27	397,761.27	-
Total Revenues - Utility Fund	$ 20,820,653.27	$ 21,737,995.27	$ 917,342.00

This Ordinance shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

ATTEST:

Laura Getz, City Clerk

Item No. L

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Adoption of a Resolution establishing a Procurement Card Policy and Resolution authorizing the City to engage in electronic payments.

BACKGROUND: The City has utilized a procurement card system for at least the past 20 years. The City has operated using a procurement card written procedure during this time, but it was never formally adopted as a policy by City Council.

DISCUSSION: At this time we are requesting that Council formally adopt a Procurement Card Policy for the City. The policy has been overhauled to include more restrictions and to be incompliance N.C. G.S. §159-28 for the pre-audit requirement.

The 2015 legislature modified G.S. §159-28 to allow the LGC to adopt rules to address the execution of the pre-audit and disbursement process related to electronic transactions for local governments. The attached resolution is modeled after the LGC sample and will allow the City to take advantage of the use of procurement cards and also be compliant with statute. Attached is the LGC memo 2018-05 dated March 12, 2018 that outlines the requirements for Cities.

RECOMMENDATION: By motion, Council adopt the attached resolutions:

1. Resolution authorizing the City of Goldsboro to engage in electronic payments as defined by N.C. G.S. §159-28.
2. Resolution adopting the Procurement Card Policy (FINP-007).

Date: 5/20/2022

Catherine F. Gwynn, Finance Director

Date: 5/26/22

Timothy M. Salmon, City Manager

RESOLUTION NO. 2022- 51

RESOLUTION AUTHORIZING CITY OF GOLDSBORO TO ENGAGE IN ELECTRONIC PAYMENTS AS DEFINED BY N.C. G.S. §159-28

WHEREAS, it is the desire of the City Council that the City of Goldsboro is authorized to engage in electronic payments as defined by G.S. §159-28; and

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the City Council, to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03.0409; and

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the City Council, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03.0410.

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

Section 1. Authorizes the City of Goldsboro to engage in electronic payments as defined by G.S. §159-28.

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03.0409.

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03.0410; and

Section 4. This resolution shall take effect immediately upon its passage.

Upon motion of Councilman Gaylor, and seconded by Councilman Broadaway, the foregoing Resolution was passed by the following vote:

Ayes: Mayor Ham, Mayor Pro Tem Polack, Councilwoman Jones, Councilman Broadaway, Councilwoman Matthews, Councilman Gaylor, Councilman Aycock

Nays: _____

Abstentions: _____

I, Laura Getz, Clerk of the City Council of the City of Goldsboro, do hereby certify that the foregoing resolution is a true and exact copy of the "Resolution authorizing the City of Goldsboro to engage in electronic payments as defined by N.C. G.S. §159-28" duly adopted by the City Council of the City of Goldsboro at the regular meeting thereof duly called and held on June 6, 2022, a quorum being present.

WITNESS my hand at Goldsboro, N.C. this 6th day of June, 2022.

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1891

RESOLUTION NO. 2022- 52

RESOLUTION ADOPTING A PROCUREMENT CARD POLICY FOR THE CITY OF GOLDSBORO

WHEREAS, it is the desire of the City Council that the City of Goldsboro is authorized to engage in electronic payments as defined by G.S. §159-28; and

WHEREAS, the City Council recognizes the benefits of a credit card purchasing program and has enjoyed those benefits for many years; and

WHEREAS, the City Council recognizes the need to adopt policies and procedures for the use of procurement cards to ensure that the acquisition of goods and services are acquired in compliance with statute, policy and procedure while ensuring the responsible use of the taxpayer's dollar.

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

Section 1. Hereby adopts and enacts the Procurement Card Policy for the City of Goldsboro.

Section 2. This Resolution shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

City of Goldsboro

Subject:	Section:			Department:	
Procurement Card Policy	Finance			FINANCE	
	Policy #:	Effective Date:	Rev. #:	Revision Date:	Page:
	FINP-007	6/6/2022	0	-	1
	Supersedes:	Prepared by:		Approved By:	
	-	Catherine Gwynn Finance Director		City Council Resolution 2022-XX	

1. Purpose

To provide a policy and procedure in the purchasing process for the use of procurement cards for small dollar purchases.

To standardize the documentation and reporting of small-dollar business expenses so that all City employees are guided by a common set of expense guidelines.

2. Policy Statement

The City of Goldsboro Procurement Card Program meets the objectives of the city and improves the overall level of service provided to the customer.

To procure small-dollar items, select City employees will be issued a VISA-brand procurement card. Small-dollar purchases are individual expenditures of less than $5,000. Some cardholders could be authorized to make purchases for greater or lesser amounts.

To control the use of the Procurement Card, only the person named on the card is authorized to use it and no one other than the cardholder can utilize the card or make purchases on behalf of the department. In addition, each cardholder receives a monthly statement that the cardholder must reconcile against their purchase records.

Any intentional use of the card other than for official City business shall be grounds for discipline up to and including termination.

The policies and procedures of the program are detailed below.

CITY OF GOLDSBORO
PROCUREMENT CARD PROGRAM
POLICY & PROCEDURE

Introduction

Welcome to the City of Goldsboro's Procurement Card Program offered through Truist. This Program is designed to increase productivity and cost savings through better managing of small dollar purchases. The Program brings many benefits to you, the City of Goldsboro and its suppliers.

The success of the Procurement Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the Program guidelines as specified within these Policies and Procedures.

What is the Procurement Card?

The Procurement Card is a Visa Card issued by Truist which can be used for purchases of non-restricted commodities from any supplier that accepts Visa as a form of payment, as well as travel for official City business. It will significantly reduce the need for issuing small dollar purchase orders, many blanket purchase orders and Request for Check (RFCs). Possible uses include:

- Miscellaneous Supplies
- Computer Peripherals and Software
- Travel and meals
- Equipment Repairs
- Dues and Subscriptions

Key Contacts

Terrie Odom, Procurement Card Administrator
Phone (919)580-4370
Fax (919)580-4290
Email todom@goldsboronc.gov

Chestine Faison, Executive Assistant
Backup Procurement Card Administrator
Phone (919)580-4354
Fax (919)580-4290
Email cfaison@goldsboronc.gov

Andrea Thompson, Assistant Finance Director
Backup Procurement Card Administrator
Phone (919)580-4371
Fax (919)580-4290
Email athompson@goldsboronc.gov

Timothy Wood, Procurement Manager
Phone (919)580-4337
Fax (919)580-4290
Email twood@goldsboronc.gov

Procurement Cards are assigned to the individual employee, and are prohibited from being transferred to, assigned to, or used by anyone other than the designated employee. Use for personal purchases is strictly prohibited. The Procurement Card CANNOT be used as payment for certain restricted items. Fraudulent and/or misuse of the Card is grounds for revocation of the Card privileges, and may lead to disciplinary action in accordance with City of Goldsboro Policies and Procedures relating to disciplinary action, up to and including termination.

3. Objectives

- Provide users with an efficient means to address their ordering needs. Enables departments to be more self-sufficient.
- Create a "paper-scarce", responsive ordering system.
- Eliminate redundant and/or "no value added" processes.
- Improve the level of service provided to the departmental user.

4. Parties Involved

Card Issuer – Truist's services include issuing Visa Procurement Cards to City of Goldsboro employees and billing the City of Goldsboro for all purchases made on the Cards.

City of Goldsboro – Arranges with the Card issuer, Truist, to have Procurement Cards issued to approved employees and agrees to accept liability for the employees' use of the Cards.

Department Head – City of Goldsboro official who must approve employees' request for a Procurement Card. Department Head or Designee's approval delegates transaction authority to the Cardholder. He/She is also responsible for reviewing and approving transactions of individual Cardholders to ensure the transactions are legitimate necessary business expenses, classified appropriately, sufficient budget exists, and in compliance with the City's Policies and Procedures.

Procurement Card Administrator – The central Administrator located in the City of Goldsboro's Finance Department who coordinates the Procurement Card Program for the City of Goldsboro and acts as the City's intermediary in correspondence with Truist.

Cardholder – An employee of the City of Goldsboro who is approved by the responsible Department Head or Designee to use the Procurement Card to execute purchases on behalf of the City of Goldsboro.

Finance Department – Process all invoices for payment submitted by Card Issuer.

Supplier – The merchant from whom a Cardholder is making purchase.

5. Cardholder Eligibility

Criteria to receive a Procurement Card are as follows:

- Applicant must be a full-time or permanent part-time employee whose job responsibilities necessitate the issuance of a Procurement Card.
- Procurement Card Application must be filled out.
- The responsible Department Head must approve applicant's request for a Procurement Card.
- Employee shall receive an overview of procedures from the Procurement Card Administrator before he/she may receive a Procurement Card. An applicant may not send someone else in his/her place. There will be no exceptions.

- Each individual Cardholder must read the Procurement Card Policy and sign a Cardholder Agreement **(Attachment 1)** prior to receiving a Card.
- The Procurement Card shall be issued in the name of the employee.

6. Cardholder Limits and Merchant Category Codes

Department Heads and City Manager	$5,000.00
Employee (non-supervisory)	$0.00 - $500.00
Supervisory (depending on duties)	$500.00 - $3,000.00

For a credit limit of $5,000.00 or more, a detailed reason justifying the request must be made on the application, and must be approved by the City Manager.

Credit limit may be reduced by the Procurement Card Administrator or the Finance Director if deemed in the City's best interest.

Credit limit may be increased temporarily or permanently by request of the Department Head to the Finance Director. Temporary increases may be requested via email, memo (or other means as directed by the Finance Director) from the Department Head to the Finance Director. Permanent increases shall be made via form provided by Finance from the Department Head to the Finance Director.

All Procurement Cards are coded for use with specified merchants using Merchant Category Codes. Merchant Category Codes (MCC) are classifications of merchants by VISA based upon Standard Industry Classification Codes (SIC) codes. As such, similar merchants, such as the airline companies, are grouped together. At the point of purchase, when the supplier seeks authorization for the sale, the cardholder's profile is checked to ensure the MCC is within allowable codes. If not, the authorization is declined.

7. Procurement Card/Account Number Security and Storage

Cardholders should always treat the City of Goldsboro Procurement Card with at least the same level of care as one does their own personal credit cards. The Card should be maintained in a secure location and the Card account number should be carefully guarded. The only person entitled to use the Card is the person whose name appears on the face of the Card. The Card may not be loaned to another person for any reason.

At the end of each month (or at a period determined by Finance), the Cardholders shall forward all the signed monthly summary with the original Cardholder statements receipts/packing slips/charge slips to Finance. The Procurement Card Administrator will maintain all other documentation concerning the Procurement Card Program. This documentation includes, but is not limited to, applications, Cardholder Agreements, agency billing statements reconciliation of accounting statements, InfoSpan Programs, copies of transmittals and correspondence with Card Issuer.

8. Card Restrictions

The following is not an exhaustive list. If in doubt, contact the Procurement Card Administrator for guidance BEFORE a transaction is initiated!

The Procurement Card may NOT be used payment for the following items:

- ALL items intended for personal use
- Purchases related to federal or state grants (unless specifically authorized by the Finance Director)
- Alcoholic beverages
- Capital Equipment (at or above $5,000) (unless specifically authorized by the Finance Director)
- Cash Advances
- Childcare expenses
- Computers (unless specifically authorized by the Finance Director)
- Construction and renovations
- Consulting Services
- Events and Parties
    - Birthdays, births, weddings, etc….
    - Holiday/Employee Morale – except as allowed up to the allocated budget amount per full time employee (currently $16/employee per budget year). Detailed list of employees must accompany the receipt.
    - Farewell/Resignation/Retirement – only as per adopted Personnel Policy for retirement and only for full time employees and immediate family of retiree. Cost should be reasonable and commensurate to length of service. Detailed list of employees/attendees must accompany the receipt.
- Firearms and ammunition
- Furniture and Furniture Related Items (unless specifically authorized by the Finance Director)
- Gifts - holidays, birthdays, births, weddings, other personal events, except as allowed in City Manager's Flower Policy 5/5/21.
- Gifts – deaths, serious illness or accidents of an employee, except as allowed in City Manager's Flower Policy 5/5/21.
- Gifts – retirement (this is processed through Payroll)
- Gift Cards
- Meals and Food – Local Travel Meals
- Meals for Employees Only (non-business meetings)
- Parking fines/tickets
- Prescription drugs or other controlled substances
- Temporary employment agencies
- Wireless devices

Whenever possible, MCC codes will be utilized to restrict purchases of the above items. If you are uncertain whether a commodity and/or supplier are authorized for purchase with the Procurement Card, please contact the Procurement Card Administrator.

9. Making a Purchase

Most employees are already familiar with making purchases using a credit card. The process for placing an order using the Procurement Card is very similar to those used when making a purchase with any commercial credit card. When making a purchase the following steps should be followed:

- Confirm that the purchase is appropriate for the Procurement Card by referring to the list of restricted items.
- Confirm the total cost (including shipping and handling) will not exceed present transactions limits.
- Make sure you are obtaining the best possible price. Any cardholder can contact the Procurement division to ask if there is a preferred/contracted supplier to use.
- The City of Goldsboro is NOT exempt from sales tax for items it consumes. If you are purchasing items for resale, see the Finance Director to have an Exemption Certificate issued.
- Record the name of the person taking the order and the order/confirmation number, should subsequent problems/issues arise.
- Upon receipt of the item, retain copies of the charge slip, sales receipt, statement, and/or packing slip. Receipts and packing slips must be attached to the monthly card summary. Improper documentation may result in revocation of the Procurement Card.
- Purchases over $500 should be made through a purchase order, unless prior authorization from the Finance Director has been given. This authorization should be attached to the monthly card summary, unless a specific blanket authorization has been approved by the Finance Director.
- Provide Cardholder statement with the completed and signed Monthly Transaction Log **(Attachment 2)** to Department Head for review and approval. Receipts shall be attached.
- Forward the signed Monthly Transaction Log (Attachment 2) with original receipts to Accounts Payable by the required due date.
- ***NOTE: During the month of June, purchases will be restricted to facilitate Fiscal Year end closing. It is imperative that careful planning is done to ensure that appropriate levels of supplies are on hand to last until the beginning of the new Fiscal Year.***

Once it is determined that the purchase can be made using the Procurement Card and a supplier is chosen, the cardholder has a choice to make the purchase online, via phone or in person.

10. Erroneous Declines

There may be certain situations when a supplier receives a decline message when processing your Procurement Card transaction. If you do not know the reason for the decline, contact Truist at 1(800)397-1253 for an explanation. If the decline was in error, the Cardholder should immediately contact the Procurement Card Administrator for assistance. If purchase is being made outside of normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Procurement Card Administrator during normal hours.

11. Procurement Card Maintenance and Closure

All contact with Card Issuer for Card set up, maintenance and closure (except for reporting lost or stolen cards, checking account balances and erroneous declines) will be handled by the Procurement Card Administrator.

The Procurement Card Administrator is required to close an account if a Cardholders: (a) moves to a new job in which a Procurement Card is not required, (b) terminates employment or (c) for any of the following reasons (which will also subject Cardholder to disciplinary action in accordance with City of Goldsboro Policies and Procedures relating to disciplinary action, up to an including termination).

- Procurement Card is used for personal or non-work related purchases such as the purchase of alcoholic beverages or any substance, material or service, which violates policy, law or regulation pertaining to the City of Goldsboro.
- The Cardholder allows the Card to be used by another individual.

- The Cardholder splits a purchase to circumvent the limitations of the Procurement Card or City Policies and Procedures.
- The Cardholder uses another Cardholder's Card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Procurement Card.
- The Cardholder habitually fails to attach receipts to the Monthly Transaction Log **(Attachment 2)**.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder routinely must provide Affidavit for Missing Receipt.
- The Cardholder is habitually late submitting the monthly summary and receipts.
- The Cardholder does not adhere to the Procurement Card Policies and Procedures, or City Procurement Policy.

A request for closing a Cardholder account will be submitted to Card Issuer by the Procurement Card Administrator. The Procurement Card must be returned to the Procurement Card Administrator immediately.

12. Cardholder Liability

The Procurement Card will not affect your personal credit. It is your responsibility to ensure that the Card is used within stated guidelines of these Policies and Procedures. Failure to comply with Program guidelines may result in permanent revocation of the Card, notification of the situation to management and disciplinary action in accordance with City of Goldsboro Policies and Procedures relating to disciplinary action, up to and including termination.

13. Lost, Misplaced or Stolen Procurement Cards

Report any lost or stolen Procurement Card immediately to Truist toll-free at 1(800)397-1253. Truist representatives are available to assist you 24 hours a day, 365 days a year. It is your responsibility to notify your Procurement Card Administrator about the lost or stolen Card at the first opportunity during normal business hours.

14. Emergency Transactions

The City Manager or Finance Director must approve emergency transactions costing more than $5,000. It is advised that the employee make the request via email so that a traceable means of documenting the approval is obtained. The employee must submit a detailed explanation of the emergency with the monthly card summary along with the receipt, and attach documentation of approval of the purchase. The Finance Director may make exceptions to the $5,000 transaction threshold based on need and necessity in the department.

15. Returns, Damaged Goods, Credits

The cardholder is responsible for inspecting all goods upon arrival. If goods purchased with a Procurement Card need to be returned, the cardholder should work directly with the supplier. Here are some tips:

- Always retain boxes, containers, special packaging, packing slips, etc. until you are certain you are going to keep the goods. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.

- Many suppliers require you to obtain a "Return Authorization Number" before they will accept a return. If you neglect to get this number when it is required the package may be refused and/or no credit issued to your account.
- In some cases there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible you may have to pay it. You may use the Procurement Card to pay this fee as long as it does not exceed any of your limits.
- Lastly, make sure that the charge for the returned items: a) Never appears on the Procurement Card System, or b) Is credited properly

If this does not happen, refer to "Disputes & Billing Errors" for instructions on how to resolve the problem. The supplier should issue a credit to your Procurement Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. **Under no circumstances should you accept cash in lieu of a credit to the Procurement Card account.**

16. Disputes & Billing Errors

You should always attempt to resolve any disputes or billing errors directly with the supplier. In most cases, the supplier will issue a credit to the Card account. Nearly all issues can be resolved in this manner. If an agreement cannot be reached with the supplier, you should contact the Procurement Card Administrator. Complete and sign the Card Issuer Dispute Form **(Attachment 3)** to the Card Administrator. The total amount billed by the Card Issuer will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the Card Issuer billing statement.

17. Sales and Use Tax

Purchases From Suppliers Located in North Carolina – The City of Goldsboro is NOT exempt from paying North Carolina sales tax, therefore, as you place an order with the supplier, you should emphasize that the purchase must include sales tax for all taxable items. It is the Cardholder's responsibility to make sure that sales tax is included on all taxable transactions. A company may not be exempt from paying North Carolina Sales Tax.

Purchases From Suppliers Located Outside North Carolina – Some suppliers located outside North Carolina collect sales tax and remit this tax directly to the State. The individual receipt provided by the supplier should indicate whether any out-of-state sales tax has been collected at the point of sale. Some out-of-state suppliers do not charge North Carolina States sales tax. It is the City of Goldsboro's responsibility to file a return and remit the tax due directly to the NC Department of Revenue. The cardholder should review all invoices carefully to verify that the sales tax has been included. If it has not been included, the Cardholder should denote this on the Monthly Transaction Log **(Attachment 2)**.

Items that are not related to Sales Tax

- Tax on Food or Beverage
- Occupancy tax (hotel and motel stays)

If you are purchasing items for resale, see the Finance Director to have an Exemption Certificate issued.

18. Supplier Participation

If a supplier frequently used by City of Goldsboro employees does not accept the Visa Card, the Card Issuer will assist in recruiting the supplier to take the necessary steps to begin acceptance of the Card. Cardholders should contact the Card Administrator when encountering suppliers who do not accept the Card.

19. Periodic Audits

Your Department Head, the Procurement Card Administrator, and our external auditors will perform periodic audits of your purchases, Cardholder statements and other required documentation to ensure compliance with the guidelines of the Procurement Card Program, City of Goldsboro's Policies and Procedures relating to the expenditure of funds, Procurement Policy. Cardholders are responsible for obtaining all documentation necessary to support the business purpose of the purchase. If the business purpose is not clear, a notation should be made on the monthly summary report or on the receipt.

All Procurement Card purchases must be supported by at least one or more of the following items:

- Actual (detailed) sales slip
- Cash register receipt
- Order form
- Supplier/merchant statement
- Packing Slip
- Online order confirmations
- Documentation to support special authorizations, detailed lists, or quotes as required.

Possible audit procedures include the following:

- Comparing cardholder supplied information on Transaction Logs to VISA purchasing card records.
- Asking cardholders to explain any discrepancies between cardholder and VISA purchasing card data.
- Reviewing cardholder receipts and log records to confirm that the goods and services acquired represent approved purchasing card expenditures obtained following proper procedures.
- Reviewing cardholder receipts to determine that only cardholder has signed for purchases.

Unsatisfactory results of audit or deviations from policy and procedure discovered shall be provided to the Procurement Card Administrator and Finance Director for appropriate action.

20. Automatic Card Renewal

A new procurement card will be mailed directly to the Card User prior to the expiration date. When you receive your new card, the old card should be cut up and securely disposed of.

21. Customer Service

Truist Customer Service is available 24 hours a day, 365 days a year at 1(800)397-1253 for:

- Reporting a lost or stolen card
- Checking Account Balance
- Erroneous Decline

For all other questions or issues, please contact the Procurement Card Administrator at (919)580-4370.

22. Fraud, Waste and Abuse

As stewards of the public's trust, it is your responsibility to report any fraud, waste or abuse that you observe. Report these concerns to the Finance Director or City Manager.

Timothy M. Salmon	Catherine F. Gwynn
City Manager	Finance Director
(919) 580-4330	(919)580-4356
tsalmon@goldsboronc.gov	cgwynn@goldsboronc.gov

23. Finance Credit Cards

The Finance Department shall maintain a limited stock of credit cards that are issued to the Finance Department. These cards may be issued to employees who have a need to use a procurement card but have not yet received their individual card, or for travel use by employees who do not have a city issued card.

The cards shall be secured while not in use and in the custody of the Executive Assistant of the Finance Department. An employee who wishes to check out a card should contact Ms. Chestine Faison to reserve a card. Cards are limited and will be assigned on a first come, first serve basis. The employee should describe what the card will be used for, the length of time needed, and the total as well as per transaction limit expected, so that appropriate adjustments can be made to the card to ensure no declines.

The employee shall return the card when his/her business is complete. Under no circumstances should the employee retain any credit card numbers or CSV codes. The employee or the Administrative Assistant of the employee's department shall be responsible for preparing the monthly transaction log spreadsheet. The completed and signed monthly transaction log should be submitted with the receipts to his/her department head for signature and approval, and then submitted to the Executive Assistant for the Finance Department.

Failure to responsibly handle the card or the subsequent transaction reconciliation and approval, may cause the employee to be refused issuance of any procurement card.

24. Pre-audit Process

The City Council of the City of Goldsboro has authorized the use of electronic payments as defined in G.S. 159-28 through Resolution 2022-XX on June 6, 2022. The Council has adopted the Procurement Card policy as developed by the Finance Department.

The Finance Officer shall pre-audit the use of procurement cards by authorizing an encumbrance based on the monthly average charges for the City's procurement card usage. The encumbrance may occur monthly, quarterly or annually as determined by the Finance Director. This encumbrance shall be entered into the City's ERP system (Banner) and shall appear in the encumbrance ledger of the City's books.

As charges are incurred monthly, quarterly or annually, the Finance Director shall authorize the encumbrance be reduced as transactions are processed on the books. The encumbrance shall lapse at June 30 when the fiscal year ends.

25. Cardholder Responsibilities

The Cardholder must use the Procurement Card for **OFFICIAL BUSINESS PURPOSES ONLY.** Fraudulent and/or misuse of the Card is grounds for revocation of the Card privileges, and may lead to disciplinary action in accordance with City of Goldsboro Policies and Procedures relating to disciplinary action, up to and including termination. Inappropriate use of the Procurement Card could result in personal liability for the purchase, and may be required to be repaid to the City.

The Cardholder shall:

- Ensure the Procurement Card is used for legitimate necessary business purposes only.
- Maintain the Procurement Card in a secure location at all times, treat it as if it were cash.
- **Do Not** allow other individuals to use their Procurement Card.
- It is your responsibility to be aware of and follow other applicable City Policy (i.e. travel, procurement, etc…) when using the Procurement Card.
- Ensure that the City receives the best price for the items being purchased, and that the items being purchased are not extravagant or lavish. Remember we are stewards of the public purse.
- Submit the signed Monthly Transaction log and receipts timely.
- Adhere to the purchase limits and restrictions of the Procurement Card.
- Ensure the total transaction amount of any single transaction does not exceed the approved individual transaction limit.
- Ensure that sales tax is included on all taxable purchases from suppliers located in North Carolina.
- Obtain and reconcile all sales slips, register receipts, and/or Procurement Card slips to Cardholder statement.
- Original receipts should be provided, however a copy or duplicate will be accepted in lieu of the original receipt. If a receipt is missing, cardholder must fill out a Missing Receipt Affidavit that must also be signed by the Department Head.
- Forward the Monthly Transaction Log **(Attachment 2)**, with the original receipts to Finance within 7 working days of receiving the monthly statement. The expense accounts shall be the amounts of the receipts less sales tax. Separate the sales tax from the actual cost of the item purchased. The total of the expense lines and the sales tax line will be the grand total of all receipts.
- Attempt to resolve disputes or billing errors directly with the supplier and notify the Card Administrator if the dispute or billing error is not satisfactorily resolved by providing Card Issuer the required Dispute Form **(Attachment 3)**.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- **It is never permissible to accept cash in lieu of a credit to the Procurement Card account.**
- Immediately report a lost or stolen Card to Truist at 1(800)397-1253 (24 hours a day, 365 days a year).
- Immediately notify Card Administrator of a lost or stolen Procurement Card at the first opportunity during normal business hours.

- Return the Procurement Card to the Card Administrator if requested to do so for any reason, upon termination of employment with the City of Goldsboro or transferring to another department within the City of Goldsboro.
- Contact the Card Administrator if a supplier does not accept Visa. The Card Administrator will work with BB&T to encourage the supplier's participation in the program.

26. DEPARTMENT HEAD RESPONSIBILITIES

Each Department Head shall:

- Review supplier receipts and ensure that receipts are attached to the Monthly Transaction Log **(Attachment 2)**. If charges are inappropriate, bring these concerns to that attention of the Finance Director to determine if further action needs to be taken.
- Ensure that the purchases are necessary for City business, appropriate and not excessive or lavish in nature.
- Ensure the Monthly Transaction Log **(Attachment 2)** is completed and legibly signed by the Cardholder.
- Ensure that sufficient budget exists to cover the expenditure.
- Legibly sign the Monthly Transaction Log **(Attachment 2)**.
- Approve and sign Missing Receipt Affidavit if necessary.
- Ensure the Monthly Transaction Log **(Attachment 2)** is forwarded to Procurement Card Administrator within 7 working days of cardholder receiving the monthly statement.
- Request the Procurement Card Administrator cancel a Cardholder's Card (e.g. terminated employees, transferring departments, loss of Procurement Card privileges) as approved by the Department Head/Designee.
- Collect canceled Card from Cardholder and forward to Procurement Card Administrator.

27. PROCUREMENT CARD ADMINISTRATOR RESPONSIBILITIES

The Finance Department has assigned a Procurement Card Administrator who will be responsible for the over-all Procurement Card Program. Responsibilities include:

- Serving as City of Goldsboro liaison with Card Issuer
- Reviewing Department approved applications for completeness of required information. Submitting completed application to Card Issuer and receiving Procurement Cards from Card Issuer. Training individuals before releasing Procurement Cards.
- Having Cardholder sign Cardholder Agreement **(Attachment 1)**, signifying agreement with the terms of the Procurement Card Program.
- Handling disputed charges/discrepancies not resolved by Cardholder.
- Securing revoked Procurement Cards and submitting information to Card Issuer.
- Distributing monthly statements to Cardholders.
- Reviewing usage of Procurement Card data for appropriateness. Ensuring that lost/stolen Cards have been blocked by Card Issuer.
- Forwarding supplier set up requests to Card Issuer.
- Assisting Departments with errors and emergency transactions. Provide receipt to Cardholder when card is returned.
- Processing transaction through the City's ERP system for posting after card holders have coded transactions.

- Utilizing InfoSpan Software from Card Issuer for downloading monthly invoices.
- Receiving and filing all Cardholders charge slips and receipts with Card Issuer's Cardholder monthly statement.
- Reconciling Card Issuer statements to the Monthly Transaction Log **(Attachment 2)** completed by the Cardholder.
- Calculating sales and use tax on statements to record as receivable and identify out of state purchases for accrual for remittance to the NC Department of Revenue.
- Receiving and reviewing Card Issuer bill.
- Notifying the Department Head when the Cardholder does not submit reconciliation by the cut-off date (7 days following receipt of statement).
- Maintaining electronic and paper copies of all charge slips, register receipts, monthly statements in a safe and secure location.

28. FINANCE DIRECTOR RESPONSIBILITIES

The Finance Director shall be responsible for overseeing the administration of the Procurement Card Program.

- Overseeing and amending policy, procedures and forms as changes are required.
- Overseeing the relationship with the Card Issuer, and creating, maintaining and updating internal accounting processes and procedures.
- Approving new applications, or permanent or temporary changes to credit limits.
- Establishing procedures to pre-audit obligations in accordance with NC GS §159.
- Reviewing the monthly statement, and requesting as needed follow up to resolve any questioned costs.
- Overseeing and investigating any questioned costs, or allegations of fraud, waste and abuse that are reported to the Finance Director.
- Revoking Procurement Card Privileges, and recommending disciplinary action for violations of Procurement Card or other related policies.

29. CITY MANAGER RESPONSIBILITIES

- Approving new applications, or permanent or temporary changes to credit limits over $5,000.
- Approving emergency card purchases over $5,000 if requested by the Finance Director.
- Approving Department Head monthly procurement card logs, which may be assigned to the Assistant City Manager.
- Overseeing and investigating any questioned costs, or allegations of fraud, waste and abuse that are reported to the City Manager.

Attachments:

Attachment 1 Listing of Allowable Vendors (MCC Codes)
Attachment 2 Procurement Card Agreement
Attachment 3 Procurement Card Enrollment Form Sample
Attachment 4 Procurement Card Permanent Increase Form Sample
Attachment 5 Lost or Missing Receipt Affidavit Form Sample

ATTACHMENT 1

CITY OF GOLDSBORO PROCUREMENT CARD

LISTING OF ALLOWABLE VENDORS

MCC	MERCHANT TYPE
1711	Air Conditioning Contractors
1799	Contractors-Glasswork
2741	Printing Services
5013	Automobile-Motor Vehicle Supplies, New Parts
5021	Commercial Furniture
5044	Copy Services-Photographic, Photocopy, Microfilm Supplies
5045	Computers, Computer Peripheral Equipment, Software
5047	Safety Equipment
5065	Communications Equipment, Parts and Supplies
5072	Equipment-Hardware, Equipment, Supplies
5074	Equipment-Heating Equipment, Supplies, Plumbing Equipment
5099	Signs
5111	Business Supplies-Stationery, Office, Printing, Writing Supplies
5137	Commercial Clothing-Uniforms
5139	Commercial Footwear
5192	Books, Periodicals, Newspapers
5193	Florist Supplies, Nursery Stock, Flowers
5198	Paint, Varnishes, Supplies
5211	Building Materials
5231	Glass, Paint, Wallpaper Stores
5251	Electrical Supplies
5261	Lawn, Garden Supply
5311	Department Stores
5411	Food Stores-Grocery Stores, Supermarket
5511	Leasing-Car and Truck, Repairs-Car and Truck Dealers (New and Used) Sales, Service, Repairs, Parts and Leasing
5531	Auto and Home Supply Stores
5532	Automotive Tire Stores
5533	Accessories-Automotive, Parts
5712	Equipment Stores
5713	Carpet, Rug Stores
5714	Curtain Stores
5719	Lamp, Lighting Shops
5722	Appliance Stores-Household
5732	Electronic Parts
5734	Computer Software Stores
5912	Toiletries
5935	Salvage Yards
5941	Sporting Goods Stores
5943	Office Supply Stores
5964	Electronic Computer Catalog Merchants
5968	Magazine Subscriptions
5970	Supplies-Arts and Crafts
5978	Typewriter Stores, Sales, Rentals, Service

ATTACHMENT 1 CONTINUED

CITY OF GOLDSBORO PROCUREMENT CARD

LISTING OF ALLOWABLE VENDORS

MCC	MERCHANT TYPE
5992	Florist, Flower Shops
5994	Newspapers
5996	Pools-Swimming Sales, Service, Supplies
5999	Trophy Sales
7311	Ad Agencies
7338	Copy, Reproduction Services
7379	Computer Maintenance, Repair, Services
7394	Equipment, Tool, Furniture and Appliance Rental and Leasing
7399	Keys-Locksmith
7512	Automobile Rentals
7531	Automotive Body Repair Shops
7534	Car Tires-Retreads
7535	Automotive Paint Shops
7538	Automotive Glass Repair and Replacement, Muffler Shops
7549	Automobile Towing Services
7622	Electronics Repair Shops
7623	Air Conditioning, Refrigeration Repair Shops
7629	Appliance Repair Shops, Office Machine Repair Shops
7641	Furniture Repair, Reupholster
7692	Repairs-Welding, Services
8699	Membership Organizations
9399	DMV-Department of Motor Vehicles

Attachment 2 Procurement Card Agreement Sample

CITY OF GOLDSBORO
PROCUREMENT
CARDHOLDER AGREEMENT

I, _____, have requested and been issued a Procurement Card. In consideration of the City entrusting me as a cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

- ✓ I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of the City and will strive to obtain the best value for the City. I understand that all purchases made by me are necessary for the City to conduct business.
- ✓ I agree to use this Card for approved official purchases only and agree not to make personal purchases. I agree to follow the City's Procurement Card Policy, the Procurement Policy and other related Finance Policies.
- ✓ I understand that the use of the Card for personal and non-work related purchases would require reimbursement to the City and could result in disciplinary action against me. I further understand that could result in revocation of my privileges.
- ✓ I understand and agree that if it is determined that my use of the Procurement Card is unauthorized, that I must make immediate arrangements to repay the City within 10 days from the date of the unauthorized use. I understand and agree that if repayment arrangements are not made within 10 days or I fail to make payments as arranged, I authorize the City to deduct the debt from my payroll check until the debt is paid. I further understand that if my employment is terminated and I make inappropriate charges that are discovered after my termination, that I will sign a promissory note and agree to repay the inappropriate charges in a time frame as determined by the Finance Director. If I fail to make the repayment as agreed, the City may pursue other methods of collection against me.
- ✓ I understand that the City will review the use of this card and the related reports and take appropriate action on any discrepancies.
- ✓ I agree to follow the established Policies and Procedures for the use of the Procurement Card. I understand that failure to do so may result in either revocation of my privileges, withholding of funds from my payroll check or other disciplinary actions, including but not limited to termination of my employment.
- ✓ I agree that I will submit my receipts and signed transaction summary timely to ensure that the monthly accounting processes are not delayed.
- ✓ I agree that I will submit a signed affidavit of missing receipt if I have lost or did not receive an itemized receipt.
- ✓ I understand that recurring late submissions of reports/receipts or lost/non-itemized receipts could result in the revocation of my procurement card privileges (temporary or permanent as determined by the Finance Director).
- ✓ I will ensure the total transaction amount of any single transaction does not exceed the approved individual transaction limit and my monthly credit limit.
- ✓ I agree to return the Card immediately upon request by the Procurement Card Administrator or upon termination of employment.
- ✓ I agree to return my card and arrange for a new one to be issued if I change to another department with the City.
- ✓ If the Card is lost or stolen, I agree to notify the Card Issuer and the Procurement Card Administrator within 24 hours.
- ✓ The parties attest that this Cardholder Agreement is voluntarily made after ample opportunity to review the document with any individuals, advisors and counsel so desired.
- ✓ I understand and agree that others are not allowed to use my procurement card. Failure to adhere to the requirement may result in the permanent revocation of my privileges.
- ✓ **My Per Transaction Limit is *$0.00***
- ✓ **My Monthly Transaction Limit is $ *0.00***

I have received a copy of the City's Procurement Card Policy and this Cardholder Agreement. I have read and agree to the terms and conditions listed above and in the Procurement Card Policy.

Employee Name, Signature and Date _____

Procurement Card Administrator Signature/Date _____

Revised 6/1/2022

Attachment 3 – Procurement Card Enrollment Form Sample

GOLDSBORO
BE MORE DO MORE SEYMOUR

PROCUREMENT CARD
Cardholder Enrollment Request

From Department Head (Name & Title) _____ **Date:** _____

To: Procurement Card Administrator

I recommend the following employee be considered for a Procurement Card:

Employee/Cardholder Information:

Employee Name:	
Employee Title:	
Cell Phone Number (required for Fraud Alerts)	
Fund Number & Name	
Organization Number & Name	
Level 1 Approving Supervisor	
Level 2 Approving Supervisor	

Requested Employee Credit Limit - Check the Box. If Other, specify the Amount.

☐ $ - ☐ $ 500 ☐ $ 1,000 ☐ $ 1,500 ☐ $ 2,000 ☐ $ 2,500 ☐ $ 3,000 ☐ $ 5,000 ☐ Other _____

Justification

Approvals

Department Head: _____

Finance Director: _____

City Manager (Req'd if Dept Head or Board Member): _____

Additional Notes:

Procurement Card Administrator Use Only

Pcard Limit per Transaction	
Pcard Limit per Month	
Pcard Ordered?	
Cardholder Training conducted?	
Cardholder Agreement signed and scanned?	
Pcard issued to employee?	

Adminstrator Signature _____

Date _____

Enrollment

Rev 1/7/2020

Attachment 4 – Procurement Card Permanent Increase Form Sample

GOLDSBORO
BE MORE DO MORE SEYMOUR

PROCUREMENT CARD
Permanent Credit Limit Change Request Form

From Department Head: _____ **Date:** _____

To: Procurement Card Administrator

I recommend a Permanent Change to the Procurement Card Limit:

Employee/Cardholder Information:

Employee Name: _____
Employee Title: _____
Cell Phone Number (required for Fraud Alerts) _____
Fund Number & Name _____
Organization Number & Name _____
Level 1 Approving Supervisor _____
Level 2 Approving Supervisor _____

☑ **Per Transaction Limit Request Change**
Current Per Transaction Limit: _____
Requested Per Transaction Limit: _____

☑ **Per Monthly Credit Limit Request Change**
Current Monthly Credit Limit: _____
Requested Monthly Credit Limit: _____

Justification

Approvals

Department Head: _____

Finance Director: _____

City Manager (Reqtd if Dept Head or Board Member): _____

Additional Notes:

Procurement Card Administrator Use Only

Pcard Limit per Transaction _____

Pcard Limit per Month _____

_____
Administrator Signature

Date _____

Attachment 5 – Lost/Missing Receipt Affidavit Form Sample

Print Form Clear Form

CITY OF GOLDSBORO

LOST/MISSING RECEIPT AFFIDAVIT

PURPOSE: Use this form when the original receipt is not available as back-up documentation for a procurement card transaction.

Procurement Card Billing Period	Accounting Information		FUND	ORG	ACCT	PROG
Name of Card Holder	Name of Vendor		City/State			
Date of Receipt	Amount of Purchase	Taxes	Vendor's Telephone Number (if available)			
Description of Expense and Business Purpose						

☐ I incurred the expense as described above and have lost, misplaced or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.

☐ I certify these are accurate and appropriate charges incurred while on official City business.

Card holder's Signature Date

x_____ x_____

Approval

Approver's Name (Printed) Approver's Signature Date

_____ _____ _____

Instructions: In the event a receipt is misplaced and cannot be reprinted by the vendor, complete this Missing Receipt Affidavit as back up documentation for the purchase.

1. Using the drop down box provided in the Procurement Card Billing Period block, select the billing cycle for the purchase.
2. Enter the fund, organization, account number and program code to be charged in the Accounting Information block.
3. Enter the name of card holder.
4. Enter the name of Vendor.
5. Enter the City and State where the transaction took place.
6. Enter the date of the original receipt. Dates are listed on the Summary Tab of the transaction's coding screen in Suntrust.
7. Enter the amount of the purchase, and tax if applicable. Taxes are listed on the Summary Tab of the transaction's coding screen in Suntrust.
8. Enter the Vendor's telephone number if available.
9. Enter a detailed description of the purchase and purpose for City use.
10. Print the Missing Receipt Affidavit.
11. Read the two (2) card holder statements in the Signature block.
12. The card holder must sign and date the form.
13. The card holder's Approving Manager shall print and sign their name then date the form in the Approval block.
14. Once the Approving Manager has signed the affidavit, it may be scanned and uploaded as a replacement for the original receipt.

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER

STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

GREGORY C. GASKINS
DEPUTY TREASURER

Memorandum # 2018-05

To: Finance Officers of Local Governments and LEAs

From: Sharon Edmundson, Director, Fiscal Management Section

Subject: Changes to Pre-audit Certification Requirements for Electronic Obligations and Payments; Administrative Code - 20NCAC 03 .0409 and 20 NCAC 03 .0410

Date: March 12, 2018

The 2015 legislature modified GS 159-28 (d2) (local governments) and 115C-441(d2) (local school administrative units) to allow the Local Government Commission (LGC) to adopt rules to address the execution of the pre-audit and disbursement process related to electronic transactions for local government and local school administrative units. The new pre-audit and disbursement rules were effective as of November 1, 2017, and exist as part of the North Carolina Administrative Code (20 NCAC 03.0409 and 20 NCAC 03.0410).

Units of government can now be exempt from the pre-audit certificate and disbursement certificate requirements on electronic transactions ***if they follow the requirements as detailed in the new administrative code rules***. The purpose of this memorandum is to briefly outline the requirements that will allow local governments to take advantage of these changes for electronic transactions utilizing the following:

(1) charge cards;
(2) credit cards;
(3) debit cards;
(4) gas cards;
(5) procurement cards; or
(6) electronic funds transfers

It is important to note that ***none of these rule changes exempt a unit of government from going through the pre-audit process***; the rules only exempt a unit from affixing the certificate of pre-audit on electronic transactions IF the unit abides by the rules set forth in the administrative code.

Requirements to Take Advantage of Pre-Audit Certificate Exemption on Electronic Obligations

There are multiple steps a unit of government must take in order to take advantage of the rule change for electronic **obligations**. These steps are:

1. The unit's governing board shall adopt a resolution authorizing the unit to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441 (see Addendum A for a sample resolution).
2. The unit's board must adopt policies and procedures for electronic obligations or delegate the authority and responsibility for writing those policies and procedures to the finance officer.
3. The written policy must outline the basic procedures for pre-auditing obligations incurred by electronic transactions. The written policy and any procedures developed by the finance officer must provide sufficient internal controls over the obligation process, which must include the following:
    a. Ensure that there is an appropriate budget ordinance or project/grant ordinance appropriation authorizing the obligation;
    b. ensure that sufficient monies remain within the appropriation to cover the amount that is expected to be paid out during the current fiscal year if accounted for in the budget ordinance, or to cover the entire amount if accounted for in a project or grant ordinance.
    c. Record the amount of the transaction in the unit's encumbrance system.
4. The unit must provide training to all personnel about the written policy and the procedures that must be followed before undertaking an electronic transaction.
5. If a governmental unit is not already doing so, the unit of government must present to its governing board at least quarterly a budget to actual statement by fund that includes budgeted accounts, actual payments made, amounts encumbered (including electronic obligations) and the amount of the budget that is unobligated.
6. The unit's written policy and procedures must include a method to track obligations, commonly called an encumbrance system. The system can be manual or maintained as part of the unit's accounting system or any combination thereof.

Requirements to Take Advantage of Disbursement Certificate Exemption on Electronic Payments

Likewise there are multiple steps a unit of government must take in order to take advantage of the rule change for electronic **payments**. These steps are:

1. The unit's governing board shall adopt a resolution authorizing the unit to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441 (see Addendum A for a sample resolution).

2. **The unit's board must adopt policies and procedures for electronic** payments or delegate the authority and responsibility for writing those policies and procedures to the finance officer.
3. The unit must adopt a written policy outlining basic procedures for disbursing public funds electronically. The written policy must provide sufficient internal controls to ensure the following:
    a. ensure that the amount claimed is payable;
    b. ensure that there is an appropriate budget ordinance or project/grant ordinance appropriation authorizing the expenditure;
    c. ensure that sufficient monies remain within the appropriation to cover the amount that is due to be paid out during the current fiscal year if accounted for in the budget ordinance, or to cover the entire amount if accounted for in a project/grant ordinance; and
    d. ensure that the unit has sufficient cash to cover the payment.

Some of the questions we have received about this new process, along with our responses, are noted below.

Q *Does the board's delegation of authority to the finance officer to develop the policies and procedures need to be in writing?*
A. Yes.

Q. *My unit already publishes monthly budget-to-actual financial reports on its website – will these suffice for the requirement to provide these reports to the board?*
A. We believe so if they meet all the other requirements listed.

While these changes do not address all the business challenges that local governments face in operating in an increasingly electronic environment, they should provide a way for entities to more easily operate within the requirements of the General Statutes in this particular area.

If you have any questions or concerns about this publication, please contact us at (919) 814-4299 or via email at Sharon.edmundson@nctreasurer.com

ADDENDUM A

[City of Dogwood]
Resolution authorizing [City of Dogwood]
to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the desire of the [Governing Body] that the [City of Dogwood] is authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the [Governing Body], to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the [Governing Body], to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

NOW, THEREFORE, BE IT RESOLVED, by the [**Governing Body**] of the [**City of Dogwood**]

Section 1. Authorizes the [City of Dogwood] to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409; (This section is optional and should be used only if the Board chooses to grant this authority to the Finance Officer. If the Board does not exercise this option, the Board is responsible for adopting the written policy.)

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

Section 4. This resolution shall take effect immediately upon its passage.
Upon motion of _____, and seconded by _____, the foregoing

Resolution was passed by the following vote:

Ayes: _____

_____

_____

Nays: None
Abstentions: None**********

I, _____, Clerk of the [Governing Body] of the [City of Dogwood], do hereby certify that the foregoing resolution is a true and exact copy of the "**Resolution authorizing the [City of Dogwood] to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441**" duly adopted by the [Governing Body] of the [Unit Type] at the regular [special] meeting thereof duly called and held on _____, a quorum being present.

WITNESS my hand at _____, N.C., this _____ day of _____, 20__.

_____, Clerk

GOLDSBORO
BE MORE DO MORE SEYMOUR

MONTHLY PROCUREMENT TRANSACTION LOG

Cardholder: _____ **Statement Date** _____

I hereby certify that this payment is for goods and services in accordance with all City Policies and Procedures.

CARDHOLDER SIGNATURE: _____ **Total Amount** $0.00

Date	Vendor	City, State	Description/Reason	Subtotal	#13096 (2%) County Tax	#13101 (4.75%) State Tax	Total Cost	Charge Code
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
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					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
					$ -	$ -	$ -	
TOTAL				$0.00	$0.00	$0.00	$0.00	

I hereby certify that I have reviewed the receipts and the charges made are a necessary expenditure for the City, and are charged to the appropriate budget line codes. If budget charge codes are for a department which I do not oversee, I certify that I am authorized to make these charges to that department.

Department Head Name & Signature: _____ **Date:** _____

This instrument has been presudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director: _____ **Date:** _____

Procurement Card Administrator: _____ **Date:** _____

Item No. M

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Establishing and adopting mandatory Uniform Guidance Policies for the American Rescue Plan Act of 2021 (R1107) – Conflicts of Interest

BACKGROUND: On March 11, 2021 the American Rescue Plan Act of 2021 (ARP) was signed into law by President Biden. The $1.88 trillion dollar coronavirus relief package allocated $350 billion dollars in state and local fiscal recovery funds of which $2.034 billion dollars was allocated directly to North Carolina counties and $1.3 billion dollars was allocated to municipalities. There is no match required for the grant. The City of Goldsboro, as an entitlement city, will receive a total of $8,813,514 directly from the federal government as part of the $1.3 billion dollar allocation to North Carolina municipalities. The funds will be disbursed in two tranches with 50% provided in May, 2021 and the second delivered 12 months later. Funds must be spent by December 31, 2024, unless an extension of time is granted by the federal government. On May 17, 2021, City Council formally accepted the federal grant funds, and named staff as authorized representative to request the funding from the U.S. Treasury. On June 21, 2021, City Council authorized the creation of a grant project ordinance to track the $8.8M allocation to the City.

DISCUSSION: At this time, staff recommends that the City Council establish and adopt the final mandatory policy for the American Rescue Plan Act of 2021 to ensure that all federal compliance requirements are met.

At the March 7, 2022 Council Retreat, City Council adopted the following policies:

1. Allowable Costs and Cost Principles Policy
2. Eligible Project Policy
3. Financial Management and Internal Controls Policy
4. Records Retention Policy
5. Nondiscrimination Policy
6. Program Income Policy
7. Property Management

At this time, it is necessary for Council to adopt the final mandatory resolution and policy:

1. Conflict of Interest Policy (Adopted in the current Procurement Policy)

RECOMMENDATION:

It is recommended that City Council adopt the attached resolution and recommended conflict of interest policy necessary to execute the program requirements for the American Rescue Plan Act of 2021.

Date: **5/23/2022**

Catherine F. Gwynn, Finance Director

Date: 5/27/22

Timothy M. Salmon, City Manager

RESOLUTION NO. 2022-53

RESOLUTION ADOPTING CONFLICT OF INTEREST POLICY APPLICABLE TO CONTRACTS AND SUBAWARDS OF CITY OF GOLDSBORO SUPPORTED BY FEDERAL FINANCIAL ASSISTANCE

WHEREAS, the City of Goldsboro has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award").

WHEREAS, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, and Uniform Guidance; and

WHEREAS, this Conflict of Interest Policy ("*Policy*") establishes conflict of interest standards that (1) apply when City of Goldsboro enters into a Contract or makes a Subaward, and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).

NOW THEREFORE BE IT RESOLVED, that the governing board of the City of Goldsboro hereby adopts and enacts the following *Conflict of Interest Policy Applicable to Contracts and Subawards of City of Goldsboro Supported by Federal Financial Assistance*, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by federal financial assistance.

This Resolution shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

ATTEST:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

City of Goldsboro
P.O. Drawer A, 27533-9701

919-580-4362

CONFLICT OF INTEREST POLICY

APPLICABLE TO CONTRACTS AND SUBAWARDS OF CITY OF GOLDSBORO SUPPORTED BY FEDERAL FINANCIAL ASSISTANCE

* * * * * * * * *

I. Scope of Policy

a. Purpose of Policy. This Conflict of Interest Policy ("*Policy*") establishes conflict of interest standards that (1) apply when City of Goldsboro enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).

b. Application of Policy. This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

II. Definitions

Capitalized terms used in this Policy shall have the meanings ascribed thereto in this Section II: Any capitalized term used in this Policy but not defined in this Section II shall have the meaning set forth in 2 C.F.R. § 200.1.

a. "*COI Point of Contact*" means the individual identified in Section III(a) of this Policy.

b. "*Contract*" means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award.

c. "*Contractor*" means an entity or individual that receives a Contract.

d. "*Covered Individual*" means a Public Officer, employee, or agent of the Unit.

e. "*Covered Nonprofit Organization*" means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or any political subdivision of the State (including the Unit).

f. "*Direct Benefit*" means, with respect to a Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.

g. "*Federal Financial Assistance*" means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).

h. "*Governing Board*" means the City Council of the Unit.

i. "*Immediate Family Member*" means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.

j. "*Involved in Making or Administering*" means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.

k. "*Pass-Through Entity*" means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.

l. "*Public Officer*" means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.

m. "*Recipient*" means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.

n. "*Related Party*" means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

o. "*Subaward*" means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

p. "*Subcontract*" means mean any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

q. "*Subcontractor*" means an entity that receives a Subcontract.

r. "*Subrecipient*" means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

s. "*Unit*" has the meaning specified in Section I hereof.

III. COI Point of Contact.

a. Appointment of COI Point of Contact. The City Clerk (Laura Getz) an [employee] of the Unit, shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that City Clerk is unable to serve in such capacity, Deputy City Clerk (Holly Jones), shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under this Section III(a) shall be known as the "*COI Point of Contact*".

b. Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.

IV. Conflict of Interest Standards in Contracts and Subawards

a. North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the North Carolina General Statutes and restated in this Section III.

i. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.

ii. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending,

influencing, or attempting to influence the award of a Contract or Subaward by the Unit.

iii. G.S. § 14-234.3. If a member of the Governing Board of the Unit serves as a director, officer, or governing board member of a Covered Nonprofit Organization, such member shall not (1) deliberate or vote on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, (2) attempt to influence any other person who deliberates or votes on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, or (3) solicit or receive any gift, favor, reward, service, or promise of future employment, in exchange for recommending or attempting to influence the award of a Contract or Subaward to the Covered Nonprofit Organization.

iv. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

b. Federal Standards.

i. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.

1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.

2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.

ii. Identification and Management of Conflicts of Interest.

1. Duty to Disclose and Disclosure Forms

a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact potential real or apparent conflicts of interest arising under this Policy.

b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.

c. If the value of a proposed Contract or Subaward exceeds $[250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.

2. Identification Prior to Award of Contract or Subaward.

a. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall complete the appropriate Compliance Checklist contained in Exhibit B (for Contracts) and Exhibit D (for Subawards) attached hereto and file such Compliance Checklist in the records of the Unit.

3. Management Prior to Award of Contract or Subaward

a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to The City Manager and to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:

i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or

ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall in writing document a justification supporting such rejection.

b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward.

a. If the COI Point of Contact discovers that a real or apparent conflict of interest has arisen after the Unit has entered into a Contract or Subaward, the COI Point of Contact shall, as soon as possible, disclose such finding to the City Manager and to each member of the Governing Board. Upon discovery of such a real or apparent conflict of interest, the Unit shall cease all payments under the relevant Contract or Subaward until the conflict of interest has been resolved.

5. Management After Award of Contract or Subaward.

a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(ii)(4) , the Governing Board may reject the finding of the COI Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:

i. if Unit is a Recipient of Federal Financial Assistance funding the Contract or Subaward, disclose the conflict to the Federal awarding agency providing such Federal Financial Assistance in accordance with 2 C.F.R. § 200.112 and/or applicable regulations of the agency, or

ii. if Unit is a Subrecipient of Federal Financial Assistance, disclose the conflict to the Pass-Through Entity providing a Subaward to Unit in accordance with 2 C.F.R. § 200.112 and applicable regulations of the Federal awarding agency and the Pass-Through Entity.

V. Oversight of Subrecipient's Conflict of Interest Standards

a. Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.

b. Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

VI. Gift Standards

a. Federal Standard. Subject to the exceptions set forth in Section VI(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.

b. Exception. Notwithstanding Section VI(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of $20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section VI(b) does not exceed $50 in a calendar year:

   i. honorariums for participating in meetings;

   ii. advertising items or souvenirs of nominal value; or

   iii. meals furnished at banquets.

c. Internal Reporting. A Covered Individual shall report any gift accepted under Section VI(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass-Through Entity for which the Unit is a Subrecipient.

VII. Violations of Policy

a. Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.

b. Disciplinary Actions for Contractors and Subcontractors. The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.

c. Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, the Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; of (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

* * * * * * * * *

Effective this the ____ day of _____, 2022.

BY: _____
David Ham, Mayor

BY: _____
Timothy M. Salmon, City Manager

BY: _____
Catherine F. Gwynn, Finance Director

EXHIBIT A

Examples

Potential Examples of a "Financial or Other Interest" in a Firm or Organization Considered for a Contract or Subaward	***Potential Examples of a "Tangible Personal Benefit" From a Firm or Organization Considered for a Contract or Subaward***
Direct or indirect equity interest in a firm or organization considered for a Contract or Subaward, which may include: - Stock in a corporation. - Membership interest in a limited liability company. - Partnership interest in a general or limited partnership. - Any right to control the firm or organization's affairs. For example, a controlling equity interest in an entity that controls or has the right to control a firm considered for a contract. - Option to purchase any equity interest in a firm or organization.	Opportunity to be employed by the firm considered for a contract, an affiliate of that firm, or any other firm with a relationship with the firm considered for a Contract. A position as a director or officer of the firm or organization, even if uncompensated.
Holder of any debt owed by a firm considered for a Contract or Subaward, which may include: - Secured debt (e.g., debt backed by an asset of the firm (like a firm's building or equipment)) - Unsecured debt (e.g., a promissory note evidencing a promise to repay a loan). o Holder of a judgment against the firm.	A referral of business from a firm considered for a Contract or Subaward.
Supplier or contractor to a firm or organization considered for a Contract or Subaward.	Political or social influence (e.g., a promise of appointment to an local office or position on a public board or private board).

EXHIBIT B

COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST

The City of Goldsboro ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the City Clerk as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Contracts (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.

2. If the value of the proposed Contract exceeds $[250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.

3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the City Manager and to each member of the Governing Board.

Definitions.

1. *Covered Individual*. Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.

2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.

3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step				
1	Identify the proposed Contract, counterparty, and the subject of the Contract.	Name of Contract: _____ Name of Counterparty _____ Subject of Contract: _____		
2	Identify all individuals involved in the selection, award, or administration of the Contract. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.			
	Public Officials	***Employees***	***Agents***	
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Contract. [If the estimated Contract amount exceeds $[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]			
Any identified interest in Step 3 is a potential "real" conflict of interest.	***Public Officials***	***Employees***	***Agents***	
4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Contract. If the estimated Contract amount exceeds $[250,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.			
Any identified interest in Step 4 is a potential "real" conflict of interest.	***Public Officials – Related Party***	***Employees – Related Party***	***Agents – Related Party***	

5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain.		
Any identified interest in Step 5 is a potential "apparent" conflict of interest.	***Public Officials***	***Employees***	***Agents***

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

EXHIBIT C

CONTRACT CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The City of Goldsboro ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the City Clerk as the "COI Point of Contact."

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following contract: _____ (the "*Contract*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Contract. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Contract?

   Yes _____ No _____ Unsure: _____

   If the answer is Yes or Unsure, please explain:

   _____

2. Will you receive any tangible personal benefit from a firm considered for this Contract?

   Yes _____ No _____ Unsure: _____

   If the answer is Yes or Unsure, please explain:

   _____

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

   a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Contract?

      Yes _____ No _____ Unsure: _____

      If the answer is Yes or Unsure, please explain:

      _____

b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

7. Benefits to Employers

a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other

interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

* * * * * * * * *

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____

* * * * * * * * *

EXHIBIT D

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

The City of Goldsboro ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the City Clerk as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Subawards (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.

2. If the value of the proposed Subaward exceeds $[250,000], the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.

3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the City Manager and to each member of the Governing Board.

Definitions.

1. *Covered Individual*. Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.

2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.

3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step				
1	Identify the proposed Subaward, Subrecipient, and the subject of the Subaward.	Name of Contract: _____ Name of Counterparty _____ Subject of Subaward: _____		
2	Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are "Covered Individuals". Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.			
	Public Officials	***Employees***	***Agents***	
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds $[100,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]			
Any identified interest in Step 3 is a potential "real" conflict of interest.	***Public Officials***	***Employees***	***Agents***	
4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds $[100,000], ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]			
Any identified interest in Step 4 is a potential "real" conflict of interest.	***Public Officials – Related Party***	***Employees – Related Party***	***Agents – Related Party***	

5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the *appearance* that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain.		
Any identified interest in Step 5 is a potential "apparent" conflict of interest.	***Public Officials***	***Employees***	***Agents***

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

EXHIBIT E

SUBAWARD CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The City of Goldsboro ("*Unit*") has adopted a Conflict of Interest Policy ("*Policy*") that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates the City Clerk as the COI Point of Contact.

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following subaward: _____ (the "*Subaward*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Subaward. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Subaward?

   Yes _____ No _____ Unsure: _____

   If the answer is Yes or Unsure, please explain:

   _____

2. Will you receive any tangible personal benefit from a firm considered for this Subaward?

   Yes _____ No _____ Unsure: _____

   If the answer is Yes or Unsure, please explain:

   _____

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

   a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Subaward?

      Yes _____ No _____ Unsure: _____

      If the answer is Yes or Unsure, please explain:

      _____

b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

7. Benefits to Employers

a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other

interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

_____

* * * * * * * * *

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____

* * * * * * * * *

Item No. N

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a Grant Project Fund Ordinance – Coronavirus Aid, Relief and Economic Security (CARES) Act Special Revenue Fund (R1105)

BACKGROUND: City Council adopted a resolution at the September 8, 2020 meeting to enter into a memo of understanding with Wayne County as a subrecipient of CARES Act funding in the amount of $966,687.69. The period of the performance is March 1, 2020 through December 30, 2020, but was extended until December 31, 2021. There was no match required for the grant.

DISCUSSION: At this time, staff is trying to wind up the grant project and adjust the project budget. The budget amendment presented reflects corrections for the IT fiber project that was reallocated to payroll expenses, reallocation of ineligible expenditures for Three in One Family Center, and other minor adjustments. The original and final allocation plan is restated below:

Category	Original Budget	Amended Budget
Public Health PPE	$36,361.69	$46,088.80
Payroll Expenses	196,692.00	362,503.26
Expenses of actions to facilitate compliance with COVID-19 related public health measures	387,737.00	269,903.68
Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency	100,000.00	57,500.00
Other COVID-19 related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria	45,897.00	37,081.82
Grants to businesses and nonprofits	200,000.00	193,610.13
Total	$966,687.69	$966,687.69

The final reports and close out have been submitted to Wayne County and NC Pro, and we are awaiting any final comment. If no additional changes are made we are recommending that this special revenue fund be closed effective June 30, 2022.

RECOMMENDATION: By motion it is recommended that the attached grant project amendment for the Coronavirus Aid, Relief and Economic Security (CARES) Act Special Revenue Fund (R1105) be approved.

Catherine F. Gwynn, Finance Director

Date: 5/24/2022

Timothy M. Salmon, City Manager

Date: 5/27/22

ORDINANCE NO. 2022- 17

AN ORDINANCE AMENDING THE GRANT PROJECT FUND FOR THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT SPECIAL REVENUE FUND (R1105)

WHEREAS, Congress adopted the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) established the Coronavirus Relief Fund (CRF) on March 27, 2020 which included over $4 billion in aid to the State of North Carolina; and

WHEREAS, on May 4, 2020 the North Carolina General Assembly passed Session Law 2020-4 to begin allocating these dollars throughout the state, and as amended by SL 2020-80 (July 1, 2020) allocated $300 million to counties and required counties to pass at least 25% of their total allocation to their municipalities; and

WHEREAS, the City Council of the City of Goldsboro adopted a resolution on September 8, 2020 entering into a memo of understanding with Wayne County as a subrecipient of CARES Act funding in the amount of $966, 687.69 which stipulates the period of performance is from March 1, 2020 through December 31, 2021; and

WHEREAS, City shall utilize the funds for public health expenses for personal protective equipment, payroll expenses, COVID-19 related public health measures, COVID-19 economic support measures, and grants to nonprofits in support of COVID-19 related support as required by the federal and state legislation and the memo of understanding; and

WHEREAS, it is necessary to appropriate expenditures in categories to reallocate expenditures to payroll expenses and public health PPE, and this will be funded with reductions in other expenditure categories; and

WHEREAS, if there are no additional findings that need to be addressed with Wayne County or the North Carolina Pandemic Recovery Office (NCPRO), then this special revenue fund shall be closed.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Coronavirus Aid, Relief and Economic Security (CARES) Act Special Revenue Fund (R1105) be amended as follows:

Coronavirus Aid, Relief and Economic Security (CARES) Act (R1105)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Federal Grants	$ 966,687.69	$ 966,687.69	$ -
Total Revenues	$ 966,687.69	$ 966,687.69	$ -
Expenditures:			
Public Health (#2) (PPE)	$ 45,988.53	$ 46,088.80	$ 100.27
Payrol Expense (#3) (PE)	196,656.74	362,503.26	165,846.52
Public Health Measures (#4) (PHM)	429,460.60	269,903.68	(159,556.92)
Small Business Grants (#5) (PES)	57,500.00	57,500.00	-
Environmental Services (#6) (OTH)	37,081.82	37,081.82	-
Nonprofit Agency Support (#7) (GTN)	200,000.00	193,610.13	(6,389.87)
Total Expenditures	$ 966,687.69	$ 966,687.69	$ -

This Ordinance shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

ATTEST:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1891

Item O

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending the Community Relations Special Revenue Fund Ordinance (G1108)

BACKGROUND: On June 15, 2020, City Council authorized the establishment of a special revenue fund to account for donations and sponsorships that are funded with donor specific restrictions, such as the Human Relations Committee, Interfaith Breakfast, Dr. Martin Luther King, Jr. Commemoration, Mayor's Committee for Persons with Disabilities, and the Mayor's Youth Council.

DISCUSSION: At this time, there are two minor corrections to the budget revenue and expenditures for the Human Relations and Mayor's Youth Council in the amount of $130.00 and $0.41 respectively.

RECOMMENDATION: By motion, it is recommended that the attached Grant Project Budget Ordinance for the Community Relations Special Revenue Fund (G1108) be amended.

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 18

AN ORDINANCE AMENDING THE GRANT PROJECT BUDGET FOR THE COMMUNITY RELATIONS SPECIAL REVENUE FUND (G1108)

WHEREAS, the City Council of the City of Goldsboro supports special programs that unify and strengthen community relations and community involvement;

WHEREAS, on June 15, 2020, the City Council of the City of Goldsboro authorized the establishment of a special revenue fund for Community Relations to account for restricted donations from donors and sponsors of various community events; and

WHEREAS, it is necessary to correct budgeted revenues related to these special programs, and this will be funded with a reduction of expenditures.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Community Relations Special Revenue Fund (G1108) is hereby amended:

Community Relations Special Revenue Fund (G1108)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Donations & Sponsorships - Human Relations Committee	$ 130.00	$ -	$ (130.00)
Donations & Sponsorships - Interfaith Breakfast	300.00	300.00	-
Donations & Sponsorships - Dr. Martin Luther King, Jr. Commemoration	7,847.00	7,847.00	-
Donations & Sponsorships - Mayor's Committee on Disabilities	4,507.00	4,507.00	-
Donations & Sponsorships - Mayor's Youth Council	725.00	725.41	0.41
Transfer from the General Fund	2,349.00	2,349.00	-
Total Revenues	$ 15,858.00	$ 15,728.41	$ (129.59)
Expenditures:			
Human Relations Committee Expenditures	$ 167.00	$ 37.00	$ (130.00)
Interfaith Breakfast Expenditures	611.00	611.00	-
Martin Luther King, Jr. Commemoration Expenditures	9,798.00	9,798.00	-
Mayor's Committee on Disabilities Expenditures	4,507.00	4,507.00	-
Mayor's Youth Council Expenditures	775.00	775.41	0.41
Total Expenditures	$ 15,858.00	$ 15,728.41	$ (129.59)

This Ordinance shall be in full force and effect from and after the 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item No. P

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a Special Revenue Fund Ordinance – Police Other Restricted Revenue Funds (P3104)

BACKGROUND: On June 17, 2019 City Council approved the creation of a special revenue fund for the Police Department to create more transparency in the collection and disbursement of funds received from special court allocations, storage fees, various fundraisers, donations, sale of found property, and other restricted revenue sources for the police department.

DISCUSSION: The Police department has received $10,326.35 various donations, fundraising, surplus sales and interest income. It is necessary to appropriate these revenues so that the Police department may expend them according to the applicable purpose. The table below provides additional details.

Entity	Purpose	Date Received	Amount
Walmart	Shop with a Cop Donation	Dec 2021	$1,000.00
Law Enforcement Calenders LLC	Calendar Fund Raising	Dec 2021	4,000.00
Property Room.com	Found Guns sold	Aug – Nov 2021	5,193.31
Private Citizen Donations	Donations for Community Police Services	Jan 2022 and May 2022	100.00
Investment Income	Applied for use towards Police supplies	Dec 2020 – Mar 2022	33.04
	Total Revenue Appropriations		$10,326.35

RECOMMENDATION: By motion, Council adopt the attached Project Budget Ordinance amendment for the Police Other Restricted Revenue Funds (P3104).

Date: 5/25/2022

Catherine F. Gwynn, Finance Director

Date: 5/25/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 19

AN ORDINANCE AMENDING THE SPECIAL REVENUE FUND FOR THE POLICE OTHER RESTRICTED REVENUE FUND (P3104)

WHEREAS, the City of Goldsboro Police Department receives revenues from various restitution and seizure programs, and conducts various fundraisers and receives various donations, bequests and grants to help provide safety for the citizens and community and reduce criminal activity, and

WHEREAS, it is necessary to appropriate expenditures for the purpose of providing material and supplies for the operation of the police department, and this will be funded with donations, investment interest, local grants, fundraisers, and sale of found guns and other property.

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:

Police Other Restricted Revenue Fund (P3104)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Donations - Police	$ 3,000.00	$ 3,100.00	$ 100.00
Investment Interest	135.00	168.04	33.04
Miscellaneous Revenue	2,241.75	2,241.75	
Special Court Allocations	-	-	
Sales of Restricted Surplus-Law Enforcement Support Office (LESO)	5,101.17	5,101.17	
Donations - National Night Out	487.84	487.84	
Donations - Heroes Donation	275.00	275.00	
Local Grants - Walmart	11,000.00	12,000.00	1,000.00
Fundraising Law Enforcement Calendar Project	12,000.00	16,000.00	4,000.00
Fundraising Law Enforcement K9 Unit	583.00	583.00	
Property Room.com Found Guns	10,465.15	15,658.46	5,193.31
Property Room.com Found Other Property	736.00	736.00	
Total Revenues	$ 46,024.91	$ 56,351.26	$ 10,326.35
Expenditures:			
Law Enforcement Supplies	$ 5,376.75	$ 5,509.79	$ 133.04
Law Enforcement Supplies - Special Court Allocation	-	-	
Law Enforcement Supplies - LESO Funding	5,101.17	5,101.17	
Law Enforcement Supplies - National Night Out	487.84	487.84	
Law Enforcement Supplies - Heroes Donation	275.00	275.00	
Law Enforcement Supplies - Walmart Grant	11,000.00	12,000.00	1,000.00
Law Enforcement Supplies - Calendar Project	12,000.00	16,000.00	4,000.00
Law Enforcement Supplies - K-9 Unit	583.00	583.00	
Law Enforcement Supplies - Property Room Found Guns	10,465.15	15,658.46	5,193.31
Law Enforcement Supplies - Property Room Found Other	736.00	736.00	
Total Expenditures	$ 46,024.91	$ 56,351.26	$ 10,326.35

This Ordinance shall be in full force and effect from and after the 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item No. Q

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a Grant Project Fund Ordinance – Coronavirus Aid, Relief and Economic Security (CARES) Act Miscellaneous Grants Special Revenue Fund (R1106)

BACKGROUND: Council adopted a grant project budget ordinance for CARES Act Miscellaneous Grants at the October 19, 2020. The Travel and Tourism department received a $15,000 grant for a marketing campaign from the Economic Development Partnership of NC through a North Carolina Tourism Recovery Grant. The Council authorized an amendment of $94,616 to the project on November 2, 2020 to appropriate funds for a Parks and Recreation remote learning grant from North Carolina's Coronavirus Relief Fund administered by the North Carolina Alliance of YMCA's. The Council authorized an amendment of $10,750 to the project on December 7, 2020 to appropriate funds for an additional grant for a marketing campaign from the Economic Development Partnership of NC through a North Carolina Tourism Recovery Grant. There was no match required for the grants.

DISCUSSION: All expenditures have been completed for both grants, and all revenues have been collected. At this time, staff recommends that the remaining appropriations be deobligated to reflect the final amounts expended and the grant be closed.

Travel & Tourism Marketing Campaign Grant	$25,750.00
Parks & Recreation Remote Learning Grant	19,680.67
Total Miscellaneous CARES Act Grant Expended	$45,430.67

RECOMMENDATION:

1. By motion, Council adopt the attached Grant Project Ordinance amendment for the Coronavirus Aid, Relief and Economic Security (CARES) Act Miscellaneous Grants Special Revenue Fund (R1106).

Date: 5/25/2022

Catherine F. Gwynn, Finance Director

Date: 5/26/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 20

AN ORDINANCE AMENDING THE GRANT PROJECT FUND FOR THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT MISCELLANEOUS GRANTS SPECIAL REVENUE FUND (R1106)

WHEREAS, Congress adopted the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) established the Coronavirus Relief Fund (CRF) on March 27, 2020 which included over $4 billion in aid to the State of North Carolina; and

WHEREAS, on September 4, 2020 HB 1105, Coronavirus Relief Act 3.0 was signed into law by Governor Cooper; and

WHEREAS, HB 1105 allocates $19.85 million for qualifying Community Based Organizations (CBO's) across the state to apply for grants for federal COVID-relief funding; and

WHEREAS, City Council adopted a grant project ordinance on October 19, 2020 to manage the grant award for the Travel and Tourism marketing campaign grant from the Economic Development Partnership of North Carolina and amended the grant project ordinance on December 7, 2020 for an additional marketing campaign grant awarded; and

WHEREAS, City Council amended the grant project ordinance on November 2, 2020 to appropriate a grant award from the North Carolina Alliance of YMCA's for a remote learning grant for the Parks and Recreation department; and

WHEREAS, the terms of the grant have been satisfied, expenditures have been made and all reimbursements have been received; and

WHEREAS, the grant project fund objectives are complete and it is the desire of Council to close the grant project fund officially and any remaining unexpended appropriations deobligated.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Coronavirus Aid, Relief and Economic Security (CARES) Act Miscellaneous Grants Special Revenue Fund (R1106) be amended as follows:

Coronavirus Aid, Relief and Economic Security (CARES) Act Miscellaneous Grants (R1106)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Federal Grants	$ 120,366.00	$ 45,430.67	$ (74,935.33)
Total Revenues	$ 120,366.00	$ 45,430.67	$ (74,935.33)
Expenditures:			
Other Expenses - Marketing Campaign	$ 25,750.00	$ 25,750.00	$ -
Other Expenses - Remote Learning Grant P&R	94,616.00	19,680.67	(74,935.33)
Total Expenditures	$ 120,366.00	$ 45,430.67	$ (74,935.33)

This Ordinance shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

ITEM R

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a grant project ordinance – Golden Leaf Hurricane Matthew Infrastructure Recovery Project 2019-0004 (S1105)

BACKGROUND: Council adopted a grant project ordinance on October 7, 2019 to administer grant funds for a sewer infrastructure project for the Glenwood Subdivision Storm Drainage Improvements (FB 2018-002) in the amount of $961,307 from the Golden Leaf Foundation.

DISCUSSION: The project has been completed with a total cost of $598,573.69. The project manager has submitted the close out reports and all funds have been received. At this time staff recommends that the remaining funds of $362,733.31 be de-obligated and the capital project fund closed.

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

1. Adopt the attached grant project budget ordinance amendment for the Golden Leaf Hurricane Matthew Infrastructure Recovery Project 2019-0004 (S1105).

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 21

AN ORDINANCE AMENDING THE GRANT
PROJECT FUND FOR THE GOLDEN LEAF HURRICANE MATTHEW
INFRASTRUCTURE RECOVERY PROJECT 2019-004 (S1105)

WHEREAS, the City of Goldsboro owns and maintains infrastructure for the treatment of wastewater to provide sanitary sewer to its citizens and customers, and for the management of storm sewer infrastructure; and

WHEREAS, the City applied for a grant from the Golden Leaf Foundation; and

WHEREAS, on August 8, 2018, the Golden Leaf Foundation awarded the City a grant for the Hurricane Matthew Infrastructure Recovery project (2019-004) to make needed improvements to sewer and stormwater infrastructure; and

WHEREAS, October 7, 2019 City Council authorized the establishment of a grant project ordinance to administer the grant project expenditures; and

WHEREAS, the Glenwood Subdivision Storm Drainage Improvements (FB 2018-002) project has been completed and the final close out has been submitted to the Golden Leaf Foundation; and

WHEREAS, since the project is now completed it is necessary to de-obligate the remaining funds and close the project.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro that the following Capital Project Ordinance is hereby amended:

Golden Leaf Hurricane Matthew Infrastructure Recovery Project 2019-0004 (S1105)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Golden Leaf Grant	$ 961,307.00	$ 598,573.69	$ (362,733.31)
Total Revenues	$ 961,307.00	$ 598,573.69	$ (362,733.31)
Expenditures:			
Construction - Sewer & Stormwater Imprvmts.	$ 961,307.00	$ 596,216.35	$ (365,090.65)
Transfer to Utility Fund		2,357.34	2,357.34
Total Expenditures	$ 961,307.00	$ 598,573.69	$ (362,733.31)

This Ordinance shall be in full force and effect from and after the 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

ITEM: S

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a grant project ordinance – Plate Settlers Project Water Treatment Plant Expansion (W1112)

BACKGROUND: The City of Goldsboro recognized the need to upgrade the Water Treatment Plant to expand its capacity, and authorized staff on June 5, 2017 to make application to the NC Department of Environmental Quality for a loan to aid in the construction and installation of sedimentation basin inclined plate settlers to improve turbidity removal under all flow conditions and increase sedimentation basin and filter capacity from 12 to 14 mgd. On June 18, 2019, the City was awarded a loan from the North Carolina Drinking Water State Revolving Fund in the amount of $1,797,360 at an interest rate of 1.82% over 20 years. Council established a grant project fund on July 15, 2019 to administer the project.

DISCUSSION: The project has been completed with a total cost of $1,519,535.43, and all reimbursements have been received on the project loan. At this time staff recommends that the remaining funds of $594,771.00 be de-obligated, and the capital project fund closed.

RECOMMENDATION: It is recommended that the City Council adopt:

1. Adopt the attached grant project budget ordinance amendment for the Plate Settlers Project Water Treatment Plant Expansion (W1112).

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 22

AN ORDINANCE AMENDING THE GRANT
PROJECT FUND FOR THE PLATE SETTLERS PROJECT
WATER TREATMENT PLANT EXPANSION (W1112)

WHEREAS, the City of Goldsboro owns and maintains a Water Treatment Plant to provide safe drinking water to its citizens and customers; and

WHEREAS, it is necessary to expand the Water Treatment Plant capacity to fulfill the demands on the system through the installation of sedimentation basin inclined plate settlers to improve turbidity removal under all flow conditions and increase sedimentation basin and filter capacity from 12 to 14 mgd; and

WHEREAS, the City applied for and was awarded a loan from the North Carolina Drinking Water State Revolving Fund; and

WHEREAS, on July 15, 2019, City Council authorized the establishment of a grant project fund to administer the grant project expenditures; and

WHEREAS, the project is now completed and all loan funds have been drawn, it is necessary to de-obligate the remaining funds and close the project.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro the following Capital Project Ordinance for the Plate Settlers Project Water Treatment Plant Expansion is hereby amended:

Plate Settlers Project Water Treatment Plant Expansion (W112)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
State Revolving Loan	$ 1,797,360.00	$ 1,484,909.00	$ (312,451.00)
Transfer from Utility Fund	316,947.00	34,627.00	(282,320.00)
Total Revenues	$ 2,114,307.00	$ 1,519,536.00	$ (594,771.00)
Expenditures:			
Engineering	$ 281,000.00	$ 144,313.00	$ (136,687.00)
Construction - Water Improvements	1,797,360.00	1,340,596.00	(456,764.00)
Loan Expense	35,947.00	34,627.00	(1,320.00)
Total Expenditures	$ 2,114,307.00	$ 1,519,536.00	$ (594,771.00)

This Ordinance shall be in full force and effect from and after the 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item No. T

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a Grant Project Fund Ordinance -American Rescue Plan Act of 2021 (R1107)

BACKGROUND: On March 11, 2011 the American Rescue Plan Act of 2021 (ARP) was signed into law by President Biden. The $1.88 trillion dollar coronavirus relief package allocated $350 billion dollars in state and local fiscal recovery funds of which $2.034 billion dollars was allocated directly to North Carolina counties and $1.3 billion dollars was allocated to municipalities. There is no match required for the grant.

The City of Goldsboro, as an entitlement city, will receive a total of $8,813,514 directly from the federal government as part of the $1.3 billion dollar allocation to North Carolina municipalities. The funds will be disbursed in two tranches with 50% provided in May, 2021 and the second delivered 12 months later. Funds must be spent by December 31, 2024, unless an extension of time is granted by the federal government.

On May 17, 2021, City Council formally accepted the federal grant funds, and named staff as authorized representative to request the funding from the U.S. Treasury. On June 21, 2021, City Council authorized the creation of a grant project ordinance to track the $8.8M allocation to the City. On March 7, 2022 authorized an amendment to the grant project ordinance to allocate all grant funds towards lost public sector revenue to be used for the provision of government services personnel and benefits in accordance with Council approval on February 22, 2022.

DISCUSSION: At this time, staff is recommending a budget amendment to allocate the government services by functional areas in order to comply with grant requirements.

Provision of Government Services for period of May 4, 2022 through December 31, 2024 -

Expenditure Category 6.1			**Total Allocation**
General Government Services	R1107-8485-76002A	Salaries & Benefits	1,143,095.00
Transportation Services	R1107-8485-76002B	Salaries & Benefits	170,177.00
Economic & Physical Development Services	R1107-8485-76002C	Salaries & Benefits	230,444.00
Public Safety Services	R1107-8485-76002D	Salaries & Benefits	3,485,290.00
Environmental Protection Services	R1107-8485-76002E	Salaries & Benefits	487,238.00
Cultural & Recreational Services	R1107-8485-76002F	Salaries & Benefits	713,234.00
Utility Related Services	R1107-8485-76002G	Salaries & Benefits	2,558,994.00
Occupancy Tax Related Services	R1107-8485-76002H	Salaries & Benefits	25,042.00
		Total	8,813,514.00

RECOMMENDATION:

It is recommended that City Council adopt the attached amendment to the grant project ordinance for the American Rescue Plan Act of 2021 Special Revenue Fund (R1107).

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 23

AN ORDINANCE AMENDING THE GRANT PROJECT FUND FOR THE
AMERICAN RESCUE PLAN ACT OF 2021 (ARP)
SPECIAL REVENUE FUND (R1107)

WHEREAS, on March 11, 2021, the American Rescue Plan Act of 2021 (ARP) was signed into law by President Biden; and

WHEREAS, the American Rescue Plan allocates $8,813,514 for the City of Goldsboro as an entitlement city; and

WHEREAS, the grant funds are intended to provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable economy as the country recovers; and

WHEREAS, the City of Goldsboro as recipient may use these funds to support public health expenditures, address negative economic impacts caused by the public health emergency, replace lost public sector revenue, provide premium pay for essential workers, and to invest in water, sewer, and broadband infrastructure, and

WHEREAS, on May 17, 2021 the City Council of the City of Goldsboro accepted the grant funds from the American Rescue Plan Act of 2021; and

WHEREAS, on June 21, 2021, the City Council of the City of Goldsboro pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, authorized the adoption of a grant project fund in order to track and comply with the terms of the grant award, with North Carolina state law with regards to allowable expenditures, and local ordinance and policy; and

WHEREAS, on March 7, 2022, the City Council authorized the amendment of the grant project ordinance to allocate all grant funds to be allocated for lost public sector revenue and to be used for provision of government services personnel and benefits in accordance with Council approval on February 22, 2022; and

WHEREAS, it is necessary to allocate the government services by functional areas to comply with grant requirements.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the American Rescue Plan Act of 2021 (ARP) Grant Project Fund (R1107) be amended as follows:

Section 1: Use of Funds
These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: Standard Allowance Election

The City has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

These services will include General Government, Transportation, Economic & Physical Development, Public Safety, Environmental Protection, Cultural & Recreational, and Enterprise Services. The Expenditure Category shall be 6.1 and the Cost Object will be salaries and benefits.

Section 3: Revenue and Expenditure Appropriations

The following amounts are appropriated for the project and authorized for expenditure:

American Rescue Plan (R1107)

			Current Budget	Amended Budget	Increase (Decrease)
Revenues:					
Federal Grants			$8,813,514.00	$8,813,514.00	$ -
Total Revenues			$8,813,514.00	$8,813,514.00	$ -
Expenditures:					
Public Health			$ -	$ -	$ -
Negative Economic Impacts			-	-	-
Lost Public Sector Revenue			8,813,514.00		(8,813,514.00)
Provision of Government Services for period of May 4, 2022 through December 31, 2024 - Expenditure Category 6.1	**Project Code**	**Cost Object**			
General Government Services	R1107-8485-76002A	Salaries & Benefits		1,143,095.00	1,143,095.00
Transportation Services	R1107-8485-76002B	Salaries & Benefits		170,177.00	170,177.00
Economic & Physical Development Services	R1107-8485-76002C	Salaries & Benefits		230,444.00	230,444.00
Public Safety Services	R1107-8485-76002D	Salaries & Benefits		3,485,290.00	3,485,290.00
Environmental Protection Services	R1107-8485-76002E	Salaries & Benefits		487,238.00	487,238.00
Cultural & Recreational Services	R1107-8485-76002F	Salaries & Benefits		713,234.00	713,234.00
Utility Related Services	R1107-8485-76002G	Salaries & Benefits		2,558,994.00	2,558,994.00
Occupancy Tax Related Services	R1107-8485-76002H	Salaries & Benefits		25,042.00	25,042.00
Premium Pay for Essential Workers			-	-	-
Water, Sewer, Broadband Infrastructure			-	-	-
Contingency			-	-	-
Total Expenditures			$8,813,514.00	$8,813,514.00	$ -

Section 4: Maintenance of Records

The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the City's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 5: Reporting Requirements

The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Ordinance Notification

Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to City Council.

Section 7: Period of Performance

The period of performance for the grant March 3, 2021 through December 31, 2024 when all funds must be obligated. All obligations must be fully expended by December 31, 2026.

Section 8: Expiration of Grant Project Ordinance

This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the City, whichever occurs sooner.

This Ordinance shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item No. U

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a Special Revenue Fund Ordinance – Federal and State Drug Forfeiture Special Revenue Fund (P3101)

BACKGROUND: In order to create more transparency in the collection and disbursement of funds received from federal and state drug forfeitures for the Police department, on February 17, 2020 City Council authorized the establishment of a special revenue fund to account for the inflows and outflows of resources. The fund is amended as necessary to appropriate revenues received.

DISCUSSION: There are some technical corrections to revenue received from Federal and State Forfeiture in the amount of $173,417.35 and $6,090.91 respectively. Since they were originally received in the General Fund it is necessary to classify the inflows as a transfer from the General Fund rather than Grant Revenue. Also, the investment earnings on the federal forfeiture funds in the amount of $131.00 should be appropriated.

RECOMMENDATION:

It is recommended that City Council adopt the attached amendment to the Special Revenue Fund Ordinance for the Federal and State Drug Forfeiture Special Revenue Fund (P3101).

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 24

AN ORDINANCE AMENDING THE SPECIAL REVENUE FUND
FOR FEDERAL AND STATE FORFEITURE ACCOUNTS (P3101)

WHEREAS, the City of Goldsboro Police Department receives revenues from federal and state forfeiture programs to help provide safety for the citizens and community and reduce criminal activity; and

WHEREAS, on February 17, 2020, the City Council for the City of Goldsboro authorized the establishment of a special revenue fund to account for the forfeiture monies obtained through these sources to provide more accountability, transparency and a more efficient means to track and manage these funds; and

WHEREAS, it is necessary to correct revenue appropriations to reflect that the revenue originated in the General Fund in prior years, and this will be funded with a reduction of federal and state forfeiture revenue; and

WHEREAS, it is necessary to appropriate expenditures for federal forfeiture, and this will be funded with investment income.

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

Federal and State Forfeiture Special Revenue Fund (P3101)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Federal Forfeiture Revenue	$ 188,812.66	$ 15,395.31	$ (173,417.35)
State Forfeiture Revenue	6,090.91	-	(6,090.91)
Investment Interest (Federal)	1,215.06	1,346.06	131.00
Equipment Sales (WCPS Penalty)	4,696.46	4,696.46	-
Transfers In General Fund (Federal Forf.)	-	173,417.35	173,417.35
Transfers In General Fund (State Forf.)	-	6,090.91	6,090.91
Total Revenues	$ 200,815.09	$ 200,946.09	$ (179,377.26)
Expenditures:			
Federal Forfeiture Expend.	$ 190,027.72	$ 190,158.72	$ 131.00
State Forfeiture Expend.	6,090.91	6,090.91	-
Wayne County Public Schools	4,696.46	4,696.46	-
Total Expenditures	$ 200,815.09	$ 200,946.09	$ 131.00

Adopted this 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item No. V

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending a Capital Projects Fund Ordinance – Parks & Recreation Capital Projects FY19-24 (G1104)

BACKGROUND: On June 17, 2019, City Council authorized the establishment of a capital project fund for various Parks & Recreation. The City received several charitable donations and sponsorships in which the donor/sponsor requested that the funds be spent on improvements at City owned Parks and Recreation facilities.

DISCUSSION: The City has received several donations through the Mayor's Committee for Persons with Disabilities for ADA accessible playground equipment at North End Park.

Alpha Kappa Alpha Sorority	$ 250.00
Eastpointe	5,000.00
Lade Love Chapter #6 Order of Eastern Star	50.00
Southern Bank	250.00
Total Donations	$5,550.00

RECOMMENDATION: By motion, it is recommended that City Council adopt the attached grant project ordinance amendment for the Parks & Recreation Projects FY19-24 (G1104).

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 25

AN ORDINANCE AMENDING THE CAPITAL PROJECT FUND FOR
PARKS & RECREATION PROJECTS FY19-24 (G1104)

WHEREAS, the City Council of the City of Goldsboro recognizes there is a need to provide recreational facilities to its citizens and visitors to promote active lifestyles, reduce health costs, strengthen economies, create safer neighborhoods, provide green infrastructure and engage communities; and

WHEREAS, on June 17, 2019 the City Council authorized the establishment of a capital project fund for the Parks and Recreation department to track longer term construction and improvements that are to be funded with various donations, sponsorships and other funding sources as approved for the scope of work the projects entailed; and

WHEREAS, it is necessary to appropriate expenditures related to the purchase of ADA accessible playground equipment for North End Park, and this will be funded with donation revenue.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Parks & Recreation Projects FY19-24 (G1104) is hereby amended:

Parks & Recreation Projects FY19-24 (G1104)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Donations & Sponsorships - Bryan Multisports Complex	$ 330,500.00	$ 330,500.00	$ -
Local Grants - GOWayneGo	56,892.53	56,892.53	-
Jefferson/Grand Closing Funds for Park	200,000.00	200,000.00	-
Donations - ADA Accessible Playground Equipment	-	5,550.00	5,550.00
Transfer from the General Fund	40,000.00	40,000.00	-
Total Revenues	$ 627,392.53	$ 632,942.53	$ 5,550.00
Expenditures:			
Construction & Improvements - Bryan Multisports Complex	$ 330,500.00	$ 330,500.00	$ -
Construction & Improvements - GOWayneGo Projects	96,892.53	96,892.53	-
Construction & Improvements - South End Park	200,000.00	200,000.00	-
ADA Accessible Playground Equipment - North End Park	-	5,550.00	5,550.00
Total Expenditures	$ 627,392.53	$ 632,942.53	$ 5,550.00

This Ordinance shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item W

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Amending the Parks & Recreation Special Revenue Fund Ordinance (G1107)

BACKGROUND: On June 15, 2020, the City Council authorized the establishment of a special revenue fund to track the various donations and sponsorships in which the donor/sponsor has requested that the funds be spent on various special programs sponsored by Parks & Recreation.

DISCUSSION: The fund has received several donations and sponsorships related to sports tourism totaling $8,036.22 and a donation to the W.A. Foster Center from Delisa and Clifton Lawson totaling $1,000.00. These revenues need to be appropriated to support expenditures within the scope of the fund.

RECOMMENDATION: It is recommended that the attached Grant Project Budget Ordinance to amend the Parks & Recreation Special Revenue Fund (G1107) be approved for $9,036.22.

Date: 5/23/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

ORDINANCE NO. 2022- 26

AN ORDINANCE AMENDING THE GRANT PROJECT BUDGET FOR THE PARKS & RECREATION SPECIAL REVENUE FUND (G1107)

WHEREAS, the City Council of the City of Goldsboro authorized the establishment of a grant project fund on June 15, 2020 to maintain special programs for the Parks and Recreation Department where donors and sponsors have restricted the use of the funding; and

WHEREAS, the City has received various donations and sponsorships from generous citizens and sponsors to help provide recreational activities at its facilities promoting the health, welfare and well-being of persons of all ages and abilities; and

WHEREAS, it is necessary to appropriate expenditures related to these special programs and this will be funded with various donations, sponsorships and other funding sources restricted to the scope of programs developed.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Parks & Recreation Special Revenue Fund (G1107) is hereby amended:

Parks & Recreation Special Revenue Fund (G1107)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Donations & Sponsorships - Poultry/Beak Week	$ -	$ -	$ -
Donations & Sponsorships - Sports Tourism Programs	12,592.19	21,628.41	9,036.22
Donations & Sponsorships - Challenger Football	2,500.00	2,500.00	-
Donations & Sponsorships - Duke RX for Play	6,441.27	6,441.27	-
Transfer from the General Fund	8,631.00	8,631.00	-
Total Revenues	$ 30,164.46	$ 39,200.68	$ 9,036.22
Expenditures:			
Poultry/Beak Week Expenditures	$ 1,068.00	$ 1,068.00	$ -
Sports Tourism Programs	18,878.19	27,914.41	9,036.22
Challenger Football Program	3,777.00	3,777.00	-
Duke RX for Play Program	6,441.27	6,441.27	-
Total Expenditures	$ 30,164.46	$ 39,200.68	$ 9,036.22

This Ordinance shall be in full force and effect from and after the 6th day of June, 2022.

David Ham, Mayor

Attest:

Laura Getz, City Clerk

Item No. X

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Resolution to accept several cash donations to the City in support of city programs

BACKGROUND: G.S. 160A-11 allows a municipality to "acquire and hold any property and rights of property, real and person, that may be devised, sold, or in any manner conveyed, dedicated to, or otherwise acquired by the [local unit]." The City does not have a formally adopted policy on the acceptance of real or personal property as a donation, bequest, gift, sponsorship, fundraising or local grants, so technically these items must be brought to Council for formal acceptance.

DISCUSSION: There are several budget amendments that have been presented that involve donations, sponsorships, fundraising, etc.. that have been received by the City in support of City programs. All of the funds listed below were received into the City's central depository and credited to an existing operating or grant project fund to programs that were approved by City Council.

Project	Revenue Source	Budgeted Revenue	Actual Received to Date
G1103 1919 LaFrance Fire Truck Restoration	Donations	80,000.00	32,690.56
G1104 Parks & Rec Capital Projects	Donations	330,500.00	290,500.00
G1104 Parks & Rec Capital Projects	Grants	56,892.53	56,892.53
G1104 Parks & Rec Capital Projects	Donations-Playground	5,550.00	5,550.00
G1107 Parks & Rec Special Revenue	Donations & Sponsorships	39,200.68	39,575.68
G1108 Community Relations Special Revenue	Donations & Sponsorships-Interfaith	611.00	611.00
G1108 Community Relations Special Revenue	Donations & Sponsorships-MLK Commem.	9,798.00	9,798.00
G1108 Community Relations Special Revenue	Donations & Sponsorships-MCPD Comm.	4,921.17	4,921.17
G1108 Community Relations Special Revenue	Donations & Sponsorships-MYC Comm.	775.41	775.41
G1108 Community Relations Special Revenue	Donations & Sponsorships-Human Rel. Comm	37.00	37.00
P3104 Police Special Revenue	Donations	3,000.00	3,100.00
P3104 Police Special Revenue	Donations & Sponsorships-N'tl Night Out	487.84	487.84
P3104 Police Special Revenue	Donations & Sponsorships-Heroes	275.00	275.00
P3104 Police Special Revenue	Local Grants - Walmart	12,000.00	12,000.00
P3104 Police Special Revenue	Fundraising Calendar Project	16,000.00	16,000.00
P3104 Police Special Revenue	Fundraising K-9 Unit	583.00	583.00
	Total Donations, Sponsorships, Fundraising, etc..	560,631.63	473,797.19

Staff recommends that Council accept the cash donations, sponsorships, fundraising, and local grants previously received into the City's central depository. Staff further recommends that Council authorize the City Manager or Finance Director to accept future donations, sponsorships, fundraising and local grants of cash a) if the use is for a legally authorized function of the City; b) if the program has already been established by the Council with the requirement that such donations are reported to Council at least quarterly.

RECOMMENDATION:

1. By motion, Council adopt the attached resolution authorizing the acceptance of previous cash donations to the City of Goldsboro in support of existing City programs.
2. Authorization for City Manager or Finance Director to accept future cash donations, sponsorships, fundraising and local grants 1) if the use is for a legally authorized function of the City; 2) if the program has already been established by the Council with the requirement that such donations are reported to Council at least quarterly

Date: 5/31/2022

Catherine F. Gwynn, Finance Director

Date: 6/1/22

Timothy M. Salmon, City Manager

RESOLUTION NO. 2022- 54

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A DONATION OF PERSONAL PROPERTY TO THE CITY OF GOLDSBORO UNDER NCGS § 160A-11

WHEREAS, the City of Goldsboro is authorized under N.C.G.S. §160A-11 to accept and maintain donations of real and personal property for the benefit of its citizens; and

WHEREAS, the City has been the recipient of many donations, sponsorships, fundraising and local grants from generous citizens and patrons in multiple activities and projects for Fire, Parks and Recreation, Community Relations and Police; and

WHEREAS, the City is authorized to undertake these activities under N.C.G.S. §160A-209(c)(13) Fire, §160A-209(c)(24) Parks and Recreation, §160A-209(c)(16) Human Relations, and §160A-209(c)(26) Police; and

WHEREAS, the City Council of the City of Goldsboro finds that it is appropriate to accept the donations, sponsorships, fundraising and local grants offered; and

WHEREAS, it is the desire of the City Council of the City of Goldsboro to efficiently administer and account for cash donations, sponsorships, fundraising and local grants as they are received.

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

1) The City Council accepts the cash donations, sponsorships, fundraising and local grants previously received by the City, and shall be used as allowed by North Carolina law.
2) The City Council authorizes the City Manager or the Finance Director to accept future cash donations, sponsorships, fundraising and local grants; a) if the use is for a legally authorized function of the City; b) if the program has already been established by the Council with the requirement that such donations are reported to Council at least quarterly.

This resolution shall be in full force and effect from and after this 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1891

Item Z

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Z-7-22 Duke Energy Progress (R20A-I2) – South side of Thoroughfare Rd. between Sandy Lane Rd. and Central Heights Rd.

BACKGROUND: The subject property is currently occupied by an electrical utility substation owned and operated by the applicant.

DISCUSSION: The applicant requests to rezone the property from Residential (R20A) to General Industry (I2). The applicant desires a change of zone since the current residential zoning classification is not appropriate for the site. If rezoned, the applicant will be required to meet the regulations of the General Industry (I2) zoning district for future development purposes.

Frontage:	Approximately 1,276 ft. (Thoroughfare Rd.)
Area:	1,598,692 sq. ft. or 36.71 acres

SURROUNDING ZONING:

North:	Residential (R20A/RMNC) and Residential Manufactured (R9);
South:	Residential (R20A) and Industrial Business Park (IBP-1);
East:	Residential (R20A/RMNC); and
West:	Industrial Business Park (IBP-1)

Land Use Plan Recommendation: The City's Land Use Plan recommends Industrial development for the property.

Engineering: The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are not available to serve the property.

At the public hearing on May 16, 2022, no one appeared to speak for or against the request.

On Monday, May 23, 2022, the Goldsboro Planning Commission recommended approval of the change of zone request from Residential (R20A) to General Industry (I2).

RECOMMENDATION: By motion, accept the recommendation of the Planning Commission and,

1. Find the proposed zoning amendment consistent with the City's adopted Comprehensive Land Use Plan.

2. Adopt an Ordinance changing the zoning for the property from Residential (R20A) to General Industry (I2).

Date: 5/31/22

Kenny Talton, Planning Director

Date: 6/1/22

Tim Salmon, City Manager

ORDINANCE NO. 2022 - 27

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

WHEREAS, after notice duly given according to law, a public hearing was held before the City Council and the Planning Commission at a regular meeting held in the City Council Chambers, 214 N. Center St. in the Historic City Hall building, on **Monday, May 16, 2022**, at 7:00 p. m., for the purpose of considering and discussing the passing of an ordinance amending the Unified Development Ordinance of the City of Goldsboro, North Carolina; and

WHEREAS, after completion of said public hearing and receipt of the recommendation of the Planning Commission, the City Council of the City of Goldsboro deems it advisable and for the best interest of the City and those residing within its zoning jurisdiction that the Unified Development Ordinance be amended as herein below set forth;

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

1. That the Unified Development Ordinance of the City of Goldsboro, North Carolina Code of Ordinances, be and the same is hereby amended by changing:

From Residential (R-20A) zoning district to General Industry (I2) zoning district.

Z-7-22 Duke Energy Progress (R20A-I2) – The property is located on the south side of Thorougfare Rd. between Sandy Lane Rd. and Central Heights Rd.

The Wayne County Tax Identification Number is 3529-30-9854.

2. That the Official Zoning Map, Goldsboro, North Carolina, on file in the Office of the Director of Planning and Community Development be promptly changed to reflect this amendment and the appropriate entries in reference thereto be entered in the descriptive record of changes as provided in Section 2 of the Unified Development Ordinance.

3. That this Ordinance shall become effective from and after the entry of the changes or amendments herein made on the said Official Zoning Map.

Adopted this 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1891

Item AA

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Z-8-22 Alpha 13, LLC. (R16-R12CZ) – South side of W. New Hope Rd. between Somervale Ln. and Twin Oaks Pl.

BACKGROUND: There are three (3) separate parcels associated with the change of zone request. Currently, the subject properties are vacant and are utilized as agricultural farmlands.

Parcel 1: 4.64 acres

Parcel 2: 4.6 acres

Parcel 3: 10.27 acres

Frontage: Approximately 1,276 ft. (Thoroughfare Rd.)

Total Area: 849,843 sq. ft. or 19.5 acres

SURROUNDING ZONING:

North: Residential (R16);

South: Residential (R16A);

East: Residential (R16); and

West: Residential (R12/16)

DISCUSSION: The applicant requests to rezone the subject properties from Residential (R16) to Residential (R12CZ). The applicant has submitted a conceptual site plan indicating a 62-lot residential cluster subdivision. If rezoned, the applicant will be required to recombine the three lots into one meeting the development design standards of the Residential (R12) zoning district. Separate site and construction plan approval will be required.

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 4.05 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 utilities.

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 shall meet City standards. All utilities shall be installed underground. Curb and gutter is required.

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.

Utilities: All utilities shall be installed underground.

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.

Interconnectivity: Interconnectivity has not been provided for the proposed subdivision.

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.

At the public hearing held on May 16, 2022, one person spoke in favor of the request and one person encouraged City officials to address drainage impacts in the immediate area because of the newly proposed residential development.

On Monday, May 23, 2022, the Goldsboro Planning Commission recommended approval of the change of zone request from Residential (R16) to (R12CZ) limiting the property to a 62-lot residential subdivision.

RECOMMENDATION: By motion, accept the recommendation of the Planning Commission and,

1. Find the proposed zoning amendment consistent with the City's adopted Comprehensive Land Use Plan.

2. Find the proposed zoning amendment reasonable and in the public interest because the proposed zoning would allow for infill single-family residential development compatible with existing properties in the surrounding area.

3. Find that City water and sewer are available to serve the property and that higher residential densities should be encouraged and considered for the site.

4. Adopt an Ordinance changing the zoning for the property from Residential (R16) to Residential (R12CZ) limiting the property to a 62-lot residential subdivision.

Date: 5/31/22

Kenny Talton, Planning Director

Date: 6/1/22

Tim Salmon, City Manager

ORDINANCE NO. 2022 - 28

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

WHEREAS, after notice duly given according to law, a public hearing was held before the City Council and the Planning Commission at a regular meeting held in the City Council Chambers, 214 N. Center St. in the Historic City Hall building, on **Monday, May 16, 2022**, at 7:00 p. m., for the purpose of considering and discussing the passing of an ordinance amending the Zoning Map, Comprehensive Land-Use Map and Unified Development Ordinance of the City of Goldsboro, North Carolina; and

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

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

1. That the Zoning Map and Unified Development Ordinance of the City of Goldsboro, North Carolina Code of Ordinances, be and the same is hereby amended by changing:

From Residential (R16) to Residential (R12CZ) limiting the property to a 62-lot residential subdivision.

Z-8-22 Alpha 13, LLC. (R16-R12CZ) – The property is located on the south side of W. New Hope Rd. between Somervale Ln. and Twin Oaks Pl.

The Wayne County Tax Identification Numbers are 3600-97-1450, 3600-97-4104 and 3600-96-9806.

2. That the Official Zoning Map, Goldsboro, North Carolina, on file in the Office of the Director of Planning and Community Development be promptly changed to reflect this amendment and the appropriate entries in reference thereto be entered in the descriptive record of changes as provided in Section 2 of the Unified Development Ordinance.

3. That this Ordinance shall become effective from and after the entry of the changes or amendments herein made on the said Official Zoning Map.

Adopted this 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1891

Item BB

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

SUBJECT: Approving an Amendment to a T-Mobile Lease

BACKGROUND: The City of Goldsboro owns a water tank located 621 N. Madison Avenue, Goldsboro, NC. The city has entered into an agreement with T-Mobile for the installation of cellular and broadband antenna facilities on city water tanks.

Pursuant to NC General Statute 160A-272, staff is requesting that council approve the amendment to the agreement with T-Mobile. Notice of the proposed amendment was published in the Goldsboro News-Argus on April 23-24, 2022.

DISCUSSION: The original agreement was dated January 10, 2017, with an amendment dated January 28, 2022. The original agreement and the amendment were approved at the Goldsboro City Council meeting on March 21, 2022. This proposed amendment increases the ground space from 120 square feet to 160 square feet. In consideration of the increase in the ground space, the annual rent due under the agreement will increase $1,800.00 as of the effective date with partial years to be prorated. This additional rent shall increase under the same terms and conditions as the regular rent payment.

RECOMMENDATION: It is recommended that Council adopt a resolution approving an amendment to the T-Mobile lease on the Madison Avenue water tower.

Date: 5/17/22

City Manager

RESOLUTION NO. 2022 – 55

RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH T-MOBILE

WHEREAS, the City of Goldsboro owns a water tank located at 621 N. Madison Avenue, Goldsboro, NC; and

WHEREAS, the city has entered into an agreement with T-Mobile for the installation of cellular and broadband antenna facilities on city water tanks

WHEREAS, pursuant to NC General Statute 160A-272, staff is requesting that council approve the amendment to the agreement with T-Mobile; and

WHEREAS, the original agreement was dated January 10, 2017, with an amendment dated January 28, 2022. The original agreement and the amendment were approved at the Goldsboro City Council meeting on March 21, 2022. This proposed amendment increases the ground space from 120 square feet to 160 square feet; and

WHEREAS, in consideration of the increase in the ground space, the annual rent due under the agreement will increase $1,800.00 as of the effective date with partial years to be prorated. This additional rent shall increase under the same terms and conditions as the regular rent payment.

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

1. The City Manager is hereby authorized to sign the amendment to the agreement with T-Mobile.

2. This Resolution shall be in full force and effect from and after June 6, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1881

Goldsboro News-Argus

CLASSIFIED

0100 ANNOUNCEMENTS

Reward - Stolen 6x12 black enclosed trailer. Four wheels, two axels, aluminum ladder racks on top. Stolen from residence on Tramway Rd. Call John 919-215-9209, all calls confidential.

0200 EMPLOYMENT

DRIVER NEEDED
to deliver and maintain home medical equipment.
Full / Part Time positions with benefits.
Position requires some heavy lifting and some on-call responsibility. Must be drug free and have a good driving record. Apply in person at Wayne Pharmacy
2302 Wayne Memorial Dr.
Goldsboro

Landscaping Person Needed
Full Time, that knows landscaping and equipment.
919-920-8465

ORDER SELECTORS
McCain Employment
919-735-5200

PARAPROFFESSIONALS AND CNA
Taking applications for all shifts, full and PT positions. Requires background check and drug screening. Apply at renulife.org

PT DRIVER

In need of a PT driver to drive evenings one or two nights per week. Box truck. Clean driving record needed. 3-6 hour shifts. Flexible schedule. Some lifting and ability to push racks onto truck. Perfect for a retired individual or someone wanting to earn some extra money.

Interested individuals should contact:

0500 MERCHANDISE

5'x8' Utility Trailer
Metal Deck, 2-5/16" hitch and New 14" Tires. $500, OBO
Call 919-975-6178.

6 Lg. Metal Dog Cages already Assembled & 6 more cages needing to be Assembled, 2 Lg. Plastic Dog Cages, All In Good Condition
Asking Only $150.00 for all.
Call 919-221-3098

A lot of great items for sale, To Many Items to List, available to start your Own Thrift Store business or add to your collection. If Interested please Call 919-221-3098

Adult Motorcycle Helmet
Good Condition.
Asking Only $20.00.
If Interested
Call 252-314-1500

Antique Furniture in EXCELLENT CONDITION from the 1930's
Priced from $100.-$200.
Call For More information
919-221-3098

New Antique Bronze Lamp with 2 Working Lights ASKING ONLY $25 919-429-1601

Brand New, Still In Box, Humidifier
Asking Only $50.00
If Interested
Call 252-314-1500

Copper Clock
Asking Only $10.00
If Interested
Call 252-314-1500

Copper Lamp
Asking Only $10.00.
If Interested
Call 252-314-1500

Delta Electric Table Saw, Runs Good

Home Generators - 5,000 Watt each, Power Back 9HP and a Coleman 10HP, ready for hurricane season, $300 each.
919-750-2657

LP Gas, Tank-less Water Heater
Asking $90.00
or Best Offer.
Call 252-314-1500

Name Brand Womens Clothing-Sizes 12-2x. Tops $3.00 and Dresses $4.00
Call 252-486-2914

Nice, Clean Refrigerator, Good Condition.
Asking Only $200.00
Call 919-221-3098

2 Great Items For Sale
Brand New Easy Spirit Sandals in the Box, Tracie II, Size 8 Medium, Never Worn, Now Only $20.
"Slim Talk" Digital Talking Scale, Like New $20
919-429-1601

Steel Garbage Can
ASKING ONLY $10.00
If Interested
Call 252-314-1500

Steel Shelves
15x48 INCH, $2.00 ea.
If Interested
Call 919-221-3098

NOCONA Hand Tooled Western Leather Belt.
Brand New, Made in Texas, Size 32,
Asking Only $45.
CALL 919-429-1601

Woodworking Tools - Craftsman 10" Bench Drill Press, 12" Wood Lathe, $50 each. Delta 6" Bench Jointer $100.
919-750-2657

0600 REAL ESTATE FOR RENT

Rooms for Rent - Goldsboro's safest area, beautiful, clean, quiet, luxury furnished rooms.
$500-$650 per month.

0800 TRANSPORTATION

2005 CHEVROLET SILVERADO 1500

TAN, EXT CAB, 4X4, 5.3 -V8, CHROME 17" WHEELS

$10,800.00

JACKSON'S AUTO MART
919-635-1222
Se Habla Espanol

2012 GMC SIERRA DENALI

PEARL WHITE, 4X4, CREW CAB, LEATHER, CHROME 20" WHEELS, SUNROOF, NAVIGATION, LOADED

$16,800.00

JACKSON'S AUTO MART
919-635-1222
Se Habla Espanol

2013 CADILLAC ESCALADE

BLACK, PREMIUM, AWD, LEATHER, SUNROOF, NAVIGATION, 2ND ROW BUCKETS, DVD, CLEAN CARFAX

$20,800.00

JACKSON'S AUTO MART
919-635-1222
Se Habla Espanol

0800 TRANSPORTATION

2018 CHEVROLET SILVERADO 1500 LT

WHITE, CREW CAB, 4X4, ALLOY WHEELS, LOCAL NEW CAR TRADE, ONLY 75 K MILES

$35,500.00

JACKSON'S AUTO MART
919-635-1222
Se Habla Espanol

0900 LEGALS

NORTH CAROLINA
WAYNE COUNTY

Pursuant to NC General Statute, 160A-272 notice is hereby given to all interested parties that the Goldsboro City Council will hear a proposal to approve an amendment to the T-Mobile lease on the Madison Avenue water tower. The original agreement was dated January 10, 2017, with an amendment dated January 28, 2022. The original agreement and the amendment were approved at the Goldsboro City Council meeting on March 21, 2022. This proposed amendment increases the ground space from 120 square feet to 160 square feet. In consideration of the increase in the ground space, the annual rent due under the agreement will increase $1,800.00 as of the effective date with partial years to be prorated. This additional rent shall increase under the same terms and conditions as the regular rent payment.

The meeting to approve the amendment will be held on Monday, June 6, 2022 at 7:00 p.m. in Council Chambers, City Hall, 214 N. Center Street, Goldsboro, NC.

This the 23rd day of April, 2022.
Laura Getz, City Clerk
City of Goldsboro
(City Seal)

water Tower 4-23-22

DocuSign Envelope ID: A1D84B82-E9C5-4D99-B249-75B6155C249E

Site Name: Goldsboro Water Tank
Site ID #: 5GK0050A

FIRST AMENDMENT TO WATER TOWER ATTACHMENT LEASE

This FIRST AMENDENT TO WATER TOWER ATTACHMENT LEASE (this "Amendment"), dated this 7th day of June, 2022, by and between the City of Goldsboro ("Landlord") and T-Mobile South LLC ("Tenant").

WHEREAS, Landlord and Tenant entered into that certain WATER TOWER ATTACHMENT LEASE dated January 10, 2017, (the "Lease"). Landlord is the owner of certain real property located at 671 N. Madison Avenue, Goldsboro, County of Wayne, North Carolina, 27530 (the "Property").

Whereas, Landlord and Tenant now desire to amend the WATER TOWER ATTACHMENT LEASE.

Now, Therefore, in consideration of the mutual terms and covenants contained herein, and other good and valuable consideration; the receipt and sufficiency of which the parties hereby acknowledge, Landlord and Tenant agree as follows:

1. The Agreement is amended to provide that the Ground Space is increased from 120 square feet to 160 square feet to include an Additional Ground Space area of 4' x 10' ("Additional Ground Space") for the purpose of installing an emergency back-up generator. The Ground Space as shown on Page 3 of 3 in Exhibit A-1 of the Lease is now replaced with the Ground Space and Additional Ground Space as shown on Exhibit A-2 attached hereto.
2. The provisions of this Amendment shall be effective as of the date last signed below ("Effective Date").
3. In consideration of the increase in the Ground Space, the annual Rent due under this agreement will increase One Thousand, Eight Hundred Dollars and 0/100 ($1,800.00) on May 1, 2022, partial years to be prorated. This additional Rent shall increase under the same terms and conditions as the regular Rent payment.
4. All terms used in this Amendment, except as modified or defined hereunder, shall have the same meaning as in the Lease. If any conflict exists between the terms and the conditions of this Amendment and the terms and conditions of the Agreement, then the terms and conditions of this Amendment shall control. All agreed upon terms and conditions of the Lease, except as modified hereunder, shall remain in full force and effect.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

DocuSign Envelope ID: A1D84B82-E9C5-4D99-B249-75B6155C249E

IN WITNESS WHEREOF, The Parties have executed this First Amendment as of the Effective Date.

Landlord:	**Tenant:**
City of Goldsboro	**T-Mobile South LLC**
By:	**By:** DocuSigned by: Kevin Forshee 0B162FFGBA3744F...
Name: Timothy Salmon	**Name:** Kevin Forshee
Title: City Manager	**Title:** Sr Director
Date: June 7, 2022	**Date:** 6/14/2022

Approved

TMO Signatory Level : L06

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

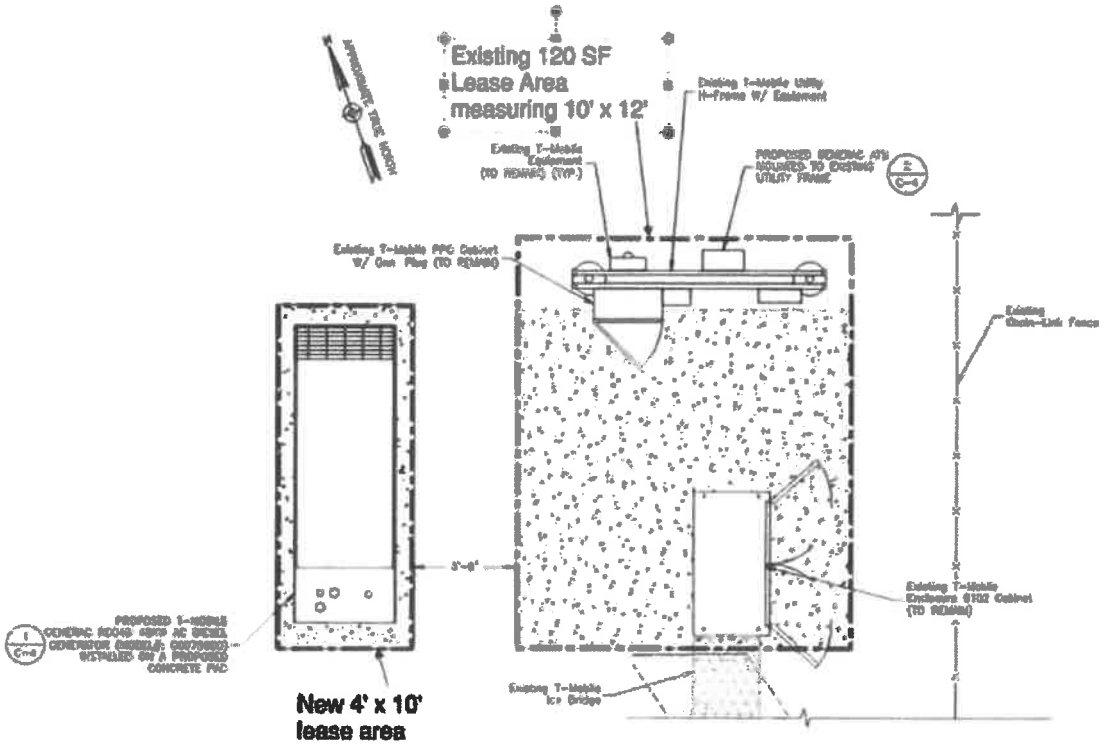
Finance Officer City of Goldsboro

Ray Klepar Troy Jeffcoat

DocuSign Envelope ID: A1D84B82-E9C5-4D99-B249-75B6155C249E

Exhibit A-2

The location of the new 4' x 10' Additional Ground Space for the generator is:



Item Y

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JUNE 6, 2022 COUNCIL MEETING

Moved to Items Requiring Individual Action

SUBJECT: Z-6-22 NC Residential Partners, LLC. (R16-R12) – South side of E. Patetown Rd. between Ashley Ave. and Country Day Rd.

BACKGROUND: The subject property is currently vacant and undeveloped.

DISCUSSION: The applicant requests to rezone the property from Residential (R16) to Residential (R12). The applicant recently acquired the property and desires a change of zone for higher density residential development purposes. If rezoned, the applicant will be required to meet the regulations of the Residential (R12) zoning district. Site and landscape plans will be required and approved by City officials before construction permits can be issued in the future.

Frontage: Approximately 390 ft. (E. Patetown Rd.)
Approximately 375 ft. (Country Day Rd.)

Area: 123,235 sq. ft. or 2.83 acres

SURROUNDING ZONING:

North: Residential (R12/16);

South: Residential (R16);

East: Residential (R16); and

West: Residential (R16)

Existing Use: The property was once occupied by a single-family dwelling prior to 2010.

Land Use Plan Recommendation: The City's Land Use Plan recommends Medium-Density Residential development for the property. According to the City's Land Use Plan, higher residential densities are recommended and should be encouraged since City water and sewer are available to serve the property.

Engineering: The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are available to serve the property.

At the public hearing on May 16, 2022, four people spoke against the request. Opponents believed that the proposed change of zone would lead to higher density development which would contribute to additional traffic and congestion problems in the area.

On Monday, May 23, 2022, the Goldsboro Planning Commission recommended approval of the change of zone request from Residential (R16) to Residential (R12).

RECOMMENDATION: By motion, accept the recommendation of the Planning Commission and,

1. Find the proposed zoning amendment consistent with the City's adopted Comprehensive Land Use Plan.

2. Adopt an Ordinance changing the zoning for the property from Residential (R16) to Residential (R12).

Date: 5/31/22

Kenny Talton, Planning Director

Date: 6/1/22

Tim Salmon, City Manager

ORDINANCE NO. 2022 - 29

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

WHEREAS, after notice duly given according to law, a public hearing was held before the City Council and the Planning Commission at a regular meeting held in the City Council Chambers, 214 N. Center St. in the Historic City Hall building, on **Monday, May 16, 2022**, at 7:00 p. m., for the purpose of considering and discussing the passing of an ordinance amending the Unified Development Ordinance of the City of Goldsboro, North Carolina; and

WHEREAS, after completion of said public hearing and receipt of the recommendation of the Planning Commission, the City Council of the City of Goldsboro deems it advisable and for the best interest of the City and those residing within its zoning jurisdiction that the Unified Development Ordinance be amended as herein below set forth;

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

1. That the Unified Development Ordinance of the City of Goldsboro, North Carolina Code of Ordinances, be and the same is hereby amended by changing:

From Residential (R16) zoning district to Residential (R12) zoning district.

Z-6-22 NC Residential Partners (R16-R12) – The property is located on the south side of E. Patetown Rd. between Ashley Ave. and Country Day Rd.

The Wayne County Tax Identification Number is 3600-77-7504.

2. That the Official Zoning Map, Goldsboro, North Carolina, on file in the Office of the Director of Planning and Community Development be promptly changed to reflect this amendment and the appropriate entries in reference thereto be entered in the descriptive record of changes as provided in Section 2 of the Unified Development Ordinance.

3. That this Ordinance shall become effective from and after the entry of the changes or amendments herein made on the said Official Zoning Map.

Adopted this 6th day of June, 2022.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk

CITY OF GOLDSBORO INCORPORATED 1844 - 1891