

MINUTES OF THE ANNUAL RETREAT OF MAYOR AND CITY COUNCIL HELD
MARCH 24 – 25, 2015

MARCH 24, 2015

The Mayor and Council of the City of Goldsboro, North Carolina, met for their Annual Retreat beginning March 24, 2015 at 8:30 a.m. at the Wayne County Museum, Goldsboro, North Carolina with attendance for March 24, 2015 as follows:

Councilmembers Present: Mayor Alfonzo King, Presiding
Mayor Pro Tem Chuck Allen
Councilmember Bill Broadaway
Councilmember William Goodman
Councilmember Charles J. Williams, Sr.
Councilmember Gene Aycock

Absent: Councilmember Michael Headen

Other Members Present: Scott Stevens, City Manager
Melissa Corser, City Clerk
Angel Wright-Lanier, Assistant City Manager
Randy Guthrie, Assistant City Manager
Sherry Archibald, Paramount Director
Jeff Stewart, Police Chief
Mike West, Police Major
Jose Martinez, Public Works Director
Karen Brashear, Public Utilities Director
Scott Barnard, Parks & Recreation Director
Jimmy Rowe, Planning Director
Allen Anderson, Chief Building Inspector
LaTerrie Ward, Community Affairs Director
Kim Best, Public Information Officer
Gary Whaley, Fire Chief
Julie Metz, DGDC Director
Marty Anderson, City Engineer
Faye Reeves, HR Director
Scott Williams, IT Director
John Gregory, CALEA
Charles Wright, Citizen
Ethan Smith, News Argus Reporter (arrived at 10:00 a.m.)
Kaye Scott, Finance Director (arrived at 1:09 p.m.)

The meeting was called to order by Mayor King at 8:34 a.m.

Mr. Scott Stevens welcomed Council to the 2015 Council Retreat. He thanked the Wayne County Museum for the use of their facility. He encouraged everyone to take time to look at some of the exhibits on breaks. Mr. Stevens stated it is not our intent to have Council approve a lot of items over the next couple of days, his goal is to share information, listen to Council's comments and concerns and in the end have a general direction of what Council would like to focus on for the upcoming budget. Mr. Stevens thanked Department Heads for their time and effort throughout the year. He stated he would also like to thank Melissa and Laura who have worked to prepare for the Retreat a lot over the last week or so.

Review of Last Year's Retreat Decisions/Projects Update

Mr. Scott Stevens reviewed last year retreat decisions. He also reviewed "coffee stains" identified by staff during a customer service training. Mr. Stevens reminded Council of last year's Retreat visioning exercise with Ms. Jennie Stultz in which Council identified the following priorities:

1. Greenways/Pathways
2. Downtown Development – Engage Private Investment
3. Parks & Recreation

4. Community Appearance

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)

Mr. John Gregory, Regional Program Manager, shared information with Council regarding the accreditation process. The following information was shared:

- Program & Process Overview
 - During the 1960's and early 1970's, U.S. law enforcement was faced with a number of large-scale civil disturbances. Many American cities experienced severe riots with significant loss of life and property damage. Many citizens lost confidence in their law enforcement agencies due to their seeming inability to prepare for and deal with these events.
 - Law enforcement agencies were viewed as unable or unwilling to learn from others mistakes and as having little, if any, coordination between themselves and other agencies. Law enforcement officers were often viewed as “under trained” with their selection and hiring practices often discriminatory. Policies and procedures were not well written and the public did not respect law enforcement officers as professionals. Issues of accountability, integrity, liability, performance, and community partnership dominated the public dialogue and media coverage of law enforcement.
 - In 1971, a Commission was appointed by the Law Enforcement Assistance Administration (LEAA) “to formulate, for the first time, national criminal justice standards for crime reduction and prevention at the state and local levels”. The LEAA provided \$1.75 million dollars in grant money to conduct the study and develop standards for law enforcement agencies to follow. The results of the effort were six reports, one of which was the Police: National Advisory Commission on Criminal Justice Standards and Goals.
 - This report, published in 1973, suggested standards for law enforcement agencies designed to make law enforcement more effective and to provide guidance to law enforcement agencies in their efforts to improve their own operations. Accreditation was considered part of the answer to the problems faced by law enforcement. The document was received by the law enforcement community as being well researched, documented, reliable, and practical. While supported by law enforcement, however, no serious effort was undertaken to meet the reports thirteen recommendations and 107 standards.
 - As a consequence of this report, the United States Department of Justice provided a grant to the four leading law enforcement executive associations to advance law enforcement by establishing voluntary standards. The organizations were: International Association of Chiefs of Police (IACP); National Organization of Black Law Enforcement Executives (NOBLE); National Sheriffs' Association (NSA); and Police Executive Research Forum (PERF). The result of this initiative was the creation, in 1979, of a private, non-profit corporation: The Commission on Accreditation for Law Enforcement Agencies, Inc.
- Purpose of the Commission
 - The Commission is composed of 21 members that govern CALEA. Eleven must be law enforcement practitioners; the balance is selected from the public and private sectors. Generally, they reflect a representation from local, state/provincial and international law enforcement and public safety organizations, along with business, academia, the judiciary, and state/provincial and local government. The Commissioners are appointed by the four founding law enforcement organizations, and serve without compensation.
 - Review agencies for accreditation and recognition
 - Conduct the business of the Commission
 - Provide training on accreditation related topics
 - Provide training on public safety related topics
 - Provide a venue for information sharing and professional networking
 - Serves as a venue for new clients to learn about accreditation
 - Celebrate success of agencies reaching accreditation and recognition status
- What is Accreditation?
 - CALEA Accreditation requires an agency to develop a comprehensive, well thought out, uniform set of written directives. This is one of the most successful

- methods for reaching administrative and operational goals, while also providing direction to personnel.
- CALEA Accreditation standards provide the necessary reports and analyses a CEO needs to make fact-based, informed management decisions.
- CALEA Accreditation requires a preparedness program be put in place - so an agency is ready to address natural or man-made unusual occurrences.
- CALEA Accreditation is a means for developing or improving upon an agency's relationship with the community.
- CALEA Accreditation strengthens an agency's accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance, and responsibilities.
- Being CALEA Accredited can limit an agency's liability risk exposure because it demonstrates that internationally recognized standards have been met, as verified by a team of independent, outside CALEA-trained Assessors. A number of studies by state "risk management" agencies clearly show that accredited agencies have a lower incidence of suits filed and lower levels of damages paid.
- CALEA Accreditation assists in an agency's pursuit of professional excellence.
- CALEA's Standards enable public safety administrators to strengthen existing procedures while simultaneously creating a solid foundation for the agency's future.
- Return on Investment
 - Established comprehensive process for managing public safety agencies
 - Provides feedback and structured analyses for agencies to make decisions
 - Provides institutionalized best practices for inspection, audits and reviews
 - Ensures involvement with partners and community
 - Alerts to issues that need attention
 - Focus on high liability areas
- Practitioner Perspective
 - Contemporary Equipment
 - Modern programs and applications
 - Engages staff and encourages continuous improvement
 - Focuses on appropriate training
 - Promotes accountability across all levels
- CALEA Training
 - Introduction to Accreditation
 - Preparing for an Assessment
 - Accreditation Manager Orientation
 - Reaccreditation Management
 - Assessor Development
 - Assessment Team Leader
 - Software Technical Support (PowerDMS)
 - CALEA offers a variety of classes at every conference to assist agencies through the process. The conferences are three times per year.
- Fee Structure

Number of Fulltime Employees	Initial Accreditation	Annual Continuation *
1-24	\$7,125	\$3,470
25-199	\$10,100	\$4,065
200-999	\$14,775	\$5,000
1000+	\$18,600	\$5,765

- Generally, the onsite assessment cost is approximately \$5,200. This number can vary depending on the price of airlines ticketing and lodging rates. Initial Accreditation fees can be paid over three installments and are reflected that way in the table.
- CALEA has worked diligently to reduce this cost for agencies and restructured the assessment process in 2009, which reduced the total cost of accreditation by \$1,000 per cycle. This equated to an approximately 7% reduction in costs for agencies.
- It is important to note that these numbers may vary slightly based on the current projected cost of onsite assessments and potential clients should consult with CALEA staff to determine the exact amounts for budgeting purposes.

Mayor King asked what percentage of agencies across the Country are accredited. Mr. Gregory stated 1300 agencies across the Country are currently accredited.

Mr. Stevens asked about staffing. Mr. Gregory stated they had a full-time staffing person who also did grant writing.

Councilmember Aycock asked if any surrounding agencies were accredited. Mr. Gregory replied Wilson, Greenville, Smithfield, Garner, Raleigh, Jacksonville, New Bern, Wilmington, Clayton and Garner are a few that are accredited. You can look on CALEA’s website and see additional agencies.

Council asked the Police Department to research becoming accredited through CALEA.

Press Release – Operation Patriot

Chief Stewart shared law enforcement and public safety officers arrested 153 individuals during a multi-agency enforcement operation named “Operation Patriot” which covered four counties during the period of March 17-19. The operation focused on Cumberland, Onslow, Wayne, and New Hanover Counties with the goal of reducing crime in areas where members of the Armed Forces and their families reside.

Officers served 315 outstanding warrants, conducted 238 searches of probationers and/or their residences. Four firearms were seized along with varying amounts of heroin, cocaine and marijuana, and \$4,200 in currency.

More than 230 officers participated in the operation over the course of 3 days. Agencies involved included the U.S. Marshals Violent Fugitive Task Force for Eastern NC, Department of Public Safety, Cumberland County Sheriff’s Officer, Onslow County Sheriff’s Office, New Hanover County Sheriff’s Office, Fayetteville Police Department, Wilmington Police Department, Goldsboro Police Department, Mt. Olive Police Department and the Fremont Police Department.

Police Department Report

Chief Stewart shared the following information:

Seniority List	
109 Sworn Law Enforcement Officers	
<u>Years of Service</u>	<u>Number of Officers/Percentage</u>
• Over 20 years	13 – 12%
• Over 10 but less than 20 years	36 – 33%
• Over 5 but less than 10 years	25 – 23%
• Less than 5 years	26 – 24%
• Vacant	9 – 8%
TOTAL	109
<u>Sworn Officer Assignments</u>	
• Chief-1	
• Patrol Division-65 (with 3 current vacancies)	
• Investigations Division-13 (with 1 current vacancy)	
• Support Services Division-9 (with 2 current vacancies)	
• Crime Scene Unit-4	
• Vice-4	
• GREAT/Crime Prevention-4	
• Warrants-2	
• Training-2	
• SRO-2	
• Park Police-1	
• Community Partnership Coordinator-1	

- Vacant-6

Crime Stats

UCR OFFENSES

OFFENSES	2010	2011	2012	2013	2014	% CHG
Homicide	5	7	13	5	6	+20%
Rape	3	2	3	3	1	-67%
Robbery	105	91	73	67	75	+12%
Aggr. Assault	280	252	233	214	259	+21%
Simple Assault	318	322	311	344	351	+2%
Burglary	736	674	589	573	463	-19%
Larceny	1674	1850	1655	1690	1671	-1%
Vehicle Theft	129	123	127	103	91	-12%
Arson	5	2	0	2	6	+200%
TOTAL	3255	3334	3004	3001	2923	-3%
% Change	-2%	+2%	-10%	-.10%	-3%	

Homicides

5 Year Trend

- 2010 – 6
 - 4 – cleared
 - 2 – under investigation
- 2011 – 7
 - 6 – cleared
 - 1 – under investigation
- 2012 – 13
 - 9 – cleared
 - 4 – under investigation
- 2013 – 5
 - 3 – cleared
 - 2 – under investigation
- 2014 – 6
 - 3 – cleared
 - 3 – under investigation

Rape

- 2010 – 3
- 2011 – 2
- 2012 – 3
- 2013 – 3
- 2014 – 1

Robbery

- 2010 – 105
- 2011 – 91
- 2012 – 73
- 2013 – 67
- 2014 – 75

Aggravated Assault / Simple Assault

- 2010
 - Aggravated – 318
 - Simple – 280
- 2011
 - Aggravated – 322
 - Simple – 252
- 2012
 - Aggravated – 311
 - Simple – 233

- 2013
 - Aggravated – 344
 - Simple – 214
- 2014
 - Aggravated – 344
 - Simple – 259

Burglary and Larceny Defined Under UCR Standards

Burglary- Unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts. (1st & 2nd degree burglary, breaking & entering)

Larceny- Unlawful taking, carrying, leading or riding away of property from possession or constructive possession of another. (Misdemeanor larceny, shoplifting, theft from motor vehicles, theft of bicycles, theft from buildings)

- 2010
 - Burglary – 736
 - Larceny – 1674
- 2011
 - Burglary – 674
 - Larceny – 1850
- 2012
 - Burglary – 589
 - Larceny – 1655
- 2013
 - Burglary – 573
 - Larceny – 1690
- 2014
 - Burglary – 423
 - Larceny – 1671

Five Year Crime Trend

Total UCR

- 2010 – 3256
- 2011 – 3334
- 2012 – 3004
- 2013 – 3001
- 2014 – 2923

*2014 was the first year we set a goal of reducing crime by %
 *2015 our goal is to reduce crime by 5%

Criminal Investigations Division

- 11- Investigators are assigned to the Criminal Investigations Division
 - 2 – Crimes Against Persons
 - 4 – Property Crimes
 - 4 – Financial Crimes
 - 1 – Juvenile/Missing Persons/Sex Crimes

Investigator’s Case Load 2014

- 129 Cases assigned to 2 Persons Crimes Investigators
- 402 Cases assigned to 4 Property Crimes Investigators
- 262 Cases assigned to 4 Financial Crimes Investigators
- 68 Cases assigned to 1 Juvenile/Missing Person/Sex Crimes Investigator
- A total of 861 Felony cases were assigned to this division in 2014 (Average-78 cases per Investigator)

*The case load is average with other departments.

Clearance Rate

Goldsboro Police Department's

UCR Clearance Rate vs. National Rate

- In 2014 the Goldsboro Police Department cleared 35% of UCR crimes compared to the National average of 22%

Chief Stewart shared 2014 Traffic Stop Date.

Police Training 2014

- Officers of the Goldsboro Police Department received 7,196.25 hours of training in 2014. This training includes the 24 hours of training mandated by the NC Criminal Justice Education and Training Standards Commission for each sworn officer, along with other specialized training courses to enhance the officer's skills and knowledge as they continue to effectively serve the citizens of Goldsboro.

Councilmember Williams asked if an officer transfers from another department do they still go through training. Chief Stewart replied they go through the same interview process and same background check.

Major West reviewed the following vehicle information:

Patrol Inventory Report 2014

- 63 Total Vehicles
 - 34 Line
 - 17 Take Home
 - 12 Spare
- Model Year
 - 1998 – 4
 - 2000 – 6
 - 2001 – 1
 - 2002 – 2
 - 2004 – 1
 - 2005 – 6
 - 2006 – 12
 - 2007 – 1
 - 2008 – 5
 - 2009 – 2
 - 2010 – 9
 - 2011 – 1
 - 2013 – 13
 - 2014 – 6 ordered (Includes 1-JAG car) to replace 4-1998 and 2-2000 model year cars.

Patrol Inventory Report 2015

- 60 Total Vehicles
 - 32 Line
 - 21 Take Home
 - 7 Spare
- Model Year
 - 2000 – 4
 - 2001 – 1
 - 2002 – 2
 - 2004 – 1
 - 2005 – 4
 - 2006 – 9
 - 2008 – 5
 - 2009 – 2
 - 2010 – 7
 - 2011 – 1
 - 2013 – 13

*Note: Eight 2012 model year cars were ordered but the order was not placed until after the manufacturer’s cut-off date. Due to the 5.5 month build time for the Caprice, GM allowed us to upgrade the eight car order to 2013 model year at the 2012 price and combine that order with the 2013 car order of five cars giving us a total of thirteen 2013 year models.

Marked Patrol Vehicles Mileage

- 34 Vehicles have under 80,000 miles.
- 7 Vehicles have 80,001 to 100,000 miles.
- 4 Vehicles have 100,001 to 120,000 miles.
- 15 Vehicles have over 120,000 miles.
- Line cars are averaging 19,000 mile per year.
- Take home cars are averaging 10,000 miles per year.

NOTE:

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

Marked Patrol Vehicles – Summary

- 12 vehicles are ten years old or older.
- 19 vehicles currently have over 100,000 miles on them and that could increase to 30 by 2016.
- 50% of the total yearly maintenance cost on the fleet is for vehicles that comprise 31% of the fleet.
- High mileage vehicles are less reliable, use more fuel, require more oil between servicing and due to the poor appearance of the cars, reflect negatively upon the Police Department and the City of Goldsboro.

Fleet Vehicle Replacement Plan

- 10 Patrol Cars, 2 Admin cars per year
- More vehicles under warranty; reduces maintenance cost
- Enhance public image of Police Department
- Improve officer moral

FY 15-16 Police/Admin Vehicle Request

- (5) 2015 Chevrolet Caprice – will be discontinued after 2017
- (1) 2015 Chevrolet Tahoe – Possible replacement for the Caprice after 2017
- (2) 2015 Chevrolet Impala (Admin)
- (2) 2015 Ford F150 (Fleet and Animal Control)

Replacement Options for the Chevrolet Caprice (After 2017)

- Chevrolet Tahoe
- Ford Inceptor Sedan
- Dodge Charger
- Ford Inceptor Utility Vehicle

Mr. Stevens asked Council if they had a preference for replacement options. Council asked what the cost to equip each vehicle was and Major West shared approximately \$6,300 for the police vehicles and about \$2,200 for admin cars.

Chief Stewart shared the following information:

GPAC (Goldsboro Partners Against Crime)

- Notifications
 - o 4 – Call-In Notification Sessions
 - o 53 – Subjects Notified

- (4) Re-Offenders
 - 1 plead guilty; 1 is in Federal custody awaiting trial; 1 remains in custody pending trial in Johnston County; and 1 is out on bond awaiting trial in Wayne County

*GPAC Partnership did get cases through court system quicker and there is an A.D.A. assigned to specifically handle GPAC cases.

Probation and Parole Offenders

- Arrest – 1126
- Field Contacts – 378
- Incident Reports – 516
- VCTF – 218

What we accomplished in 2014...

- Mobile Command Unit
 - 1140 hours worked
 - 204 field contacts completed
 - 25 citations issued/warrants served
 - 13 grams of cocaine seized
 - 2 weapons seized
 - 1 Driving While Impaired (DWI) Arrests

Evidence Inventory

- At the present time there are 36,250 items of evidence being stored at the Police Department.
- This does not include packages containing multiple items of evidence.
- Looking at Expansion Plans for the Police Department in order to increase Evidence Storage space and Investigative Services.
- Looking at Pre-Existing Buildings as options to increase Evidence Storage space and Investigative Services.
- At the present time there are 36,250 items of evidence being stored at the Police Department.
- This does not include packages containing multiple items of evidence.

2015

- The estimated cost of the future expansion as well as repairs to the existing building are estimated at \$3.5 million with \$3 million dedicated to the future expansion and \$500K going to the following existing building repairs:

- HVAC replacement
- Parking lot repaving
- Exterior waterproofing
- Interior floor resurfacing
- Interior painting
- Ceiling tile replacement
- Door frame replacement

Note: Does not include any asbestos abatement during HVAC replacement

2015 Staffing Requests

- Requesting an additional Drug Officer position to balance out the Vice Unit since one member is currently assigned to the Drug Enforcement Administration (DEA) as a Task Force Officer (TFO) and the additional drug officer would be used to help fight the rising heroin use.
- Requesting an additional Patrol Officer position which would even out the number of officers on a shift.

2015 Future Technology Requests

- Body Cameras
- Paperless Reporting System
- Shot Spotter

Councilmember Aycock asked if we have GIS information on where crimes are occurring. Chief Stewart replied yes we do, a link is included on our webpage.

Council and staff discussed the pros and cons of shot spotter. Mayor Pro Tem Allen asked was the cost was and Chief Stewart replied \$230,000 for the first year. Council requested the Police Department gather additional information on shot spotter and implement if feasible.

Chief Stewart introduced Investigator Jason Adams. Investigator Adams shared the following information:

Scrap Metal

Nonferrous Metals – Metals not containing significant quantities of iron or steel, including, but not limited to, copper, aluminum other than aluminum cans, a product that is a mixture of aluminum and copper, catalytic converters, lead-acid batteries, and stainless steel beer kegs or containers. The term shall not include precious metals as defined and regulated in Part 2 of this Article.

Scrap Vehicles – a vehicle that is ten (10) years or older does not require a title, and a permit should be required.

Businesses – business license permit is already required. An employee of businesses wanting to sell scrap metal would show a copy of current permit and photo ID.

Individuals – any person acting as a sole proprietor by selling scrap metal for the purpose of profit would be required to get a permit. The permit would be shown with photo ID at time of sell to recycling center.

Permit Costs – Current price is \$15 per permit.

Permit Requirements

Metal Type	Quantity	Permit Required
Nonferrous	Any	Yes
Other Metals	Over 10 Pounds	Yes
Scrap Vehicles	All vehicles without title	Yes
Aluminum Cans	Any	No

Positives – Individuals who are illegally stealing metal, A/C units and parts, vehicles would not be able to show up and sell if they are do not have a current and valid permit. Therefore, taking the profitability from the individual for selling stolen property.

Permits will be denied for individuals, who have been charged with crimes related to metal thefts i.e. Breaking and Entering, Larceny, Larceny of Motor Vehicle, and other crimes.

Council discussed permitting and agreed they would like a permit to be required to sell scrap metal. The Police Department was asked to work with the Sheriff's Department to implement a permit requirement county-wide.

Vehicle Utilization Update

Mr. Jose Martinez, Public Works Director shared the following information:

Background

- CST Fleet Services completed a Fleet and Garage Study on Fall 2014

- CST provided 6 critical recommendations for the garage’s success.
- The 3rd critical recommendation was:
 - Eliminate underutilized non-needed vehicles with a graduated rightsizing plan. Not following this recommendation would have 2 negative impacts.
 - Increased repair cost due to a growing/aging fleet.
 - Purchases of new equipment that are not really needed.

CST Analysis

Equipment Breakdown by Utilization

- 147 – No data
- 115 – Very Low Utilization
- 42 – Low Utilization
- 63 – Medium Utilization
- 53 – High Utilization

Bottom 100

- Fleet Maintenance then ran a report showing the mileage for every vehicle over the last year.
- We then sorted all the vehicles and took the lowest 100 used vehicles (mileage-wise) and put those in another report.
- There were also some reporting errors. Each department will have to clarify what vehicle these are and if they are a candidate for downsizing.
- The least-used 100 are included in the rear of this report.

Next Steps

- The 5th critical recommendation from CST was to “Establish a Fleet Steering committee (Headed by the Fleet Management Division) with representation from all major clients and Finance”.
- Fleet Steering Committee would make recommendations on:
 - New vehicles purchased City-wide
 - Vehicle replacements
 - Vehicle sharing plans
 - Vehicle retirement and disposal plans.
- Recommended members
 - (1) Garage, (1) Police, (1) Fire Department, (1) Public Utilities, (1) Parks and Rec, (1) Finance, & (1) City Hall

Minority and Women Business Outreach Participation Plan

Ms. Angel Wright-Lanier, Assistant City Manager shared the following information:

Minority and Women Business Outreach Plan

- In an effort to reach out to minority and women businesses, we have updated the MWBE plan.
- The goal is to provide equal access and opportunity to participate in all aspects of construction projects subject to this plan.
- This plan will also apply to contracts for professional services.
- The plan will assist the City in reaching its verifiable percentage of 10% minority and/or women business participation.
- The following efforts will help us meet the 10% goal:
 - Adopt the final version of the policy.
 - Sponsor an annual minority and women owed business enterprise seminar on bidding and City contract requirements.
 - We will also invite contractors to showcase their projects:
 - The first outreach event is scheduled for August, 2015
 - The City will establish a website with links to available bids and contracts.
- The City will maintain a list of minority and women owned businesses.
- The City will establish a list of Historically Underutilized Businesses (HUB).
- We will establish a selection committee for professional service contracts.
- The Selection Committee for Professional Services will include:

- City Manager or his designee, Director of Finance or her designee, department head responsible for the project, the City Engineer (if engineering services are involved) and the Purchasing Manager.
- The City will report to the NC Department of Administration's Office of Historically Underutilized Businesses (HUB) semiannually.
- All projects will also be reported quarterly to the U.S. Department of Housing and Urban Development and the NC State Construction Office.

Council agreed staff should proceed with updating the WBE/MBE Policy.

Public and Government Affairs Update

Ms. Kim Best, Public and Government Affairs Director shared the following information:

Promoting the City of Goldsboro

- This position encompasses many responsibilities. Serving as the point of contact for media outlets, developing strategies to promote positive public relations and marketing strategies, organizing press conferences, promoting city services, programs and events just to name a few.
- Promoting City staff as they provide good will and services in our community through social, web, and print media are all part of providing positive public relations in the City of Goldsboro.

Branding our City

- Creating a Marketing Team that represents many of our City departments has proven to be an effective tool. This team has worked together for the past three years as a productive group to begin branding our City.
- The new City logo, "Be More, DO, More Seymour," has been integrated into the city marketing plan and continues to be recognized as we move forward in the endeavors of completely branding the City of Goldsboro.

Recognizing Council Guests

- Recognizing City Council guests and showcasing many of them on the city's social media is another way of sharing information that takes place during Council Meetings.

Continuing Positive Public Relations

- As time is taken at each Council Meeting to recognize guests and take their photo with the Mayor and Council this continues to promote positive public relations for City government.

Promoting City Staff & Services

- Through organizing print ads, graphics, brochures, utility bill inserts, flyers, video productions, TV productions, press releases, and public service announcements, we continue to share city programs and services with our local community.

Saluting our Retirees

- As each of our employees retire after years of service to our City, we recognize and share their accomplishments on our social media sites.

WGTV Host

- WGTV Today, a daily morning show continues to grow in its third year of production. It is co-produced by the city and county Public Affairs staff. It is aired on Time Warner Cable channel 10 and AT&T channel 99.
- WGTV Today is the first local government channel in the state to produce a daily television show in partnership with both the city and county that showcases governmental services, community events, and special highlights.
- Each year WGTV Today produces about 175 shows. Some of the shows this year have included interviews with: Local musician Nicholas Cole; Vic Miller from the Veterans Committee, A monthly representative from SJAFB, Dr. Steve Peters from Cherry Hospital, Tim Rogers – County Landfill; Literacy Connections; Jeff

Stewart- Goldsboro Police Chief, Goldsboro Parks & Recreation, Habitat for Humanity, Communities in Schools, Veterans Services; Optimists, Cooperative Extension field crop agent and horticulture agent; 4H events, Connie Price – Planning; Animal Shelter – Vicki Falconer; Judge Arnold Jones; Sheriff Pierce; Nathan Bullock (His uncle was the youngest American killed in the Viet Nam War); Board of Elections Director; Kenneth Sanderson at his Pumpkin Patch; Sparky and Friends from Safe Kids; Goldsboro Library; Cures for Colors, Hugh Howard (now deceased) he was an American hero, and Majesty Rose- American Idol top 10 Finalist.

- We’ve also filmed the Mount Olive Library Science Program for Kids, Farner’s Market; Senior Day at the Park, Agricultural Heritage program and a four part Wayne County baseball history.

Promoting Community Events

- Our city government host many community events for the public to enjoy. Promoting these events is done through many outlets to include; print media, WGTV interviews, local radio, local publications, flyers, brochures, website and social media. Cross-promoting with many local agencies has also been a very successful tool.

Providing Project Updates to our Community

- As the city develops, hosts, and participates in projects we continue to share the information with our community through many outlets. Using multiple outlets we have the opportunity to reach a larger percentage of our population.
- City Updates, a monthly video was developed as a tool to keep citizens informed of local government decisions. The update is given by the city manager and can be accessed on the city’s website, YouTube channel, WGTV Today morning show, and all the city social media site to include Facebook page, Twitter, and Instagram.
- Streetscape Updates, bi-weekly video updates have been produced since work began on the Center street project to keep citizens informed of the current status of the local projects happening downtown Goldsboro. The videos can be accessed on the city website, YouTube channel, WGTV Today morning show, and the city Facebook page.

Providing Video Interviews & Updates

- The Streetscape video updates have proven to be an informative tool that keeps local citizens and business owners aware and up to date on the progress of our downtown projects. The project managers from both TA Loving and Daniels and Daniels Construction participate in the biweekly interview video updates.

Promoting Goldsboro’s Legislative Goals

- Weekly Goldsboro has a presence in the halls of the General Assembly. Working with the League of Municipalities and the Metro Mayors Groups I meet with our state legislators and have conversations with many state decision makers to discuss the priority goals we identified for Goldsboro. This weekly interaction allows Goldsboro to constantly be aware of the activities and ever changing issues in our state government, and to monitor areas of interest for Goldsboro. Continuing to build strong relationships with our state representatives remains a focus and spending 1-2 days per week in the halls of the General Assembly, when they are in session, meeting with our legislators, discussing bills that will affect Goldsboro and advocating on behalf of the city is a weekly priority. These relationships that are being formed with each of our legislators are proving to be effective.
- As new bills are introduced that may affect Goldsboro, I begin to research each bill, discuss them with City Manager, begin making phone calls and scheduling weekly meetings with our legislators to express our opinion and advocate for the city of Goldsboro. Over time developing relationships with each legislator’s personal assistant has proven to also be an effective tool.

- You the City Council identified Goldsboro’s 2015 legislative advocacy goals. Then myself and Angel attended the League’s Advocacy Goals Conference, and together with municipal representatives from across the state, we identified the Leagues’ advocacy goals, which are now proving to be an effective tool for all municipalities.

Advocating for Goldsboro – NC League of Municipalities Town Hall Day

- Working with the League of Municipalities, receiving updates on state municipal goals, walking the halls of our state government and meeting with our state representatives is what Town Hall Day is all about.

Mayor King thanked Ms. Best for her efforts. Mr. Stevens also thanked Ms. Best and stated she is doing a great job.

Councilmember Williams provided an invocation.

Council took a lunch break.

Elmwood Cemetery Expansion

Mr. Martinez presented the following information:

Preliminary Data for Elmwood Expansion

- Elmwood Cemetery is currently out of plots to sell.
- Goldsboro owns the land from the above-shown front gate of Elmwood to Highway 117.
- Expansion would require additional infrastructure and additional maintenance.
- Preliminary plan was created for the expansion in 2005. This would need to be updated.
- The new plan would be broken into 4 phases.

2005 Draft Plan

Phase 1

1. Remove metal fence between existing cemetery and expanded cemetery.
2. Build a new Brick Entry and tie into existing fence along Hwy 117.
3. Build ~400-lf of 20’w “road.”
4. Build ~270-lf of 5’w sidewalk.

- Provides ~608 lots
- Infrastructure Cost is ~\$143,000 or \$235/lot
- Note: ongoing maintenance is not considered here.

Phase 2

1. Build ~600-lf of 20’w “road.”
2. Build ~310-lf of 5’w sidewalk.

- Provides ~528 lots
- Infrastructure Cost is ~\$190,000 or \$360/lot
- Note: ongoing maintenance is not considered here.

Phase 3

1. Build ~530-lf of 5’w sidewalk.
2. Build ~290-lf of 8’w sidewalk.

- Provides ~432 lots
- Infrastructure Cost is ~\$31,000 or \$71/lot
- Note: ongoing maintenance is not considered here.

Infrastructure Costs Summary

Phase 1: (~0.7 acres)
Provides ~608 lots

Infrastructure Cost is ~\$143,000 or \$235/lot

Phase 2: (~1.6 acres)
Provides ~528 lots
Infrastructure Cost is ~\$190,000 or \$360/lot

Phase 3: (~2.7 acres)
Provides ~732 lots
Infrastructure Cost is ~\$222,000 or \$303/lot

Phase 4: (~3.9 acres)
Provides ~432 lots
Infrastructure Cost is ~\$31,000 or \$71/lot

Maintenance Costs

- Initially, we will be able to operate without hiring any additional personnel.
- Long term, we would have to hire 1 full time employee and 1 additional part-time employee for summer maintenance depending on how we operate.
 - \$37,317 for full-time including benefits
 - \$14,352 for ½ time employee without benefits
 - \$51,670 yearly cost at build out.

Maintenance Operation Proposals

- Provide overtime pay for cemetery workers (funeral only)
 - Currently, any funerals held after hours (weekends, holidays, or after normal operating hours) require the workers to earn “Comp Time”. This comp time is unproductive in terms of maintenance (the workers are not maintaining the cemetery during the funeral, but they need to be there). When the Comp time is taken, this further handicaps the maintenance crew.
 - Overtime pay would be a wash in regards to the general fund. If funerals aren’t scheduled, then the funds won’t be used. If funerals are scheduled, then the cemetery will charge for the work as they currently do. That money would go straight to the general fund as it currently does
- Enforce existing ordinance in regards to number of stones.
 - § 91.10 (B) (1) Only one Monument will be permitted on a family burial lot...
 - Some Plots have up to 3 markers. A family will initially buy a flush marker because it’s the cheapest. Some will get a military marker because it’s free if requested. Then they will come back and put a headstone in. This one scenario triples the maintenance required.
 - Another option would be to remove additional markers outside of what the ordinance allows. This option would have the most resistance but is the only one that could potentially reduce staffing numbers.
- Clarify headstone options.
 - Currently a Family headstone plus one individual headstone is allowed on each family plot. A family plot could be as small as 2 plots.
 - Propose allowing 1 family headstone and 1 flush level marker for each grave for a family plot consisting of 2-3 graves.
 - Propose allowing 1 family headstone and either 1 flush or 1 upright headstone for each grave for a family plot consisting of 4 or more graves.

Rates Summary

Comparison Cities
Jacksonville, Kinston, New Bern, Raleigh, Rocky Mount, Wilson & Greenville

	Grave Cost Inside City	Grave Cost Outside City	Services (M-F) Inside City	Services (M-F) Outside City	Services (Wknd/Holiday) Inside City	Services (Wknd/Holiday) Outside City
Goldsboro	\$750	\$1,500	\$600	\$1,200	\$750	\$1,500
Median Cost	\$935	\$935	\$625	\$775	\$800	\$925
Max Cost	\$1,126	\$1,500	\$923	\$1,200	\$800	\$1,500

Min Cost	\$458	\$667	\$325	\$500	\$480	\$870
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Cost Analysis

Assuming 65 lots are sold per year.

- Phase 1
 - Upfront Infrastructure Cost \$143,000
 - Lots Generated – 608
 - Lot Sales Price \$935
 - Sales - \$568,840
 - Yearly Maintenance Fee \$ 14,352
 - Maintenance Fees include 1 part-time employee
 - Phase 1 ~9 years to sell out
 - Difference - \$425,480
- Phase 2
 - Upfront Infrastructure Cost \$ 190,000
 - Lots Generated – 528
 - Lot Sales Price \$935
 - Sales - \$ 493,680
 - Yearly Maintenance Fee \$ 37,317
 - Maintenance Fees include 1 full-time employee
 - Phase 2 ~8 years to sell out
 - Difference - \$ 303,680
- Phase 3
 - Upfront Infrastructure Cost \$ 222,000
 - Lots Generated – 732
 - Lot Sales Price \$935
 - Sales - \$684,420
 - Yearly Maintenance Fee \$ 51,670
 - Maintenance Fees include 1 full-time employee
 - Phase 3 ~11 years to sell out
 - Difference - \$462,420
- Phase 4
 - Upfront Infrastructure Cost \$ 31,000
 - Lots Generated – 432
 - Lot Sales Price \$935
 - Sales - \$403,920
 - Yearly Maintenance Fee \$ 51,670
 - Maintenance Fees include 1 full-time employee
 - Phase 4 ~7 years to sell out (Total time for lots to sell out ~= 35 years)
 - Difference - \$372,920

Options

- Build a fountain/feature at the entrance. Can be done as early as Phase 1.
- Build a Columbarium Niche / Urn Garden for cremations. Can be done as early as Phase 2.

Council discussed expansion of the cemetery and agreed staff could proceed with Phase I of Elmwood Cemetery Expansion at an approximate cost of \$143,000 that will add 608 lots. Maintenance of headstones was also discussed.

Unpaved Streets

Mr. Marty Anderson shared a list of unpaved street with Council. A total of 13,850 feet of city maintained unpaved streets are located within the City. It would cost approximately to \$7,030,000 to pave those streets. Staff shared in the past property owners shared in the cost of paving by assessment.

Council discussed unpaved streets and asked staff look at appropriating \$200,000 per year to pave unpaved streets. Develop a priority listing beginning with those who have petitioned to have their street paved.

Street Resurfacing

Mr. Marty Anderson shared a map of streets that have been resurfaced over the past 14 years. He also shared a map of proposed streets to be resurfaced in the upcoming fiscal year.

Council discussed the proposed list of streets.

Councilmember Williams asked that staff look at Harris Street and also Bunch Drive from John Street to Simpson Street.

Councilmember Goodman asked staff to look at Leslie Street.

Councilmember Aycock asked how much money the City receives from the Powell Bill. Ms. Scott replied approximately \$984,000. Mr. Stevens shared eligible items that Powell Bill monies can be used for.

Councilmember Goodman asked staff to look at 709 Corney Street and Councilmember Aycock asked staff to look at Cedar Road.

Council asked that staff bring back a final proposed listing for street resurfacing.

Capital Improvement Plan

Ms. Kaye Scott reviewed the following information:

Purpose

Capital Improvement Plan

- The purpose of the Capital Improvement Plan (CIP) is to forecast major capital needs over a ten (10) year period. Long-range capital planning is an important tool in planning our budget and forecasting financing projects.
- Definition of CIP Capital Item: Expenditure of major value that is not recurring and results in acquisition of a fixed asset and has a useful life greater than one (1) year.
 - Acquisition, renovation and/or construction of assets greater than \$30,000.
 - Vehicle acquisition and replacement greater than \$15,000.
 - Land purchased not associated with or included in another CIP project.

Ms. Scott reviewed several charts with Council which included:

- Property Tax Revenues
- Uncollected Property Taxes
- Utility Fund – User Charges Compared to Expenses
- General Fund – Capital Outlay
- Utility Fund – Capital Outlay

Capital Outlay - % Year Totals

Fiscal Year	GF	UF	Total	Financed/ Bonds
FY 2010-11	201,500	1,300,362	1,501,862	-
FY 2011-12	229,252	559,657	788,909	-
FY 2012-13	1,515,620	1,975,058	3,490,678	1,162,975
FY 2013-14	877,295	5,226,645	6,103,940	3,598,400
FY 2014-15	1,967,388	4,067,900	6,035,288	3,469,000
Totals	4,791,055	13,129,622	17,920,677	8,230,375

Fiscal Year	Vehicles	Other	Total
FY 2010-11	32,010	1,469,852	1,501,862
FY 2011-12	9,200	779,709	788,909
FY 2012-13	802,800	2,687,878	3,490,678
FY 2013-14	985,645	5,118,295	6,103,940
FY 2014-15	2,075,698	3,959,590	6,035,288
Totals	3,905,353	14,015,324	17,920,677

General Fund Summary

Project Name	Estimated Cost	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
Total - Project Request	\$ 43,014,000	\$ 15,524	\$14,185	\$1,788	\$ 2,510	\$ 1,910	\$ 2,051	\$ 1,200	\$ 2,250	\$ 1,371	\$ 225
Total - Vehicle Requests	\$ 12,322,000	\$ 2,437	\$ 2,594	\$1,932	\$ 1,469	\$ 1,107	\$ 491	\$ 694	\$ 761	\$ 524	\$ 321
Total - GF Requests	\$ 55,336,000	\$ 17,961	\$16,779	\$3,720	\$ 3,979	\$ 3,017	\$ 2,542	\$ 1,894	\$ 3,011	\$ 1,895	\$ 546
Total Amount Financed/Grants	\$ 28,512,000	\$ 16,762	\$11,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GF Funding	\$ 26,824,000	\$ 1,199	\$ 5,029	\$3,720	\$ 3,979	\$ 3,017	\$ 2,542	\$ 1,894	\$ 3,011	\$ 1,895	\$ 546

Utility Fund Summary

Project Name	Estimated Cost	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
Total - Project Requests	\$ 36,240,000	\$ 12,903	\$ 3,813	\$ 1,714	\$ 3,912	\$ 1,440	\$ 1,539	\$ 2,439	\$ 2,630	\$ 4,981	\$ 869
Total - Vehicle Requests	\$ 3,793,000	\$ 639	\$ 1,123	\$ 169	\$ 389	\$ 321	\$ 212	\$ 130	\$ 450	\$ 300	\$ 60
Total - UF Requests	\$ 40,033,000	\$ 13,542	\$ 4,936	\$ 1,883	\$ 4,301	\$ 1,761	\$ 1,751	\$ 2,569	\$ 3,080	\$ 5,281	\$ 929
Total Amount Financed	\$ 10,809,000	\$ 352	\$ 560	\$ 1,534	\$ 1,506	\$ 150	\$ -	\$ 1,020	\$ 1,635	\$ 4,052	
Bonds/Developer	\$ 2,280,000	\$ 1,280	\$ 1,000	\$ -							
UF Funding	\$ 26,944,000	\$ 11,910	\$ 3,376	\$ 349	\$ 2,795	\$ 1,611	\$ 1,751	\$ 1,549	\$ 1,445	\$ 1,229	\$ 929

Ms. Scott reviewed departmental vehicle and capital requests.

Mr. Stevens stated in the utility fund, rates are such that by in large with the grants and loans that are out there, he feels we can do most of the work in the utility fund. In the general fund it cannot. What we have shown you is all of the department requests, but we will make some progress. You will know the big projects out there and where we expect them to fall in. During the budget process, we would adjust it. We will be bringing a version later for Council to approve at least in concept.

Staffing

Ms. Faye Reeves presented the following information:

Staffing Levels

FISCAL YEAR	#Authorized Positions (GF)	#Authorized Positions (UF)	#Authorized Positions (OT)	Total
FY 05-06	417	61		478
FY 06-07	421	59		480
FY 07-08	422	59		481
FY 08-09	427	60		487

FY 09-10	423	60	483
FY 10-11	422	60	482
FY 11-12	425	60	487
FY 12-13	414	61	477
FY 13-14	389	59	450
FY 14-15	391	61	454

Staffing Levels for Attrition

VACANT POSITIONS as of 3/23/15	Department	Position	Grade	Salary	SS	Retirement	Health	401k- Police	401k- General	Total
1016	Human Resources	Safety Coordinator (new position)	78	\$46,759	\$3,577	\$3,306	\$7,560		\$1,403	\$62,605
1016	Human Resources	Custodian	63	\$22,492	\$1,721	\$1,590	\$7,560		\$675	\$34,038
1114	Garage	Senior Fleet Mechanic	73	\$36,637	\$2,803	\$2,590	\$7,560		\$1,099	\$50,689
3151	Planning	Planning Technician	72	\$34,892	\$2,669	\$2,467	\$7,560		\$1,047	\$48,635
3151	Planning	Administrative Assistant I	70	\$31,648	\$2,421	\$2,238	\$7,560		\$949	\$44,816
4134	Streets & Storms	Equipment Operator	69	\$30,141	\$2,306	\$2,131	\$7,560		\$904	\$43,042
4134	Streets & Storms	S & S Superintendent	81	\$54,129	\$4,141	\$3,827	\$7,560		\$1,624	\$71,281
4143	Sanitation	Sanitation Technician	66	\$26,037	\$1,992	\$1,841	\$7,560		\$781	\$38,211
4143	Sanitation	Sanitation Technician	66	\$26,037	\$1,992	\$1,841	\$7,560		\$781	\$38,211
4143	Sanitation	Sanitation Technician	66	\$26,037	\$1,992	\$1,841	\$7,560		\$781	\$38,211
4143	Sanitation	Sanitation Technician	66	\$26,037	\$1,992	\$1,841	\$7,560		\$781	\$38,211
4143	Sanitation	Sanitation Technician	66	\$26,037	\$1,992	\$1,841	\$7,560		\$781	\$38,211
4143	Sanitation	Heavy Equipment Operator	71	\$33,231	\$2,542	\$2,349	\$7,560		\$997	\$46,680
6121	Police Department	Police Major	84	\$62,661	\$4,794	\$4,643	\$7,560	\$3,133		\$82,791
6121	Police Department	Police Officer	72	\$34,892	\$2,669	\$2,585	\$7,560	\$1,745		\$49,451
6121	Police Department	Police Officer	72	\$34,892	\$2,669	\$2,585	\$7,560	\$1,745		\$49,451
6121	Police Department	Police Officer	72	\$34,892	\$2,669	\$2,585	\$7,560	\$1,745		\$49,451
6121	Police Department	Police Officer	72	\$34,892	\$2,669	\$2,585	\$7,560	\$1,745		\$49,451
6121	Police Department	Police Officer K-9	72	\$34,892	\$2,669	\$2,585	\$7,560	\$1,745		\$49,451
6121	Police Department	Police Officer	72	\$34,892	\$2,669	\$2,585	\$7,560	\$1,745		\$49,451
7460	Parks & Recreation	Park Technician	66	\$26,037	\$1,992	\$1,841	\$7,560		\$781	\$38,211
7460	Parks & Recreation	Senior Park Technician	70	\$31,648	\$2,421	\$2,238	\$7,560		\$949	\$44,816
7461	Golf Course	Golf Director	83	\$59,677	\$4,565	\$4,219	\$7,560		\$1,790	\$77,812
23	Totals w/fringes			\$809,489	\$61,926	\$58,156	\$173,880	\$13,601	\$16,124	\$1,133,176

FY 15-16 Budget Requests (New Positions)

Department	Position (Title)	Grade
Fire	Compliance Officer (PT)	70
Human Resources	Human Resources Technician	70
Information Technology	Help Desk Operator	75

Information Technology	Computer Systems Administrator	80
Planning	Environmental Codes Inspector	71
Police	Police Officer	72
Police	Narcotics Investigator	75

Ms. Reeves shared there may be additional requests, but at the time the presentation was assembled this is what she had received.

FY 15-16 Budget Reqs (Reclassifications/Designations)

Department	Position (Title)	Grade
Fire*	(27) Firefighters to Senior Firefighter	71
Garage**	Mechanic to Senior Fleet Mechanic	73
Sanitation ***	Sanitation Technician to Equipment Operator	69

*Position identified during pay and class study; approved for reclassification by City Manager February 2015

**Position approved for reclassification by City Manager in February 2015

***Position reclassified due to voluntary demotion and current vacancies in March 2015

Ms. Reeves shared the following information:

- Personnel Policy Revision
- Change of definition for Part-Time
 - Employees (3) grandfathered under previous policy
 - Positions identified as possible conversion to Part-Time (Administrator, Custodian, Technicians, etc.)

Ms. Reeves stated as positions become vacant staff would like to review and discuss with the department whether or not the position warrants a full-time employee.

Mr. Stevens stated we would not want to get ahead of Council on part-time conversion and asked if Council was ok with the potential conversion. Council agreed staff could look at converting full-time positions to part-time as feasible as vacancies occur.

Councilmember Williams asked if we have an employee assistance program. Ms. Reeves stated yes we do, we use Goldsboro Counseling Center.

Senior Firefighter

Chief Whaley reviewed the following information regarding his staffing request:

- Senior Firefighter Designation
 - Added during the Pay Study in 2014
 - Eligibility Requirements
 - 3% increase in salary
 - 2/3 of current firefighters
 - (27 of 36) at \$1,000 avg. increase = \$27,000

Chief Whaley shared a Sr. Firefighter could serve as a relief driver.

Mayor King stated he liked what the Chief was doing.

Inspections Department Certification Policy

Mr. Allen Anderson, Chief Building Inspector shared the following information:

- Pay Class Study
 - Based on the pay class study it was discussed and agreed that the City of Goldsboro would pay for additional certification.
 - I would like to request the additional increase on behalf of the inspectors. This increase would be 2.5% per certification not to exceed two increases per year per qualified inspector.
- Purpose
 - To encourage fulltime Inspection Department employees to obtain advanced certifications necessary for their duties and responsibilities as a City employee and to recognize them for enhancing the level of service to our community.
 - To be competitive with other jurisdictions to maintain quality of Inspections for the City of Goldsboro.
 - ISO Rating
- Policy
 - An employee of the Inspections Department may be eligible to receive a salary increase per advanced certification obtained if the following conditions are met:
 - An applicant employed, who does not have a level I in the field we have asked for in the position vacancy notice, will be paid 2.5% below the minimum salary of the assigned pay grade until he/she does qualify at the level I, at which time they will move to the minimum salary of the assigned pay grade.
 - A new hire employee with Probationary, Limited or Standard Level 1 in any area (Building, Mechanical, Electrical, Plumbing, or Fire) will be paid the minimum salary of the assigned pay grade.
 - As employees obtain additional Level II or Level III certifications in any field, a 2.5% incentive increase will be authorized.
 - Additional requirements for salary increase:
 - Increase would be awarded during the fiscal year in which it was obtained.
 - No increases will be awarded retroactively for certifications obtained prior to the adoption of this policy.
 - Re-certifications are not eligible for an increase but employee is required to maintain certification or loses 2.5% increase.
 - Employee is not in the disciplinary process at the time the increase is being requested.
 - Employee may not receive more than two increases within a 12 month period.
 - No increases given above the maximum of the pay grade.
- Procedures:
 - During the preparation of the budget each fiscal year, the Building Code Administrator is to review the certification needs of department employees and budget for the increases accordingly.
 - The Administrator will submit requests and justifications for their employees' increases as the certifications are obtained to the City Manager and/or Human Resources Director for approval.
 - Documentation of satisfactory completion must be submitted with request.
 - Increases must be approved by the City Manager and/or Human Resources Director; if approved, the salary increase shall become effective at the beginning of the next pay period.
- Current Salary:
 - Pay Grade 73 Building Inspector

Minimum	Midpoint	Maximum
\$36,637	\$47,261	\$57,886
- Master Building Inspector will be a grade 75 and titled as such with a requirement of standard certification in 4 areas (4 Level III's in any of the 5 fields): increase in salary of 10% or minimum salary range; whichever is greater.
 - Grade 75: Min: \$40,392 Mid: \$52,106 Max: \$63,819
 - Building Level III

- Mechanical Level III
- Electrical Level III
- Plumbing Level III
- Fire Level II

Downtown Development Staff

Ms. Julie Metz, DGDC Director shared the following information:

- Downtown Development Staffing
 - City Council Top 4 Priority Areas for Past Two Years
 - Significant Shifts in Activity, Energy, Interests, Projects and Expectations
 - Major Concerns:
 - Currently tied to office too much
 - Increased interest for personal visits
 - Increased work load
 - Staff comp time management
 - Accessibility to Investors/Business Interests and Opportunities
 - Ability to be more aggressive
 - 2014-15 Investment of staff was \$202,000
 - Position/Change adds \$24,631 investment
 - Return?
 - Staff manages DGDC Sponsorship Campaign which in the past five years has secured an additional \$291,100 and \$618,000 of in-kind contributions
 - Result?
 - \$8.8M return per staff member in past five years for the total \$1,100,000 investment made in staff.
 - Notes:
 - 213 businesses downtown, 367 properties and 161 property owners
 - 34% of buildings are 100% vacant
 - 63 buildings have upper floor vacancies
 - 37 vacant lots
 - 32% of buildings are in poor condition
 - Staff Changes Defined:
 - Promoted Elizabeth to Business Development & Recruitment Specialist, Grade 70 to 77 - \$5,500/year
 - Demoted Administrative Assistant Position to Office Assistant, Grade 70 to 67 and hired a part-time person to handle office needs 28 hours a week - \$19,131/year

Mayor King stated he would like to mention a couple of things DGDC has done, one is the \$10 million grant we received, it didn't just happen because someone liked us, it happened because someone liked what we were doing. Mayor King stated he has been told by the people who reviewed the grant that our TIGER Grant was the best grant they had seen. He stated Julie and her staff played a major role in doing that. He stated her office plays a significant role in our growth and development. He stated he appreciated what they do.

Mr. Stevens stated he would like to share he and Ms. Metz talked about it a lot. A major part of his rationale and we can talk about if it makes since long term, but it was the TIGER Grant, quite frankly the easy part was writing the grant, the hours Mr. Guthrie, Ms. Scott and Ms. Metz have put in, he has talked to Mr. Guthrie a lot on whether or not they should add a position to manage our project. Those three have taken on that workload and with that going on downtown, the interest in downtown has increased.

Council took a break at 2:11 p.m.

Council resumed at 2:18 p.m.

City of Goldsboro Debt Profile

Mr. Ted Cole shared the following information with Council:

Goals and Objectives

- Present an Overview of the City’s General Fund Financial Performance and Fund Balance Trends.
- Present a detailed analysis of the City’s Existing Tax Supported Debt Profile.
 - Analyze a series of Key Financial Ratios so as to better understand the City’s Existing Debt Profile and future Debt Capacity.
 - Examine a series of Peer Comparatives to understand how the City’s Existing Debt Profile compares against national and North Carolina cities and towns.
 - Provide the City Staff and Council with an initial perspective on “Affordability” of Potential Funding and obtain detail on the City’s Capital Improvement Program such that we may measure the impact of specific projects (i.e. Debt Affordability).
- Review the City’s Capital Funding Needs and analyze the potential impacts of the planned borrowings on the City’s Tax Supported Debt Profile.
 - Revisit the Key Financial Ratios.
 - Analyze the impact of proposed financings on the City’s Debt Affordability based on current revenue sources.
- Provide a series of observations related to the City’s Capital Funding Capacity and work towards developing a Comprehensive Plan of Finance that will:
 - Minimize rate impacts on the City’s Taxpayers.
 - Maintain a healthy Debt Profile so as to help the City establish strong credit ratings and comply with Financial Policy Guidelines.
- Provide an analytical framework for additional CIP decisions related to project prioritizations and approvals.

Peer Comparatives

- The City is currently rated Aa2 by Moody’s Investors Service (October 2014) and AA- by Standard and Poor’s (October 2014).
- The following contain peer comparatives based on the below Moody’s rating categories.
 - National Cities and Towns
 - Aaa 168 Credits
 - Aa 1,389 Credits
 - A 675 Credits
 - North Carolina Cities and Towns
 - Aaa 8 Credits
 - Aa 30 Credits
 - A 9 Credits
- The data shown in the peer comparatives is from Moody’s Municipal and Ratio Analysis database. The figures shown are derived from the most recent financial statement available as of February 4, 2015 (a mix of FY 2013 & 2014 figures).

General Fund Balance Discussion

- The FY 2013 reduction in General Fund balance is largely attributed to a one-time self-insurance claim payout of \$1.4 million. The City has since taken steps to become fully insured with a fixed budget appropriation for health insurance in FY 2015.
- In FY 2014, the City did not appropriate Fund Balance as part of the Budget Process and ended the year with a \$57,049 surplus in the General Fund.
 - A one-time lawsuit settlement of \$2.7 million was funded through the issuance of 2/3rds General Obligation Bonds and a short-term inter-fund loan.
- The City did not appropriate Fund Balance as part of the FY 2015 Budget and anticipates adding \$1.79 million to the General Fund Balance.

Fund Balance Policies

- The City adopted the following Fund Balance Policies on April 19, 2010:

- Unreserved, undesignated Fund Balances will mean funds that remain available for appropriation by the City Council after all commitments for future expenditures, required reserves defined by State statutes, and previous Council designations have been calculated.
- The City of Goldsboro will strive to maintain available fund balance in the General Fund at a level sufficient to meet its objectives. The City will target an available fund balance at the close of each fiscal year equal to 15% of the General Fund Operating Budget; at no time shall the available Fund Balance fall below 10% of the General Fund Operating Budget.
- The City Council may, from time to time, appropriate fund balances that will reduce available fund balances below the 10% policy for the purposes of a declared fiscal emergency or other such global purposes as to protect the long-term fiscal security of the City of Goldsboro. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the City, then the Council establish a different but appropriate time period.

Mr. Cole noted the City of Goldsboro is in compliance with the Fund Balance Policies and has no outstanding issues.

Existing Tax Supported Debt Profile

Tax Supported Payout Ratio

- Existing 10-year Payout Ratio
 - FY 2015: 85.4%
- The 10-Year Payout Ratio measures the amount of principal to be retired in the next 10 years.
- This ratio is an important metric that indicates whether or not a locality is back-loading its debt.
- The City has an adopted policy establishing a minimum 10-year payout ratio of 55%.
- Rating Considerations:
 - Moody's rating criteria for General Obligation credits allows for a scorecard adjustment if an issuer has unusually slow or rapid amortization of debt principal.
 - S&P: A payout ratio greater than 65% results in a one point positive qualitative adjustment to the Debt & Contingent Liabilities section of S&P's General Obligation rating methodology.

Debt Per Capita

- Existing Debt Per Capita
 - FY 2015: \$622
- Assumed Future Growth Rates
 - 2014 Population: 35,489
 - 2015 & Beyond: 0.00%
- Davenport does not recommend establishing a Financial Policy for Debt Per Capita.

Debt to Assessed Value

- Existing Debt to Assessed Value
 - FY 2015: 0.95%
- Assumed Future Growth Rates
 - 2014 Assessed Value: \$2,328,327,846
 - 2015 Estimated AV: \$2,330,573,630
 - 2016 & Beyond: 1.00%
- The City has an adopted Policy establishing a Maximum Debt to Assessed Value Ratio of 2.50%
- Rating Considerations:

- Moody's: Criteria for General Obligation Credits defines categories of Debt to Assessed Values as:
 - Very Strong (Aaa): <0.75%
 - Strong (Aa): 0.75% - 1.75%
 - Moderate (A): 1.75% - 4.00%
 - Weak – Very Poor (Baa and below): >4.00%
- S&P: A positive qualitative adjustment is made to the Dent and Contingent Liabilities score for a debt to market value ratio below 3.00% while a negative adjustment is made for a ratio above 10.00%

Debt Service vs. Expenditures

- Existing Debt Service vs. Expenditures
 - FY 2015: 7.22%
 - FY 2016: 8.35%
- Assumed Future Growth Rates
 - 2014 Adjusted Expenditures: \$35,173,040
 - 2015 & Beyond: 1.00%
- The City has an adopted Policy establishing a Maximum Debt Service to Expenditures Ratio of 15%

Debt as a % of Governmental Revenues

- Existing Direct Net Debt as a % of Governmental Revenues
 - FY 2015: 63.39%
- Assumed Future Growth Rates
 - 2014 Governmental Revenues: \$34,452,272
 - 2015 & Beyond: 1.00%
- The City may want to consider adopting a Financial Policy establishing a Maximum Direct Net Debt as a % of Governmental Revenues.
- Rating Considerations:
 - Moody's: The Debt/Pensions section defines categories of Debt to Governmental Revenues as follows:
 - Aaa: <33%
 - Aa: 33% - 67%
 - A: 67% - 300%
 - Baa and below: >300%
 - S&P: The Debt and Contingent Liabilities Score defines categories of Net Direct Debt as a % of Total Governmental Funds Revenue as follows:
 - Very Strong: <30%
 - Strong: 30% to 60%
 - Adequate: 60% - 120%
 - Weak: 120% - 180%
 - Very Weak: >180%

Debt Affordability Analysis

Existing Debt

- FY 2015 Value of a Penny: \$207,692
- Assumed Growth Rate: 1.00%

Capital Improvement Plan / Projected Borrowings

- Installment Purchase Contracts
 - Goldsboro Country Club Purchase / Renovations \$1,500,000
 - WA Foster Recreation Center \$6,000,000
 - Police Department Expansion \$3,500,000
 - Case Summaries Reviewed
 - Potential Financing Schedule Reviewed
- Total:

\$11,000,000

Mr. Stevens stated staff is not talking about a tax increase to support debt.

Mr. Cole updated Council on the progress of the WA Foster Recreation Center financing schedule. Mr. Cole stated if you take anything away from this presentation, you are doing the right things, and the general fund will increase after the close-out of this fiscal year and with that you are back on very solid footing.

Automatic Meter Reading Discussion

Ms. Kaye Scott presented the following information to Council:

AMR History

- August 2007 – AMR devices installed costing \$1,604,335
- March 2008 – Devices start failing
- September 2009 – Datamatic sent technicians to replace failing devices
- Over 7,000 of the 15,000 devices were replaced taking approximately 2 years
- After the exchange, devices continue to fail
- November 2013 – Datamatic files for bankruptcy
- March 2014 – Hazen and Sawyer spoke with Council

Ms. Scott reviewed available systems which included manual read, Automatic Meter Reading (AMR) drive by, and AMI (Advanced Metering Infrastructure).

What are the differentiating features of AMR and AMI?

- Migratability
- Customer Service
- Future Expectations

Ms. Scott reviewed costs associated with these systems. Ms. Scott also shared information regarding systems available including Badger, Neptune, Master/Aclara and Sensus. Sensus is currently being used by Wayne Water District and Fork Township.

Utility Meter Feasibility

Key Activity	Activity Description	Estimated Cost
Assessment/Data Gathering	Field and Back Office (financials, asset analysis, systems configuration, customer service issues, meter data, billing data)	\$ 2,860.00
Market Assessment	Evaluate current market penetration, pricing estimates and vendor trending.	\$ 1,330.00
Feasibility Model Loading	Load and run feasibility model using variations of system design based on data evaluation results	\$ 1,580.00
Prioritization Assessment of AMI Configuration Based on Utility Best Design	AMR Only; AMI/AMR Hybrid; AMI Only; AMI/AMI/Cell Options	\$ 2,180.00
Create Initial Recommendations & Present to Leadership	Written report with executive summary in PowerPoint format for City leadership	\$ 2,010.00
Total Project Cost		\$ 9,960.00

Mayor Pro Tem Allen asked how long would the feasibility study take to complete, Ms. Scott replied approximately 2 months.

Councilmember Aycock asked how many meter readers do we have and Ms. Scott replied 6. He asked what pay grade are they at and Ms. Scott replied she believed 68. Mr. Stevens replied approximately \$40,000 per year with benefits. Councilmember Aycock asked how many would it take to read all meters manually, Ms. Scott replied 7.

Council discussed staffing levels needed if we move to an AMI system. Ms. Scott shared they would still need employees to handle turn-ons and turn-offs, re-reads, repairs, etc.

Council discussed potential cost savings. Mr. Stevens stated he believes you would get better data which would provide daily account information. Ms. Scott stated it would alert staff to leaks.

Ms. Brashear shared during the cold snap, they had lines bursting in warehouses, this would have been helpful.

Mr. Stevens stated as water meters get older they do not read correctly and the City could be losing revenue. We should be replacing meters on a cycle, every 10 or 15 years.

Council discussed cost versus benefits of an AMR or AMI system.

Council approved staff contracting with Davenport Lawrence in the amount of \$9,960 to evaluate utility meter feasibility.

Adjournment

As there was no further business, the meeting was adjourned.

MARCH 25, 2015

On March 25, 2015 at 8:30 a.m., the meeting was called to order at Wayne County Museum by Mayor King, with attendance for March 25, 2015 as follows:

Councilmembers Present: Mayor Alfonso King, Presiding
Mayor Pro Tem Bill Broadway
Councilmember William Goodman
Councilmember Charles J. Williams, Sr.
Councilmember Chuck Allen
Councilmember Gene Aycock

Absent:

Councilmember Michael Headen

Other Members Present:

Scott Stevens, City Manager
Melissa Corser, City Clerk
Angel Wright-Lanier, Assistant City Manager
Randy Guthrie, Assistant City Manager
Sherry Archibald, Paramount Director
Jose Martinez, Public Works Director
Scott Williams, IT Director
Scott Barnard, Parks & Recreation Director
Julie Metz, DGDC Director
Karen Brashear, Public Utilities Director
LaTerrie Ward, Community Affairs Director
Jimmy Rowe, Planning Director
Allen Anderson, Chief Building Inspector
Betsy Rosemann, Travel & Tourism Director
Marty Anderson, City Engineer
Faye Reeves, HR Director
Jeff Stewart, Police Chief
Gary Whaley, Fire Chief
Ethan Smith, News Argus Reporter
Marty Anderson, City Engineer (arrived at 11:03 a.m.)

The meeting was called to order by Mayor King at 8:30 a.m.

Ms. Julie Metz shared back in 2005, we had an Annual Speaker’s Forum where Ed McMahon came to speak; he holds the Charles E. Fraser Chair on Sustainable Development and Environmental Policy at the Urban Land Institute (ULI) in Washington, D.C. He is nationally known as an inspiring and thought-provoking speaker and a leading authority on topics such as the links between health and the built environment, sustainable development, land conservation, smart growth, and historic preservation.

Ms. Metz shared the video “Where am I? The Power of Uniqueness” featuring Mr. McMahan who speaks to the importance of uniqueness for a community.

Development Finance Initiative

Ms. Angel Wright-Lanier shared the following information:

Project Goals

- Define downtown commercial, residential and gateway project areas
- Evaluate current conditions in defined downtown project areas
- Analyze market feasibility for commercial and residential redevelopment in project areas
- Identify key sites and (re)development opportunities in project areas

Project Timeline

- January 2015: Define Project Areas
 - Toured potential project areas
 - Reviewed existing plans and studies
 - Worked with City Staff to finalize project area boundaries
 - Boundaries Finalized: 2/3/2015
- February 2015: Evaluate Current Conditions
 - Collected property data for project areas (Wayne County Tax Records)
 - Compiled and streamlined data
 - Analyzed data to identify key metrics, including underutilization, ownership and recent sale
 - Analysis Presented: 3/12/2015
- March 2015: Market Feasibility
 - Define market areas for residential and commercial uses
 - Analyze demand drivers
 - Estimate scale of supportable redevelopment
 - Presentation: early April
- April 2015: Identify Opportunities
 - Identify key sites and redevelopment opportunity in project areas
 - Preliminary presentation of findings to City Staff
 - Incorporate staff feedback
 - Presentation to Council: TBD

Overview of Study Area

Study Area	Total Parcels	Total Acreage	Total Built SF	Total Building Value	Building Value PSF
Downtown Commercial	336	100	1,541,212	\$52,855,731	\$35
Downtown Residential	812	220	1,337,052	\$24,920,764	\$20
Downtown Gateway – Ash	29	29	82,181	\$2,622,140	\$33
Downtown Gateway – George	42	17	181,028	\$2,154,470	\$12
Grand Total – All Study Areas	1,219	366	3,141,473	\$82,553,105	\$27

Key Metrics and Themes

Key Metrics	Key Themes
Ownership	Significant government ownership; limited common ownership among private owners
Land Use	Undeveloped land ranges from 20-30% of each area
Building Value	Forty-three percent of buildings are valued below \$15 PSF
Recent Sales	Downtown commercial sales increased beginning in late 2012; downtown residential sales historically below assessed value

Next Steps

- Market Analysis (In-process)
 - Define market areas for residential and commercial uses
 - Analyze demand drivers

- Estimate scale of supportable redevelopment
- Presentation: early April
- Identify Redevelopment Opportunities
 - Identify key sites and redevelopment opportunities
 - Preliminary presentation of findings to City Staff
 - Incorporate staff feedback
 - Presentation to Council: TBD

Ms. Wright-Lanier shared the cost of the study was \$26,000. We received a grant from the Department of Commerce for \$25,000.

Mr. Stevens stated more information will be forthcoming.

Wellness Committee Update

Ms. Angel Wright-Lanier, Assistant City Manager shared the following information:

Wellness Activities 2014-2015

- Wellness Committee Mission:
 - To promote and support programs to encourage the wellness of City of Goldsboro employees.
- 2014 Wellness Committee Members
 - Carlos Wooten, PW
 - Cindy Mosko, Inspections
 - Carol Gillis, PW
 - Rhonda Figueroa, CA
 - Lee Peter, Finance
 - Jennifer Collins, Planning
 - Thurman Shackleford, FD
 - James Boyette, Engineering
 - James Chester, PW
 - Laura Getz, CM
 - Tyler Ham, P & R
 - Blake Plummer, FD
 - Joy Wright, HR
 - Cindy Stallard, HR
 - Angel Wright-Lanier, Admin
- 2015 Wellness Committee Members
 - Jennifer Collins, Planning
 - Ray Fields, Inspections
 - Rhonda Figueroa, CA
 - Carol Gillis, PW
 - Darren Goroski, IT
 - Corey Oates, PW
 - Thurman Shackleford, FD
 - Cindy Stallard, HR
 - Joy Wright, HR
 - Angel Wright-Lanier, Admin
- Wellness Committee's Role
 - Create an inclusive culture of health and wellness.
 - Encourage co-workers to take advantage of our health and wellness programs.
 - Communicate by word of mouth, action, flier, email, text, telephone, fax, or whatever works to engage the employee.
 - Attend and participate in events
- 2014 Wellness Activities at a Glance
 - The Biometric Screening = 170 participated
 - 15 Minute Walking Program = 54 participated
 - The Biggest Loser Contest = 46 participated
 - Health Risk Assessment Campaign
 - Beaver Moon Run 5K – raised \$700+ for Soup Kitchen
 - Diabetes Management Program = 41 participated

- Flu Shots = 250 participated
- TB Testing = 264 participated
- Nutrition Presentation = 35 participated
- Running Clinic
- Running/Walking/Shoe Safety Clinic
- Wellness Video: <https://www.youtube.com/watch?v=JK4EgcDgvjY>
- The 2014 Biometric Screening Results
 - The number of Screenings completed = 170
 - Male = 73%
 - Female = 27%
 - Under age 50 = 65%
 - 50 and older = 35%
 - The Results
 - 51% = abnormal HDL (at risk for heart disease)
 - 79% = abnormal BP (high blood pressure or at risk)
 - 79% = abnormal BMI (overweight or obese)
- 2015 Wellness Activities at a Glance
 - Health Fair – biometric screenings – May, 2015
 - 15 Minute Walking Program continues
 - Step Challenge
 - The Biggest Loser Contest
 - 2nd Annual Beaver Moon Run 5K – November 2015
 - Nutrition with a dietitian at the hospital
 - Cooking classes
 - Running Clinic
 - Running/Walking/Shoe Safety Clinic
 - Know Your Numbers Campaign

Mr. Stevens stated he would like to commend Angel and staff for their efforts. He stated they are trying to raise awareness.

Mayor King stated this is one of his favorite programs. Wellness was a big problem when he began working for the City. He stated one of the things that helped decrease our risk was the wellness program.

Mayor Pro Tem Allen asked if we could set a goal and bring some of the numbers down for obesity, high blood pressure. Ms. Wright-Lanier shared we are working with CIGNA in an effort to bring those numbers down.

Code Enforcement Update

Mr. Jimmy Rowe, Planning Director shared the following information:

Six Block Area

- Area is bounded by:
 - Spruce Street to the North
 - Elm Street to the South
 - S. William Street to the East
 - S. James Street to the West

Existing Conditions within Six Block Area

- # of Parcels – 124
- # Vacant Parcels – 61
- # Active Building Permits - 8
- # Demolished - 5
- # Minimum Housing - 8
- # Demo by Neglect - 1
- # Blight Letters - 2
- # Future Demo – 1

Mr. Allen Anderson, Chief Building Inspector shared the following information:

Active Building Permits

- 403 S. William Street
- 407 S. William Street
- 413 S. William Street
- 403 S. John Street
- 407 S. John Street
- 408 S. John Street
- 308 S. William Street
- 309 S. William Street

Mayor Pro Tem Allen asked if there is a timeline for repairs to 403, 407 and 408 S. John Street. Mr. Allen replied once the building permits are obtained they are active for 1 year as long as work begins within six months of being issued, as long as he is working, the permit remains active.

Mr. Anderson shared a Blight Letter was mailed to property owners who own a property that has been identified as a concern. The letter asked that they take action to insure these situations are addressed in a timely manner, whether it involve repairing a structure or having it demolished. Property owners of identified properties are asked to contact Ms. Kelly Best, Minimum Housing Inspector to discuss a plan of action for the property.

Mr. Anderson reminded Council 302 S. John Street – the Mangum House has been identified as a future demolition. Mr. Stevens stated materials are leaving the house, which takes away some of the historic value of the property.

Mayor Pro Tem Allen stated he would like to see us be more proactive in regards obtaining these homes before they get in such a bad condition. Be more proactive than reactive.

Mr. Stevens stated he would like to commend Mr. Anderson and his staff on the removal of the old taco bell and former hamburger site on Ash Street.

Councilmember Williams shared the supermarket on Slocumb Street has several leaks in the roof and is afraid it could cause health issues.

Mr. Anderson shared staff had received a complaint from a Police Officer regarding leaks and the use of drop cords. The Fire Inspector went out and they are working with the owner to repair these issues. An additional inspection is scheduled for April 6th after which staff will have an update for Council on the repairs.

Council would also like an update on timeline for renovations to 403, 407 and 408 S. John Street.

Code Enforcement Efforts within Six Block Area

- The Code Enforcement Division of the City of Goldsboro began strict code enforcement procedures in this area in February of 2015.
- The Code Enforcement officer has used Community Service Workers to physically clean this area on several occasions.
- Routine inspections are made in this area on a monthly basis.
- Staff has received no code enforcement complaints in this area within the last 12 months.
- Are there any specific code enforcement issues in this area that the Council wants staff to enforce?
- The Code Enforcement Division will continue to be proactive with code enforcement activities within this area.

Next Steps

- Continue to send out Blight Letters – to date 125 blight letters have been sent out throughout the City (2 of the 125 were within the six block area).
- Hiring of an Environmental Codes Inspector FY 2015-2016
- Community Action Day (Beautification/Clean Up) April 25, 2015

- Warehouse on North End (900 N. James Street)

Mr. Anderson also shared a demo permit has been issued for 900 N. James Street and is scheduled for demolition within the next two to three months.

Mayor Pro Tem Allen shared he has seen a lot of littering along the side of streets. Council discussed littering and illegal dumping. Council asked the Police Department to increase littering enforcement.

Mr. Rowe shared a request for an additional Environmental Codes Officer. Currently they have one full-time Code Enforcement Officer and one who splits their time between Code Enforcement and Minimum Housing. The addition of an Environmental Codes Officer would allow Inspections to have a full-time Minimum Housing Inspector and the Planning Department to have 2 full-time Environmental Codes Officers.

Sanitation Update

Mr. Martinez shared the following information:

Fully-Automated Update

- Received three fully automated trucks and licensed them on 3/4/2015.
- Currently there are operators “auditioning” for the operation of One-Armed Bandits.
- Received final balanced routes from consultants
- Talked with IT to see if we could get an address lookup on the website so people could see what section they are in.

Route Optimization Summary

- Routes are for Trash Pickup. Recycling will use the same routes...just half as often.
- The hundredths digit corresponds to the day of the week.
 - 100 = Monday
 - 200 = Tuesday
 - 300 = Thursday
 - 400 = Friday
- The ones digit corresponds to which truck
 - 001 = Fully-Automated
 - 002 = Fully-Automated
 - 003 = Semi-Automated

Mr. Martinez also provided a copy a breakdown of time for routes. An average work day would equal 9 hours and 18 minutes.

Notes:

- Routes are designed using minimal manpower to complete routes. The Public Works Department will have an additional refuse crew. However, due to sickness, holidays, vacations, etc...this additional manpower is needed.
- The cost to upgrade to fully-automated vehicles was offset by a reduction of 9 positions within sanitation department.
 - 3 have retired
 - 1 was terminated for unprofessional conduct
 - 1 moved to Distribution & Collection
 - 1 moved to Building & Traffic
 - 1 moved to Parks & Rec
 - 2 are scheduled to move to Streets & Stormwater

Next Steps

- Continue to practice on routes so operators can get familiar with operation of vehicle.
- Order Brochures & Stickers to go on bins.
- Educate Public!!!!

- Update Website
- Put information out through Kim Best & Newspaper
- Send Brochures out
- Replace bins as required.
- Program is scheduled “to go live” on June 1, 2015

Mr. Stevens asked Council to look over a draft of the brochures and to let staff know if they have any comments.

Councilmember Williams asked if pick-up days would be the same. Mr. Martinez stated most will be but there may be a few changes.

Council would like numbers of those affected by collection day changes.

Downtown Trash

Mr. Martinez presented the following information:

Current Conditions

- Some residents and businesses do not have access to and are not paying for trash pickup. They are using the sidewalk trash cans, causing streets to look unmaintained.
- Heavy infrastructure investment by the city is attracting business/residents to locate downtown. This will obviously cause a bigger problem with trash if not addressed.
- Received final balanced routes from consultants
- Talked with IT to see if we could get an address lookup on the website so people could see what section they are in.

Background

- 2006 – Discussion began on options for downtown collection.
- 2007 – Wilmington gave a presentation to council about a “bag” system. Wilmington official’s opinion was that the bag system was not a good fit for Goldsboro. Council unanimously agreed on 12-4-06 against having a pilot program that required putting trash bags on the ground.
- A pilot program was approved for using bins.

Existing Ordinances

- § 50.01 (A) – A roll out container, owned by the City of Goldsboro, shall be provided to each household at no cost, except in multifamily developments where curbside service is unfeasible.
- § 50.08 – A refuse fee for the services described in this subchapter is hereby levied against all utility customers residing within the city, except those utilizing commercial refuse service. This fee is not optional, supersedes all previous waivers, and shall be levied against the agent responsible for each noncommercial water and sewer account, whether the collection service is utilized or not.
- § 50.31 – No person shall throw, place, scatter, spill or cause to be thrown, placed, scattered, or spilled any refuse, garbage, recyclable material....upon any public right-of-way, street, stream, or recreational area.

Options

- Do nothing. Maintain collection as it currently is with the “abuse” of public trash bins.
- Centralized downtown dumpsters (to be used by commercial and/or residential)
- Require residential citizens to use a bin unless they are using a dumpster
- Allow commercial entities to use smaller bins instead of dumpsters.
- Combination of the above options.

Council would like staff to proceed with downtown garbage collection discussion at a later date to allow time for staff to research options available.

Parks and Recreation Fees

Mr. Scott Barnard, Parks and Recreation Director shared the following fee information:

Goldsboro	Current	Recommended 7/2015	Clayton	Wilson	Kinston	Smithfield
Shelters about 50 people						
4-Hour rentals						
Resident	\$ 30.00	\$ 40.00	\$ 30.00	\$ 30.00	\$ 20.00	\$ 50.00
Non-Resident			\$ 60.00	\$ 40.00	\$ 20.00	\$ 100.00
Gazebo	\$ 40.00	\$ 50.00			\$ 50.00	
Park House	\$ 70.00	\$ 100.00				
Ball Fields						
With out lights 4-hrs	\$ 60.00	\$ 60.00	\$ 56.00	\$ 50.00		
With lights 4-hrs	\$ 100.00	\$ 100.00	\$ 116.00	\$ 100.00		
1- Day and night	\$ 210.00	\$ 210.00				
2-Day and nights	\$ 420.00	\$ 420.00				
Rented in 2 hr blocks						
Meeting Rooms 50 or less	\$ 30.00		\$ -	\$ -	\$ 80.00	\$ 120.00
Meeting Rooms / Food	\$ 40.00				\$ 80.00	\$ 160.00
Rented in 2 hr blocks						
Gray/Room Large Room						
100 People or More		4 h min				
Resident	\$ 135.00	\$ 150.00	\$ -	\$ 132.00	\$ 200.00	\$ 130.00
Non-Resident			\$	\$ 180.00	\$ 200.00	\$ 130.00

Proposed Fees for Goldsboro Golf Club and Special Events Center

			Clayton Center		Lane Tree		Goldsboro Golf Club and Special Events Center			
			Accommodations for up to 600 people	Accommodates ?	4 hrs	Room	Accommodates	Hourly 4 hr min	Before (6AM-10AM) or After hours (10PM-2AM) Staffing- not charged /space	Longterm Civic/Non-Profit (m-th only) w/ min 12 rental commitment
Cermony	\$	900.00	6 hrs	400-800	4 hrs	Ballroom	300-500	200	+50/hr	150
Cermony and Reception Business Rates	\$2400-\$3150	8 hrs		300-400	Per hour w/5 hr min	Bar	32-100	100	+50/hr	75
Civic/Non Profit Rates	not published					Dining Room Interior Porch-only avail in conjunction with another space	64-100	100	+50/hr	75
Cleaning Fee	not published			NA		Reception Package- 1 set-up	32-75	25		20
Deposit	NA		75-150				Max 500	10 hrs	+50/hr	NA
						Wedding Package- Includes up to 3 set-ups and use of back lawn		Friday Noon-10PM Saturday 10am-10PM		
Staffing	\$250					Linen	Max 500	Sunday 10am-5pm	+50/hr	NA
Linen	\$10	each	+	basic		Off Duty		\$10/piece/day \$25/hr	\$10/piece/day +10/hr	\$10/piece/day
Off Duty	\$25	1 hr	NA				Reception Package 2000			
							Wedding Package 4000			
All fees would be collected at the time of the reservation. Space would not be 'held' and damage deposit would be returned within 30 days of rental. Renters or designee would check in and out with signature on facility assessment.										
										\$1,000
										\$1,000

Staff discussed the use of off-duty officers as security for events held at the Goldsboro Golf Club and Special Events Center. Staff also discussed bidding linen services out on a yearly basis.

Mr. Barnard provided a quick update on the progress of renovations for the Goldsboro Golf Club and Special Events Center (Goldsboro Country Club). Roofing work continues, a set of plans should be coming in soon structural changes inside the facility, demolition quotes, electrical, and working with the finance department on the potential of auctioning off some of the surplused contents.

Mr. Stevens shared we did meet with Progress Energy with an interest of changing overhead lines to underground. Due to the age of the lines, Progress Energy stated they would move the service for no charge.

Councilmember Aycock asked why we charge residents and non-residents the same. Mr. Stevens explained it is hard to police and verify whether they were residents or non-residents and recommended if Council wanted to charge non-residents a higher fee, to do it on the honor system by simply having a box they check.

Council discussed fees and agreed staff could proceed with proposed rental rates for park facilities effective July 1st.

Mr. Barnard suggested having a future discussion regarding non-profits who currently rent facilities at a reduced rate. He stated we are renting those facilities at a loss. Council briefly discussed and decided to leave as is at this time.

Mr. Barnard also asked Council to consider naming suggestions for the Goldsboro Country Club.

Councilmember Goodman suggested the “Hal Plonk Center.”

Councilmember Williams suggest the “Hal Plonk and Al King Center.”

Establish a Utilities Capital Reserve Fund

Ms. Karen Brashear shared the following information:

Reasons to Establish Utilities Capital Reserve Fund

- To build a new water plant in 20 years
- For utility infrastructure rehabilitation projects
- New utility projects

Ms. Brashear shared the Water Plant is 63 years old and it was built in 1952. She shared a utilities capital reserve fund could assist with building a new water plant in 20 years and help with utility projects such as increasing capacity and providing funding for I&I projects.

Sewer Capacity

- Sewer Permitted 14.2 MGD
 - Sewer Used 4.7 MGD (33%)
 - Inflow/Infiltration (I&I) 5.0 MGD (36%)
 - Unallocated Sewer 2.9 MGD (20%)
 - Unused Obligated 1.6 MGD (11%)

2012-2015 Sewer Rehab Projects

Project Cost	Project Description
\$423,000	Mulberry St. Sanitary Sewer Line Replacement (sewer bonds)
\$509,000	Stoney Creek Interceptor Rehabilitation Project (sewer bonds)
\$655,000	Sewer Rehab at Holly St, S John St, Olivia Ln, O’Berry (sewer bonds)
\$483,000	Inflow/Infiltration Study- flow monitoring, smoke, dye, video
\$3,521,000	Stoney Creek Outfall Rehabilitation Project (CWSRF)
\$90,000	Little River Emergency Manhole Repairs (sewer bonds)
\$375,246	Phase 1- Priority I/I Rehabilitation Project (sewer bonds)
\$1,305,000	Phase 2- Priority I/I Rehabilitation Project (sewer bonds)
\$4,618,000	Phase 3- Comprehensive I/I Rehabilitation Project (sewer bonds)

\$12,000,000 Current Sewer Rehab Projects

Mayor Pro Tem Allen asked if Pikeville and Fremont were included in the numbers and Ms. Brashear stated it is included in the treatment numbers.

Mayor King stated we have one of the best in the state, one of the best in the country and it is due to Ms. Brashear. She does not like to be recognized but she is one of the leaders in this state. We are very fortunate, we have a great staff. Ms. Brashear stated it is a team effort, no one can do it by themself.

Mr. Stevens from a budgeting standpoint, you will have more than enough water and sewer line replacements projects to come up that you are going to need some cash, we are going to take on

some new debt, but as the debt drops we would like to force an amount into a capital reserve fund.

Staff recommended Council being with \$500,000 in FY 2015-2016. Council agreed staff could proceed with creating a water/sewer capital reserve fund.

Councilmember Aycock asked how sales were going for the Compost Facility and Ms. Brashear shared sales have increased.

Council took a 30 minute break.

Council resumed.

Staffing

Ms. Reeves shared Mr. Stevens asked that we cover new staffing requests for FY15-16. The following requests were shared with Council:

HR Technician Grade 70

- ***Background***
 - 2004-2005 to 2007-2008 Office Administrator III
 - 2007-2008 previous year Pay and Class study recommended position reclassified to an HR Technician
 - 2010 position vacated due to termination and held open per management request
 - July 2010 – shared Administrative Support Specialist with Inspections Department
 - April 2011 – Administrative Support Specialist resigned
 - August 2011 – transferred one (1) Administrative Support Specialist from Parks & Recreation to HR
 - FY 12-13 HR Technician position eliminated
 - FY 15-16 request addition of HR Technician position
- This summary is brief; not inclusive:
 - Perform technical support to the HR department and devote to HRIS; provides ongoing support and training to users; maintain applicant database system etc.
 - Maintain employment statistics and produce reports
 - Assist in the provision of human resources services (recruitment, application process, converting to electronic personnel records, customer service etc.); recruitment process and screening applications requires specialized knowledge and skills beyond those normally expected of an administrative support role
 - Organize and administer employee service recognition events
 - Ability to coordinate simultaneous projects and meet deadlines
 - Considerable knowledge of human resources functions and practices

Fire – Compliance Officer (part-time)

- Enter fire reports, mapping, GIS, inventory
- \$13.22 per hour; 24 hrs. a week

IT- 2 Positions Requested

- Help Desk Operator
 - Grade 75; Salary \$40,392
- Computer Systems Administrator
 - Grade 80; Salary \$51,552

Public Works – 2 positions

- Sr. Mechanic
 - Grade 73; Salary \$36,637
- Assistant Public Works Director
 - Grade 84; Salary \$62,661

Staff discussed the need of succession planning.

Parks & Recreation

Mr. Barnard shared they have experienced an increase in participants for senior programs, athletic programs, special population programs and have expanded into special events and marketing. He shared information about special population programs that have evolved from open facility time and low level care to life skill development and competitive sports and the addition of Special Olympics. Mr. Barnard's requests included the following:

- Custodian Manager
- Special Events and Marketing Assistant
- Special Populations & Seniors Assistant
- Reclassification of Recreation Superintendent to Assistant Director

Council discussed Special Olympics and asked the City Manager to request a meeting with County Manager to discuss Special Olympics and Military Liaison.

Retreat Decisions

Mr. Stevens shared the following list of retreat decisions:

1. Police Department to look into CALEA Certification.
2. Police Department to gather additional information on shot spotter and implement if feasible.
3. Council would like a permit to be required to sell scrap metal. The Police Department was asked to work with the Sheriff's Department to implement a permit requirement county-wide.
4. Proceed with updating the WBE/MBE Policy.
5. Proceed with Phase I of Elmwood Cemetery Expansion at an approximate cost of \$143,000 that will add 608 lots.
6. Look at appropriating \$200,000 per year to pave unpaved streets. Develop a priority listing.
7. Bring back a final proposed listing for street resurfacing.
8. Staffing:
 - a. Council agreed staff could look at converting full-time positions to part-time as feasible as vacancies occur.
 - b. Council agreed staff could proceed with implementation of senior firefighter designation.
 - c. Council agreed staff could proceed with certification policy for the Inspections Department.
 - d. Council approved staffing changes for DGDC.
9. Council approved staff contracting with Davenport Lawrence in the amount of \$9,960 to evaluate utility meter feasibility.
10. Council asked the Police Department to increase littering enforcement.
11. Proceed with downtown garbage collection discussion.
12. Proceed with proposed rental rates for park facilities effective July 1st.
13. Proceed with creating a water/sewer capital reserve fund.
14. Request a meeting with County Manager to discuss Special Olympics and Military Liaison.
15. Council reaffirmed priorities:
 - Greenways/Pathways
 - Downtown Development – Engage Private Investment
 - Parks & Recreation
 - Community Appearance
16. Reaffirmed Legislative Agenda

Additional information requested by Council:

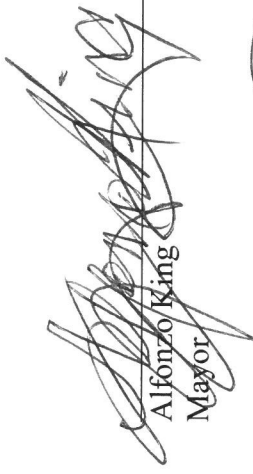
- Numbers of those affected by collection day changes
- Update on timeline for 403, 407 and 408 S. John Street
- Update on grocery store on Slocumb Street with roof issues

- Provide a copy of the CIP

Mayor King thanked Mr. Stevens and staff for their efforts on the retreat and presentations. He stated he felt the information presented was very valuable. He stated we have a great staff and he appreciated all they do.

Adjournment

As there was no further business, the meeting was adjourned at 1:38 p.m.


Alfonso King
Mayor
Melissa Corser, CMC
City Clerk