

AGENDA
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
CITY OF GOLDSBORO
COUNCIL CHAMBERS – CITY HALL – 214 N. CENTER STREET
TUESDAY, JANUARY 21, 2014

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

- I. WORK SESSION–5:00 P.M.–CITY HALL ADDITION, 200 N. CENTER ST., ROOM 206**
(Closed Session at 5:00 p.m. for approximately 30 minutes)
 - a. SRO Grant Presentation (Chris Barnes, Wayne County Public Schools)
 - b. Community Transformation Grant (City Manager)
 - c. PARTF Grant (Parks and Recreation)
- II. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER ST.**
Invocation & Pledge to the Flag
- III. ROLL CALL**
- IV. PUBLIC COMMENT PERIOD (TIME LIMIT OF 3 MINUTES PER SPEAKER)**
- V. PRESENTATIONS**
Audit - Fiscal Year 2012-13 (Finance)
- VI. PUBLIC HEARINGS**
 - A. Alley Closing – Hogan’s Alley running from West Spruce Street to West Chestnut Street between South Carolina Street and South Virginia Street (Planning)
 - B. Z-1-14 Robert C. Jackson – Southeast corner of Patetown Road and Tommy’s Road (R-20A Residential to Office and Institutional-1 Conditional District) (Planning)**PLANNING COMMISSION EXCUSED**
- VII. CONSENT AGENDA ITEMS**
 - C. Berkeley Boulevard Utility Improvements – Change Order No. 1 Informal Bid Request No. 2013-010 (Engineering)
 - D. Pay and Classification Study Final Recommendation (Human Resources)
 - E. Audit - Fiscal Year 2012-13 (Finance)
 - F. TIGER V Funded Union Station/Gateway Projects - Architectural Services (DGDC)
 - G. Phase II Environmental Assessment-Gold’s Inn Property (City Manager)
 - H. Community Affairs Commission Appointment (City Manager)
 - I. Monthly Departmental Reports
- VIII. ITEMS REQUIRING INDIVIDUAL ACTION**
- IX. CITY MANAGER’S REPORT**
- X. CITY ATTORNEY’S REPORT AND RECOMMENDATIONS**
- XI. MAYOR AND COUNCILMEMBERS’ REPORTS AND RECOMMENDATIONS**
 - J. Resolution Expressing Appreciation For Services Rendered By Captain John J. Biggins As An Employee Of The City Of Goldsboro For More Than 27 Years
- XII. CLOSED SESSION**
- XIII. ADJOURN**

CITY OF GOLDSBORO

AGENDA MEMORANDUM

JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: PUBLIC HEARING
Alley Closing – Hogan’s Alley running from West Spruce Street to West Chestnut Street between South Carolina Street and South Virginia Street

BACKGROUND: The alley petitioned for closing runs for a distance of approximately 433 ft. and has a right-of-way width of 20 ft. It is not open or improved.

Due to the fact that this alley does not serve as a principal means of access for any of the adjacent properties, staff has initiated its closing.

If closed, ownership of half the alley width would be transferred to the adjacent owners.

DISCUSSION: The petitioned alley closing has been forwarded to the Fire, Police, Engineering and Public Works Departments for their review. No concerns have been received, however, the Engineering Department has requested that an easement be retained over the entire right-of-way, if closed, in order to allow for maintenance of a six-inch sanitary sewer line which runs within the alley.

At their meeting of December 2, 2013, the City Council adopted a Resolution of Intent to schedule a public hearing on this matter. The Resolution was advertised in the newspaper for four consecutive weeks, the alley was posted on both ends and all adjacent property owners were notified of the hearing by certified mail.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council’s meeting on February 3, 2014.

Date: _____

Planning Director

Date: _____

City Manager

ssj

STREET CLOSING (PORTION) HOGAN'S ALLEY



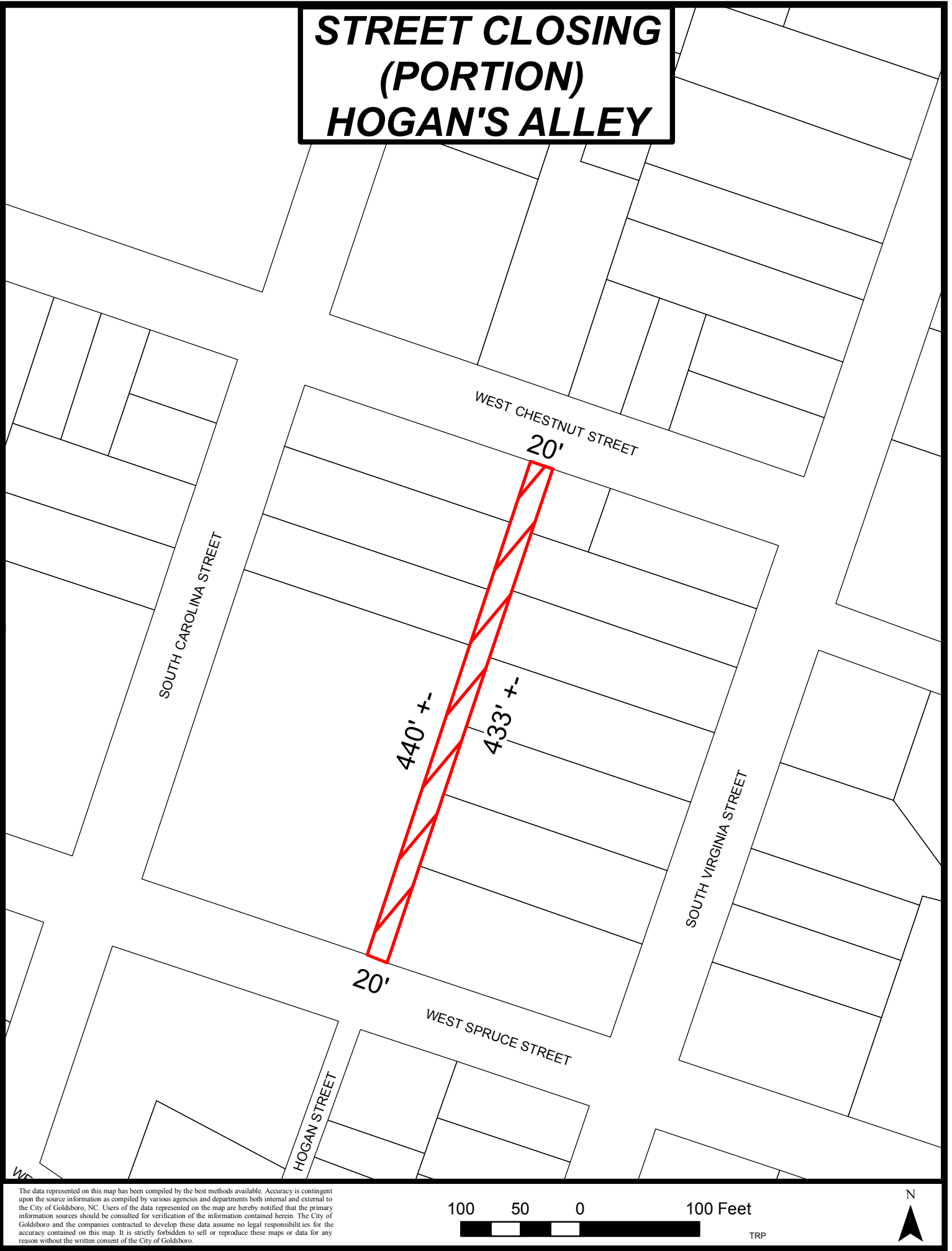
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100 50 0 100 Feet

TRP



STREET CLOSING (PORTION) HOGAN'S ALLEY



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100 50 0 100 Feet

TRP

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CITY OF GOLDSBORO

AGENDA MEMORANDUM

JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: PUBLIC HEARING
Z-1-14 Robert C. Jackson – Southeast corner of Patetown Road and Tommy's Road (R-20A Residential to Office and Institutional-1 Conditional District)

BACKGROUND: The requested O&I-1 Conditional District zone would limit the use of the property to the phased development of a public charter school campus.

Frontage: 820 ft. (Patetown Road)
2,325 ft. (Tommy's Road)
Area: 53.1 Acres

Surrounding Zoning: North: R-16 and R-20A Residential and Office and Institutional-1
South: R-16 Residential and O&I-1
East: R-16 Residential
West: R-16 Residential

Existing Use: The property is currently vacant and was most recently utilized for residential and farmland.

Proposed Use: The requested O&I-1 Conditional District zone would limit the use of the property to the phased development of a public charter school campus.

Comprehensive Plan Recommendation: The City's updated Land Use Plan recommends Medium Density Residential development for this property.

DISCUSSION: Engineering Comments: Neither City water or sanitary sewer is available to serve the subject property. Water and sewer lines extend to a point approximately 700 ft. south of the property along Patetown Road.

The Conditional District zone requires that all development plans be approved by the Planning Commission and City Council. The applicant has submitted a conceptual plan which indicates a 4-phase school development.

Phase 1 of the development would consist of modular units to serve as temporary elementary classrooms and administrative offices. In addition a modular unit for Pre-K classrooms is permanently proposed. Occupancy is proposed in July of 2014.

Phase 2 proposes the construction of permanent elementary classroom buildings and a student union with occupancy proposed in July, 2015.

Phase 3 proposes construction of a permanent building and related site improvements for the middle school for proposed occupancy in July, 2016.

Phase 4 proposes possible future construction of a permanent building and related site improvements for high school students with proposed occupancy in 2017 or later. It is noted that the Phase 4 construction is not currently covered by the charter for the overall school project.

Along with new construction, other improvements, including parking lots, play area, football and track field, baseball field, tennis courts and a soccer field are shown on the plans with no specific schedule for construction. Locations for these amenities along with stormwater ponds may change.

Prior to any construction taking place on the site, detailed development plans will be required to be approved by the Planning Commission and City Council. At that time, more specific information will be available for review including driveway access, buffers and parking layout.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on February 3, 2014.

Date: _____
Planning Director

Date: _____
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 **Tuesday, January 21, 2014.**

Z-1-14 Robert C. Jackson – Southeast corner of Patetown Road and Tommy's Road

The property is located on the southeast corner of Patetown Road and Tommy's Road. The Wayne County Tax Identification No. is 3610-19-2859. The property has a frontage of 820 ft. on Patetown Road, a frontage of 2,325 ft. on Tommy's Road and a total area of approximately 53.1 acres. The present zoning classification is R-20A Residential. The proposed zoning classification is Office and Institutional-1 Conditional District to allow the phased development of a public charter school campus. Site and landscape plans would have to be approved by the City Council.

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 and Community Development, City Hall, 200 North Center Street, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Anyone desiring to file a written petition of protest intended to invoke the three-fourths (3/4) majority vote rule as specified in G.S. 160A-385 must file such petition in the office of the City Clerk, City Hall, 200 North Center Street, no later than 5:00 p.m., on Wednesday, November 13, 2013. Petitions are available in the Department of Planning and Community Development.

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.

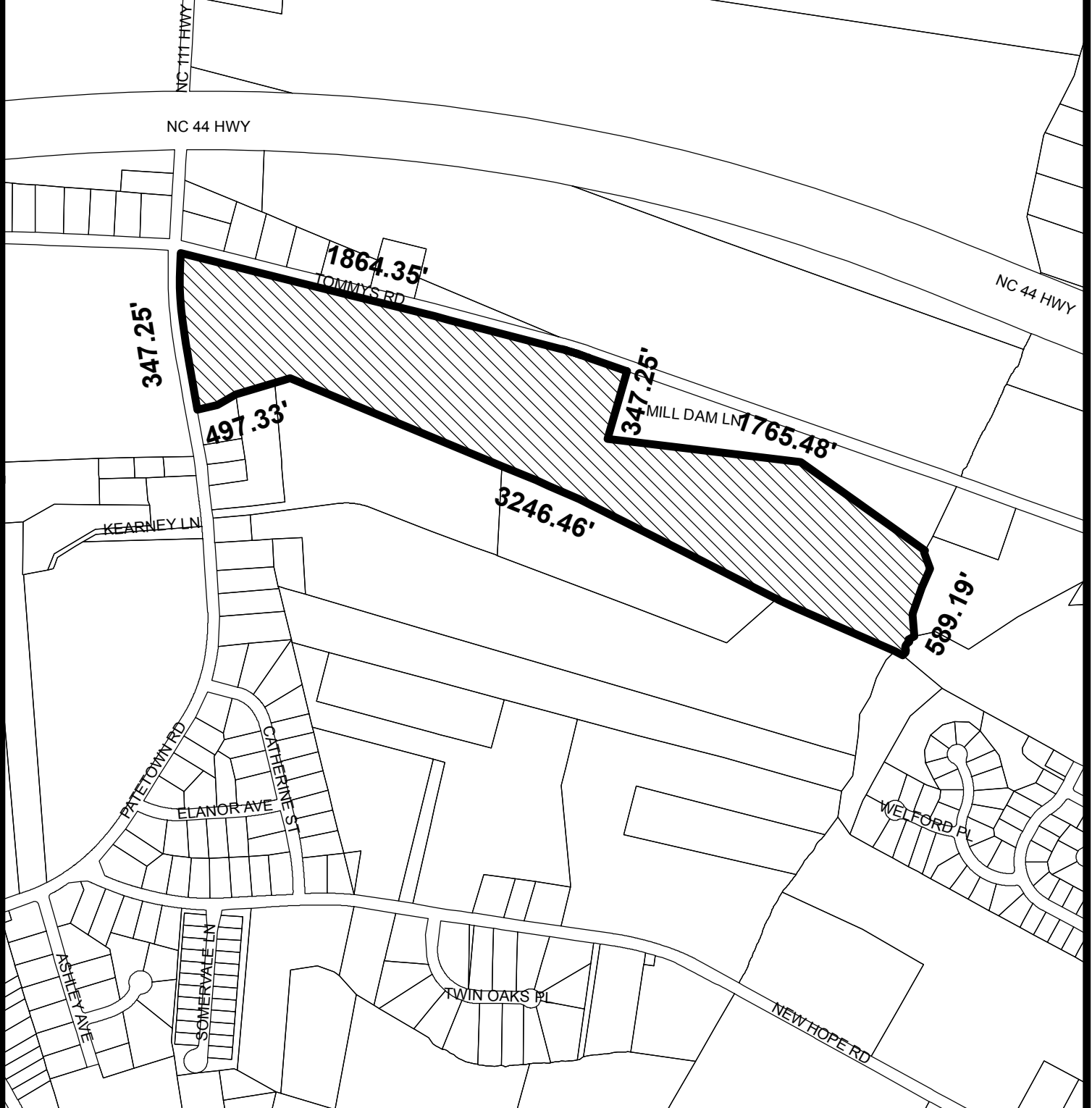
PUBLISH: January 9, 2014
 January 16, 2014

Melissa C. Corser, City Clerk

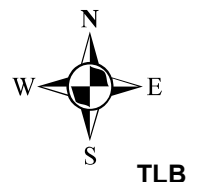
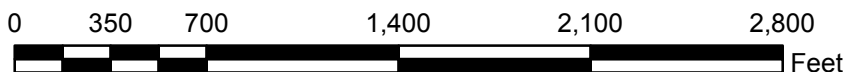
James D. Womble, City Attorney

Z-1-14

R-20A TO O&I-1 (CD)

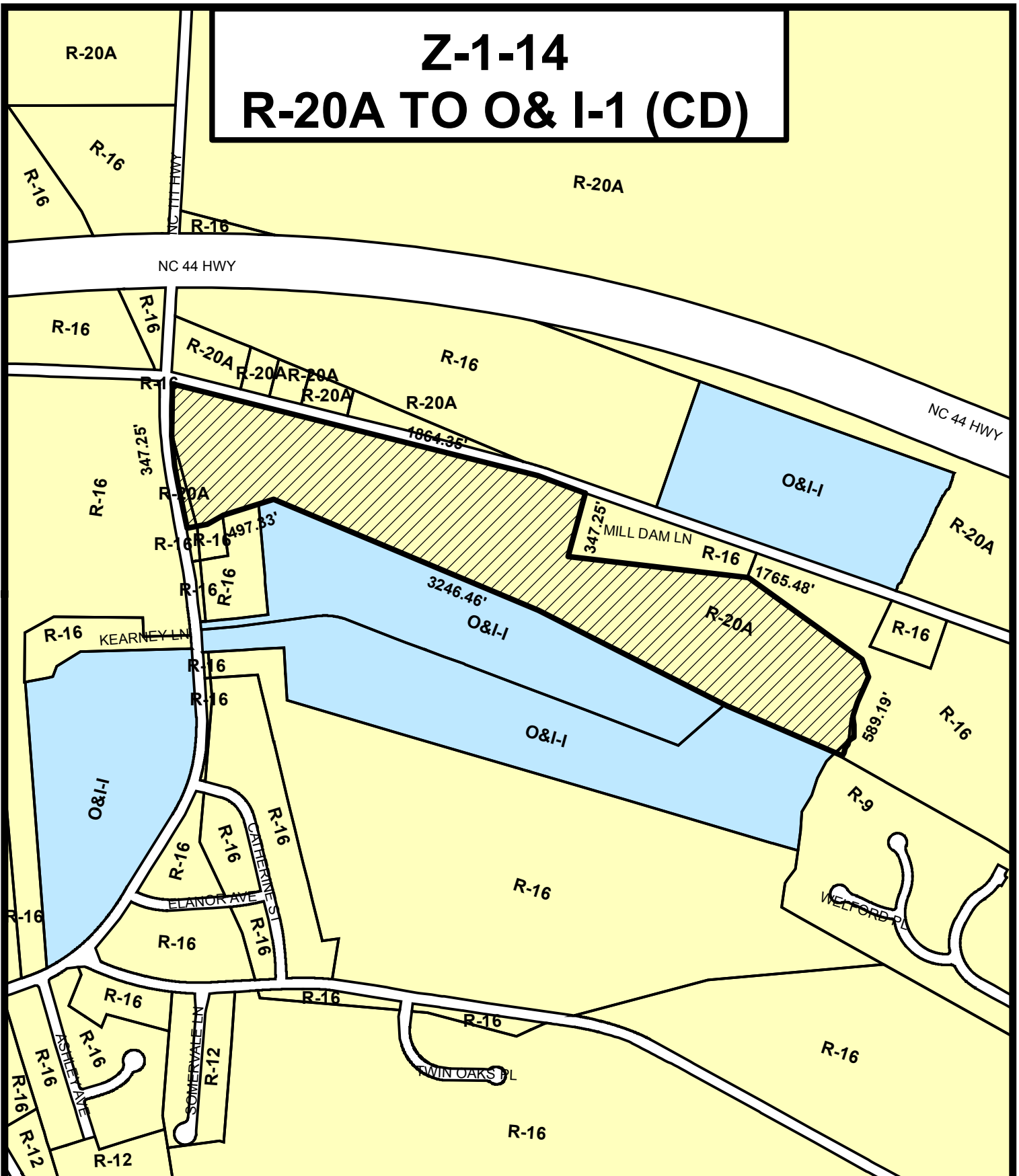


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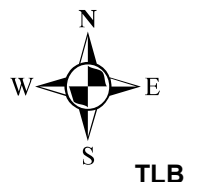
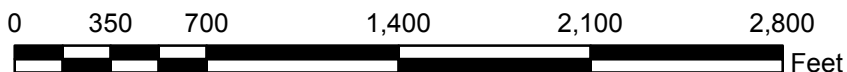


Z-1-14

R-20A TO O&I-1 (CD)

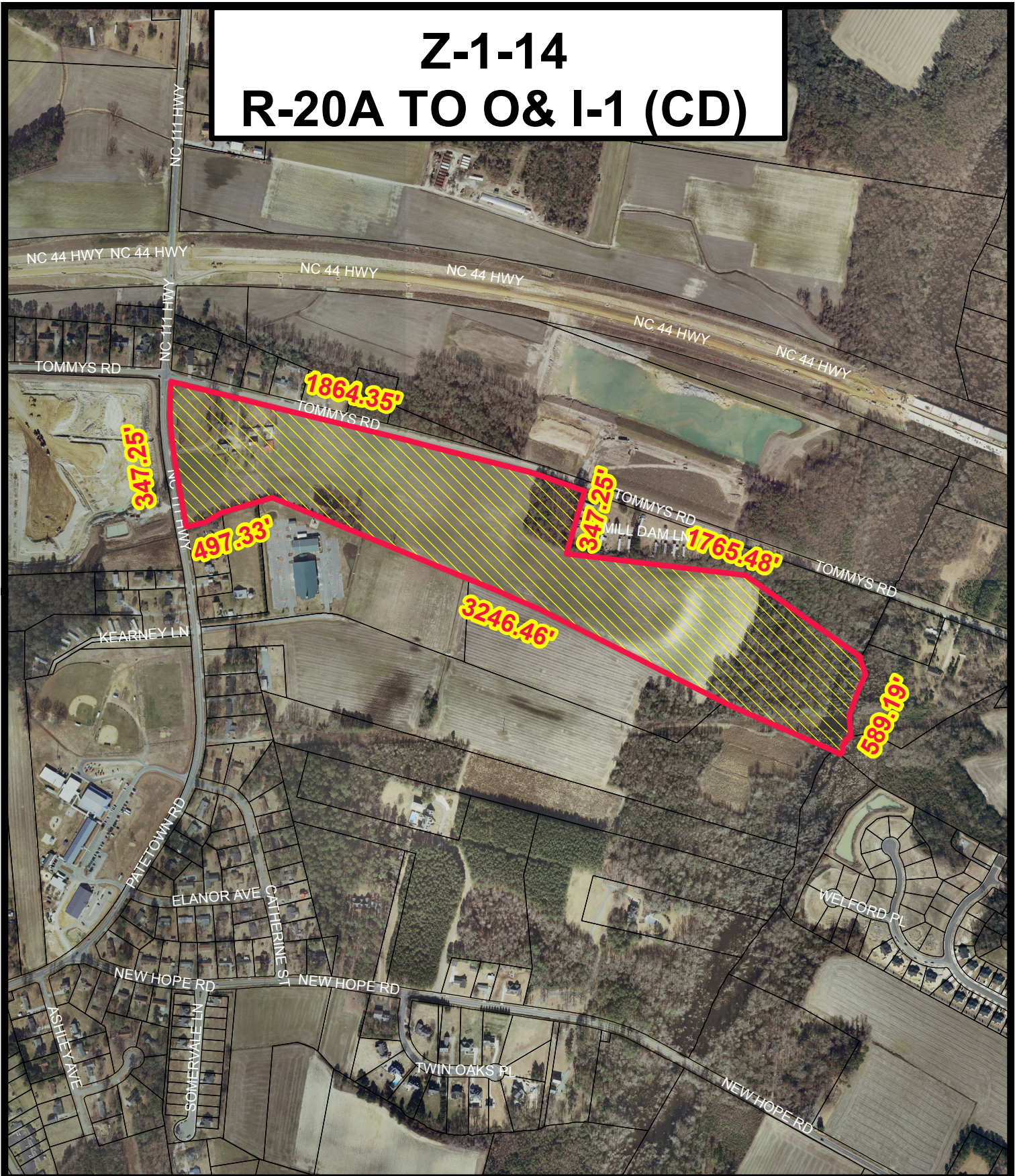


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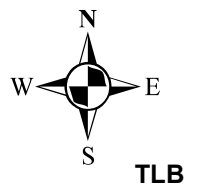
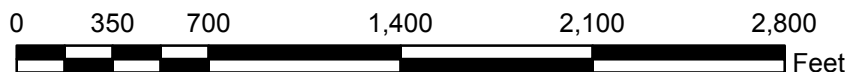


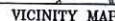
Z-1-14

R-20A TO O&I-1 (CD)



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1. THE BUILDINGS AND SITE IMPROVEMENTS SHOWN ON THIS PLAN WILL BE CONSTRUCTED IN PHASES, WITH A GENERAL PHASING SEQUENCE AS FOLLOWS:

PHASE 1: CONSTRUCTION OF TEMPORARY BUILDINGS FOR ELEMENTARY STUDENTS AND A PERMANENT BUILDING FOR PRE-KINDERGARTEN STUDENTS, ALL CONSISTING OF MODULAR CONSTRUCTION, WITH RELATED SITE IMPROVEMENTS, FOR OCCUPANCY IN JULY, 2014.

PHASE 2: CONSTRUCTION OF PERMANENT BUILDINGS AND RELATED SITE IMPROVEMENTS FOR THE ELEMENTARY SCHOOL AND POSSIBLY THE STUDENT UNION, FOR OCCUPANCY APPROXIMATELY JULY 2015.

PHASE 3: CONSTRUCTION OF PERMANENT BUILDING AND RELATED SITE IMPROVEMENTS FOR THE MIDDLE SCHOOL, FOR OCCUPANCY APPROXIMATELY JULY, 2016.

PHASE 4: POSSIBLE FUTURE CONSTRUCTION OF PERMANENT BUILDING AND RELATED SITE IMPROVEMENTS FOR THE HIGH SCHOOL, FOR OCCUPANCY DURING 2017 OR LATER (CURRENTLY NOT COVERED BY CHARTER).

2. TEMPORARY BUILDINGS WILL BE INITIALLY USED FOR ADMINISTRATIVE OFFICES AND ELEMENTARY STUDENTS, BUT MAY BE USED LATER FOR STUDENTS IN OTHER GRADE LEVELS, OR FOR ANCILLARY SCHOOL PURPOSES. UPON REMOVAL, THESE BUILDINGS MAY BE REPLACED WITH PERMANENT BUILDINGS, RECREATIONAL AREA OR OTHER FACILITIES THAT WILL BE DETERMINED BY THE BOARD OF SUPERVISORS.

3. THE STUDENT UNION BUILDING AND RELATED SITE IMPROVEMENTS MAY BE CONSTRUCTED AS PART OF PHASE 2 WORK, OR LATER, AT THE OWNER'S DISCRETION.

4. NECESSARY DEMOLITION OF EXISTING BUILDINGS ON THE PROPERTY MAY OCCUR AT ANY TIME

5. CONSTRUCTION OF DRIVEWAYS, ROADWAY IMPROVEMENTS, COMMON AREA FEATURES, RECREATIONAL AND ATHLETIC FACILITIES, UTILITIES, SERVICE FACILITIES, STORMWATER MANAGEMENT FEATURES, AND ACCESSORY STRUCTURES WILL OCCUR AS NEEDED TO SUPPORT THE BUILDING PHASING SEQUENCE.

6. PERIMETER BUFFER AND STREET YARD PLANTINGS, WHERE NEEDED, WILL BE INSTALLED IN PHASES ALONG THE PORTIONS OF FRONTAGES AND PROPERTY LINES ADJACENT TO THE AREA BEING DEVELOPED.

1. PROPERTY BOUNDARY INFORMATION SHOWN IS TAKEN FROM A SURVEY BY BOBBY REX KORNECAY, PLS, ENTITLED "SURVEY FOR WLBERT G. BATTEN HEIRS", DATED DECEMBER 14, 2008.

2. THIS DRAWING IS A CONCEPT PLAN SUPPORTING A REZONING APPLICATION TO CHANGE THE ZONING DESIGNATION FOR THE SUBJECT PROPERTY FROM R-20A TO O&M-1 CD. THE PROPOSED USE OF THE PROPERTY IS FOR (1) A PUBLIC CHARTER SCHOOL, AND (2) A PRE-KINDERGARTEN EDUCATIONAL FACILITY WHICH DOES NOT MEET THE DEFINITION OF CHILD CARE FACILITY UNDER NC GENERAL STATUTE 110-86.

3. UNLESS OTHERWISE STIPULATED, APPROVAL OF THIS PLAN AND THE ASSOCIATED ZONING AVENUEMENT APPLICATION WILL ESTABLISH A VESTED ZONING RIGHT FOR THE SUBJECT PROPERTY, FOR A PERIOD OF FIVE YEARS EXTENDING FROM THE EFFECTIVE DATE OF APPROVAL.

4. THE PROPOSED FEATURES AND LAYOUT SHOWN ON THIS PLAN ARE CONCEPTUAL, AND ARE INTENDED TO DEPICT THE GENERAL COMPONENTS, SCALE, SPATIAL RELATIONSHIPS, CIRCULATION PATTERNS, AND CHARACTER OF THE PROPOSED DEVELOPMENT ON THE PROPERTY. FINAL BUILDING SIZES AND LOCATIONS, NUMBER OF PARKING SPACES, CIRCULATION PATTERNS, DRIVEWAY CONFIGURATIONS, UTILITY LOCATIONS, STORMWATER MANAGEMENT AREAS, ATHLETIC FACILITIES, ETC. WILL BE ADJUSTED BASED ON DETAILED DESIGN AND REGULATORY REQUIREMENTS.

5. THE MAXIMUM BUILDING HEIGHT, AS DEFINED BY SECTION 9.2 OF THE CITY OF GOLDSBORO ZONING CODE, SHALL BE 40 FEET FOR ANY BUILDING ON THE SUBJECT PROPERTY.

6. DRIVEWAY ACCESS LOCATIONS AND PUBLIC STREET IMPROVEMENTS WILL BE PROVIDED BASED ON A DETAILED ANALYSIS OF PROJECT-SPECIFIC CONDITIONS AND TRAFFIC PROJECTIONS, AND WILL COMPLY WITH APPLICABLE CITY OF GOLDSBORO AND NCDOT REQUIREMENTS.

7. DESIGN CRITERIA FOR THE PROJECT WILL CONFORM TO CURRENT STANDARDS PRESCRIBED BY SECTION 5.3.4.1 OF THE CITY OF GOLDSBORO ZONING CODE, WITH THE FOLLOWING VARIATIONS:

4. IN LIGHT OF INSTALLING EXTERIOR SIDEWALKS WITH THE ADJOINING STREET RIGHTS-OF-WAY ALONG THE PROPERTY'S ENTIRE STREET FRONTAGE, AN INTERIOR WALKWAY WITH A DURABLE ALL-WEATHER SURFACE WILL BE INSTALLED WITHIN THE YARD AREAS ADJOINING THE PUBLIC STREETS, FROM THE WESTERN DRIVEWAY NORTH ALONG PATENTOWN ROAD, AND FROM THE EASTERN DRIVEWAY WEST ALONG TOWN OF ROAD. THIS WALKWAY WILL FORM A PORTION OF AN INTEGRATED PEDESTRIAN PATH, SYSTEM FOR THE LOCAL CAMPUS, NEAR THE INTERSECTION OF THE TWO PUBLIC STREETS, THE WALKWAY WILL EXTEND TO THE PUBLIC RIGHT-OF-WAY IN A LOGICAL MANNER FOR FUTURE CROSSINGS AT THE

b. TEMPORARY BUILDINGS SHALL NOT HAVE PERMANENT FOUNDATIONS, BUT SHALL BE FULLY AND SECURELY SKIRTED WITH DURABLE ARCHITECTURAL PANELS SUCH AS HARDIPANEL, FITTED WITH TRIM ACCENTS. STYLES, COLORS, AND TEXTURES SHALL BE SELECTED FOR COMPATIBILITY WITH THE BUILDING EXTERIOR, TO PROVIDE AESTHETIC APPEAL.

APPLICANT: ROBERT C. JACKSON
109 AURORA LANE
GOLDSBORO, NC 27530
919-736-8618

PROPERTY ADDRESS: 1404 N. NC 111 HIGHWAY
GOLDSBORO, NC 27530

WAYNE COUNTY PIN: 3610192859

PROPERTY ACREAGE: 53.1 ACRES

CURRENT ZONING: R-20A

REQUESTED ZONING: O&M-1 CD

SCALE: 1" = 150'

**PRELIMINARY
DO NOT USE FOR
CONSTRUCTION**

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: Berkeley Boulevard Utility Improvements – Change Order No. 1
Informal Bid Request No. 2013-010

BACKGROUND: On November 18, 2013, the City Council awarded a contract to R. D. Braswell Construction Company in the amount of \$104,250.00 for Berkeley Boulevard Utility Improvements. This utility relocation work is required as part of the Berkeley Boulevard widening project and consists of relocation of two 6-inch water lines, one 10-inch water line, and one 16-inch water line.

DISCUSSION: Due to the need to isolate various water line branches and to prevent having a large number of residents and a special-care facility inconvenienced during the construction process, staff requested R. D. Braswell Construction to provide costs for the additional work detailed below:

<u>Item</u>	<u>Lump Sum</u>
Hill Drive Circle (6-inch water line) Work includes excavation, cutting off a section of casing, installing the cut-in valve, placing a valve box with protector ring, backfilling, and seeding.	7,955.00
Burtus Drive (10-inch water line) Work includes cutting asphalt, remove curb section, excavation, installing the cut-in valve, placing valve box and protector ring, backfilling, replacing curb, replacing asphalt, and seeding.	12,387.00
Lisa Lane (6-inch water line) Work includes excavation, cutting off a section of casing, installing the cut-in valve, placing a valve box with protector ring, backfilling, and seeding.	<u>7,955.00</u>
TOTAL CHANGE ORDER REQUESTS	\$28,297.00

We propose to issue a change order to R. D. Braswell Construction Company's current contract for Berkeley Boulevard Utility Improvements. We have reviewed this change order with the

Finance Director and determined that sufficient monies are available in the utility fund.

RECOMMENDATION: Recommend that the City Council adopt the attached resolution authorizing the City Manager to execute a change order totaling \$28,297.00 with R. D. Braswell Construction Company for Berkeley Boulevard Utility Improvements.

Date:_____

Guy M. Anderson, P. E., City Engineer

Date:_____

Scott A. Stevens, City Manager

RESOLUTION NO. 2014-

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A CHANGE ORDER WITH R. D. BRASWELL CONSTRUCTION COMPANY
FOR BERKELEY BOULEVARD UTILITY IMPROVEMENTS
INFORMAL BID REQUEST NO. 2013-010

WHEREAS, the City Council of the City of Goldsboro awarded a contract to R. D. Braswell Construction Company on November 18, 2013 in the amount of \$104,250.00 for Berkeley Boulevard Utility Improvements; and

WHEREAS, the City of Goldsboro requested R. D. Braswell Construction Company to provide additional cost incurred due to the need to isolate various water line branches and to prevent having a large number of residents and a special-care facility inconvenienced during the construction process; and

WHEREAS, R. D. Braswell Construction Company submitted a price of \$28,297.00 for the subject changes to the existing utility project;

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to issue a change order to Contract No. 2013-010 with R. D. Braswell Construction Company in the amount of \$28,297.00.

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

1. The City Manager is hereby authorized and directed to execute a change order in the amount of \$28,297.00 with R. D. Braswell Construction for Berkeley Boulevard Utility Improvements.
2. This resolution shall be in full force and effect from and after this _____ day of _____, 2014.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 21, 2014

SUBJECT: Pay and Classification Study Final Recommendation

BACKGROUND: A special Council meeting was held on August 30, 2013, and information presented to Council by Mr. Phillip Robertson with the Mercer Group on the Pay and Classification Study as a “final report”. Following his presentation, Council asked questions and requested additional information from the City Manager. Additional information was submitted the same day as requested for Council review. Another special meeting was conducted September 23, 2013; following the presentation of additional information by the City Manager, Council gave the City Manager permission to proceed with the recommendations as presented.

All employees were sent notification letters concerning the Pay and Class Study recommendations by the consultant. The notification letters were each sealed and forwarded to department Wednesday, October 9th to the attention of the department head. The deadline for employees to submit their request for review was Friday, October 25th. Also, the HR Director attached a Factor Evaluation System information sheet which gave the employee a definition of each factor and a “Request for Review Form”. Upon receipt and review of notification letter, any employee who felt the factor level did not adequately describe their position, could complete the form. The employee needed to provide additional information or clarification regarding why they felt that level should be changed. The form also had a deadline date and time to submit to Human Resources (Attention: Faye Reeves) so that meetings and/or telephone conversations could be scheduled for discussion with the department head and/or employee and our implementation timeline could be met.

The HR Director received 38 requests, the statements ranged from one sentence to 7 pages. The forms were forwarded to Mr. Robertson on Monday, October 28th via FedEx.

DISCUSSION: Upon further review by management and the consultant, final recommendations from Mr. Robertson were received January 8, 2014. Employees were sent final notification letters informing them of the recommendations by the consultant which were approved by the City Manager. As a result, only thirteen (13) position changes were made (attachment 1). This process has been extensive but a great learning experience.

RECOMMENDATION: It is recommended that the City Council, by motion, approve the attached final “Recommended Position Titles” (attachment 2) for the City of Goldsboro, North Carolina.

Date: _____
Faye Reeves, Human Resources Management Director

Date: _____
Scott A. Stevens, City Manager

Attachment 1

Grade 70 Administrative Assistant I; change grade to 72 Administrative Assistant II

Grade 76 Cemetery Supervisor; change grade to 78 Cemetery Superintendent

Grade 70 Sign Technician; change grade to 74 Building and Traffic Maintenance

Grade 77 Police Sergeant (Training); change grade to 80 Police Captain

Grade 77 Supervisor of Recreation Centers; change title to Marketing and Special Events Supervisor

Grade 78 Senior HR Analyst; change grade to 80

Grade 71 Building Inspector I and grade 72 Building Inspector II; change grade to 73 Building Inspector

Grade 73 Crime Scene Specialist; change grade to 75 (3)

Grade 69 Recreation Center Assistant; change grade to 70 Senior Recreation Center Assistant (1)

Grade 69 Operator I; change grade to 71 Operator II

Grade 71 Operator II; change grade to 73 Operator III

Grade 74 Environmental Codes Inspector; change grade to 71

Grade 80 Building Code Administrator; change grade to 82

Attachment 2

CITY OF GOLDSBORO
CLASSES ASSIGNED TO SALARY GRADES
EFFECTIVE: JANUARY 8, 2014

Pay Grade	Position Title	Minimum	Midpoint	Maximum
63	Custodian	\$22,491.75	\$29,014.35	\$35,536.96
66	Park Technician Sanitation Technician	\$26,037.01	\$33,587.74	\$41,138.47
67	Customer Service Representative Maintenance Technician Operator Trainee (WRF) Operator Trainee (WTF) Utility Maintenance Technician	\$27,338.86	\$35,267.12	\$43,195.39
68	Meter Reader Police Records Technician Senior Maintenance Technician Water Treatment Plant Specialist	\$28,705.80	\$37,030.48	\$45,355.16
69	Compost Plant Operator Equipment Operator Mechanic Operator I (WRF) Operator I (WTF) Permit Technician Police Desk Officer Police Equipment Maintenance Coordinator Recreation Center Assistant	\$30,141.09	\$38,882.01	\$47,622.92
70	Administrative Assistant I Animal Control Officer Billing Technician Crime Analyst Deputy City Clerk Senior Park Technician Senior Recreation Center Assistant Sign Technician Utility Maintenance Mechanic	\$31,648.14	\$40,826.10	\$50,004.06

		Item No. <u> D </u>		
71	Accounting Technician Environmental Codes Inspector Firefighter Heavy Equipment Operator Laboratory Technician Minimum Housing Inspector Operator II (WRF) Operator II (WTF) Utility System Operator	\$33,230.55	\$42,867.41	\$52,504.27
72	Administrative Assistant II Assistant Cemetery Supervisor Golf Teaching Professional Mason Payroll Technician Planning Technician Plant Maintenance Mechanic / Operator Police Officer Recreation Center Leader Senior Firefighter Welder	\$34,892.08	\$45,010.79	\$55,129.49
73	Administrative Assistant III Building Inspector Meter Shop Supervisor Operator III (WRF) Operator III (WTF) Property Technician Senior Crime Scene Specialist Senior Fleet Mechanic Survey Technician	\$36,636.68	\$47,261.32	\$57,885.95
74	Accounting Specialist Assistant Golf Course Superintendent Building And Traffic Maintenance Technician Collections Supervisor Distribution Supervisor Fire Engineer GIS/GPS Analyst Maintenance Mechanic / Operator Materials Controller Operator IV (WTF) Operator IV (WRF) Parks Maintenance Crew Supervisor Pretreatment Program Coordinator	\$38,468.51	\$49,624.38	\$60,780.25

Senior Heavy Equipment Operator
 Systems Integrity Supervisor
 Theater Service Coordinator

75	Construction Inspector Crime Scene Specialist Executive Assistant GIS Specialist Master Building Inspector Plans Examiner Police Corporal Police Investigator Senior Building And Traffic Maintenance Technician Signal System Maintenance Technician	\$40,391.94	\$52,105.61	\$63,819.27
76	Community Affairs Specialist Customer Service Supervisor Engineering Technician Finance Specialist Human Resources Representative Rehabilitation Specialist Sanitation Supervisor Senior Planning Technician Sr. Plant Maintenance Mechanic	\$42,411.54	\$54,710.89	\$67,010.23
77	Athletics Supervisor Business Manager Community Development Administrator Computer Systems Administrator Marketing and Special Events Supervisor Police Sergeant Promotions Coordinator Recreation Therapist	\$44,532.12	\$57,446.44	\$70,360.75
78	Cemetery Superintendent Chief Treatment Plant Operator (WTF) Chief Treatment Plant Operator (WRF) City Clerk Customer Service Manager Fire Captain Senior Planner Signal System Maintenance Supervisor Streets And Storms Supervisor Web Developer / Computer Systems Administrator Zoning Administrator	\$46,758.73	\$60,318.76	\$73,878.79

80	Fire Marshall Fleet Maintenance Supervisor Laboratory Supervisor (WTF) Network Administrator Police Captain Senior Human Resources Analyst Server / Data Base Administrator Special Populations Programs Supervisor	\$51,551.50	\$66,501.44	\$81,451.37
81	Assistant Finance Director Fleet Maintenance Superintendent Golf Course Superintendent Laboratory Supervisor (WRF) Sanitation Superintendent Streets And Storms Superintendent	\$54,129.08	\$69,826.52	\$85,523.95
82	Building And Traffic Maintenance Superintendent Building Code Administrator Community Affairs Director Compost Plant Superintendent Distribution & Collections Superintendent Paramount Theater Director Public Information Officer Travel And Tourism Director	\$56,835.53	\$73,317.84	\$89,800.14
83	Downtown Goldsboro Development Director Golf Director Park Superintendent Planning Director Recreation Superintendent	\$59,677.31	\$76,983.73	\$94,290.15
84	Assistant Fire Chief Civil Engineer Plant Superintendent (WRF) Plant Superintendent (WTF) Police Major Traffic Engineer	\$62,661.18	\$80,832.92	\$99,004.66
88	Assistant City Manager City Engineer Finance Director Fire Chief Human Resources Director Information Technology Director	\$76,165.06	\$98,252.93	\$120,340.79

Parks And Recreation Director

Police Chief

Public Works Director

Public Utilities Director

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: Audit - Fiscal Year 2012-13

BACKGROUND: The General Statutes of the State of North Carolina require that the City of Goldsboro undertake an independent audit of its financial records on an annual basis. The City has contracted with the firm of Carr, Riggs and Ingram CPAs and Advisors to perform its yearly financial review.

DISCUSSION: The June 30, 2013 financial statements continue the format changes mandated by the Governmental Accounting Standards Board Statement 34. The most important changes are the presentation of a government-wide financial statement, the management's discussion and analysis, presentation of individual fund data for each major fund, and expanded budgetary reporting.

The Audit examines, by fund, all categories of the City's revenues and expenditures. It also illustrates revenues and expenditures by reporting the amounts on the original budget plus the final budget compared to the amounts that were actually received and spent throughout the Fiscal Year.

In addition to revenues and expenditures, the annual Audit addresses the City's bonded indebtedness, tax collections, fixed assets, investments, receivables and cash accounts. A balance sheet describing all funds is presented in the financial section of the Audit.

The Audit document also examines the collection and disbursement of State Grants and Community Development Funds, and comments on the compliance aspect of the expenditures of these monies relative to the procedures existing within State and Federal rules and regulations.

Ms. Michelle Keifer, with Carr, Riggs and Ingram CPAs and Advisors, will be present at the Council's January 21, 2014 meeting to provide a brief overview of the 2012-13 Audit and to answer any questions the Council may have concerning this document.

Date: _____
Kaye Scott, Finance Director

Date: _____
Scott Stevens, City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: TIGER V Funded Union Station/Gateway Projects - Architectural Services

BACKGROUND: On December 15th, 2008, City Council approved a budget ordinance to fund a 10% match to a \$900,000 FHWA Enhancement grant we received via the NCDOT Rail Division for the Union Station project. These grant monies were to be utilized for stabilization and design costs of the building, property improvements and associated streetscape work. At the August 3, 2009 City Council Meeting, a resolution was adopted to permit the Mayor to enter an architectural services agreement for professional design services with David E. Gall, Architect.

We currently have \$85,871.25 remaining of this grant and the City has \$9,541.25 left budgeted for our match.

On August 5, 2013, City Council approved a budget amendment ordinance to hire David E. Gall, Architect, and fund 10% of the design services costs for the Gateway Transfer Center. The remaining portion of this cost was provided via two existing FTA grants we received in 2010 and 2012 earmarked for design service and construction costs totaling to \$1,669,576 with our local match of \$166,958.

We currently have \$1,368,089.64 remaining of these grant monies available.

DISCUSSION: The City and NCDOT excluded costs associated with contract and bid management for both the Union Station and the Gateway Transfer Center projects due to the unknown timing and phasing of each. With the TIGER V grant requirements, additional bidding work is required to incorporate into the bid packages and manage the projects. In addition, these projects require adjustments in the existing prepared construction plans for Union Station since the rehabilitation of the building and six feet of property improvements surrounding the building will be omitted due to the lack of funding available for this component. These changes will require additional design services. Furthermore, due to the type of construction work and timing of the work, it has been recommended to bid these projects in two separate bid packages, including one for the Union Station associated streetscape work and one for the construction of the transfer center and the property improvements.

The additional fee submitted by David E. Gall, Architect, for this work is \$79,005. In order to properly match the costs of these services to their corresponding project expenses and per the above referenced grant funding sources, we requested the architect to break out the costs for each project. Those costs attributed to the Union Station project are \$69,680 while the Gateway Transfer Center project is responsible for \$9,325.

We have adequate funds budgeted for our 10% share of the \$69,680 at \$6,968 (FHWA grant) but we currently do not have the 10% share of the \$9,325 at \$932.50 budgeted for the FTA portion.

In addition, City policy requires City Council's approval to adopt a resolution authorizing a services agreement in excess of \$10,000.

RECOMMENDATION:

1) By motion, adopt a resolution authorizing the Mayor to sign the attached agreement between the City of Goldsboro and David E. Gall, Architect, for additional architectural services relative to the construction of Gateway Transfer Center, Union Station Streetscape and Union Station/Gateway Transfer Center property improvements not to exceed \$79,005.

2) Adopt the attached budget ordinance appropriating \$932.50 (10% of the total cost of services associated with the FTA grants and the Gateway Transfer Center project at \$9,325.00) for the additional services agreement of the Gateway Transfer Facility.

Date: 1/15/2014



Downtown Goldsboro Development Corp. Director

Date: _____

City Manager

RESOLUTION NO. 2014-

**RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK
TO SIGN AN AGREEMENT WITH DAVID E. GALL FOR ARCHITECTURAL
SERVICES**

WHEREAS, on December 15th, 2008, City Council approved a budget ordinance to fund a 10% match to a \$900,000 FHWA Enhancement grant we received via the NCDOT Rail Division for design and stabilization work associated with the Union Station project; and

WHEREAS, the City of Goldsboro, through the Goldsboro-Wayne Transportation Authority (GWTA) received Federal Transit Administration grants in the amount \$1,335,660 for the design and construction of the Gateway Transfer Facility project; and

WHEREAS, the City of Goldsboro was awarded a USDOT Transportation Infrastructure Generating Economic Recovery (TIGER) V grant in the amount of \$10,000,000 to fund the construction of portions of the above referenced projects; and

WHEREAS, current approved construction drawings, new TIGER V bid package additions require additional work and bid phasing requires alterations to previously approved documents alterations to meet the needs of the TIGER V funded portions of the project; and

WHEREAS, the professional design services fee for this additional work is not to exceed \$79,005; and

WHEREAS, ninety percent (90%) of this cost, or \$71,104.50 will be paid for with existing FHWA, NCDOT and FTA grants; and

WHEREAS, the City of Goldsboro's ten percent (10%) match is collectively \$7,900.50.

NOW, THEREFORE BE IT RESOLVED that the Goldsboro City Council hereby authorizes the Mayor and City Clerk to sign an agreement with David E. Gall for additional architectural services related to the Gateway Transfer Center construction project, Union Station associated streetscape construction and Union Station/Gateway Transfer Center property improvements relative to changes made necessary to the existing approved construction plans and bid packages as stated above.

Adopted this the ____ day of January, 2014.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: Phase II Environmental Assessment-Gold's Inn Property

DISCUSSION: A Phase I Environmental Site Assessment has been contracted to be performed by Duncklee & Dunham on the former Gold's Inn Property located at 808 West Grantham Street. When the Phase I Environmental Assessment is completed, a Phase II Environmental Assessment will be necessary to adequately determine if any substantial environmental issues exist on the property.

The city has received a proposal from Duncklee & Dunham to prepare a Phase II Environmental Assessment for a not to exceed dollar amount of \$18,000.

RECOMMENDATION: 1. By motion, authorize the City Manager to sign the attached agreement between the City of Goldsboro and Duncklee & Dunham for the Phase II Environmental Assessment of the former Gold's Inn property at a cost not to exceed \$18,000.

2. Adopt the attached budget ordinance appropriating an amount not to exceed \$18,000 for the Phase II Environmental Assessment of the former Gold's Inn property.

Date: _____
Randy Guthrie, Assistant City Manager

Date: _____
Scott A. Stevens, City Manager

ORDINANCE NO. 2014-

AN ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE
CITY OF GOLDSBORO FOR THE 2013-14 FISCAL YEAR

WHEREAS, a Phase II Environmental Assessment is needed at the Gold's Inn property to determine if environmental issues exist; and

WHEREAS, the City has received a proposal from Duncklee and Dunham for the Phase II Environmental Assessment at a cost of not to exceed \$18,000; and

WHEREAS, since there is not enough funding available in the operating budget for FY 2013-14 to cover this cost, the City of Goldsboro needs to appropriate \$18,000 from the General Fund.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro that the Budget Ordinance for the Fiscal Year 2013-14 be amended by:

1. Decreasing the Unassigned Fund Balance of the General Fund in the amount of \$18,000.
2. Increasing the line item entitled "Consultant Fees" (11-1012-1991) in the City Manager's budget of the General Fund in the amount of \$18,000
3. This Ordinance shall be in full force and effect from and after the _____ day of _____ 2014.

Approved as to form only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 21, 2014 COUNCIL MEETING

SUBJECT: Community Affairs Commission Appointment

BACKGROUND: On December 31, 2012, Ms. Tracey J. Belton was appointed to serve on the Community Affairs Commission to her first term with her term expiring on December 31, 2014 and has resigned.

DISCUSSION: Mr. Gaspar Gonzalez has submitted an application to serve on the Community Affairs Commission. Staff would recommend Mr. Gaspar Gonzalez to fill the unexpired term left by Ms. Belton's resignation whose term expires on December 31, 2014. Two vacancies still remain on the commission.

RECOMMENDATION: By motion, Council adopt the attached Resolutions:

1. Appointing Gaspar Gonzalez to the Community Affairs Commission.
2. Commending an individual who has served on the Community Affairs Commission of the City of Goldsboro.

Date: _____

Assistant City Manager

Date: _____

City Manager

RESOLUTION NO. 2014-

RESOLUTION APPOINTING A MEMBER TO AN ADVISORY
BOARDS AND COMMISSION

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

WHEREAS, three vacancies exist on the Community Affairs Commission; and

WHEREAS, the following distinguished citizen has expressed a desire to serve upon the Community Affairs Commission;

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

1. The following individuals be and are hereby appointed to the Community Affairs Commission. The term shall expire on the date indicated:

COMMUNITY AFFAIRS COMMISSION

First Term Appointees:

Gaspar Gonzalez

Term Expires December 31, 2014

2. This Resolution shall be in full force and effect from and after this 21st day of January, 2014.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

RESOLUTION NO. 2014 - _____

RESOLUTION COMMENDING AN INDIVIDUAL WHO HAS SERVED
ON THE COMMUNITY AFFAIRS COMMISSION OF
THE CITY OF GOLDSBORO AND DIRECTING THE MAYOR ON BEHALF OF
THE CITY COUNCIL TO PRESENT THE INDIVIDUAL WITH
A CERTIFICATE OF APPRECIATION

WHEREAS, citizen participation is vital to responsible government; and

WHEREAS, the following individual has served the local citizenry by her service upon the advisory Boards and Commissions of the City of Goldsboro; and

WHEREAS, the Mayor and City Council wish to commend this civic-minded citizen for her voluntary contributions to the City of Goldsboro.

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

1. The following individual is recognized for her service on the City's advisory Boards and Commissions and is commended for her contributions to the operation of Goldsboro's municipal government:

Goldsboro Community Affairs Commission

Tracey J. Belton

2. The Mayor of the City of Goldsboro is hereby directed to present this individual a Certificate of Appreciation for her civic contributions.
3. This certificate is to be presented at the next regularly scheduled meeting of the Community Affairs Commission or as close to that meeting date as possible.
4. This Resolution shall be in full force and effect from and after this 21st day of January, 2014.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

Finance Department
Monthly Report - December 2013

Prepared by: Kaye Scott, Finance Director



FY 2013-14

GENERAL FUND						UTILITY FUND					
	Actual	Adjusted Budget	Actual to Date	YTD %			Actual	Adjusted Budget	Actual to Date	YTD %	
	FY '12-13	FY '13-14	FY '13-14	Collected		Revenues	FY '12-13	FY '13-14	FY '13-14	Collected	
Revenues											
Tax Revenues	\$ 7,435,327	\$ 15,343,175	\$ 7,479,009	48.74%		Charges for Services	\$ 7,558,352	\$ 15,510,800	\$ 7,538,706	48.60%	
License & Permits	298,799	712,300	272,708	38.29%		Capital Returns	9,823	18,600	11,654	62.66%	
Revenue Other Agencies	7,238,253	13,736,656	6,419,039	46.73%		Miscellaneous Revenues	82,061	150,000	74,263	49.51%	
Charges for Services	2,084,478	4,512,810	2,364,197	52.39%		FB Withdrawal/PO Appropriation	\$ -	\$ 3,664,752	\$ -	0.00%	
Capital Returns	31,436	24,400	113,638	465.73%		Total	\$ 7,650,236	\$ 19,344,152	\$ 7,624,624	39.42%	
Miscellaneous Revenues	83,254	778,000	88,053	11.32%							
FB Withdrawal/PO Appropriation		4,250,465					Actual	Adjusted Budget	Actual to Date	YTD %	
Total	\$ 17,171,546	\$ 39,357,806	\$ 16,736,645	42.52%		Departmental Expenditures	FY '12-13	FY '13-14	FY '13-14	Collected	
						Distribution & Collections	\$ 1,125,911	\$ 3,188,068	\$ 998,279	31.31%	
	Actual	Adjusted Budget	Actual to Date	YTD %		Water Treatment Plant	1,771,670	5,134,112	1,898,807	36.98%	
Departmental Expenditures	FY '12-13	FY '13-14	FY '13-14	Collected		Water Reclamation Plant	2,066,937	7,882,477	2,276,160	28.88%	
Mayor/Council	\$ 167,895	\$ 323,223	\$ 165,781	51.29%		UF - Capital	315,891	1,922,545	181,624	9.45%	
City Manager	377,293	1,424,384	388,105	27.25%		Compost Facility	392,312	1,216,949	850,632	69.90%	
Human Resources Management	257,529	502,267	255,094	50.79%		Total	\$ 5,672,720	\$ 19,344,152	\$ 6,205,502	32.08%	
Community Affairs	113,511	215,900	107,914	49.98%							
Paramount Theater	168,165	334,564	164,581	49.19%							
Inspections	465,575	663,536	273,591	41.23%		DOWNTOWN DISTRICT FUND					
Downtown Development	203,981	286,929	132,033	46.02%			Actual	Adjusted Budget	Actual to Date	YTD %	
Information Technology	497,050	1,081,158	484,769	44.84%		Revenues	FY '12-13	FY '13-14	FY '13-14	Collected	
Public Works - Adm.	187,681	384,566	198,897	51.72%		Tax Revenues	\$ 23,374	\$ 72,222	\$ 18,342	25.40%	
Garage	1,186,127	2,284,852	1,099,378	48.12%		Capital Revenue	55	100	38	38.48%	
Garage Credits	(583,911)	(1,650,000)	(659,347)	39.96%		FB Withdrawal/PO Appropriation		34,317			
Building & Traffic Maint.	281,889	703,638	371,782	52.84%		Total	23,429	106,639	18,381	17.24%	
Cemetery	154,290	289,438	182,449	63.04%							
Finance	567,033	1,255,439	546,041	43.49%			Actual	Adjusted Budget	Actual to Date	YTD %	
Office Supplies Credits	(4,216)	(9,000)	(4,786)	53.18%		Departmental Expenditures	FY '12-13	FY '13-14	FY '13-14	Spent	
Planning & Redevelopment	761,443	2,179,693	726,673	33.34%		Downtown District	\$ 70,051	\$ 106,639	\$ 22,411	21.02%	
Postage Credits	(11,701)	(30,000)	(6,515)	21.72%		Total	\$ 70,051	\$ 106,639	\$ 22,411	21.02%	
Streets & Storms - General	753,047	1,325,580	708,916	53.48%							
Streets & Storms - Utilities	294,529	637,700	347,653	54.52%		OCCUPANCY TAX FUND					
Street Paving	-	250,000	250,271	100.11%			Actual	Adjusted Budget	Actual to Date	YTD %	
Sanitation	1,724,355	3,007,251	1,505,312	50.06%		Revenues	FY '12-13	FY '13-14	FY '13-14	Collected	
Engineering	275,813	651,116	312,085	47.93%		Occupancy Tax/Civic Center	\$ 161,340	\$ 275,000	\$ 151,987	55.27%	
Fire Department	2,872,555	5,535,029	2,761,689	49.89%		Occupancy Tax/Travel & Tourism	161,340	275,000	151,986	55.27%	
Police Department	4,205,033	11,262,800	6,695,338	59.45%		Capital Returns/Misc./Property Sale	\$ 762	\$ 1,200	\$ 51,447	0.00%	
Animal Control	32,573	60,950	32,033	52.56%		FB Withdrawal/PO Appropriation	\$ 150	\$ 546,328			
Special Expense Fees	1,194,933	3,003,082	1,584,512	52.76%		Total	\$ 323,592	\$ 1,097,528	\$ 355,419	32.38%	
Parks & Recreation	1,113,876	2,492,989	1,226,214	49.19%							
Golf Course	550,666	890,723	348,698	39.15%			Actual	Adjusted Budget	Actual to Date	YTD %	
Total	\$ 17,807,013	\$ 39,357,806	\$ 20,199,162	51.32%		Departmental Expenditures	FY '12-13	FY '13-14	FY '13-14	Collected	
						Civic Center	\$ 347,211	\$ 789,105	\$ 550,893	69.81%	
						Travel & Tourism	142,578	308,423	184,342	59.77%	
						Total	\$ 489,789	\$ 1,097,528	\$ 735,235	66.99%	

PUBLIC WORKS DEPARTMENT

December 2013 Monthly Report

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Prepared on 1/15/14

Distribution & Collections

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Utility Line Maint (lf)	24,375	9,755	5,481	11,953	3,424	3,398	17,471	14,281	14,090	19,297	10,044	11,044	12,051
Water & Sewer													
Water Taps	2	3	5	5	1	1	2	2	5	0	2	1	2
Water Repairs	8	8	12	23	5	4	5	8	7	12	11	5	9
Sewer Taps	4	2	3	2	3	0	4	4	1	1	2	2	2
Sewer Repairs	4	2	0	5	1	3	1	2	0	3	2	2	2
Hydrants Replaced/Fixed	10	6	6	6	8	2	3	5	6	3	9	13	6
New Hydrant Installs	0	2	0	0	2	0	0	0	0	2	2	1	1
Water Meter Shop													
New meter installs	69	58	34	68	144	52	93	61	132	33	73	49	72
Changed out	67	42	34	62	65	24	61	60	120	49	55	36	56
Leak Repairs	16	4	10	17	9	22	15	15	10	8	13	25	14

Building & Traffic

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Radio, Electrical, Building	40	55	30	17	51	32	33	34	20	40	17	48	35
Signal Problem Responses	25	10	19	40	86	54	45	56	37	17	20	30	37
Sign Repairs	10	32	19	21	15	38	21	59	19	43	11	29	26

Garage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Total Work Orders	215	200	157	171	221	192	280	219	244	256	225	258	220
New Parts	961	734	775	1019	803	825	1071	977	1296	1316	1155	1473	1,034
New Parts Cost	\$ 47,767	\$ 38,175	\$ 37,978	\$ 37,224	\$ 41,649	\$ 28,834	\$ 27,460	\$ 32,940	\$ 63,131	\$ 44,586	\$ 42,147	\$ 36,674	\$ 39,880
Mounted & Balanced Tires	14	29	37	23	27	14	25	8	45	57	31	56	31
Lube, Oil and Filter	51	41	35	60	41	34	44	56	51	89	76	81	55
NC Vehicle Inspections	3	2	5	5	7	0	18	11	12	59	31	41	16
Total Fuel Cost	\$ 89,783	\$ 81,538	\$ 77,199	?	\$ 84,621	\$ 79,225	\$ 107,735	\$ 103,122	\$ 92,254	\$ 95,917	\$ 82,249	\$ 77,394	\$ 88,276
Welding Man-hours	41.2	54.7	19.9	116.5	121.1	?	90.5	96	125.8	102.1	128.8	111.6	91.7

Sanitation

(Tons)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Household Refuse	1106.0	951.5	849.3	1097.6	865.0	810.5	907.6	931.6	912.66	1081.57	740.12	875.09	927.4
Co-mingled recyclables	112.5	84.8	59.0	96.4	121.2	87.7	113.1	103.7	96.9	105.62	91.88	120.25	99.4
Limbs	620	472	412	616	644	764	732	672	640	592	528	220	576
Leaves / yard debris	420	208	208	276	236	192	248	200	108	228	800	884	334

PUBLIC WORKS DEPARTMENT

December 2013 Monthly Report

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Prepared on 1/15/14

Cemetery

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Willowdale Funerals	10	6	4	2	2	8	6	7	6	4	5	5	5
Elmwood Funerals	3	2	3	4	4	4	4	3	2	3	2	1	3
Willowdale Lots Sold	2	1	0	0	1	3	2	3	0	0	1	0	1
Fees charged	\$ 10,176	\$ 7,900	\$ 4,550	\$ 3,640	\$ 5,032	\$ 9,930	\$ 8,125	\$ 9,317	\$ 6,606	\$ 5,488	\$ 5,650	\$ 4,846	\$ 6,772

Streets & Stormwater

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Repairs (locations)													
Utility Cuts	12	6	3	15	6	17	6	9	14	28	17	4	11
Pot Holes	38	25	34	38	39	41	15	19	2	143	15	11	35
Dips / Tree roots	8	8	18	10	7	7	0	3	16	7	3	2	7
Storm Structures	?	1	?	9	3	7	12	8	4	5	4	2	6
Sidewalk / C&G	2	5	1	8	11	1	3	6		7	10	6	5
Maintenance													
Storm Sewer (lf)	?	?	?	?	?	?	?	191	64	0	21120	0	4,275
Ditchline (mi)	?	?	?	?	?	?	?	12	10	12	15	6	11
Storm Structures	?	?	?	?	?	?	?	0	15	10	10	3	8
Grading Dirt Streets (mi)	0	0	0	0	0	0	0	1.4	4.2	2.3	1.3	2.3	1
ROW Mowing (ac)	?	?	?	48.75	67.25	56.5	70.25	74.25	61.25	21	25	2.5	47
City-Owned Lots Mowing	?	?	?	19	48	36	41	42	34	32	33	0	32

Miscellaneous Projects

S&S Division finished up the Pilot Phase of the Controlled Access Fencing / Monument project along Hwy 70

Building and Traffic Division:

Coordinated removal and replacement of all office furniture and equipment during Public Works facility carpet install

Installed and maintained (multiple repair calls) all downtown Christmas lighting, including several special requests from Paramount and DGDC

Coordinated support efforts for the Downtown Trolley Rides with DGDC to deliver, setup and pick equipment

Paramount -- removed and installed theater seating in support of December functions

Hung banners on City Hall columns to advertise new motto

Miscellaneous calls ranging from repairing office furniture to hanging picture frames

Community Affairs Department

Monthly Report - December 2013

Prepared By: *J. LaTerrie Ward*

- The Community Affairs Commission did not hold its regularly scheduled meeting in December and the next scheduled commission meeting is January 14, 2014 at 7:00 p.m.
- The Annual Martin Luther King, Jr. Holiday Celebration will be on Monday, January 20, 2014 (Breakfast – 7:30 a.m.; Program – 9:00 a.m.). The guest speaker will be Mr. James Stewart. Mr. Stewart grew up in Birmingham, Alabama, in the midst of the Civil Rights Movement and led the first group of young marchers out of the Sixteenth Street Baptist Church in what became known as the Birmingham Children’s March. Tickets are available for purchase from members of the planning committee or the Community Affairs Office. The price is \$15.
- The One Harvest food packages were distributed on Saturday, December 21, 2013 at Herman Park Center. Mr. Steve Jordan transported the food boxes from Wilson to the center. The Aktion Club of Goldsboro volunteered to unload and distribute the boxes. One (1) food box was donated to a needy family. December was the last distribution.
- Housing Complaint (1) received from citizen with alleged violations under the Minimum Housing Code included mold, electrical issues and pest control issues. Consumer concerns (4) included assistance with utility bills, rent, and food. All complaints were submitted to the appropriate City Department or designated community/state resources for resolution.
- The Mayor’s Committee for Persons with Disabilities held an ad-hoc committee meeting to discuss ways to make the public more aware of the Mayor’s Committee for Persons with Disabilities. The Hal K. Plonk Disabilities Walk will be held on Wednesday, May 7, 2014.
- Mayor’s Youth Council participated in the following special projects:
 - o Jingle in the Park at Herman Park Center
 - o Prepared 100 bagged meals at First Christian Church for Last Saturday’s Supper
 - o The annual gift wrapping scholarship fundraiser will begin December 14, 2013, at Berkeley Mall (old “Mama’s Chocolates”).

2013 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	9	4	2	4	4	7	10	2	2	2	0	1	4
Consumer	2	4	3	2	8	4	7	6	1	3	5	6	4
2012 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	9	3	3	5	9	6	8	6	11	9	3	2	6
Consumer	0	2	2	3	4	9	6	4	8	4	1	1	4
2011 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	7	6	7	2	6	15	0	9	13	12	10	4	8
Consumer	5	11	12	4	4	13	3	19	2	9	4	13	8



December 2013

Prepared By: Julie Metz, Director

Miscellaneous:

- The DGDC office is preparing a newsletter for distribution the month of January.
- The DGDC office hosted the 2nd Merchant's Association Meeting held December 17, 2013. These meetings and this group continue to show great interest in collaboration.
- DGDC staff is working with the DGDC Board to prepare for their annual sponsorship campaign for 2014. The goal has been set for \$60,000 cash and \$140,000 of in-kind value. These funds supplement City downtown efforts and fund many downtown events and activities.
- DGDC staff is working with other City staff to respond and prepare for the TIGER grant implementation. Julie, as well as Randy Guthrie, Kaye Scott and Scott Stevens traveled to FTA's Region IV office in Atlanta at their request to discuss the grant requirements and attend federal procurement and financial reporting workshops.
- The Downtown Development staff and some city and DGDC Board representatives will be attending the NC Main Street Conference and Awards Ceremony, January 29-31 in New Bern.
- Goldsboro through the Downtown Development office will be hosting North Carolina Downtown Development Association's quarterly board meeting February 28, 2014 in the DGDC Board Room from 10:30 to 1:30 and providing tours of Union Station and Bill Edgerton's apartments at 205 E. Walnut Street.
- We continue to push our marketing and awareness reach through various advertising venues. Our last weekly Facebook report for the month of December stated that our weekly reach was 4,306 (up 41% from previous week) engaging 649 people (up 85% from previous week).

Downtown Business:

- The DGDC staff has assisted six (6) individuals over the month to locate a storefront for proposed businesses. We shared incentive information, showed properties and educated them on downtown investments.
- The DGDC staff, collectively, had over 45 face-to-face interactions with downtown business owners/managers in December. This is in part due to the events held during the month.
- New or Expanding Businesses:
 - JoJo's Tea & Coffee Shop is expanding into the building beside them at 118 E. Mulberry Street.
 - Uniquely R's expanded their business to include The Gladstone, a tea room in the back of the store that offers French pastries and other specialties equipped with old hotel-lounge charm and free Wifi access. Uniquely R's was the DGDC's Business of the Month for December.
 - Haulin' Hog – Downtown has their first permanent Food Truck in Haulin' Hog, located on the 100 block of N. George Street behind Rick's Used Tires.
- Business Coming Soon:
 - Emiline's Candy Emporium – Located at 102 S. Center Street, the candy store will open in early 2014 and sell fresh fudge and old fashion candy.
 - Zennubian Seven Tea House – Located at 144 N. Center Street, the tea house and organic-goods/food grab-n-go will open in early 2014.
 - Dancing Butterfly, a retail store, is opening at 117 S. Center Street. The strategically placed store will sell apparel for dance and stage performers. It is the only of its kind in the area as the closest business offering similar merchandise is in Kinston.
- The Downtown office received two Business Incentive Grant applications during the month. The ER Committee will review these applications at their January meeting to make a recommendation to the DGDC Board.
- A façade grant project was completed and closed out for 135 E. Walnut Street, Paramount Enterprises, that helped provide a new awning for the facade.

Events/Activities:

DGDC held/assisted with these events over the course of the month:

- Holiday Trolley Rides, November 26, December 3, 10, and 17, 2013: Encore group volunteered to carol for an hour at each one. DGDC volunteers handed out candy to trolley riders.
- Festive Storefronts Contest, December 2-9, 2013: Winners Uniquely R's (judges vote) and Salon 150 (Facebook vote)
- Shop the Block, December 6, 2013: Our best Shop the Block yet. The community utilized participating merchants' coupons printed in GO Magazine for the event.
- Santa Stumble, December 13, 2013
- Downtown Christmas Parade, December 7, 2013
- Downtown Basket Raffle

DGDC staff is working to prepare for the following upcoming events/activities:

- 2014 Sponsorship Drive – Now through March
- Praxis Film Festival Downtown, January 31
- Pig in Downtown – Starts March 11th
- Shop the Block – March 14th
- Barnyard Bar Bounce – April 11th
- Available Properties Open House – April 4th
- Community Action Day – April 26th



ENGINEERING DEPARTMENT MONTHLY REPORT – DECEMBER 2013

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

2013 Sewer Inspection & Investigation Services

- Staff requested Hydrostructures submit a proposed scope of services, fee estimate, and anticipated schedule based on the recommendations included in the Inflow & Infiltration Analysis for construction administration services to include manhole inspections, smoke testing, sonar/video inspection of the 42-inch Stoney Creek Outfall, sewer investigation and reporting for the 2013 Sewer Rehabilitation Project;
- On August 5, 2013, City Council authorized an engineering agreement with Hydrostructures for the proposed scope of services in an amount not to exceed \$117,909.00 for the 2013 Sewer Inspection and Investigation Services;
- Hydrostructures is in the process of compiling and analyzing data for the final report and project recommendations.

Stoney Creek Stream Enhancement – Phase II

- Staff has resubmitted the grant application, as part of the 2013 cycle, for consideration by the North Carolina Clean Water Management Trust Fund in reference to the Phase II Stoney Creek Stream Enhancement project;
- Staff is in discussion with Clean Water Management Trust Fund to include this project in their February 10, 2014 potential projects for funding.

Berkeley Boulevard Widening Project

- City Attorney is handling the condemnation process;
- Staff is working to resolve and coordinate utility conflicts in the project area;
- City Council awarded a contract on November 18, 2013 for \$104,250.00 for Berkeley Boulevard Utility Improvements to R. D. Braswell Construction Company of Smithfield, NC;
- The improvements consist of relocation of two 6-inch water lines, one 10-inch water line, and one 16-inch water line;
- Advertisement for bids is currently scheduled for January 24, 2014.

George Street Water Main Improvements

- Notice to proceed was issued for May 15, 2013 with a 90-day contract completion date of August 15, 2013;
- City Council authorized a change order to this contract on November 18, 2013 for revising the scope of services to include an additional \$77,759.00 and amending the contract completion date;
- George Street water main project is approximately 70% complete;
- The amended contract completion date is February 3, 2014.

Mulberry Street Water Line Improvements

- The City of Goldsboro proposes to replace the existing four (4) inch water line with a ten (10) inch water line in order to supply adequate water pressure for properties in this area;
- NCDENR approved the water permit application for this project;
- Cox-Edwards Company will prepare plans and specifications for this water line project;
- Mulberry Street water line improvements project is on hold pending additional water line design work that may be added to this project.

Wayne Memorial Drive Sidewalk Project

- Staff has prepared plans and specifications for the Wayne Memorial Drive Sidewalk project;
- This project entails construction of approximately 2,000 square yards of 4-inch sidewalk along Wayne Memorial Drive from Royall Avenue to 70 Bypass;
- Ten contractors submitted bids for this project and sealed bids were opened on December 3, 2013;

- Carolina Earth Movers, Inc. of Smithfield, NC submitted the low bid of \$127,927.00;
- Wayne Memorial Drive sidewalk project is on hold contingent upon approval from North Carolina Department of Transportation.

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 which were due in December 2013.

Goldsboro Fire Department Monthly Report - December 2013

Report Prepared By: Gary Whaley GW/CL

Fire Prevention and Outreach

- December 6th: Live Burn Training – S. Slocumb Street
- December 7th: Participated in the Goldsboro Christmas Parade
- December 13th,
14th, 20th, 21st: Participated in “Jingle in the Park”

Working Structure Fires

- 12/11 – 703 Corney St.
- 12/14 – 1717 E. Holly St.*
- 12/15 – 111 Sandy Cir.

Working Vehicle Fires

- 12/11 – 300 Dixie Trail
- 12/11 – 903 Beal St.
- 12/22 – 1700 S. Slocumb St.
- 12/29 – 1739 Maple St.

* 1717 E. Holly Street structure fire affected 3 other apartments. The cause of the fire is undetermined at this time.

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.

<u>2013</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:	170	156	164	161	177	180	144	112	149	188	193	166	163
Structure Fires:	10	11	10	3	7	6	7	10	7	13	5	6	8
EMS Calls:	68	64	63	62	72	58	63	63	61	74	51	52	63
Vehicle Accidents:	32	29	28	23	35	32	24	35	28	32	31	37	31
Fire Alarms:	16	15	10	13	12	21	20	41	29	38	49	32	25
Other:	44	37	53	60	51	63	30	39	24	31	57	39	44
Training Hours:	2091	2106	1763	1573	1767	1500	1649	1661	2177	1796	1578	1041	1725
Safety Car Seat Checks:	8	8	14	10	8	16	12	13	15	26	10	9	12
Inspections:	109	60	77	78	119	90	70	104	89	112	85	72	89
<u>2012</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:	154	152	167	170	179	178	176	147	144	185	178	188	154
Structure Fires:	11	13	14	11	8	11	9	3	4	6	11	11	9
EMS Calls:	61	60	60	50	62	66	53	65	59	53	58	78	55
Vehicle Accidents:	34	27	29	29	33	22	28	25	29	32	33	43	27
Fire Alarms:	22	31	20	24	21	38	31	25	23	51	39	18	27
Other:	26	21	44	56	55	41	55	29	29	43	37	38	37
Training Hours:	2086	2078	1845	2103	1939	1853	1231	1811	1926	1712	1756	903	1770
Safety Car Seat Checks:	0	0	6	4	12	3	2	7	53	12	12	9	10
Inspections:	49	36	68	23	63	59	64	94	91	60	69	33	57

Human Resources Management Department

MONTHLY REPORT – DECEMBER 2013

Prepared by: Pamela C. Leake

The Human Resources Department advertised three (3) vacancies this month. 60 applications were processed and 16 notification letters were mailed to applicants. There were two new hires: Building and Traffic Superintendent (Public Works) and one Police Officer. There was one internal promotion (Billing Technician – Finance). Employee Orientation was not held this month. We will resume in January.

Total employment for the month was **487** (432 full-time employees and 55 part-time employees). Annual appraisals for the 2012/13 period were completed, and eligible employees received their merit bonus on December 11. This was a busy month for Human Resources as we prepared for Employee Appreciation Day and finalized annual appraisals. Employees with at least five years of service were recognized at the Employee Appreciation Day. Awards were distributed in five-year increments, and a total of 69 employees were recognized for their years of service with the City.

This month's safety training focused on Prescription Drug Abuse and Respiratory Protection. Employees were educated on the dangers of misusing and abusing prescription medications and how to properly wear respiratory equipment. Sessions were held at Public Works, Compost Facility, and Water Treatment Plant. 20 employees attended the sessions on Prescription Drug Abuse and 27 employees attended respiratory training.

The Personal Injury Committee did not meet this month. The Vehicle Accident Committee met and reviewed three (3) cases. Recommendations were submitted to the City Manager for final approval.

This month's health beat program was entitled, ***"When to Go to An Urgent Care or to the Emergency Room."*** In this program, the cost for an emergency room visit was compared to the cost for going to an Urgent or Immediate Care. There was also discussion about how an emergency room can be misused for minor illnesses, and what a true emergency consists of and how to handle it. A wellness video - **23 and ½ hours** was also shown to employee after the health training. 186 employees attended both programs. There were two work related injuries during the month of December.

The Wellness Committee had its first meeting on November 15 and it is comprised of 15 members from the various departments in the City. The committee chose this mission statement: The mission of the Wellness Committee is to promote and support programs that encourage the wellness of City of Goldsboro employees. The Committee also chose the tag line "Live well, Work well, Be well". There was discussion of Biometric screenings with a target date of March. The Health Fair was also discussed with a target date of April or May. The Committee took a group picture which is to be used as an introduction of the Committee when passing out information such as the survey etc.

Monthly Drug Screen Report:

- Non-DOT random drug screens: 95 negative
- Quarterly DOT random drug screens: 31 negative
- Post-Accident Non-DOT drug screens: 7 negative
- Post- Accident DOT drug screens: 1 negative

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Applications	109	70	103	95	136	124	116	73	54	61	97	60	92
New Hires	6	4	1	1	4	2	3	1	4	1	1	2	3
Separations*	3	2	1	1	5	4	4	0	5	1	1	0	3
Vehicle Accidents	2	5	2	3	2	0	7	3	2	5	2	3	3
Workers Compensation	2	8	0	1	1	0	1	2	2	2	2	2	2
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Applications	208	120	119	161	108	142	162	87	87	272	81	64	134
New Hires	0	6	4	4	3	3	1	3	3	3	1	2	3
Separations*	3	5	1	1	3	2	2	1	5	2	2	5	3
Vehicle Accidents	1	2	0	2	2	1	3	3	1	3	2	0	2
Workers Compensation	3	8	1	1	1	4	8	8	4	3	3	2	4

*Separations include full-time resignations, retirements, and terminations.

Information Technology

Monthly Report - December, 2013

Prepared by: Scott Williams

- Completed splicing of fiber for satellite fire stations back to City Hall.
- Found damaged fiber along Berkley. IT and Signal fiber were both damaged by squirrels. See image below. Scheduled the fiber repair for January 2nd. Repairs were made without issues. Started the process for trimming trees in the right of way where the issue occurred to avoid further damage.
- Installed routers at satellite fire stations in support of the fiber installed. All work for the transfer to our network and phone system will be completed by the end of February.
- Replaced a hard drive on our Tracker machine at the Police Department. The drive was replaced under warranty and no data was lost due to the failure. Tracker is used for finger print analysis.
- The boiler that heats Historic City Hall and the Addition has been going into alarm mode periodically. Investigating what is needed to resolve the issue. There may be issues with the sensor that determines there is a flame and keeps the heat pumping. Does not seem to be a major repair, but it does cause temperatures to be lower than normal in the buildings after a failure.
- Installed eleven replacements computers in Public Utilities.
- Replaced the folder/sealer used to fold and seal checks and W2s, as well as Business License letters.
- Replaced a sensor for DGDC card access. Restored normal operations.
- Installed ViewVault for Goldsboro Police Department. Configured the server and the client on a workstation. This is used for in-car video.
- Upgraded Banner Financial and Banner HR.
- Installed two replacement printers and four replacement monitors.



2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Tickets Opened	320	457	424	379	371	322	339	405	353	408	324	251	363
Tickets Closed	339	413	421	372	385	309	354	361	334	353	344	139	352

2012	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Tickets Opened	132	187	201	124	211	221	369	405	298	411	291	287	261
Tickets Closed	136	189	213	121	196	235	350	401	305	412	281	295	261

Goldsboro Inspections Department
Monthly Report – December 2013
Prepared By: Allen Anderson

The valuation of all building permits issued during the month of December totaled \$4,498,296.00. Eleven (11) of these permits were new residential single family dwellings at a valuation of \$1,066,539.00.

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 \$1,814,885.00.

All permit fees collected for the month totaled \$39,001.83. Of the permit fees collected for the month \$3,060.00 was collected in technology fees. Plan review fees collected during the month totaled \$850.00.

The Inspectors did a total of 449 inspections for the month. During the month of December one (1) business inspection was completed. A total of 260 permits were issued for the month. Sixty-eight (68) plan reviews were completed for December. We now have a total of 224 structures in the Minimum Housing Process.

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Permit Valuation													
All Buildings (millions)	\$5	\$4	\$4	\$14	\$5	\$2	\$7	\$7	\$3	\$2	\$3	\$4	\$5
Residential (thousands)	\$381	\$460	\$749	\$541	\$1,244	\$365	\$1,987	\$271	\$260	\$813	\$947	\$1,067	\$757
Miscellaneous** (millions)	\$1	\$2	\$2	\$18	\$2	\$3	\$3	\$5	\$3	\$5	\$2	\$2	\$4
Permit Fees (thousands)	\$32	\$49	\$36	\$51	\$173	\$287	\$133	\$50	\$43	\$49	\$26	\$39	\$81
Inspections (total)	641	500	547	615	728	566	620	569	465	571	563	449	570
Permits Issued (total)	263	247	250	355	295	277	305	330	186	284	228	260	273
Plan Reviews Completed	76	63	72	82	53	62	86	77	74	46	64	68	69
Minimum Housing In Process	275	275	250	250	250	250	250	295	215	215	218	224	247
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Permit Valuation													
All Buildings (millions)	\$5	\$9	\$3	\$3	\$9	\$5	\$5	\$2	\$6	\$2	\$1	\$3	\$4
Residential (thousands)	\$1,707	\$384	\$1,464	\$913	\$175	\$0	\$1,679	\$282	\$1,508	\$187	\$611	\$1	\$743
Miscellaneous** (millions)	\$1	\$1	\$1	\$1	\$2	\$2	\$3	\$3	\$2	\$1	\$3	\$6	\$2
Permit Fees (thousands)	\$31	\$23	\$27	\$36	\$45	\$38	\$36	\$31	\$37	\$21	\$15	\$63	\$34
Inspections (total)	658	651	728	771	773	738	795	829	702	717	644	505	709
Permits Issued (total)	269	266	291	365	378	337	366	317	260	245	204	255	296
Plan Reviews Completed	43	33	66	60	43	49	40	39	48	30	24	107	49
Minimum Housing In Process	374	374	374	388	386	386	376	375	375	320	320	320	364



Monthly Report-December 2013

Prepared by: Sherry Archibald, Director

- December continues to be one of the Paramount's busiest months. Booked every day until the 23rd, we find ourselves turning away several potential renters.
- Three holiday favorites were in December including Goldsboro Ballet's *Nutcracker*, Center Stage Theatre's *A Christmas Carol* and the musical, *Child of the Promise*.
- The three holiday favorites have allowed all three groups to collaborate in many ways, including shared advertising and a Christmas Package permitting patrons to purchase one ticket to all three performances at one low price.
- Six school shows were presented bringing approximately 2,500 students to the theatre.
- The Paramount served as the host location for the City of Goldsboro's annual Employee Recognition event.
- The legislature has passed a new admission sales tax law. House Bill 998 is in effect January 1, 2014. Paramount staff has attended several meetings and webinars to educate ourselves on the process and interpretation of the law in order to best serve our renters. The Paramount staff provided an informational meeting to interested renters on the exemptions and details.
- Paramount staff met several times with Wayne Community College Foundation staff in preparation of the Praxis Film Festival scheduled for January 31, 2014 at the Paramount and February 1, 2014 at Wayne Community College. In their fourth consecutive year, Wayne Community College Foundation invited the Paramount to join them in this event.
- The Paramount staff has met several times to discuss their mission and values. A collaborative effort created the mission & values statements below and can be found on our website.

*The **mission** of the Paramount Theatre is to nurture the community's love for the performing arts and improve their quality of life by presenting high-caliber and diverse talent on a local and professional level. We educate and entertain while serving as a destination and landmark to the community's history.*

Our Values- We believe-

We are a vital part of Goldsboro's history

We provide exceptional customer service

We present quality entertainment

We are professional, fair & hospitable

We partner with the community to serve the citizens of Goldsboro

- Expenses for month of November - **\$31,972.09**
Details: Labor - \$ 17,703.79 /Operational Expenses - \$ 14,268.30
Receipts for the month of November - **\$15,683.97**
Details: Rentals - \$7,327.00/Tickets-\$8,245.14/Concessions-\$111.83

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Average 2013
Exp	\$23,162	\$30,631	\$26,328	\$35,434	\$27,864	\$15,152	\$35,929	\$15,022	\$20,949	\$24,587	\$36,120	\$31,972	\$26,929
Rev	\$4,472	\$8,035	\$9,523	\$16,066	\$12,394	\$7,173	\$20,457	\$3,000	\$7,748	\$9,201	\$8,621	\$15,683	\$10,197

	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Average 2012
Exp	\$29,067	\$27,339	\$25,037	\$26,742	\$19,437	\$14,546	\$30,866	\$20,540	\$15,519	\$34,790	\$43,789	\$22,638	\$25,859
Rev	\$9,434	\$5,574	\$10,811	\$11,429	\$12,753	\$5,408	\$14,616	\$11,379	\$5,274	\$13,652	\$12,270	\$21,477	\$11,173

**GOLDSBORO PARKS AND RECREATION DEPARTMENT
MONTHLY REPORT- DECEMBER 2013**

Report Prepared By: *W. Scott Barnard* SB/FLB

Herman Park and W. A. Foster Centers:

	COMMUNITY CENTERS – PROGRAM REVENUES	COMMUNITY CENTERS – RENTAL REVENUES	FACILITY USAGE
2013	\$681.00	\$1,785.00	2,809
2012	\$999.00	\$1,262.50	3,392

Special Populations and Senior Citizens Programs:

	PROGRAM REVENUES	FACILITY USAGE
2013	\$355.00	1,866
2012	\$173.00	1,688

Athletics and Park Facility/Shelter Reservations:

	PROGRAM REVENUES	PARK FACILITY / SHELTER RENTAL REVENUES	FACILITY USAGE
2013	\$2,001.00	\$0.00	1,388
2012	\$140.00	\$170.00	1,155

Golf Course Report:

	REVENUES
2013	\$37,003.23
2012	\$52,508.61

Special Events:

JINGLE IN THE PARK @ HERMAN PARK	ENTRY FEES	SPONSORSHIP	PARTICIPANTS
2013	\$0.00	\$1,500.00	2,700
2012	\$0.00	\$0.00	1,600

TOTALS:

	REVENUE SUMMATION FOR THE MONTH OF DECEMBER	REVENUE SUMMATION FOR THE MONTHS OF JULY – DECEMBER
2013	\$43,325.23	\$354,024.76
2012	\$55,253.11	\$306,457.11

PLANNING DEPARTMENT

MONTHLY REPORT - December, 2013

Prepared by: Sally Johnson

GENERAL TASKS

During the month of December, the Planning staff has served as liaison with the Planning Commission and Historic District Commission. While reviewing and signing off on all commercial and residential building and sign permits, the staff has continued to prepare for upcoming meetings to be held in January, 2014. On-going projects include sign survey, mobile home survey, preparation of transportation-related maps, designation of farm leases and submission of information relative to bidding out leases of City-owned land.

PLANNING COMMISSION

2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Subtotal
Rezoning, Conditional Use Permits, Site Plans and Subdivisions	6	5	6	3	4	1	3	5	5	6	1	4	15

2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Rezoning, Conditional Use Permits, Site Plans and Subdivisions	6	7	2	5	6	5	7	4	10	2	2	4	13

HISTORIC DISTRICT COMMISSION

2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Subtotal
Certificates of Appropriateness	1	2	7	0	4	5	4	3	1	1	0	1	29

2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Certificates of Appropriateness	3	2	2	0	0	3	3	1	3	2	4	3	26

CODE ENFORCEMENT STATISTICS

2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Subtotal
Grass Cuttings/Cost	0	0	0	0	70 \$3,910	113 \$6,550	125 \$7,250	83 \$4,895	110 \$6,800	54 \$2,775	15 \$1,380	22 \$1,295	592 \$34,855
Illegal Dumping/Cost	0	0	0	0	0	0	0	0	0	0	1/\$50	2/\$65	3 \$115
Repeats	0	0	0	0	43	84	86	67	77	44	5	11	\$417
Junk Vehicles Tagged/Towed	8/2	10/1	2/0	11/4	12/4	8/4	6/2	6/0	7/0	10/3	4/0	4/0	88/20
Signs Removed	15	30	20	42	51	7	10	10	12	12	20	20	249

2012	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Grass Cuttings/Cost	7 \$560	2 \$190	15 \$875	70 \$4,680	115 \$7,270	117 \$6,860	59 \$3,660	97 \$5,795	150 \$7,235	59 \$5,925	0	12 \$425	703 \$43,475
Illegal Dumping/Cost	15 \$575	31 \$1,140	8 \$375	19 \$785	1 \$75	3 \$115	3 \$80	7 \$290	2 \$125	1 \$20	0	0	90 \$3,580
Repeats	3	1	13	61	73	79	49	64	111	34	0	0	488
Junk Vehicles Tagged/Towed	26/22	16/2	10/4	8/10	15/4	14/6	18/4	18/1	18/1	27/1	18/4	8/0	196/59
Signs Removed	6	14	4	100	43	40	0	0	6	4	20	29	266

Goldsboro Police Department Monthly Report - December 2013

Report Prepared by: Jeffery R. Stewart JRS/KB

Total UCR offenses (homicide, rape, robbery, assault, burglary, motor vehicle theft and arson for December 2013 were 257 compared to 251 for November 2013.

Property with an estimated value of \$207,775 was reported stolen while property with an estimated value of \$79,467 was recovered.

Officers arrested 207 people and 411 citations were issued during the month. There were 51 drug -related charges.

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

Revenue collected for December included:

Police Reports	\$152.00
Fingerprints	\$80.00

UCR COMPARISON & TREND														
	2013	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	AVG
OFFENSE														
Homicide		1	0	0	0	0	0	1	0	0	1	1	1	0.416
Rape(&attempts)		1	0	0	0	1	0	0	0	0	0	0	1	0.25
Robbery		6	6	12	5	4	5	3	2	5	6	6	7	5.58
Aggravated Assault		13	18	22	19	31	18	26	18	6	21	12	10	17.833
Simple Assault		28	37	26	32	48	33	30	27	18	21	22	22	28.666
Breaking & Entering		74	47	47	51	50	61	47	28	40	31	42	55	47.75
Larceny		116	110	116	121	148	139	171	155	154	148	43	149	130.833
Motor Vehicle Theft		12	11	8	6	7	7	7	12	10	6	5	12	8.583
Arson		0	0	0	0	0	0	0	2	0	0	0	0	0.166
TOTALS		251	229	231	234	289	263	285	244	233	234	131	257	240.077
	2012	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	AVG
OFFENSE														
Homicide		0	0	0	1	3	1	1	1	5	0	0	1	1.08
Rape(&attempts)		0	1	0	0	0	1	0	0	1	0	0	0	0.25
Robbery		7	5	6	7	6	2	5	9	8	5	6	7	6.08
Aggravated Assault		12	10	24	29	15	30	13	18	31	20	10	21	19.42
Simple Assault		22	17	37	28	31	22	33	24	23	29	17	28	25.92
Breaking & Entering		40	25	48	55	31	28	56	50	47	62	68	79	49.08
Larceny		121	106	150	151	129	122	143	151	138	147	131	166	137.92
Motor Vehicle Theft		20	3	14	9	8	20	11	14	6	9	8	5	10.58
Arson		0	0	0	0	0	0	0	0	0	0	0	0	0.00
TOTALS		222	167	279	280	223	226	262	267	259	272	240	307	250.33

Public Utilities Department Monthly Report- December 2013

Report prepared by: Karen Brashear

Water Reclamation Facility

The Water Reclamation Facility operations are proceeding smoothly. All of the city's 25 pump stations are operating well with no problems to report.

Water Treatment Plant

The Water Treatment Plant operations are proceeding smoothly. There are no problems to report for this period.

Compost Facility

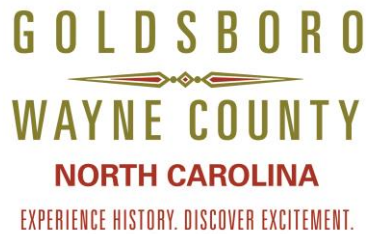
One thousand two hundred eleven cubic yards of compost/mulch was sold in December 2013. Compost sales were higher than usual due to a wholesale customer purchase for a NC DOT job. The Compost Facility is running smoothly with only minor repairs.

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

2013 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
Water	4.495	4.390	4.217	4.283	4.700	4.823	4.790	5.196	4.898	4.591	4.404	4.740	4.628
Sewer	7.76	7.52	7.18	7.75	8.20	10.17	15.10	9.11	7.89	7.05	6.58	8.48	8.56

2012 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Average
Water	4.323	4.267	4.331	4.366	4.709	5.162	5.070	4.852	4.793	4.636	4.389	4.385	4.607
Sewer	5.29	6.30	8.07	8.78	7.53	7.03	5.78	6.41	6.20	6.32	5.32	6.26	6.61

Cu. Yds. Compost	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average Month
2013	320	172	347	511	450	134	252	276	362	419	256	1211	384
2012	80	292	403	868	501	339	575	161	278	285	94	190	339



Travel & Tourism Department Monthly Report – December 2013

Prepared by: Betsy Rosemann, Director

- A total of 81 inquiries were fulfilled by Travel & Tourism Office (TTO) during the month of December.
- The Tourism Office created framed posters and elevator signs, on behalf of the City and County, thanking Seymour Johnson Air Force Base. Posters were installed in area hotels, City Hall and the County Courthouse. More posters will be distributed in January.
- Gift bags were prepared by the TTO staff for the City of Goldsboro's Employee Recognition meeting. The Knights of Columbus also received promotional items to distribute to 100 members who plan to attend a meeting in Goldsboro.
- Betsy Rosemann attended a "Listening Tour" with NC Commerce Secretary Sharon Decker on December 2nd in Wilmington.
- On December 13th, Betsy Rosemann attended a quarterly meeting of the NC Sports Association in Cabarrus County. A representative from the National Association of Sports Commissions (NASC) made a presentation and attendees of TEAMS shared feedback about the conference, held in November.
- The Goldsboro Tourism Council held their regular meeting on December 18th at the Wayne County Chamber of Commerce.
- The Tourism Office placed the following advertising spots in December:
 - Lamar Billboards – Praxis (Paramount and WCC)
 - Lamar Billboards – John Brown & the Groove Shop Band (Paramount)
 - Online Ad, Carolina Living – Praxis
 - Our State Magazine – Pig in the Park
 - News & Observer.com – Praxis

Occupancy Tax Collections YTD

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Average
2013	\$44,097	\$53,434	\$37,271	\$55,984	\$59,385	\$55,999	\$50,239	\$49,618	\$45,554	\$63,415			\$514,996	\$51,499
2012	\$56,022	\$62,755	\$23,972	\$87,818	\$65,304	\$55,674	\$51,793	\$55,809	\$49,572	\$44,528	\$44,086	\$36,851	\$634,184	\$52,849
2011	\$65,943	\$49,599	\$43,982	\$52,774	\$51,297	\$52,800	\$55,065	\$61,126	\$46,366	\$42,824	\$45,738	\$61,162	\$628,665	\$52,389

RESOLUTION NO. 2014-6

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY CAPTAIN JOHN J. BIGGINS
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 27 YEARS**

WHEREAS, Captain John Biggins retires on January 31, 2014 as a Police Support Services Supervisor in the Goldsboro Police Department of the City of Goldsboro with more than 27 years of service; and

WHEREAS, John began his career on August 29, 1986 as a Police Officer with the Goldsboro Police Department; and

WHEREAS, on February 20, 1991, John was promoted to Police Corporal in the Goldsboro Police Department; and

WHEREAS, on July 8, 1992, John was promoted to Police Sergeant in the Goldsboro Police Department; and

WHEREAS, on August 25, 1999, John was promoted to Police Captain in the Goldsboro Police Department; and

WHEREAS, on September 19, 2012, John was transferred to Support Services Supervisor/Captain in the Goldsboro Police Department where he has served until his retirement; and

WHEREAS, John proved 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, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to John J. Biggins 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 John J. Biggins our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer John 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 21st day of January, 2014.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager