



AGENDA
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
CITY OF GOLDSBORO
COUNCIL CHAMBERS – CITY HALL – 214 N. CENTER STREET
DECEMBER 18, 2017



(Please turn off, or mute, all cell phones and pagers upon entering the Council Chambers)

- I. ADOPTION OF THE AGENDA**
- II. WORK SESSION–5:00 P.M. – CITY HALL ADDITION, 200 N. CENTER ST., ROOM 206**
OLD BUSINESS
- a. Modify City Charter to Change Voting Structure (City Attorney)
 - b. City Attorney Discussion (Mayor) ***Attachment Included**
 - c. Stormwater Declining Block Fee Structure Discussion (Public Works) ***Attachment Included**
- NEW BUSINESS**
- d. 2018 Summer Youth Employment Update (Community Relations) ***Attachment Included**
 - e. Mayor's Quote (Mayor)
- III. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER ST.**
Invocation (Bishop Anthony Slater, Tehilah Church Ministries)
Pledge to the Flag
- IV. ROLL CALL**
- V. APPROVAL OF MINUTES (*Motion/Second)**
- A.1 Minutes of the Work Session and Regular Meeting of September 5, 2017
 - A.2 Minutes of the Work Session and Regular Meeting of October 16, 2017
- VI. PRESENTATIONS**
- B. Resolution Expressing Appreciation For Services Rendered By James P. Rowe Jr.
As An Employee Of The City Of Goldsboro For More Than 37 Years
- **B.1 STAR AWARDS** - **B.2- Mr. Wamble Presentation**
- VII. PUBLIC HEARINGS**
- C. Z-11-17 Caudill, Cooke and Warrick Properties – East side of North Berkeley Boulevard
between Fallin Boulevard and Northwood Drive
- PLANNING COMMISSION EXCUSED**
- VIII. PUBLIC COMMENT PERIOD (TIME LIMIT OF 3 MINUTES PER SPEAKER)**
- Request to Speak: Handley Acres Neighborhood Representative
- IX. CONSENT AGENDA ITEMS (*Motion/Second--Roll Call)**
- D. Sale of Surplus Real Property, Tax ID #3600-00-4091, 826 N. Center Street, as recorded in the Wayne County Registry (Finance)
 - E. Authorization of Public Information Officer Position (Finance)
 - F. Establishing the Capital Projects Fund Ordinance and Budget Amendment – Phase 4 Sewer Collection Rehab Project (Finance)
 - G. Resolution Authorizing AMI Change Order (Finance)
 - H. City Personnel Policy Revision (Human Resources)
 - I. Departmental Monthly Reports
- X. ITEMS REQUIRING INDIVIDUAL ACTION (*Motion/Second)**
- XI. CITY MANAGER'S REPORT**
- XII. CITY ATTORNEY'S REPORT AND RECOMMENDATIONS**
- XIII. MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS**
- J. Resolution Expressing Appreciation For Services Rendered By Russell E. Sweet As An Employee Of The City Of Goldsboro For More Than 16 Years

B.B./ms

XIV. CLOSED SESSION

XV. ADJOURN

Stormwater Utility Commercial Cost Projections - Declining Block Comparisons

Owners Name 1	Total Acres	ERUS	Mthly Revenue (No Blocks)	Scenario 1: \$4.50/\$3.00/\$2.00/\$1.00		Scenario 2: \$4.50/\$3.75/\$3.00/\$2.50	
				Monthly Revenue	Monthly Loss	Monthly Revenue	Monthly Loss
WAYNE COMMUNITY COLLEGE	22.83	331	\$ 1,489.50	\$ 671.00	\$ 818.50	\$1,022.50	\$467.00
SAMIS REAL ESTATE BUSINESS TRUST <i>Sams Club</i>	13.79	200	\$ 900.00	\$ 540.00	\$ 360.00	\$695.00	\$205.00
KORNEGAY INVESTMENT PROPERTIES LLC	13.43	195	\$ 877.50	\$ 535.00	\$ 342.50	\$682.50	\$195.00
EX-CELL HOME FASHIONS INC	13.27	193	\$ 868.50	\$ 533.00	\$ 335.50	\$677.50	\$191.00
THE THREE J'S INC	13.21	192	\$ 864.00	\$ 532.00	\$ 332.00	\$675.00	\$189.00
KORNEGAY JIMMY	12.94	188	\$ 846.00	\$ 528.00	\$ 318.00	\$665.00	\$181.00
LANE FARMS INC	12.61	183	\$ 823.50	\$ 523.00	\$ 300.50	\$652.50	\$171.00
RCG-GOLDSBORO LLC	12.47	181	\$ 814.50	\$ 521.00	\$ 293.50	\$647.50	\$167.00
FALLIN PROPERTIES/LOWES LLC	12.31	179	\$ 805.50	\$ 519.00	\$ 286.50	\$642.50	\$163.00
GC GOLDSBORO LLC & BL GOLDSBORO LLC	11.66	169	\$ 760.50	\$ 509.00	\$ 251.50	\$617.50	\$143.00
FRANKLIN BAKING CO	11.56	168	\$ 756.00	\$ 508.00	\$ 248.00	\$615.00	\$141.00
LITTLE RIVER ASSOCIATES 2006 LLC	11.51	167	\$ 751.50	\$ 507.00	\$ 244.50	\$612.50	\$139.00
SOUTHCO ASSOCIATES LLC	11.19	163	\$ 733.50	\$ 503.00	\$ 230.50	\$602.50	\$131.00
BERKELEY REALTY ASSOCIATES LLC <i>Berkeley Mill</i>	10.80	157	\$ 706.50	\$ 497.00	\$ 209.50	\$587.50	\$119.00
KRG GOLDSBORO MEMORIAL LLC	10.12	147	\$ 661.50	\$ 484.00	\$ 177.50	\$561.00	\$100.50
APV NORTH AMERICA INC	9.92	144	\$ 648.00	\$ 478.00	\$ 170.00	\$552.00	\$96.00
SCOUTS LLC	9.59	139	\$ 625.50	\$ 468.00	\$ 157.50	\$537.00	\$88.50
CH FAITH FWB CHURCH OF GOLDS N C INC	8.59	125	\$ 562.50	\$ 440.00	\$ 122.50	\$495.00	\$67.50
RAJDC HOLDINGS INC	8.13	118	\$ 531.00	\$ 426.00	\$ 105.00	\$474.00	\$57.00
GOLDSBORO APARTMENTS INVESTORS LLC	8.00	116	\$ 522.00	\$ 422.00	\$ 100.00	\$468.00	\$54.00
AAR MANUFACTURING INC	7.58	110	\$ 495.00	\$ 410.00	\$ 85.00	\$450.00	\$45.00
COUNTY OF WAYNE	7.48	109	\$ 490.50	\$ 408.00	\$ 82.50	\$447.00	\$43.50
WAYNE COUNTY BOARD OF EDUCATION	7.49	109	\$ 490.50	\$ 408.00	\$ 82.50	\$447.00	\$43.50
BERKELEY PLACE APARTMENTS LLC ETAL	7.26	105	\$ 472.50	\$ 400.00	\$ 72.50	\$435.00	\$37.50
COUNTY OF WAYNE	7.17	104	\$ 468.00	\$ 398.00	\$ 70.00	\$432.00	\$36.00
LIMETREE PROPERTIES L P #01-1236 <i>Wal Mart</i>	7.06	103	\$ 463.50	\$ 396.00	\$ 67.50	\$429.00	\$34.50
K5 ASSOCIATES LLC	6.95	101	\$ 454.50	\$ 392.00	\$ 62.50	\$423.00	\$31.50
NCP 3300 REAL ESTATE INVESTMENT CO LLC	6.96	101	\$ 454.50	\$ 392.00	\$ 62.50	\$423.00	\$31.50
TARGET CORPORATION	6.84	99	\$ 445.50	\$ 387.00	\$ 58.50	\$416.25	\$29.25
701 PATETOWN LLC	6.40	93	\$ 418.50	\$ 369.00	\$ 49.50	\$393.75	\$24.75
PDNC LLC	6.39	93	\$ 418.50	\$ 369.00	\$ 49.50	\$393.75	\$24.75
AMSDILL STORAGE VENTURES XLVIII LLC	6.15	89	\$ 400.50	\$ 357.00	\$ 43.50	\$378.75	\$21.75
GOLDSBORO WAREHOUSING LLC	6.11	89	\$ 400.50	\$ 357.00	\$ 43.50	\$378.75	\$21.75
LOVING T A & CO	6.09	88	\$ 396.00	\$ 354.00	\$ 42.00	\$375.00	\$21.00
SWR PROPERTIES LLC	6.07	88	\$ 396.00	\$ 354.00	\$ 42.00	\$375.00	\$21.00
COOPER-STANDARD AUTOMOTIVE INC	5.82	85	\$ 382.50	\$ 345.00	\$ 37.50	\$363.75	\$18.75
COUNTY OF WAYNE	5.82	85	\$ 382.50	\$ 345.00	\$ 37.50	\$363.75	\$18.75
NORTH BERKELEY DEVELOPMENT ASSC LLC	5.80	84	\$ 378.00	\$ 342.00	\$ 36.00	\$360.00	\$18.00
WAYNE COUNTY DEVELOPMENT ALLANCE INC	5.70	83	\$ 373.50	\$ 339.00	\$ 34.50	\$356.25	\$17.25
CASE FARMS LLC	5.68	82	\$ 369.00	\$ 336.00	\$ 33.00	\$352.50	\$16.50
EBI LAND HOLDINGS LLC	5.56	81	\$ 364.50	\$ 333.00	\$ 31.50	\$348.75	\$15.75
LSRE3 BRAVO (RALEIGH) LLC	5.53	80	\$ 360.00	\$ 330.00	\$ 30.00	\$345.00	\$15.00
WAYNE DEVELOPMENT CORP	5.49	80	\$ 360.00	\$ 330.00	\$ 30.00	\$345.00	\$15.00
THE THREE J'S INC	5.44	79	\$ 355.50	\$ 327.00	\$ 28.50	\$341.25	\$14.25
UNITED ENTERTAINMENT CORP <i>Movie Theater</i>	5.44	79	\$ 355.50	\$ 327.00	\$ 28.50	\$341.25	\$14.25
WINBRO REALTY ASSOCIATES LLC	5.36	78	\$ 351.00	\$ 324.00	\$ 27.00	\$337.50	\$13.50
AMSDILL STORAGE VENTURES XLVIII LLC	5.24	76	\$ 342.00	\$ 318.00	\$ 24.00	\$330.00	\$12.00
GOLDSBORO APARTMENTS LLC	5.16	75	\$ 337.50	\$ 315.00	\$ 22.50	\$326.25	\$11.25
COUNTY OF WAYNE	5.04	73	\$ 328.50	\$ 309.00	\$ 19.50	\$318.75	\$9.75
HAZEYRAY SHORES LLC	5.03	73	\$ 328.50	\$ 309.00	\$ 19.50	\$318.75	\$9.75
NEW HOPE PLAZA LLC	5.06	73	\$ 328.50	\$ 309.00	\$ 19.50	\$318.75	\$9.75
WAYNE COUNTY BOARD OF EDUCATION	5.03	73	\$ 328.50	\$ 309.00	\$ 19.50	\$318.75	\$9.75
KIRKWOOD LLC	4.95	72	\$ 324.00	\$ 306.00	\$ 18.00	\$315.00	\$9.00

Owners Name 1	Total Acres	ERUs	Monthly Revenue (No Blocks)	Scenario 1: \$4.50/\$3.00/\$2.00/\$1.00 Monthly Revenue Monthly Loss	Scenario 2: \$4.50/\$3.75/\$3.00/\$2.50 Monthly Revenue Monthly Loss
THORNTON FAMILY PROPERTIES LLC	4.94	72	\$ 324.00	\$ 306.00	\$ 315.00
DANIEL G KAMIN GOLDSBORO ENTERPRISE	4.90	71	\$ 319.50	\$ 303.00	\$ 311.25
BERKELEY CORNER LLC	4.90	71	\$ 319.50	\$ 303.00	\$ 311.25
CAR DAK NC GOLD LLC	4.85	70	\$ 315.00	\$ 300.00	\$ 307.50
PRICE D M FAMILY LMTD PARTNERS HIP	4.82	70	\$ 315.00	\$ 300.00	\$ 307.50
GRUMA CORPORATION	4.66	68	\$ 306.00	\$ 294.00	\$ 300.00
BAP PARTNERS LLC	4.60	67	\$ 301.50	\$ 291.00	\$ 296.25
CH TRS FIRST PENTECOSTAL HOLUNSS CH	4.58	67	\$ 301.50	\$ 291.00	\$ 296.25
RIDGEWOOD INC	4.51	66	\$ 297.00	\$ 288.00	\$ 292.50
PLANTERS TOBACCO WHESE OF GOLDSBORO	4.46	65	\$ 292.50	\$ 285.00	\$ 288.75
STATE OF NORTH CAROLINA	4.41	64	\$ 288.00	\$ 282.00	\$ 285.00
HOUSING AUTHORITY OF THE CITY OF GOLDSBORO	4.35	63	\$ 283.50	\$ 279.00	\$ 281.25
RYDER TRUCK RENTAL INC 0558	4.30	62	\$ 279.00	\$ 276.00	\$ 277.50
105 E HOLLY STREET LLC	4.20	61	\$ 274.50	\$ 273.00	\$ 273.75
FAMILY THE <i>YMCA</i>	4.17	61	\$ 274.50	\$ 273.00	\$ 273.75
HENRY DOUGLAS W & W LORI	4.23	61	\$ 274.50	\$ 273.00	\$ 273.75
TEXTILEASE CORPORATION	4.20	61	\$ 274.50	\$ 273.00	\$ 273.75
WAYNE CHRISTIAN SCHOOL	4.20	61	\$ 274.50	\$ 273.00	\$ 273.75
WTKL LLC <i>Western 81221in</i>	4.21	61	\$ 274.50	\$ 273.00	\$ 273.75
DAVIS SHELTON & SHARON DAVIS	4.16	60	\$ 270.00	\$ 270.00	\$ 270.00
FURNITURE FAIR OF GOLDSBORO IN	4.11	60	\$ 270.00	\$ 270.00	\$ 270.00
GATEWAY RE, LLC	4.04	59	\$ 265.50	\$ 265.50	\$ 265.50
GENERAL ELECTRIC COMPANY	3.94	57	\$ 256.50	\$ 256.50	\$ 256.50
AMPLE STORAGE GOLDSBORO LLC	3.87	56	\$ 252.00	\$ 252.00	\$ 252.00
CH FIRST ASSEMBLY OF GOD INC	3.83	56	\$ 252.00	\$ 252.00	\$ 252.00
DARDEN CHARLES TRUSTEE <i>Summit Foods</i>	3.86	56	\$ 252.00	\$ 252.00	\$ 252.00
CH UNITED IN CHRST CHURCH OF GOLDSBORO INC	3.79	55	\$ 247.50	\$ 247.50	\$ 247.50
DEWEY DEVELOPMENT INC	3.71	54	\$ 243.00	\$ 243.00	\$ 243.00
WOODARD INVESTMENTS LLC	3.66	53	\$ 238.50	\$ 238.50	\$ 238.50
PEPSI BOTTLING VENTURES LLC	3.57	52	\$ 234.00	\$ 234.00	\$ 234.00
CH ADAMSVILLE BAPTIST CHURCH INC	3.54	51	\$ 229.50	\$ 229.50	\$ 229.50
STATE OF NORTH CAROLINA	3.49	51	\$ 229.50	\$ 229.50	\$ 229.50
WAYNE COUNTY BOARD OF EDUCATION	3.54	51	\$ 229.50	\$ 229.50	\$ 229.50
AVI INVESTMENTS LLC	3.46	50	\$ 225.00	\$ 225.00	\$ 225.00
GIMCO RP ACQUISITION LLC	3.40	49	\$ 220.50	\$ 220.50	\$ 220.50
WAYNE COUNTRY DAY SCHOOL INC	3.27	47	\$ 211.50	\$ 211.50	\$ 211.50
PMO LLC <i>Builders Discount</i>	3.15	46	\$ 207.00	\$ 207.00	\$ 207.00
MCCALL-WESTBROOK LLC	3.07	45	\$ 202.50	\$ 202.50	\$ 202.50
BAP PARTNERS LLC	3.03	44	\$ 198.00	\$ 198.00	\$ 198.00
COBB DISTRIBUTING CO INC	2.95	43	\$ 193.50	\$ 193.50	\$ 193.50
NORTH CAROLINA NATURAL GAS CORP	2.86	42	\$ 189.00	\$ 189.00	\$ 189.00
PAGE DISTRIBUTING CO INC & BOB AND	2.81	41	\$ 184.50	\$ 184.50	\$ 184.50
EASTERN CAROLINA REGIONAL HOUSING AUTHORITY	2.76	40	\$ 180.00	\$ 180.00	\$ 180.00
GOLDSBORO LLC	2.66	39	\$ 175.50	\$ 175.50	\$ 175.50
LOCHSTONE LP	2.65	39	\$ 175.50	\$ 175.50	\$ 175.50
WAYNE HEALTH INVESTORS LLC	2.62	38	\$ 171.00	\$ 171.00	\$ 171.00
JEFFREYS WHESE INC	2.53	37	\$ 166.50	\$ 166.50	\$ 166.50
CH CATHOLIC BISHOP AT RALEIGH	2.44	35	\$ 157.50	\$ 157.50	\$ 157.50
WAYNE COUNTY BOARD OF EDUCATION	2.43	35	\$ 157.50	\$ 157.50	\$ 157.50
COLLEENA PROPERTIES LLC	2.32	34	\$ 153.00	\$ 153.00	\$ 153.00
RALCAR CORP	2.27	33	\$ 148.50	\$ 148.50	\$ 148.50
WOOTEN OIL AND FUEL COMPANY	2.29	33	\$ 148.50	\$ 148.50	\$ 148.50
COUNTY OF WAYNE	2.20	32	\$ 144.00	\$ 144.00	\$ 144.00
DANIELS FURNITURE & APPLANCE INC	2.11	31	\$ 139.50	\$ 139.50	\$ 139.50
DELMUS BRIDGERS FAMILY LP <i>Delmus Hardware</i>	2.08	30	\$ 135.00	\$ 135.00	\$ 135.00

**CONTRACT FOR
MUNICIPAL LEGAL SERVICES FOR THE
CITY OF GOLDSBORO, NORTH CAROLINA**

The Parties to this Contract for Municipal Legal Services are RONALD T. LAWRENCE, II, of the law firm of Everett, Womble & Lawrence, LLP, 203 N. William St., Goldsboro, North Carolina 27530 ("Lawrence") and the City of Goldsboro, P. O. Drawer A, Goldsboro, North Carolina 27533 ("the City"). Lawrence and the City are referred to collectively herein as "the Parties."

WHEREAS, the City, by and through its City Council, desires to contract with Lawrence to perform the services of a City Attorney serving as the attorney representing the City of Goldsboro; and

WHEREAS, Lawrence desires to contract with the City to provide services as a City Attorney serving as the City's attorney; and

NOW THEREFORE, for the mutual covenants and considerations described herein, the parties agree as follows:

1. ROLE OF LAWRENCE AND SCOPE OF WORK: Lawrence agrees to provide legal services to the City as the City Attorney serving as the primary attorney representing the City in various legal matters as is needed.
2. FEES AND EXPENSES FOR MATTERS WITHIN THE SCOPE OF WORK: The City agrees to pay Lawrence for his services, and for the services of any other lawyer in Lawrence's law firm, at an hourly rate of One Hundred Fifty Dollars (\$150.00) per hour, plus reasonable expenses associated with such services; and the City agrees to pay Lawrence, for services rendered by his legal assistants and/or paralegals at an hourly rate of Sixty Dollars (\$60.00) per hour. Further, the City agrees, and Lawrence accepts, that the hourly rate for all legal services, and other support staff, attorney, legal assistant, and/or paralegal services shall increase upon the automatic renewal of this contract biennially (i.e. every 2 years) at the rate of Five percent (5%).
3. DESIGNATED CITY ATTORNEY: Lawrence shall be designated as "City Attorney" for the City for the purposes of representing the City in any/all legal and other matters as requested by the City and its Council and shall have primary responsibility to the City under this Contract. Lawrence may utilize the resources in his law firm in said representation, including but not limited to other attorneys, legal assistants, office staff and/or paralegals.
4. BILLING AND COMPENSATION: Lawrence shall submit monthly invoices to the City for matters included in this Contract. Monthly invoices for work performed under this contract shall include a brief description of the work performed, the length of time it took to perform the work to the nearest tenth of an hour, the date that the work was performed, the fee for the work, and an itemized list of expenses associated with the work. All invoices shall be submitted by Lawrence

as soon as possible after the end of each calendar month and are due and payable by the City within thirty (30) days of receipt by the City.

5. TERM: Subject to the terms of Paragraph 6, below, this Contract shall remain in full force and effect beginning January 1, 2018 and continuing through December 31, 2018, but automatically renewing on an annual basis on January 1 of that following year unless either party gives notice to the other of their intent to terminate this contract consistent with the provisions herein below regarding notice and any other provisions relating to termination.
6. TERMINATION: Either of the Parties may terminate this contract for any reason or for no reason by giving ninety (90) days written notice to the other party. Upon termination by either party, the City agrees to pay to Lawrence all fees and expenses for services performed prior to the date of termination. Nothing herein shall be interpreted to contravene that Lawrence is serving as City Attorney at the pleasure of the City Council.
7. CONFLICTS: Lawrence agrees not to undertake representation of any person or entity in a manner adverse to the City's legal interests during the term of the contract. Further, Lawrence agrees that, to the best of their actual knowledge, Lawrence, nor anyone in his firm who will be working on specific matters related to representation of the City, has personal, business, or financial interests or relationships which would cause a reasonable individual with knowledge of the relevant facts to question the integrity or impartiality of those who are or will be acting as legal advisors and representatives of the City. Lawrence agrees to evaluate on an on-going basis whether, in their professional judgment, a conflict may become apparent or imminent. In the event that Lawrence believes a conflict may develop, Lawrence will immediately communicate with the City, by and through its Mayor and/or City Manager, about the perceived potential conflict.
8. INDEPENDENT CONTRACTORS: Lawrence shall be an independent contractor to the City, and shall not be an employee. This Contract does not create any partnership, joint venture, or relationship other than an independent contractor relationship. Lawrence, nor his partners, or Counsel attorneys, agents, or employees shall be deemed to be an employee of the City for any purpose whatsoever, and Lawrence shall not be eligible to participate in any benefit program provided by the City for its employees. Lawrence shall be exclusively responsible for the payment of his own respective taxes, withholding payments, penalties, fees, fringe benefits, contributions to insurance and pension or other deferred compensation plans, including but not limited to worker's compensation and Social Security obligations, professional fees or dues.
9. ASSIGNMENT: Lawrence shall not assign or transfer his interest in this Contract.
10. APPLICATION OF LAWS: This Contract shall be interpreted, construed, and governed according to the laws of the State of North Carolina.
11. DISPUTE RESOLUTION: Any controversy, dispute, or disagreement arising out of or relating to this Contract, or any breach thereof, shall, unless otherwise agreed

to by the parties, be settled by confidential, informal, binding arbitration with an arbitrator mutually acceptable to the Parties. Each party shall bear its own attorneys' fees and costs for such dispute resolution.

12. NOTICE: All notices required to be sent under this Contract shall be in writing and given by First Class U.S. Mail or Personal Delivery address:

To Lawrence: Ronald T. Lawrence, II
Everett, Womble & Lawrence, LLP, Attorneys at Law
203 N. William St.
Goldsboro, NC 27530

To the City: Mayor
City of Goldsboro
P. O. Drawer A
Goldsboro, NC 27533

Each Party shall have the continuing obligation to advise the other parties of any change of address.

13. AGREEMENT: This written authorization embodies the entire agreement between the Parties, and there are no other agreements, oral or written, with reference to this Contract. In case any one or more of the provisions contained in the Contract shall be held unenforceable, the remaining provisions contained herein shall not be impaired thereby.

14. AMENDMENTS: No change or modification to this Contract shall be valid unless made in writing and signed by both Parties.

15. EFFECTIVE DATE: The effective date of this Agreement is January 1, 2018.

SIGNED AND AGREED TO on behalf of the City of Goldsboro, by and through the undersigned Mayor as approved by the City Council, on this the _____ day of _____, 2017.

City of Goldsboro

By:

Chuck Allen, Mayor

SIGNED AND AGREED TO on the _____ day of _____, 2017.

Ronald T. Lawrence, II

Recommended Program Logistics FY18 Summer Youth Initiative Employment Program

SPONSORED BY:



Program Committee Recommendations: Due to this being a new program for the City and some of the Sponsoring Partners there is still a need for capacity building. It is recommended providing slots for no more than sixty (60) youth participants for Summer 2018. This will allow the City and Sponsoring Partners to continue to develop and strengthen skills, instincts, abilities, processes and resources for capacity building and sustainability measures.

It is recommended to continue partnering with Goldsboro Housing Authority, Wayne Community College, and NCWorks Career Center. Also, utilize the Wayne County Public Schools System and the Literacy Connection of Wayne County for additional program services within the 2018 program cycle. The Selection Committee and Interviewees would be comprised of employees from the Community Relations Department, Goldsboro Housing Authority, Wayne Community College, and NCWorks Career Center.

It is recommended that the City provide funding of \$45,400 for forty-seven (47) youth participant slots. The City would be fund \$35,900 from General Funds and \$9,500 from CDBG as Economic Development. Thirteen (13) additional youth slots are recommended to be funded from Sponsor Partner(s) when cash support for the program is available.

Based on FY17-18 Traditional & Non-Traditional School Calendars, it is recommended that there be two (2) Tracks with no more than thirty (30) youth participants in each Tracks for at least twenty (20) hrs. per week. Trainings will be held on Wednesdays for four (4) hours provided by WCC, NCWorks, & Literacy Connection. There will be two (2) designated Excursion trips. Each Track will separately participate in a visit to the Capital for a Legislative and Museum tour. There will be one full day trip to Beaufort that both Tracks will jointly attend. This will entail a visit to the Aquarium and a three-hour boat ride with lunch.

Eligibility Requirements: *Age 14-18 currently enrolled in-school youth; generally, one participate within a household for this program; *Age 16-24 high school dropouts; will receive additional consideration and requirements for potential employed through Wayne Community College's Workforce Innovation and Opportunity Act (WIOA) program; *Live within the Goldsboro city limits; *Attend only one of the two scheduled mandatory orientations at WCC; *Income-Based

2018 Summer Youth Employment Initiative – Income Limits

Number of People in the Household	1	2	3	4	5	6	7	8
Income Levels	\$28,350	\$32,400	\$36,450	\$40,500	\$43,750	\$47,000	\$50,250	\$53,500

2018 Program Schedule

Track 1 → June 11th - July 20th

Track 2 → July 9th - August 18th

The two Tracks will overlap for two weeks between July 9th - July 20th

June							July							August						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

Dates	Activity
November 30, 2017	SYEI Selection Committee will schedule Track Session(s), Training(s)/Excursion(s), Information Session, Interview Dates, and Youth Employees & Worksites Orientations
December 18, 2017	Submit SYEI Application and Program Logistics to be approved for dissemination
January 9, 2018	Dissemination of SYEI Application Information (Official Open Date) and begin the process for recruiting Worksites
January 9, 2018 or January 11, 2018	Attend one of the Mandatory Information Session - Moffatt Auditorium, Wayne Community College from 6:00 pm - 8:00 pm
February 9, 2018	Application and Worksite Request Form Close Date
February 14, 2018 - February 22, 2018	SYEI Selection Committee will screen and select applicants that complied and completed the application requirements to be interview and Worksites will be selected
February 23, 2018	Acceptance and Denial Letters for Eligibility of SYEI Program mailed & emailed Youth Applicants and Worksites
February 28, 2018 - March 7, 2018	Schedule and confirm interviews with eligible selected Youth Applicants; Confirm all Worksite Agreements and Job Description Forms
March 19, 2018 - April 13, 2018	Interviews of eligible selected Youth Applicants; Spring Break March 30th and April 2nd to April 6th; No Interviews during that timeframe to allow for Vacation Time
April 23, 2018 - May 4, 2018	SYEI Selection Committee will screen and select applicants that complied and completed the application requirements to be interview and Worksites will be selected
By May 11, 2018	Acceptance and Denial Letters for employment in the SYEI program mailed & emailed; Worksites will be notified of Youth Employees that have been placed at their sites
Fourth or Fifth Week in May - A Evening	(30-45 mins.) Meet & Greet with Sponsoring Partners and (50 mins.) Youth Employees and Worksites Orientations; This would be held on the same evening

City of Goldsboro

2018 Summer Youth Employment Initiative Application

Instructions: Please read the information below prior to completing the application. Additional FAQs may be found on the City of Goldsboro's website.

SALARY: Varies depending on job placement

APPLICATION OPENING DATE: January 9, 2018

APPLICATION CLOSING DATE: February 9, 2018

JOB DESCRIPTION: The City of Goldsboro Summer Youth Employment Initiative will offer a minimum of 47 jobs this summer. There are various office, light labor and recreation support positions available. Participants will work approximately 20 or more hours per week depending on placement. They will also participate in weekly trainings.

DUTIES AND RESPONSIBILITIES: Duties may include office work, light labor, and recreation assistance. Some assignments may take place outdoors.

Eligibility Requirements - To be eligible for employment, you must:

- Age 14-18 currently enrolled in-school youth; generally, one participate within a household for this program.
- Age 16-24 high school dropouts; will receive additional consideration and requirements for potential employed through Wayne Community College's Workforce Innovation and Opportunity Act (WIOA) program.
- Live within the Goldsboro city limits.
- Be available to work six weeks between (June 11, 2018 to August 17, 2018).
- Attend only one of the two scheduled mandatory orientations either on **January 9, 2018 or on January 11, 2018** in the Moffatt Auditorium, Wayne Learning Center at Wayne Community College from 6:00PM-8:00PM. The address is 3000 Wayne Memorial Drive, Goldsboro, NC 27534. **Must stay the entire time.**
- In order to qualify, annual net household income must be lower than incomes provided per number of members within your household.

2018 Summer Youth Employment Initiative – Income Limits

Number of People in the Household	1	2	3	4	5	6	7	8
Income Levels	\$28,350	\$32,400	\$36,450	\$40,500	\$43,750	\$47,000	\$50,250	\$53,500

Necessary Documentation

- A copy of the first two pages of your 2017 Federal Tax form or proof of income;
- A copy of your photo identification or birth certificate

SPONSORED BY:



NCWorks
CAREER CENTER



2018 Summer Youth Employment Initiative Application

General Information

Youth Applicant Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>

Address:			
	<i>Full Street Address</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Youth Applicant Contact Information:		
	<i>Home Phone</i>	<i>Cell Phone</i>
	<i>Youth Applicant's Direct Email</i>	

	/	/	<i>If selected for employment, please be prepared to supply during pre-hire.</i>	
<i>Age</i>	<i>Date of Birth</i>		<i>Social Security No.</i>	<i>Driver License Number</i>

☐ Yes ☐ No	☒ Yes ☐ No		
<i>Are you in School</i>	<i>If you are not in School, are you a High School dropout</i>	<i>Middle or High School Attending (if none, put N/A)</i>	<i>Most Recent Grade Completed</i>

Parent/Guardian Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>

<i>Parent/Guardian Direct Email</i>	<i>Parent/Guardian Home Phone</i>	<i>Parent/Guardian Cell Phone</i>

Parent/Guardian Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>

<i>Parent/Guardian Direct Email</i>	<i>Parent/Guardian Home Phone</i>	<i>Parent/Guardian Cell Phone</i>

Address:			
	<i>Full Street Address</i>		
	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Supplemental Questions

1. What are your career plans?

2. Why do you want to participate in the Summer Youth Employment Initiative Program this summer?

3. What skills do you have? (Select all that apply.)

- ☐ Microsoft Word ☐ Microsoft Outlook ☐ Microsoft Excel ☐ Data Entry
☐ Microsoft PowerPoint ☐ Microsoft Access ☐ Copier ☐ Fax ☐ Media
☐ IT/Networking Skills ☐ Other Computer Skills ☐ Customer Service Skills
☐ Painting ☐ Landscaping ☐ Street Cleaning ☐ Grounds Keeping
☐ Other Labor Skills ☐ Cleaning ☐ Social Media ☐ Other(s): _____

4. Potential Employer Information

Please let us know your top 3 choices for placement in the Summer Youth Employment Program.

	Choice 1	Choice 2	Choice 3
Retail			
Parks & Rec. - Summer camp			
Childcare			
Food service			
General government			
Medical			
Clerical			
Maintenance			
Other/please list			

5. List any clubs, hobbies, sports teams, or interests.

6. To help us find a suitable placement for you, we need to know how you will be getting to and from your assignment. (Please select all that apply).

☐ I will drive. ☐ A family member will drive me.

☐ Public transportation (GATEWAY) ☐ Walk or Bike ☐ Other _____

7. Track preferred: ☐ Track #1 (June 11th- July 20th)
☐ Track #2 (July 9th- August 17th)
☐ Either

8. Have you participated in the City of Goldsboro Summer Youth Employment Initiative Program before: ☐ Yes ☐ No **If yes**, please provide the dates: _____

9. Please list any current or past paid or unpaid employment in the boxes below (**Please feel free to provide one additional sheet to show more employment information**).

Company: _____
Address: _____
Phone: _____
Position: _____
Hours worked per week: _____ Supervisor: _____
Dates: (mm/dd/yyyy): ____/____/____ to (mm/dd/yyyy): ____/____/____
Supervisor: _____
Reason for leaving: _____
Responsibilities: _____

10. Please list at least two persons who are not related to you and have knowledge of your qualifications and fitness for the job in the box on the next page. (For example: teacher, coach, & mentor to name a few)

Name: _____
Address: _____
Phone: _____ Email: _____

Name: _____
Address: _____
Phone: _____ Email: _____

Reasonable Accommodations: Duties may include office work, light labor and recreation assistance. Some assignments take place outdoors, and some involve activities such as landscaping, cleanup, athletic field preparation, painting and maintenance. The City of Goldsboro and Sponsoring Partners will consider reasonable accommodation if you have allergies, impairments, or other conditions that could affect your job performance. If offered a position, you will be asked about any allergies, impairments, or other conditions that could affect your assignments. The City of Goldsboro and Sponsoring Partners are equal opportunity employers.

Statement of Completion & Permission: I confirm by my signature below, or by pressing the online submission button, that the information included in this application is true and correct to the best of my knowledge. I understand that purposefully providing misleading information is grounds for immediate termination or denial of a youth employment opportunity. I certify that as the parent or legal guardian, my child (with my assistance) has completed this application in its entirety and has my permission to participate in the City of Goldsboro's Summer Youth Employment Initiative program inclusive of: (Note: If you are the age of 18 or older, you may check and sign each permission for yourself.)

☐Yes ☐No I give permission for my child to go on field trips. I release the City of Goldsboro and sponsoring partners of the program from liability in case of accident during activities related to any City of Goldsboro's Summer Youth Employment Initiative program that my child participates in.

☐Yes ☐No I give permission to the City of Goldsboro Summer Youth Employment Initiative program to seek medical services for my child in case of an accident or medical emergency.

☐Yes ☐No I give permission to the City of Goldsboro Summer Youth Employment Initiative Program to photograph or video my child and use his/her image in publications/media outlets to promote the City of Goldsboro Summer Youth Employment Initiative program.

☐Yes ☐No I give permission for my child to use the internet while participating in City of Goldsboro Summer Youth Employment Initiative programs and activities.

Signature of Applicant

Date

Parent/Guardian if applicant under age 18

Date

For Official Use Only: (Please do not write below this area)

Date Application Received: ____/____/____

Application Completed: ☐ Yes ☐ No

Applicant's Notification Date: ____/____/____

Designated Track: ☐ Track 1 ☐ Track 2

Staff Signature: _____

Job Placement: _____

Funding Sponsor: ☐ WCC ☐ HACG ☐ City of Goldsboro ☐ Other: _____

CITY OF GOLDSBORO
SUMMER YOUTH EMPLOYMENT INITIATIVE PROGRAM
Worksite Agreement – Program Summer 2018

This Agreement is made between (service provider name) _____ and (worksite agency name) _____ a ☐ government, ☐ public, or ☐ private organization and funded under the City of Goldsboro Summer Youth Employment Initiative Program. Under this Agreement, participants will be provided work experience, which is meaningful for both the participants and the agency. Where possible, work experience will be consistent with each participant's capabilities and interests. Work experience should aid in the development of skills and work habits, which will assist the participant in obtaining unsubsidized employment in the future.

This Agreement provides the following assurances:

- 1) There will be enough meaningful work experience to keep participants fully occupied during working hours;
- 2) Work will be conducted in a safe and sanitary work environment;
- 3) There will be adequate full-time supervision of each participant by qualified supervisors;
- 4) There will be adequate accountability for participant time and attendance;
- 5) There will be sufficient equipment and/or materials provided to carry out assignments;
- 6) This agreement will be maintained at the worksite and available for review by city, service delivery agent and program operator monitors;
- 7) All rules and regulations governing the City of Goldsboro Summer Youth Employment Initiative program will be upheld;
- 8) All activities will be in compliance with current child labor laws.

WORK ACTIVITIES:

A job description must be attached to this Agreement. The job description must include:

- 1) A list of duties and responsibilities
- 2) The number of participants on the scheduled work plan
- 3) The days and hours to be worked
- 4) A listing of rainy-day activities if inclement weather changes work activities
- 5) Any special tools or equipment to be used to carry out duties
- 6) Any physical requirements

MONITORING:

It is understood that the City of Goldsboro and/or one of the Sponsoring Partners of the program may monitor the worksite. City of Goldsboro and/or Sponsoring Partners will monitor worksite based on a planned schedule at least once a week during the term of this agreement. The worksite supervisor will maintain current and accurate time and attendance records as well as a list of current worksite activities and will cooperate fully to provide monitors and other program staff with worksite information as required in a timely fashion.

COUNSELING:

It is understood that each participant will receive a one-on-one counseling as needed but no less than 15 minutes each week. Additional counseling will occur through weekly training and excursion opportunities. The worksite supervisor will cooperate fully to assure that each participant receives the required amount of counseling.

SUPERVISION:

No more than five (5) participants to every one supervisor will be maintained. All worksite supervisors must be experienced in the work to be performed and in working with youth. Worksite supervisors will encourage good working habits, positive attitudes about work and will encourage youth to return to or continue school.

It is the responsibilities of the City of Goldsboro and/or Sponsoring Partners to orient each worksite supervisor to City of Goldsboro Summer Youth Employment Initiative program, assure his/her attendance at a supervisor orientation prior to the placement of participants at the worksite and to provide the supervisor with appropriate written materials necessary to perform his/her duties, including a copy of this Agreement and child labor laws (if applicable).

TIME ATTENDANCE AND COMPENSATION:

Accurate time and attendance records will be kept by the supervisor on each participant and will reflect the time actually worked by the participant. **PARTICIPANTS WILL NOT BE PAID FOR ABSENCES, UNWORKED HOURS (THIS INCLUDED LUNCH ON OR OFF PREMISES) OR RECREATIONAL ACTIVITY. UNDER NO CIRCUMSTANCES SHOULD ANY PARTICIPANT WORK OVER 20 HOURS IN A WEEK.** Using time sheets provided by the City of Goldsboro and/or Sponsoring Partners, participants shall sign in when reporting to work each day and sign out at the completion of the specified number of hours each day as described in this Agreement. No one else will be allowed to sign a participant in or out. Time and attendance records will be signed at the end of each week by the participant and the supervisor, whose signature will certify its accuracy.

- If the number of participants or activities of the worksite change, the worksite agency agrees to notify (City of Goldsboro or Sponsoring Partner name) _____ immediately so that this agreement may be modified.

SIGNATURES:

- 1) City of Goldsboro Summer Youth Employment Initiative Program Authorized Representative

Print Name

Signature

Authorized Representative Name and Address:

Authorized Agency Name

Email Address

Telephone
Number

Physical Street Address

City, State, Zip

- 2) Authorized Worksite Representative (i.e., Executive Director, Manager, Dept. Head, or Principal)

Print Name

Signature

Name of Worksite and Address:

Worksite

Email Address

Telephone
Number

Physical Street Address

City, State, Zip

Print Name of Worksite Supervisor #1

Signature

Print Name of Worksite Supervisor #2 (If Applicable)

Signature

Term:

This Agreement will take effect on _____ and terminate no later than _____.

CITY OF GOLDSBORO
SUMMER YOUTH EMPLOYMENT INITIATIVE PROGRAM
Worksite Job Description – Program Summer 2018

Worksite

Email Address

Telephone
Number

Worksite Address for this Job Description

City, State, Zip

Print Name of Worksite Supervisor #1

Print Name of Worksite Supervisor #2 (If Applicable)

IMPORTANT NOTICE: For each position/job title requested a job description must be completed. All participants will be trained in the duties listed below and also provided employment skills training.

POSITION/JOB TITLE: _____

SKILLS REQUIRED (Be Specific): _____

PRIMARY RESPONSIBILITIES: _____

DUTIES AND RESPONSIBILITIES (List each task or specific area of responsibility. Please make sure to list any physical requirements that may be necessary.): (Use additional sheet if necessary.)

1. _____
2. _____
3. _____
4. _____
5. _____

RAINY DAY ACTIVITIES (For outdoor work activities that require change due to inclement weather):

1. _____
2. _____
3. _____
4. _____
5. _____

WORK SCHEDULE: (Program Summer 2018 – No more than 16 hours of assigned duties for a worksite for Monday, Tuesday, Thursday, and Friday between the hours of 8:00 am – 5:00 pm). Each week Wednesdays will be designated for training or trip for the program. _____

Number of youth requested for this position:

Minimum _____

Maximum _____

Age Requirement for this position: (Ages 14-18)

Minimum _____

Maximum _____

RESOLUTION NO. 2017-85

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY JAMES P. ROWE JR.
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 37 YEARS**

WHEREAS, James (Jimmy) Rowe retires on January 1, 2018 as the Planning Director with the Planning Department of the City of Goldsboro with more than 37 years of service; and

WHEREAS, Jimmy began his career on February 20, 1980 as a Planning Technician II with the Planning Department; and

WHEREAS, on October 24, 1984, Jimmy was promoted to Planning Technician III with the Planning Department; and

WHEREAS, on July 3, 1985, Jimmy was promoted to Zoning Administrator with the Planning Department; and

WHEREAS, on April 8, 1998, Jimmy was promoted to Assistant Planning Director with the Planning Department; and

WHEREAS, on September 4, 2013, Jimmy was promoted to Planning Director with the Planning Department where he has served until his retirement; and

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

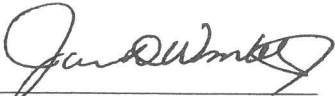
WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Jimmy Rowe their deep appreciation and gratitude for the service rendered by him to the City over the years.

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

1. We express to Jimmy Rowe our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Jimmy our very best wishes for success, happiness, prosperity and good health in his future endeavors.
3. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of December, 2017.

Approved as to Form Only:

Reviewed by:



City Attorney



City Manager



City of Goldsboro

P.O. Drawer A
North Carolina
27533-9701

RESOLUTION NO. 2017-85

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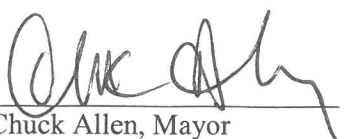
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Chuck Allen, Mayor

CITY OF GOLDSBORO

AGENDA MEMORANDUM

DECEMBER 18, 2017 COUNCIL MEETING

SUBJECT: PUBLIC HEARING
Z-11-17 Caudill, Cooke and Warrick Properties – East side of
North Berkeley Boulevard between Fallin Boulevard and
Northwood Drive

BACKGROUND: The applicant requests a zoning change from Office and
Institutional-1 to Shopping Center Conditional District with
site plan approval required prior to development.

Frontage: 581.02 ft.
Depth: 420 ft. (average)
Area: 4.0 Acres

Surrounding Zoning: North: Office & Institutional-1
South: R-9 and R-16 Residential
East: R-9, R-12, R-16 Residential
West: R-16 Residential

Existing Use: The property is currently vacant woodland.

Proposed Use: A Conditional District designation has been
requested which, if approved, would allow commercial uses
subject to development plan approval by the Planning
Commission and City Council.

Comprehensive Plan Recommendation: The City's adopted
Land Use Plan designates the front portion of the property
for Office and Institutional uses. The rear of the property is
designated for Medium-Density Residential development.

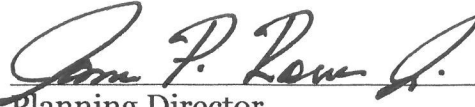
DISCUSSION: Engineering Comments: City water and sanitary sewer lines
are available to serve the subject property.

The properties can be accessed through Warrick Circle and
Caudill Avenue. It is doubtful that NCDOT would approve
any curb cut or access from North Berkeley Boulevard.

Shopping Center zoning exists just south of Hill Drive Circle
(Berkeley Commons) and on either side of Fallon Boulevard
to the south which is currently not developed.

RECOMMENDATION: No action necessary. Planning Commission will have a recommendation for the Council's meeting on January 8, 2018.

Date: 12/12/2017



Planning Director

Date: 12-13-17



City Manager

ssj

NOTICE OF CHANGE OF ZONE HEARING
BEFORE THE PLANNING COMMISSION AND CITY COUNCIL
TO CONSIDER AMENDMENTS TO THE GOLDSBORO ZONING CODE

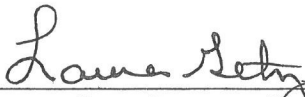
Notice is hereby given that a public hearing will be held before the City Council and the Planning Commission of the City of Goldsboro, in the Council Chambers, upstairs in City Hall, 214 North Center Street, Goldsboro, North Carolina, at **7:00 p. m.** on **Monday, December 18, 2017.**

Z-11-17 Caudill, Cooke and Warrick Properties – East side of North Berkeley Boulevard
between Fallin Boulevard and Northwood Drive

The Wayne County Tax Identification Nos. are 3509-06-4416, 1681, 3598, 2667, 5439, 3733, 5795, 5849, 4863, 2456, and 1514. The property has a total frontage of 581.02 ft., an average depth of approximately 420 ft. and a total area of approximately 4.0 acres. The present zoning classification is Office and Institutional-1. The proposed zoning classification is Shopping Center Conditional District with site plan approval required prior to development.

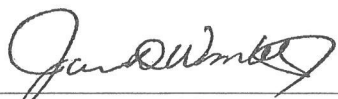
The City Council of the City of Goldsboro may change the existing zoning classification of the entire area covered by the application or any part or parts of such area, to the classification requested, or to a higher classification or classifications without the necessity of withdrawal or modification of the application. Parties in interest and citizens shall have the opportunity to be heard and may obtain further information on the proposed change from the City of Goldsboro Department of Planning, City Hall Annex, 200 North Center Street, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

If you plan to attend and require an interpreter, please contact the City Manager's office at City Hall at least four (4) days prior to the hearing.



Laura Getz, Deputy City Clerk

PUBLISH: November 30, 2017
December 7, 2017

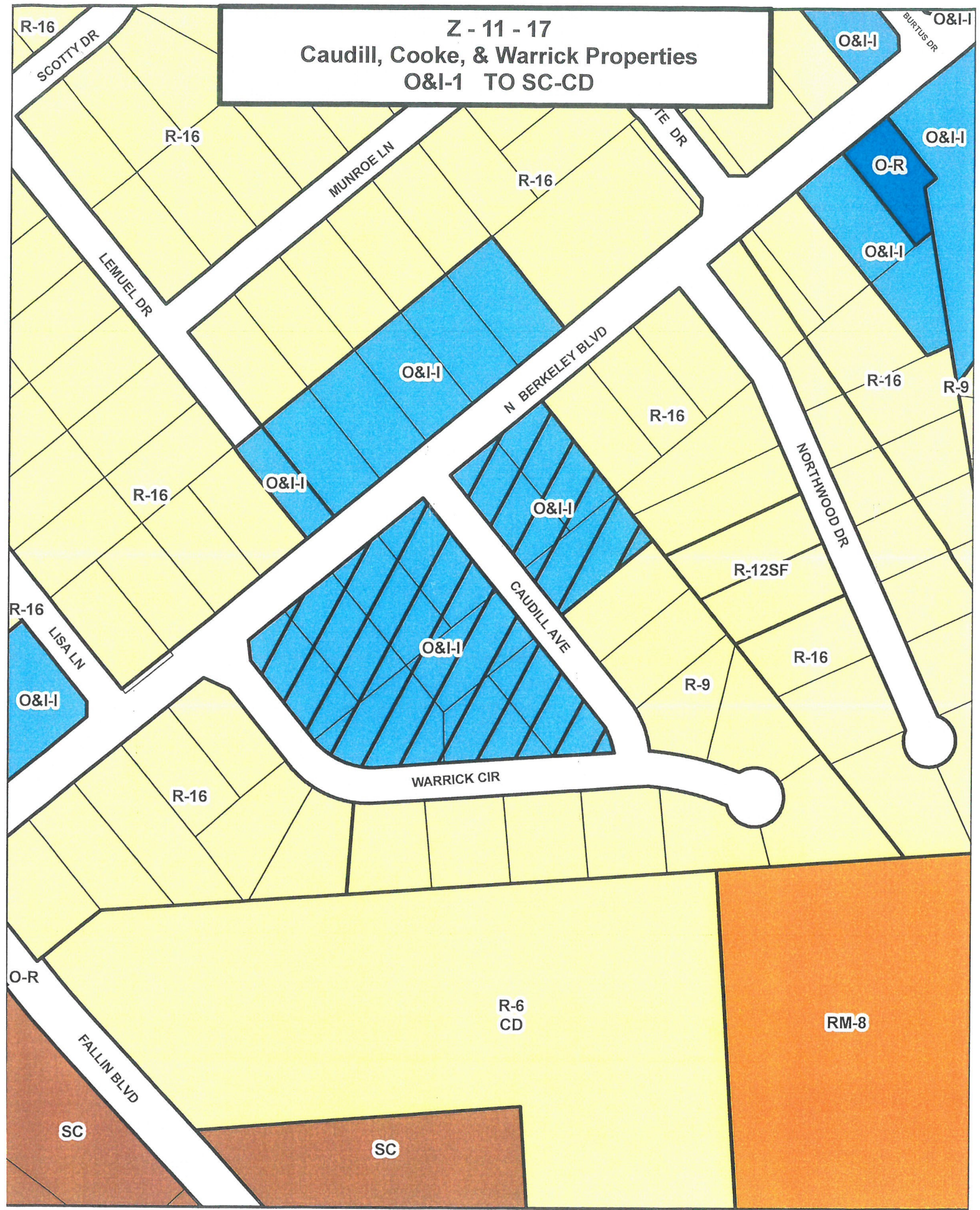


James D. Womble, City Attorney

Z - 11 - 17
Caudill, Cooke, & Warrick Properties
O&I-1 TO SC-CD



Z - 11 - 17
Caudill, Cooke, & Warrick Properties
O&I-1 TO SC-CD



Z - 11 - 17
Caudill, Cooke, & Warrick Properties
O&I-1 TO SC-CD



CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 18, 2017 COUNCIL MEETING

SUBJECT: Sale of Surplus Real Property, Tax ID #3600-00-4091, 826 N. Center Street, as recorded in the Wayne County Registry.

BACKGROUND: In November 2017, the City of Goldsboro received an offer from Mount Carmel Free Will Baptist Church for said property. Mount Carmel Free Will Baptist Church as the adjoining property owner has offered to pay the City the sum of \$1.00 to acquire this property.

The City of Goldsboro and the County of Wayne acquired this property in May 2017 through foreclosure. At the November 21, 2017 County Commissioners' meeting, the Commissioners declared the substandard property as surplus and authorized the sale. The property's tax value is listed as \$2,140.

DISCUSSION: Per the General Assembly of North Carolina, Session Law 2004-94, allows the sale of substandard surplus real property owned alone by the City or jointly owned by the City and by Wayne County by offering it to the adjoining property owners for \$1.00.

RECOMMENDATION: By motion, accept the offer from Mount Carmel Free Will Baptist Church in the amount of \$1.00 and authorize the Mayor and City Clerk to execute a deed on behalf of the City of Goldsboro.

Date: 12-8-17

Kaye Scott
Kaye Scott, Finance Director

Date: 12-13-17

Scott Stevens
Scott Stevens, City Manager

826 N. CENTER STREET
PIN # 3600-00-4091



Item: E

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 18, 2017 COUNCIL MEETING**

SUBJECT: AUTHORIZATION OF PUBLIC INFORMATION OFFICER POSITION

BACKGROUND: When the FY 2017-18 budget was adopted in June, Council reaffirmed the full-time positions outlined in the budget document. There were 456 full-time positions authorized. At the October 2, 2017 meeting, Council authorized two (2) Stormwater Maintenance & Equipment Operator positions, which brings the total to 458 full-time positions.

DISCUSSION: At the December 4, 2017 meeting, Council discussed adding a full-time Public Information Officer position to focus on the City's social media presence. This position would be authorized within the City Manager's Division. So that the City's budget document lists all of the full-time positions with the appropriate pay grades, I am recommending that the following position be authorized in the FY 2017-18 budget.

Position	Grade	Pay Range
Public Information Officer	77	\$45,881-72,493

Current salary allocations should be sufficient funding for this position and benefits.

RECOMMENDATION: By motion, authorize the Public Information Officer position within the FY 2017-2018 budget.

DATE: 12-8-17


Kaye Scott, Finance Director

DATE: 12-13-17


Scott Stevens, City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 18, 2017 COUNCIL MEETING

SUBJECT: Establishing the Capital Projects Fund Ordinance and
Budget Amendment – Phase 4 Sewer Collection Rehab
Project

BACKGROUND: The City of Goldsboro determined that it is necessary and
in the best public interest to undertake a wastewater
collection system rehabilitation project. The City Council
was awarded a State Revolving Loan in the amount of
\$6,268,382 for this rehabilitation project from the North
Carolina Department of Environment and Natural
Resources.

DISCUSSION: In June 2017, we received notification from the North
Carolina Department of Environment and Natural
Resources that financing was being offered to the City of
Goldsboro in the amount of not to exceed \$6,268,382 with
\$500,000 in principal forgiveness at a zero interest rate.
The City has signed the offer and acceptance for this State
Revolving Loan.

Since this project has been approved by the North Carolina
Water Infrastructure Environmental Quality in the amount
of \$6,268,382, the Capital Projects Ordinance should be
adopted to represent the balances of expenditures and
revenues for this project.

RECOMMENDATION: It is recommended that Council adopt the attached Capital
Projects Fund Ordinance in the amount of \$6,268,382.

Date: 12-8-17

Kaye Scott
Kaye Scott, Finance Director

Date: 12-13-17

Scott Stevens
Scott Stevens, City Manager

ORDINANCE NO. 2017- 63

AN ORDINANCE ESTABLISHING THE PHASE 4 SEWER COLLECTION
REHABILITATION CAPITAL PROJECTS FUNDS

WHEREAS, the City of Goldsboro has received approval for the State Revolving Loan in the amount of \$6,268,382; and

WHEREAS, the Capital Projects Fund Ordinances must be established to allow for the expenditure of these funds.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Sewer Improvements Capital Project Ordinance be recognized by:

1. Establishing the anticipated revenues of the Sewer Improvements Capital Projects Fund as follows:

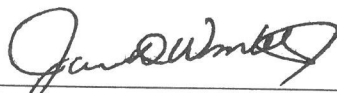
State Revolving Loan	\$6,268,382
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2. Establishing the anticipated expenditure line item for the Sewer Improvements Capital Projects Fund as follows:

Construction	\$6,268,382
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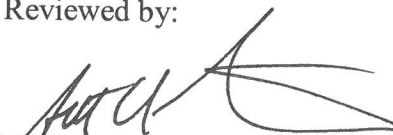
3. This Ordinance shall be in full force and effect from and after this 18th day of December, 2017.

Approved as to form only:



City Attorney

Reviewed by:



City Manager

ITEM: G

CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 18, 2017 - COUNCIL MEETING

SUBJECT: RESOLUTION AUTHORIZING AMI CHANGE ORDER

BACKGROUND: The City of Goldsboro awarded its new Water Utility Advanced Metering Infrastructure project to Ferguson/Sensus. Ferguson started the commercial meter installation in September with plans to start residential installation the first part of January 2018.

DISCUSSION: When Ferguson started the commercial installation, several of the 1" and 1 ½" meters had been installed using the MX1 boxes, which is the size meter box that is usually installed for residential ¾" meters. Since Ferguson will dig up the existing boxes during their installation, it is feasible to replace the boxes at that time. In addition, we observed that the meter lids downtown need to have the antenna recessed so that it would maintain a flat surface on the sidewalks.

Ferguson has estimated the additional MX5 larger meter boxes required were 200 and 20 lids for Downtown. The total cost of this change order is \$41,200.

Contingency funding is sufficient for this change order with the City's AMI loan proceeds.

RECOMMENDATION: It is recommended that the attached Resolution be adopted authorizing the City Manager and Finance Director to sign the change order to purchase the additional meter boxes and lids with Ferguson/Sensus for the Water Utility Advanced Metering Infrastructure Project.

Date: 12-12-17


Kaye Scott, Finance Director

Date: 12-13-17


Scott Stevens, City Manager

RESOLUTION NO. 2017- 87

RESOLUTION AUTHORIZING THE CITY MANAGER AND FINANCE
DIRECTOR TO SIGN CHANGE ORDER FOR WATER UTILITY ADVANCED
METERING INFRASTRUCTURE PROJECT

WHEREAS, the City of Goldsboro entered into a contract with Ferguson/Sensus for the water utility metering infrastructure project; and

WHEREAS, a change order is required for additional meter boxes and lids; and

WHEREAS, Ferguson/Sensus bid price for this change order is \$41,200.

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

1. The City Manager and Finance Director are hereby authorized to sign the change order with Ferguson/Sensus.
2. This Resolution shall be in full force and effect from and after this the 18th day of December 2017.

Approved as to Form Only:



City Attorney

Reviewed by:



City Manager

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CITY OF GOLDSBORO
AGENDA MEMORANDUM
DECEMBER 18, 2017

SUBJECT: City Personnel Policy Revision

BACKGROUND: The City Personnel Policy was last revised on April 4, 2016 to update several sections since the Policy was first approved July 12, 2007.

DISCUSSION: The Human Resources staff reviewed the Personnel Policy and identified **Article VII, Section 2 – Holidays**, which is being recommended for revision. After careful review, revisions were shared with the management team for comment and discussion. The recommended revisions will change the number of days observed at Christmas from two to three, resulting in an increase of observed holidays from a total of 11 to 12 days. In addition, the recommended revision will designate Friday as the day of the week to be observed when the holiday falls on a Saturday.

These revisions correspond to the holiday schedule of NC State Government and Wayne County Government.

The effected Article and Section is attached for your review. The recommended revisions will be made to the Personnel Policy upon approval of the attached document.

RECOMMENDATION: It is recommended that the City Council, by motion, approve **Article VII, Section 2 – Holidays**, of the Personnel Policy as recommended. The revisions shall become effective December 18, 2017.

DATE: _____

Bernadette Dove, Human Resources Director

DATE: 12-19-17



Scott A. Stevens, City Manager

Recommend revisions

Section 2. Holidays

The following 12 holidays have been designated for observance. The schedule of actual dates is issued on a calendar year basis.

Holiday	Number of Days
New Year's Day	1
Martin Luther King, Jr.'s Birthday	1
Good Friday	1
Memorial Day	1
Independence Day	1
Labor Day	1
Veterans Day	1
Thanksgiving	2
Christmas	3

When a holiday falls on a Saturday, the previous Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.

In order to receive a paid holiday, an employee must be on paid status before and after the holiday.

Section 2. Holidays

The following days, and other such days as the Board of Council may designate, are holidays with full pay for employees of the City.

New Years Day	Independence
Day Martin Luther King Jr.'s Birthday	Labor Day
Easter Friday	Thanksgiving Thursday & Friday
Memorial Day	
Veterans Day	
Christmas Day	

When a holiday falls on a Saturday or a Sunday, Monday shall be observed as a holiday except for Christmas.

When Christmas:

Falls on

Work Days Off

Sunday	Friday and Monday
Monday	Monday and Tuesday
Tuesday	Monday, Tuesday, and Wednesday
Wednesday	Tuesday, Wednesday, and Thursday
Thursday	Wednesday, Thursday, and Friday
Friday	Thursday and Friday
Saturday	Friday and Monday

In order to receive a paid holiday, an employee must be on paid status before and after the holiday.

Departmental Monthly Reports November 2017

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

Human Resources Management Department

MONTHLY REPORT – NOVEMBER 2017

Prepared by: Pamela C. Leake

The Human Resources Department posted nine vacancies this month and processed 135 applications. 87 notices were sent to applicants not selected for an interview and 14 notices were sent to applicants who were interviewed but not selected for hire. We welcomed eight (8) new hires this month: One (1) full-time (**Felecia Williams – Community Relations Specialist, Community Relations**) and seven part-time/seasonal employees: **Julian Carlisle, Victor Franklin, and Herman Worthington – Solid Waste Technician (Public Works – Solid Waste temporary employees; Ryan Hood – Recreation Aide (Parks and Recreation); Lamekia Jarman - Specialized Program Assistant II (Parks and Recreation); Wilbert Reid – Custodian (Parks and Recreation); and Da-Vionta Staton – Specialized Program Assistant I (Parks and Recreation)**. There were two retirements: **Gary Whaley - Fire Chief** and **Brandon Davis - Fire Captain** and two resignations: (**Ignacio Casas – Snack Bar Attendant, Golf Course** and **Philp Cousins – Building Attendant, Goldsboro Event Center**). **Total employment: 535** (450 full time and 85 part-time).

Pierce Insurance returned for employee enrollments for supplemental insurance. Greg Owens, director of Strategic Partnerships and Collaborations in New York, facilitated Cultural Diversity and Sensitivity Training on November 14 and 15. Total attendance was 315. The annual service awards will be held December 14 at the Paramount Theatre.

The safety coordinator attended the monthly board meeting with Eastern Carolina Safety School Board. They are preparing for the annual safety conference in June 2018. The safety coordinator and senior human resources analyst attended Active Shooter Preparedness training at Seymour Johnson on November 29. The Safety Accident Review Committee meet on November 22 and reviewed three cases: one vehicle accident and two personal injuries. Recommendations were sent to the City Manager for final review. The safety manual is still under review for updates and revisions. A sample revised Confined Space Policy was emailed to affected department heads/supervisors to provide feedback and recommendations compared to the current policy. Site investigation took place at the compost facility after a personal injury. Other activities during the month: participated in LocalGovU online classes; developed Bicycle Safety Policy (per request of assistant city manager); registered and attended Walking Working Surface webinar (NCDOL), and performed monthly inspections of portable fire extinguishers. Musgraves personnel was contacted to coordinate Chainsaw Safety classes for Public Works employees. Training dates/times are pending.

This month's health beat was **Complementary Medicine**, taught by Nurse Mark Blizzard. 70 employees attended the sessions. Dr. Matthew Wilder of Chiropractic Advantage conducted an informational session at City Hall Annex on November 13. He discussed whole body cryotherapy and photobiomodulation therapy. These therapies are used to treat health issues, such as arthritis, gout, and diabetes. Nine employees attended the session. 19 flu shots were administered this month and there were 59 clinic visits. The Annual Fall Step Challenge is still underway. Winners will be announced at the Employee Service Awards.

Random Drug Screens	Post-Accident Drug Screens
Non-DOT: 8 tested; 2 breathalyzers – All negative	Non-DOT: 1 tested – negative
DOT: None tested	DOT: None tested

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg.
Applications	391	182	269	321	241	316	384	237	206	203	135		253
New Hires*	12	6	1	7	2	3	3	10	3	3	1		4
Separations*	3	0	2	2	3	5	2	2	3	3	2		2
Vehicle Accidents	2	0	3	2	5	4	2	0	1	0	1		1
Workers Compensation	1	0	1	0	1	0	0	0	1	1	2		1

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg.
Applications	337	235	534	291	184	186	475	302	253	236	180	212	285
New Hires*	2	5	3	2	5	3	0	5	4	5	2	3	4
Separations*	3	3	9	2	3	2	1	5	9	4	2	8	5
Vehicle Accidents	5	1	8	5	4	3	2	1	1	2	1	2	3
Workers Compensation	8	3	1	6	5	3	6	8	8	1	4	3	5

*Monthly stats for new hires, resignations, retirements, and terminations include full-time personnel only.

- Due to lack of a quorum, the scheduled Community Affairs Commission meeting for Tuesday, November 14, 2017 was canceled. The next scheduled meeting is Tuesday, January 9, 2018 at 6:00 p.m.
- Community Relations received five (5) housing complaints and no consumer complaint. The alleged violations by citizens under the Minimum Housing/Landlord Tenant Laws included: one (1) improper eviction process, two (2) plumbing and/or inadequate sanitation, one (1) bed bug infestation, and one (1) structural hazards. All complaints were submitted through the 311 GIS system or to the appropriate City Department for resolution or designated community/state resources.
- The Community Relations Department bidded out eleven (11) very-low and low-income homeowners' properties for urgent repair work to prevent displacement for issues that pose an imminent threat to their life and/or safety. On November 29th, the following bids were received for the City's Urgent Repair Program (URP16) granted by North Carolina Housing Finance Agency, slated to commence the second week of December:

2016 URP PROJECT ADDRESSES	COST ESTIMATE	FIFTEEN 15% BID WINDOW		AWE-HOME REPAIR AMT (\$)	DUDLEY CONSTRUCTION AMT (\$)
1. 401 Linwood Avenue	\$8,000	\$6,800	\$9,200	\$11,600	\$13,100
2. 1208 Beech Street	3,900	3,315	4,485	5,000	5,100
3. 307 N. Carolina Street	7,200	6,120	8,280	8,500	8,500
4. 415 Murray Street	8,000	6,800	9,200	10,265	11,300
5. 903 Pitman Street	7,200	6,120	8,280	10,270	9,200
6. 407 S. Johnson Street	7,700	6,545	8,855	11,300	10,000
7. 400 S. Andrew Avenue	5,400	4,590	6,210	7,940	5,150
8. 700 Luther Drive	8,000	6,800	9,200	9,200	10,225
9. 707 Luther Drive	8,000	6,800	9,200	13,050	13,800
10. 3910 Central Heights Road	5,100	4,335	5,865	7,900	10,300
11. 128 County Road	5,100	4,335	5,865	7,680	6,500
Totals	\$73,600			\$101,030	\$103,175
Total from Submitted Bids				Six (6) \$57,015	Five (5) \$39,350

- The Goldsboro Mayor's Youth Council (GYC) met on Tuesday, November 1st and 15th both dates at 7:00 pm. On November 10th -12th, eleven (11) GYC members and chaperone attended the State Mini Grant Leadership Conference hosted by Rocky Mount Area Youth Council. In conjunction with Greenwood Middle School BETA and SGA Clubs, the Goldsboro Mayor's Youth Council facilitated a Thanksgiving Holiday Food Drive. Together they collected around 300 items to assemble 19 bags full of Thanksgiving meal items and more.

2017 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	5	0	5	2	3	1	7	5	1	3	5		3
Consumer	2	0	3	1	0	0	0	0	1	0	0		1
2016 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	3	1	2	6	2	5	1	3	1			8	3
Consumer	1	3	1	1	1	0	2	0	1			0	1

During October-November 2016, the Community Relations Department assisted and/or coordinated Hurricane Matthew Relief Efforts throughout the City's impacted areas. The Department received and responded to over 100 calls or visits from citizens and/or local businesses related to Hurricane Matthew. The concerns were referred to the appropriate City departments and external (volunteer, local, state, and/or federal agencies). Due to the fact these concerns were raised from an unforeseen natural occurrence, the Department will not input a tally for October and November in the table above.



Monthly Report- November 2017

Prepared by: Sherry Archibald, Director

- November brought the Wayne County Chamber sponsored event, Dancing Stars of Wayne County, the Foundation hosted East Carolina University Dance, Miss Goldsboro returned to the stage and Stage Struck returned for their fall production of High School Musical.
- David Howell rented the theatre for a gospel concert and the NC Symphony performed the Holiday Pops concert.
- Staff attended the state supported showcasing conference in Durham, ArtsMarket. The Director attended the Booking Meeting following the conference.
- Sponsored by a grant from SouthArts, staff met with marketing consultant, Lois Welk.
- Staff decorated the theatre in preparation for the holiday season.
- Paramount staff participated in the following meetings, presentations or training: Downtown Merchant Association; Dance Touring Initiative Conference Call; Chamber's Junior Leadership Council, DGDC Promotions Committee, Diversity Training,
- Expenses - November \$54,422.61 Labor -\$20,976.34 /Operational - \$ 33,446.27
Revenue - November \$17,422.88 Rentals -\$3,573.75 /Tickets \$13,481.13 /Concessions \$368.00

	Jan-17	Feb-17	Mar17	April17	May17	June17	July17	Aug17	Sept17	Oct17	Nov17	Dec17	Average 2017	Total
Exp	\$35,209	\$28,009	\$42,454	\$25,801	\$31,732	\$18,825	\$39,124	\$23,925	\$31,356	\$44,428	\$54,422		\$34,116	\$375,285
Rev	\$12,929	\$13,197	\$21,544	\$3,845	\$22,670	\$5,648	\$6,097	\$18,040	\$3,454	\$21,841	\$17,422		\$13,335	\$146,687
	Jan-16	Feb-16	Mar16	April16	May16	June16	July16	Aug16	Sept16	Oct16	Nov16	Dec16	Average 2016	Total
Exp	\$34,171	\$37,659	\$41,473	\$34,905	\$38,813	\$25,365	\$29,583	\$80,132	\$36,103	\$40,743	\$50,158	\$28,811	\$39,826	\$477,916
Rev	\$31,903	\$18,707	\$18,782	\$12,978	\$17,857	\$10,878	\$56,041	\$4,698	\$6,407	\$11,466	\$3,878	\$37,579	\$19,264	\$231,174



- The Goldsboro Event Center was rented or used for 8 uses in November: One weddings, one golf tournament, one high school reunion, four meetings and one banquets. Five of the eight uses were non-revenue producing.
- Staff began tracking inquiries. November brought 52 rental inquiries and 11 facility tours.
- Staff walked through facility with City's Safety Coordinator to discuss any safety concerns.
- GEC Manager, Anthony Smith resigned with a two-week notice.
- Staff participated in Diversity training.
- Expenses -November \$9,840.02 Labor - \$6,243.25 /Operational - \$ 3,596.77
Revenues- November \$13,174.92 Rentals -\$ 11,031.79/Concessions - \$2,143.13

	Jan-17	Feb-17	Mar17	April17	May17	June17	July17	Aug17	Sept17	Oct17	Nov17	Dec17	Average 2017	Total
Exp	\$7,619	\$6,442	\$50,093	\$8,627	\$14,882	\$9,201	\$12,472	\$8,056	\$9,183	\$17,808	\$9,840		\$14,020	\$154,223
Rev	\$2,100	\$7,096	\$8,792	\$6,826	\$15,356	\$5,077	\$9,924	\$8,073	\$6,221	\$5,052	\$13,174		\$7,971	\$87,691
	Jan-16	Feb-16	Mar16	April16	May16	June16	July16	Aug16	Sept16	Oct16	Nov16	Dec16	Average 2016	Total
Exp	\$	\$	\$	\$12,819	\$13,453	\$5,715	\$15,565	\$7,442	\$14,575	\$5,024	\$9,160	\$10,653	\$10,489	\$94,406
Rev	\$	\$	\$	\$ 8,690	\$10,589	\$5,352	\$6,876	\$9,417	\$6,513	\$7,868	\$7,005	\$12,073	\$8,264	\$74,383

*March 2017 expenses reflect improvements to HVAC system *October 2017 expense reflects utility bill paid twice

Goldsboro Inspections Department

Monthly Report – Nov 2017

Prepared by: Allen Anderson

The valuation of all building permits issued during the month of November totaled \$2,366,682. There were no permits issued for new residential single family dwellings in November.

The valuation of all miscellaneous (Mechanical, gas, insulation, electrical, plumbing, fire, sprinkler, pool, tank, demolition, signs, business inspection, & itinerant merchant) permits issued during this time period totaled \$1,016,399.

All permit fees collected for the month totaled \$24,503. Of the permit fees collected for the month \$2,580 was collected in technology fees. Plan review fees collected during the month totaled \$1,100. Business Registration fees collected \$940.

The Inspectors did a total of 568 inspections for the month. During the month of November six (6) business inspections were completed. A total of 246 permits were issued for the month. Fifty-two (52) plan reviews were completed for November. We now have a total of 155 residential structures in the Minimum Housing Process and 19 commercial structures in the Demolition by Neglect Process.

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Permit Valuation													
All Buildings (millions)	\$11	\$2	\$5	\$33	\$9	\$3	\$3	\$7	\$23	\$3	\$2		\$9
Residential (thousands)	\$473	\$442	\$1m	\$1m	\$2m	\$1m	\$451	\$0	\$1m	\$2m	\$0		\$851
Miscellaneous**(millions)	\$5	\$1	\$6	\$9	\$2	\$2	\$1	\$8	\$10	\$4	\$1		\$4
Permit Fees (thousands)	\$31	\$29	\$31	\$46	\$35	\$46	\$42	\$50	\$51	\$43	\$25		\$39
Inspections (total)	836	747	775	539	623	610	560	674	621	623	568		652
Permits Issued (total)	384	350	353	297	383	339	303	353	263	307	246		325
Plan Reviews Completed	43	57	59	57	79	64	53	51	56	70	52		58
Minimum Housing in Process	194	190	197	195	198	182	177	178	182	172	155		184

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Permit Valuation													
All Buildings (millions)	\$3	\$7	\$7	\$3	\$2	\$3	\$4	\$6	\$2	\$25	\$3	\$7	\$6
Residential (thousands)	\$740	\$380	\$430	\$240	\$748	\$558	\$1m	\$1m	\$260	\$79	\$191	\$440	\$506
Miscellaneous**(millions)	\$2	\$3	\$3	\$3	\$3	\$1	\$3	\$2	\$1	\$3	\$4	\$2	\$3
Permit Fees (thousands)	\$38	\$54	\$61	\$38	\$50	\$30	\$43	\$46	\$36	\$33	\$48	\$26	\$42
Inspections (total)	544	519	550	463	551	614	509	621	593	565	1107	908	629
Permits Issued (total)	268	266	293	237	327	329	332	351	252	1241	644	493	419
Plan Reviews Completed	50	44	83	52	93	47	58	74	54	43	54	40	58
Minimum Housing in Process	242	214	212	220	251	251	249	251	255	255	255	255	243

November 2017

Prepared By: Julie Metz, Director

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

- Staff worked on a plan to market downtown as a wedding destination, Say I Do to Downtown. Staff held mock weddings at each of the three selected locations to take pictures for advertising purposes on Sunday, November 19th and recruited volunteers to assist.
- Staff continued to work through TIGER VIII developments.
- Staff worked to develop Historic Preservation, Part 1 Certifications of Eligibility applications for six properties.
- Staff attended Strategic Planning meetings with City representatives.
- Julie worked on staff evaluations.
- Staff worked with City and County representatives to address an economic development project to affect six historic properties.
- Staff worked to facilitate local advocacy for the continuation of the federal historic preservation tax credits.

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

- Staff created ads for Go, Buzz, WGBR, 107.9, digital billboards and News-Argus for upcoming city and DGDC events and filmed WGTV and WRAL segments.
- Staff attended a photo shoot for the Wayne Woman Magazine on November 7th.
- Staff attended the Merchants Association Meeting on November 7th.
- Staff attended the United Wayne Marketing Meeting on November 8th.
- Staff attended a Social Media Discussion on November 9th.
- Staff attended the Travel and Tourism Board Meeting on November 22nd.
- Staff attended Diversity Training on November 14th and 15th.
- Staff rented Cornerstone Commons for one event.
- Staff fielded calls concerning the Veterans' and Christmas Parade.
- Staff attended the following Ribbon Cuttings during the month: Tobacco and Hops - November 11th, Kinetic Minds - November 17th, Southern Rebel Boutique - November 21st, and Lil Elite Boutique - November 21st.
- Staff attended a Neighborhood Meeting on November 20th.
- Downtown Lights Up!: Several thousand attended, November 21 from 5 to 8pm.
- Staff promoted Shop Small Saturday which was November 25th.
- Staff attended a meeting with Mountains to Sea Trail Conference representatives to try and secure their 2019-20 Conference in Goldsboro on November 28th.
- Staff and the Arts Council Staff met with property owners about potential new murals.

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

- Staff facilitated and attended the following monthly meetings; DGDC Board (11/15), DGDC Executive Committee (11/14), DGDC Promotions Committee (11/14), DGDC EV Committee (11/14), DGDC Design Committee (11/14).
- Staff rented the DGDC Board Room for one event.
- Staff facilitated and attended the Topsy Turkey Ball, a DGDC event for the public on November 22nd.

Upcoming Events/Activities Staff is Developing or Assisting With:

- Trolley Rides: Dec 5, Dec 12, Dec 19 (City funded event/DGDC volunteers)
- Selfie with the Elfie: Where in Downtown is Jolly McJingle? : December 1st – 23rd (City event)
- Shop the Block: December 1-2 (City event)
- Goldsboro Christmas Parade: December 2nd (Chamber event)
- Santa Stumble: December 15th, 8pm-12am (DGDC event)

Businesses Opening/Properties Purchased:

- Southern Rebel Boutique – 102 E. Walnut Street
- Lil Elite Boutique – inside Elite Fashions at 131 W. Walnut Street
- Fat Cat Music and Sound – 112 E. Mulberry Street – Coming soon
- Artistic Dance Academy – 228 N. Center Street – Coming soon
- Bread of Heaven – 120 E. Mulberry Street – Coming soon
- Downtown Pharmacy – 151 N. Center Street – Coming Soon

Other Activities or Projects that Occurred:

- Julie attended the NCDDA Board Retreat on November 1st and 2nd.
- Elizabeth presented to the Optimist club on November 7th.
- Elizabeth spoke on a panel at the University of Mount Olive about art as an economic indicator on November 14th.
- Julie presented at and attended the National League of Cities Summit in Charlotte on November 15th - 18th.
- Elizabeth presented on behalf of DGDC at the November 21st SJAFB Newcomer's Briefing.
- Staff met with the Arts Council, Travel and Tourism, Paramount and the Museum to discuss ideas.
- Staff met with 12 potential new property owners and/or new business interests.
- Staff met with and visited 37 current business owners during the month.
- During the month, staff received 150 visitors, 515 phone calls in, 165 phone calls out, 3,100 emails in, 1,546 emails out, 113 hours (approximately) of visits/meetings with businesses/property owners.

Information Technology

Monthly Report – November 2017

Prepared by: Tyler Mooring

- Created and launched a new and updated website for the Goldsboro Event Center.
- Fire Department went live with the new Computer Aided Dispatch System, Spillman. Setup for viewing of calls over our fiber from the main station to the sub-stations. This allows all stations to see what calls are being sent.
- The Police Department completed six days of Spillman training to prepare for implementation of the software. Assisted with the setup of devices and connections to ensure training went well.
- Installed wireless network equipment at the Water Reclamation Facility. This will provided better telephone and Internet coverage for staff at the facility.
- Assisted GWTA in specification for replacement computers and other equipment. Placed orders for the new equipment. We will coordinate the installations once the equipment arrives.
- Installed a demo unit for an in-car camera and body camera system to evaluate it for future use.
- Setup a demo unit for the Fire Department to evaluate as a possible replacement for their older devices.
- Replaced a video camera in the City Hall Addition.
- Migrated the Compost Plant to our fiber network for telephone and Internet access.
- Worked with the architects for the Police Evidence Expansion to ensure cables are placed in the proper locations and vendor vs City provided equipment is properly defined for the bid process.

2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Tickets Opened	492	427	530	357	349	410	367	538	403	520	461		439
Tickets Closed	483	448	492	344	326	401	356	543	409	470	427		427

2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Tickets Opened	296	383	306	355	351	444	419	455	406	470	497	457	403
Tickets Closed	319	354	266	375	322	437	432	458	374	456	403	475	389

Monthly Highlights

D&C: Responded to 22 after hour's calls--totalled 39 hrs; handed out 45 backflow notices and conducted 7 backflow tests for private businesses.

Streets & Storms: Continued to haul concrete from PW compound for free to local landfill: total to date 124 loads at 16.5 tons/load--**saving \$164,500 in tipping fees**; hauled 65 dump truck loads (~ 975 Tons) of dirt from sports complex in lieu of paying contractor; coordinated w/P&R to start work on Greenway extension behind Wayne Memorial Hospital; repaired and replaced sidewalk in four locations; repaired six cave-ins and reshaped/cleared ditches on Glennhaven Drive.

Bldg. Maint.: Multiple misc. items supporting various City initiatives/functions; coordinated ALL lights up requirements and installation of Christmas decorations. Removed/replaced 2-Large 15 ft ceiling fans at Compost Facility in-house--saved \$5K

Departments		2017												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	33.5	28.0	35.9	21.4	21.3	7.6	6.1	32.7	19.2	13.4	11.1		20.9
	Lines Camera'd (1000-ft)	4.5	17.5	6.3	10.7	15.2	8.1	12.5	11.1	12.3	12.3	13.3		11.3
	Water Repairs	42	20	27	35	28	28	20	30	22	23	39		28.5
	Sewer Repairs	55	48	105	100	90	19	14	26	39	12	9		47.0
	Hydrants Replaced/Fixed	24	18	64	53	38	24	45	32	58	38	40		39.5
	Meter Install/Changed	48	37	43	19	55	41	18	34	20	42	34		35.5
Bldg Maint.	Radio, Electrical, Bldg	164	108	136	137	156	155	126	174	176	128	183		149.4
	Sign Repairs	65	96	61	46	70	75	72	33	53	91	25		62.5
Garage	Total Work Orders	334	320	387	304	277	299	292	415	280	370	290		324.4
	Total Fuel Cost (x1000)	\$ 57	\$ 51	\$ 56	\$ 49	\$ 55	\$ 58	\$ 50	\$ 68	\$ 58	\$ 60	\$ 54		56.0
Solid Waste	Refuse (x1000 tons)	0.9	0.7	0.9	0.8	0.9	0.9	0.9	0.9	0.8	0.9	0.8		0.9
	Recyclables (tons)	70	86	83	107	116	88	81	117	110	106	88.5		95.8
	Leaf-n-Limbs (x1000 tons)	0.7	0.8	0.9	0.8	1.0	0.8	0.8	0.9	0.9	0.8	1.0		0.9
Cemetery Funerals		3	6	3	5	6	2	8	5	6	3	5		4.7
Streets & Stormwater	Utility Cut Repairs	15	25	11	13	5	17	24	17	13	6	13		14.5
	Pot Hole Repairs	57	42	52	48	57	24	72	64	46	95	41		54.4
	Streets Swept (miles)	144	113	110	60.5	246	128	142	65	93.6	155	160		128.8
	ROW Mowing (ac)	0	0	0	16.0	28.0	8.0	23.5	12.0	5.0	26.0	36		14.0
	City-Owned Lots Mowing	0	0	0	101	123	211	266	182	190	175	72		120.0
2016														
Distribution & Collections	Utility Line Maint (1000-ft)	4.5	6.0	16.3	5.8	14.2	4.0	7.4	27.7	39.3	29.2	11.1	28.1	16.1
	Lines Camera'd (1000-ft)	4.2	16.7	5.6	3.2	3.4	2.5	0.0	1.0	4.6	7.3	10.7	7.6	5.6
	Water Repairs	28	19	26	21	21	44	21	30	16	10	43	27	25.5
	Sewer Repairs	5	4	10	4	4	3	5	6	5	4	34	52	11.3
	Hydrants Replaced/Fixed	22	8	18	37	8	42	29	23	15	4	12	18	19.7
	Meter Install/Changed	66	67	71	43	52	33	51	58	25	20	34	38	46.5
Bldg Maint.	Radio, Electrical, Bldg	149	142	52	100	183	119	138	213	206	103	115	138	138.2
	Sign Repairs	39	56	74	74	61	67	72	70	61	53	65	66	63.2
Garage	Total Work Orders	337	273	288	301	371	304	353	362	296	368	227	307	315.6
	Total Fuel Cost (x1000)	\$ 58	\$ 49	\$ 53	\$ 51	\$ 55	\$ 48	\$ 57	\$ 62	\$ 45	\$ 66	\$ 38	\$ 48	52.5
Solid Waste	Refuse (x1000 tons)	0.9	0.9	1.1	1.0	0.8	0.9	0.8	0.9	0.9	0.8	1	1.1	0.9
	Recyclables (tons)	101	96	99	77	104	104	95	89	93	80	109	95	95.2
	Leaf-n-Limbs (x1000 tons)	0.6	0.5	1.6	0.8	1.0	1.0	0.9	0.8	0.8	0.7	1	1.2	0.9
Cemetery Funerals		7	6	6	8	6	10	7	7	6	3	4	10	6.7
Streets & Stormwater	Utility Cut Repairs	0	8	16	0	21	25	6	19	2	9	11	1	9.8
	Pot Hole Repairs	100	111	52	151	58	97	30	37	19	31	36	74	66.3
	Streets Swept (miles)	93.3	125	129	83.4	174	193	126	193	93	143	139	102	132.9
	ROW Mowing (ac)	0	0	9	27.0	44.0	63.0	55.0	38.5	24.0	8.0	0	0	22.4
	City-Owned Lots Mowing	0	0	2	160	122	124	166	156	274	65	95	0	97.0

Public Utilities Department Monthly Report- November 2017

Report prepared by: Michael Wagner

Water Reclamation Facility

The Water Reclamation Facility operations are proceeding smoothly. The average daily flows for November were 6.49 MGD. All of the city's 26 pump stations are operating well with ongoing repairs due to Hurricane Matthew.

Water Treatment Plant

The Water Treatment Plant operations are proceeding smoothly. Water sales began December 1, 2017 with three Wayne Water Districts.

Compost Facility

Eighty-six cubic yards of compost/mulch was sold in November 2017. The Compost Facility has one Rotomix truck operational for hauling and mixing biosolids and the trommel screen is out of service due to motor failure.

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

2017 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	5.092	4.974	4.509	4.836	5.080	5.088	5.731	5.403	5.312	5.261	5.024		5.119
Sewer**	10.44	8.47	8.21	10.25	12.35	9.06	6.97	6.85	8.41	7.16	6.49		8.60
CY Compost	54	546	845	1484	923	836	496	394	538	564	86		615

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

2016 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	4.491	4.592	4.682	4.712	4.933	5.174	5.067	5.155	5.135	5.104	4.845	5.188	4.923
Sewer**	12.99	16.24	10.37	8.01	9.07	6.98	7.32	6.62	8.34	14.81	8.80	8.34	9.82
CY Compost	482	88	610	496	1,234	510	626	572	404	134	308	154	468.2

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

Finance Department
Monthly Report - November 2017

Prepared by: Kaye Scott, Finance Director

FY 2017-18

GENERAL FUND

		Actual to Date	Adjusted Budget	Actual to Date	YTD %
		FY '16-17	FY '17-18	FY '17-18	Collected
Revenues					
Tax Revenues		\$ 5,828,560	\$ 16,338,000	\$ 3,358,321	20.56%
License & Permits		150,365	365,400	170,960	46.79%
Revenue Other Agencies		6,647,072	18,196,342	9,907,454	54.45%
Charges for Services		2,143,098	4,629,630	1,867,322	40.33%
Capital Returns		214,863	304,200	61,463	20.20%
Miscellaneous Revenues		127,817	1,148,000	91,035	7.93%
FB Withdrawal/PO Appropriation			6,496,214		
Total		\$ 15,111,775	\$ 47,477,786	\$ 15,456,555	32.56%
		Actual to Date	Adjusted Budget	Actual to Date	YTD %
		FY '16-17	FY '17-18	FY '17-18	Collected
Departmental Expenditures					
Mayor/Council		\$ 135,796	\$ 400,856	\$ 177,985	44.40%
City Manager		287,321	1,104,555	342,533	31.01%
Human Resources Management		262,325	598,519	266,684	44.56%
Community Relations		55,572	137,539	82,509	59.99%
Paramount Theater		236,727	464,980	193,258	41.56%
Goldsboro Event Center		50,868	146,961	57,361	39.03%
Inspections		321,855	926,411	419,036	45.23%
Downtown Development		195,762	375,304	144,770	38.57%
Information Technology		778,984	1,191,485	521,906	43.80%
Public Works - Adm.		223,240	444,715	160,033	35.99%
Garage		914,935	2,161,402	901,378	41.70%
Garage Credits		(564,802)	(1,650,000)	(460,944)	27.94%
Building & Traffic Maint.		266,057	539,164	254,653	47.23%
Cemetery		147,365	336,786	138,344	41.08%
Finance		424,051	1,313,583	446,864	34.02%
Office Supplies Credits		(3,192)	(9,000)	(3,233)	35.92%
Planning & Redevelopment		723,837	1,376,216	503,112	36.56%
Postage Credits		(8,707)	(30,000)	(8,850)	29.50%
Streets & Storms - General		774,655	1,916,144	771,335	40.25%
Streets & Storms - Utilities		281,750	529,200	236,568	44.70%
Street Paving		217,125	75,000	0	0.00%
Solid Waste		1,262,292	2,886,473	1,302,599	45.13%
Engineering		363,160	974,627	416,229	42.71%
Fire Department		2,526,246	7,602,315	2,708,857	35.63%
Police Department		3,617,899	9,978,337	4,025,721	40.34%
Special Expense Fees		2,494,119	8,959,600	5,790,333	64.63%
Parks & Recreation		1,488,208	4,025,165	1,480,092	36.77%
Golf Course		310,594	701,449	301,193	42.94%
Total		\$ 17,784,042	\$ 47,477,786	\$ 21,170,326	44.59%

UTILITY FUND						
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Revenues			FY '16-17	FY '17-18	FY '17-18	Collected
Charges for Services			\$ 6,388,993	\$ 15,640,500	\$ 6,365,779	40.70%
Capital Returns			10,246	21,193	13,051	61.58%
Miscellaneous Revenues			103,070	913,000	1,084,290	118.76%
FB Withdrawal/PO Appropriation				\$ 7,814,638	\$ -	0.00%
Total			\$ 6,502,309	\$ 24,389,331	\$ 7,463,120	30.60%
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures			FY '16-17	FY '17-18	FY '17-18	Collected
Distribution & Collections			\$ 1,166,634	\$ 3,548,176	\$ 1,197,300	33.74%
Water Treatment Plant			1,884,413	4,771,976	1,804,563	37.82%
Water Reclamation Plant			2,330,987	7,521,742	2,133,541	28.36%
UF - Capital			288,736	7,588,119	2,103,866	27.73%
Compost Facility			233,873	959,318	427,438	44.56%
Total			\$ 5,904,643	\$ 24,389,331	\$ 7,666,708	31.43%
DOWNTOWN DISTRICT FUND						
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Revenues			FY '16-17	FY '17-18	FY '17-18	Collected
Tax Revenues			\$ 13,361	\$ 71,236	\$ 13,723	19.26%
Capital Revenue			73	90	159	176.67%
FB Withdrawal/PO Appropriation				11,323		
Total			13,434	82,649	13,882	16.80%
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures			FY '16-17	FY '17-18	FY '17-18	Spent
Downtown District			\$ 20,327	\$ 82,649	\$ 10,684	12.93%
Total			\$ 20,327	\$ 82,649	\$ 10,684	12.93%
OCCUPANCY TAX FUND						
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Revenues			FY '15-16	FY '16-17	FY '16-17	Collected
Occupancy Tax/Civic Center			\$ 282,672	\$ 675,000	\$ 288,923	42.80%
Occupancy Tax/Travel & Tourism			70,668	165,000	72,231	43.78%
County of Wayne Occupancy Tax			22,586	165,000	90,494	
Capital Returns/Misc./Property Sale			\$ 1,542	\$ 42,052	\$ 5,407	0.00%
FB Withdrawal/PO Appropriation			\$ -	\$ 745,691		
Total			\$ 377,468	\$ 1,792,743	\$ 457,055	25.49%
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures			FY '15-16	FY '16-17	FY '16-17	Collected
Civic Center			\$ 181,474	\$ 1,462,643	\$ 803,067	54.91%
Travel & Tourism			90,562	330,100	163,103	49.41%
Total			\$ 272,036	\$ 1,792,743	\$ 966,170	53.89%

STORMWATER FUND						
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Revenues			FY '16-17	FY '17-18	FY '17-18	Collected
	Stormwater Fee		\$ -	\$ 1,073,672	\$ 191,741	17.86%
	FB Withdrawal/PO Appropriation					
	Total		-	1,073,672	191,741	17.86%
			Actual to Date	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures			FY '16-17	FY '17-18	FY '17-18	Spent
	Stormwater Division		\$ -	\$ 1,073,672	\$ 101,644	9.47%
	Total		\$ -	\$ 1,073,672	\$ 101,644	9.47%

PLANNING DEPARTMENT

MONTHLY REPORT – NOVEMBER, 2017

Prepared by: Sally Johnson

General Tasks

During the month of November, the Planning staff reviewed and signed off on all commercial and residential building and sign permits. Staff continues to prepare for upcoming meetings and has overseen contracted projects for the MTP Update, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Work has continued on having case files scanned into the City's system. Code enforcement staff mailed out 6 violation notices during the month of November. The City received 31 hours of Community Service work. Code Enforcement is now issuing \$25.00 **parking violation tickets** within the downtown area or upon notification elsewhere in the City. During the month of November, 6 tickets were issued. A total of 8 tickets were paid in November which totaled \$200. Staff, along with IT, will be working towards having unpaid tickets linked to DMV in order to require payment prior to issuance of a yearly license.

Parked in Wrong Direction	4
Parked in Proximity to Fire Hydrant	0
Parked in a Prohibited Area (No Parking Zone)	1
Other (Bus Loading Zone, Crosswalk, Sidewalk)	1

2017

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	5Dec	Total	Average
Planning Commission Cases	7	6	4	5	8	0	6	8	5	7	8		64	6
Historic District Comm. Cases	0/1	1/3	0/2	0/0	0/4	2/1	1/4	1/3	2/4	3/2	3/2		13/25	1/2
Code Enforcement														
Grass Cutting	0	0	0	35/ \$2,010	70/ \$4,075	77/ \$5,030	91/ \$5,080	61/ \$3,445	68/ \$3,970	43/ \$2,500	20/ \$1,135		465/ \$27,215	42/ \$2,474
Junk Vehicles Tagged/Towed	37/7	18/4	0/7	0/3	24/0	18/6	0/8	0/4	0/7	0/3	32/6		129/55	12/5
Illegal Signs Removed	76	57	65	24	18	119	160	62	24	59	173		837	76
Bags of Litter Picked Up	73	516	758	749	322	435	411	262	321	362	253		4,462	405

2016

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Planning Commission Cases	5	2	6	6	5	4	9	6	4	0	4	4	55	5.0
Historic District Comm. Cases	0/1	1/1	2/0	1/0	2/0	0/0	0/0	1/2	0/1	0/0	3/0	0/1	10/6	.8/.5
Code Enforcement														
Grass Cutting	8/ \$375	0/\$0	0/\$0	26/ \$1,320	72/ \$3,830	97/ \$5,135	63/ \$3,750	102/ \$5,750	62/ \$3,505	24/ \$1,135	13/ \$685	0/\$0	467/ \$25,485	39/ \$2,124
Junk Vehicles Tagged/Towed	0/6	8/0	18/2	35/4	24/6	20/0	8/0	18/3	28/6	20/6	30/1	0	209/ 34	17/3
Illegal Signs Removed	48	124	60	14	40	60	42	6	8	22	130	39	593	50

**ENGINEERING DEPARTMENT
MONTHLY REPORT – NOVEMBER 2017**

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

Stoney Creek Sanitary Sewer Outfall Rehabilitation Project

- Project is complete;
- Staff processing CWMTF documents for final reimbursement and project closeout.

Stoney Creek Stream Enhancement – Phase II

- City Engineer is preparing CWMTF cost report, payment request, and required documentation for project reimbursement;

Stoney Creek Greenway

- Staff is currently working through the Preliminary Engineering portion of this project;
- Construction is anticipated to be complete at the end of 2018.

Phase IV Sewer Collection Rehabilitation

- Smoke and dye testing is complete;
- CWMTF approved the Engineering Report and the Environmental Information Document;
- McKim & Creed is working on design plans and contract documents;
- Start of construction anticipated Summer 2018.

Center/Holly Street Water Tank Painting

- Start of construction has been updated to early Spring of next year due to Christmas lighting.

2017 Street Paving Project

- This project includes street paving improvements for Humphrey Street and Dakota Street;
- Construction for Humphrey Street is 90% complete and 75% for Dakota Street.

Hurricane Matthew Storm Damage Repair

- Construction is complete.

2017-2018 Bituminous Concrete Street Resurfacing Project

- Construction is approximately 70% complete.

Union Station

- Staff completed plans and specifications for Union Station roof repair with a scheduled bid opening of January 16, 2018.

SJAFB Sewer Outfall Improvements

- Staff is preparing design plans and bid documents to replace the sewer line from SJAFB to the Stoney Creek Sewer Outfall;
- Staff is coordinating with SJAFB staff to install a flow meter to estimate amount of bypass pumping required;
- Anticipated bid advertisement is February/March 2018.

Best Management Practices (BMPs) Inspections

- Approximately 220 BMPs have been approved and 162 BMPs have been constructed to date;
- All BMP inspections have been completed through the month November 2017.

Goldsboro Fire Department

Monthly Report – November 2017

Report Prepared By: *James Farfour* JF/CL

Fire Prevention and Outreach

- November 4th – Public Education – Generation Church
- November 9th – Public Education – Wages – Chestnut Street Head Start/Early Head Start
- November 15th – Public Education – Meadow Lane Elementary School
- November 18th – Truck Display – Community Fun Day at W. A. Foster Center
- November 29th – Public Education – Wages – Bryan Sutton Child Development Center Head Start/Early Head Start

Working Structure Fires

- 11/9 – 1104 Sunburst Dr.
- 11/14 – 1109 Eleventh Dr.
- 11/26 – 201 W. Lockhaven Dr.
- 11/29 – 102 A St.

Working Vehicle Fires

- 11/6 – 906 Fairview Cir.
- 11/10 – 2308 N. William St.
- 11/26 – 1700 Hawthorne St.
- 11/28 – 795 INST

<u>2017</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Jul.</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>
Total Incidents:	268	227	226	206	212	194	204	177	210	218	192	0	212
Structure Fires:	3	4	6	2	2	3	4	4	0	4	4		3
EMS Calls:	112	100	99	84	71	69	70	65	86	88	52		81
Vehicle Accidents:	33	35	40	35	38	37	29	27	34	43	38		35
Fire Alarms:	53	35	38	36	43	43	55	42	43	36	36		42
Other:	67	53	43	49	58	42	46	39	47	47	62		50
Training Hours:	3209	2870	3457	2153	2001	2020	1532	1686	1587	2496	1939		2268
Safety Car Seat Checks:	6	16	10	8	12	11	5	13	53	6	2		13
Inspections:	31	57	53	56	113	120	99	113	70	51	63		75
<u>2016</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>
Total Incidents:	192	218	216	230	243	229	238	242	247	317	231	219	235
Structure Fires:	5	5	3	8	9	6	3	5	3	2	4	6	5
EMS Calls:	74	68	94	90	81	88	87	80	71	92	87	73	82
Vehicle Accidents:	24	55	45	41	39	36	39	35	51	46	42	44	41
Fire Alarms:	37	30	33	46	60	37	49	52	57	72	35	36	45
Other:	52	60	41	45	54	62	60	70	65	105	61	60	61
Training Hours:	2148	2077	2210	2081	1688	1798	1535	1498	1829	971.5	1426	941.5	1683
Safety Car Seat Checks:	4	1	5	8	3	11	2	16	28	0	11	3	8
Inspections:	45	90	89	87	100	106	96	84	82	37	59	37	76

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

Goldsboro Police Department Monthly Report -November 2017

Report Prepared by: Michael D. West MDW/KB

Total UCR offenses (homicide, rape, robbery, assault, burglary, motor vehicle theft and arson for November 2017 were 218 compared to 210 for October 2017.

Property with an estimated value of \$269,573 was reported stolen while property with an estimated value of \$131,118 was recovered.

Officers arrested 141 people and 230 citations were issued during the month. There were 50 drug -related charges.

There were 1 report(s) of assault on an officer.

Revenue collected for November, 2017 included:

Police Reports	\$166.00
Fingerprints	\$40.00

UCR COMPARISON & TREND														
2017	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG
OFFENSE														
Homicide	1	0	0	0	4	0	0	0	0	2	3		10	0.9
Rape(&attempts)	0	0	0	0	0	1	0	0	0	0	0		1	0.1
Robbery	8	6	9	2	3	10	5	10	2	7	7		69	6.3
Aggravated Assault	17	23	25	12	18	13	9	20	21	21	20		199	18.1
Simple Assault	24	29	35	38	31	29	48	46	42	24	23		369	33.5
Breaking & Entering	24	25	29	45	35	23	34	18	34	23	42		332	30.2
Larceny	145	104	126	105	135	122	140	142	122	131	113		1385	125.9
Motor Vehicle Theft	7	1	9	3	4	9	7	8	0	2	8		58	5.3
Arson	0	0	0	0	0	0	0	0	0	0	1		1	0.1
TOTALS	226	188	233	205	230	207	243	244	221	210	217		2424	220.4
2016	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	Total	AVG
OFFENSE														
Homicide	1	1	0	0	1	1	4	0	0	1	2	0	11	0.9
Rape(&attempts)	0	0	1	1	0	0	1	0	0	0	0	0	3	0.3
Robbery	11	5	4	8	7	9	4	8	5	7	5	11	84	7.0
Aggravated Assault	19	20	33	22	16	40	15	22	15	54	17	34	307	25.6
Simple Assault	48	32	32	41	25	40	43	21	38	36	28	27	411	34.3
Breaking & Entering	63	38	56	36	41	29	36	29	24	47	47	37	483	40.3
Larceny	132	111	89	127	126	111	143	124	80	141	132	117	1433	119.4
Motor Vehicle Theft	8	8	7	3	11	11	10	11	6	10	6	12	103	8.6
Arson	0	0	1	1	0	1	0	1	0	0	0	1	5	0.4
TOTALS	282	215	223	239	227	242	256	216	168	296	237	239	2840	236.7

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**Travel & Tourism Department
Monthly Report – November 2017**

Prepared by: Ashlin Glatthar

- 30 inquiries were fulfilled for the month of November by the TTO.
- Total hotel revenue generated in October was \$1,663,019, which is down 25% over last year's earnings due to the exceptional hotel needs generated from Hurricane Matthew. November earnings report not released at this time.
- For the month, TTO Facebook page has had 107 new page likes. Posts have reached over 106,000 people with an audience that is 65% non-local and 35% local. Instagram page has 10 new followers. Twitter page has gained 5 new followers. Radio advertisements' impressions exceeded 8,000 for regional listeners.
- The TTO has sold 31 "I Heart Jet Noise" T-shirts to date.
- Ashlin continues to participate in the Strategic Planning team meetings for the City of Goldsboro to craft the goals, objectives, and initiatives. She worked with IT and team members to put together a promotional video of the plan. The team is planning an activity for staff to choose a name for the strategic plan, which will be used for branding and marketing.
- Ashlin worked with Cumberland County to corroborate facts surrounding the controversial Lantern Fest event. She worked with the city's legal team to produce a press release in response to the misinformation publicized by the Lantern Fest company.
- TTO attended the Arts Market Conference with The Paramount Theater that took place in Durham, NC November 5-8. It's purpose was to network and help secure quality performing acts for the theater, as well as other potential events for the city.
- On November 14th, TTO was informed that the TTO's bid to host the 2019-2020 Mountains-to-Sea Trail Gathering of Friends was selected as a finalist. Ashlin worked with Arts Council, DGDC, Paramount Theater, and Parks & Rec to prepare for the site visit in December.
- Ashlin & Amber met with the Igoe Ad Agency on November 21st to capture more b-roll footage for fall, scheduled drone footage with IT department to film fall foliage at the Cliffs State Park, and filmed a "Home for the Holidays" video to be launched mid-December.
- The GTC & TDA, two tourism boards for TTO, held a special monthly meeting on November 9th to vote on Maxwell Center Marketing Plan, Chairperson Term, and Board Member Involvement. The funds for the Maxwell Center marketing plan were approved, and Ashlin has been coordinating advertisement placement for the various channels in the plan.
- Ashlin continues to work with IT and Jim Hinnant to capture b-roll video footage of sporting events to use for a sport tourism video.
- Ashlin met with Tom Bradshaw with the Three Eagles Beer Fest on November 29th to discuss how Tourism can assist marketing their event to a larger audience for May 2018. Ashlin continues to work with Amy Bauer on the advertisement/promotion of the 135th USCT Living History Weekend in April 2018.

Occupancy Tax Collections YTD

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2017-18	\$81,794	\$70,849	\$71,323	\$66,920	\$68,268								\$359,154	\$71,831
2016-17	\$69,073	\$77,434	\$67,869	\$58,613	\$86,744	\$87,662	\$63,904	\$60,529	75,368	68,577	64,312	64,218	\$844,303	\$70,359
2015-16	\$61,028	\$63,983	\$60,865	\$59,833	\$38,804	\$76,708	\$51,604	\$40,667	\$53,901	74,014	64,909	66,722	\$712,498	\$59,375

RESOLUTION NO. 2017-86

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY RUSSELL E. SWEET
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 16 YEARS**

WHEREAS, Russell Sweet retires on January 1, 2018 as a Utility Systems Operator with the Public Works Department of the City of Goldsboro with more than 16 years of service; and

WHEREAS, Russell began his career on February 28, 2001 as a Laborer I with the Public Works Department; and

WHEREAS, on September 13, 2003, Russell was promoted to Laborer II with the Public Works Department; and

WHEREAS, on December 2, 2009, Russell was promoted to Utility System Operator with the Public Works Department where he has served until his retirement.

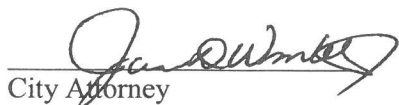
WHEREAS, Russell has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

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

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

1. We express to Russell Sweet our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Russell our very best wishes for success, happiness, prosperity and good health in his future endeavors.
3. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of December, 2017.

Approved as to Form Only:


City Attorney

Reviewed by:


City Manager



City of Goldsboro

P.O. Drawer A
North Carolina
27533-9701

RESOLUTION NO. 2017-86

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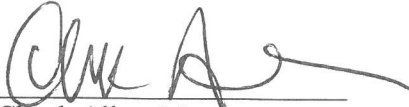
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Chuck Allen, Mayor

**CONTRACT FOR
MUNICIPAL LEGAL SERVICES FOR THE
CITY OF GOLDSBORO, NORTH CAROLINA**

The Parties to this Contract for Municipal Legal Services are RONALD T. LAWRENCE, II, of the law firm of Everett, Womble & Lawrence, LLP, 203 N. William St., Goldsboro, North Carolina 27530 ("Lawrence") and the City of Goldsboro, P. O. Drawer A, Goldsboro, North Carolina 27533 ("the City"). Lawrence and the City are referred to collectively herein as "the Parties."

WHEREAS, the City, by and through its City Council, desires to contract with Lawrence to perform the services of a City Attorney serving as a the attorney representing the City of Goldsboro; and

WHEREAS, Lawrence desires to contract with the City to provide services as a City Attorney serving as a the City's attorney; and

NOW THEREFORE, for the mutual covenants and considerations described herein, the parties agree as follows:

1. ROLE OF LAWRENCE AND SCOPE OF WORK: Lawrence agrees to provide legal services to the City as the City Attorney serving as the primary attorney representing the City in various legal matters as is needed.
2. FEES AND EXPENSES FOR MATTERS WITHIN THE SCOPE OF WORK: The City agrees to pay Lawrence for his services, and for the services of any other lawyer in Lawrence's law firm, at an hourly rate of One Hundred Fifty Dollars (\$150.00) per hour, plus reasonable expenses associated with such services; and the City agrees to pay Lawrence, for services rendered by his legal assistants and/or paralegals at an hourly rate of Sixty Dollars (\$60.00) per hour. Further, the City agrees, and Lawrence accepts, that the hourly rate for all legal services, and other support staff, attorney, legal assistant, and/or paralegal services shall increase upon the automatic renewal of this contract biennially (i.e. every 2 years) at the rate of Five percent (5%).
3. DESIGNATED CITY ATTORNEY: Lawrence shall be designated as "City Attorney" for the City for the purposes of representing the City in any all legal and other matters as requested by the City and its Council, and shall have primary responsibility to the City under this Contract, and Lawrence may utilize the resources in his law firm in said representation, including but not limited to other attorneys, legal assistants, office staff and/or paralegals.
4. BILLING AND COMPENSATION: Lawrence shall submit monthly invoices to the City for matters included in this Contract. Monthly invoices for work performed

under this contract shall include a brief description of the work performed, the length of time it took to perform the work to the nearest tenth of an hour, the date that the work was performed, the fee for the work, and an itemized list of expenses associated with the work. All invoices (s) shall be submitted by Lawrence as soon as possible after the end of each calendar month and are due and payable by the City within thirty (30) day of receipt by the City.

5. TERM: Subject to the terms of Paragraph 6, below, this Contract shall remain in full force and effect beginning January 1, 2018 and continuing through December 31, 2018, but automatically renewing on an annual basis on January 1 of that following year unless either party gives notice to the other of their intent to terminate this contract consistent with the provisions (hereinbelow) regarding notice and any other provisions relating to termination.

6. TERMINATION: Either of the Parties may terminate this contract for any reason or for no reason by giving thirty (90) days written notice to the other party. Upon termination by either party, the City agrees to pay to Lawrence all fees and expenses for services performed prior to the date of termination. Nothing herein shall be interpreted to contravene that Lawrence is serving as City Attorney at the pleasure of the City Council.

7. CONFLICTS: Lawrence agrees not to undertake representation of any person or entity in a manner adverse to the City's legal interests during the term of the contract. Further, Lawrence agrees that, to the best of their actual knowledge, Lawrence, nor anyone in his firm who will be working on specific matters related to representation of the City, has personal, business, or financial interests or relationships which would cause a reasonable individual with knowledge of the relevant facts to question the integrity or impartiality of those who are or will be acting as legal advisors and representatives of the City. Lawrence agrees to evaluate on an on-going basis whether, in their professional judgment, a conflict may become apparent or imminent. In the event that Lawrence believes a conflict may develop, Lawrence will immediately communicate with the City, by and through its City Manager and/or Mayor, about the perceived potential conflict.

8. INDEPENDENT CONTRACTORS: Lawrence shall be an independent contractor to the City, and shall not be an employee. This Contract does not create any partnership, joint venture, or relationship other than an independent contractor relationship. Lawrence, nor his partners, of Counsel attorneys, agents, or employees shall be deemed to be an employee of the City for any purpose whatsoever, and Lawrence shall not be eligible to participate in any benefit program provided by the City for its employees. Lawrence shall be exclusively responsible for the payment of his own respective taxes, withholding payments, penalties, fees, fringe benefits, contributions to insurance and pension or other deferred compensation plans, including but not limited to worker's compensation and Social Security obligations, professional fees or dues.

9. ASSIGNMENT: Lawrence shall not assign or transfer his interest in this Contract.
10. APPLICATION OF LAWS: This Contract shall be interpreted, construed, and governed according to the laws of the State of North Carolina.
11. DISPUTE RESOLUTION: Any controversy, dispute, or disagreement arising out of or relating to this Contract, or any breach thereof, shall, unless otherwise agreed to by the parties, be settled by confidential, informal, binding arbitration with a arbitrator mutually acceptable to the Parties. Each party shall bear its own attorneys' fees and costs for such dispute resolution.
12. NOTICE: All notices required to be sent under this Contract shall be in writing and given by First Class U.S. Mail or Personal Delivery addressed:

To Lawrence: ~~R~~Ronald T. Lawrence, II
Everett, Womble & Lawrence, LLP, Attorneys at Law
203 N. William St.
Goldsboro, NC 27530

To the City: ~~City Manager~~ Mayor
City of Goldsboro
P. O. Drawer A
Goldsboro, NC 27533

Each Party shall have the continuing obligation to advise the other parties of any change of address.

13. AGREEMENT: This written authorization embodies the entire agreement between the Parties, and there are no other agreements, oral or written, with reference to this Contract. In case any one or more of the provisions contained in the Contract shall be held unenforceable, the remaining provisions contained herein shall not be impaired thereby.
14. AMENDMENTS: No change or modification to this Contract shall be valid unless made in writing and signed by both Parties.
15. EFFECTIVE DATE: The effective date of this Agreement is January 1, 2018.

SIGNED AND AGREED TO on behalf of the City of Goldsboro, by and through the undersigned Mayor as approved by the City Council, on this the _____ day of _____, 2017.

City of Goldsboro

By:

Chuck Allen, Mayor

SIGNED AND AGREED TO on the _____ day of _____, 2017.

Ronald T. Lawrence, II