

AGENDA
REGULAR MEETING OF THE MAYOR AND CITY COUNCIL
CITY OF GOLDSBORO
COUNCIL CHAMBERS – CITY HALL – 214 N. CENTER STREET
JANUARY 5, 2015

(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**
 - a. Air Show Presentation (Candace Marriner and Maj. James Ladd)
 - b. DHIC, Inc. – Development Proposal (City Manager)
 - c. Water Plant Plate Settler Project (Public Utilities)
 - d. Skate Park Update (Parks and Recreation)
 - e. ECU Park Planning Presentation (Parks and Recreation)
 - f. Camping Platforms (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. MINUTES**

A. Minutes of the Work Session and Regular Meeting of November 17, 2014
- V. PUBLIC COMMENT PERIOD (TIME LIMIT OF 3 MINUTES PER SPEAKER)**
 - REQUEST TO SPEAK-Sylvia E. Barnes, Goldsboro-Wayne Branch NAACP
- VI. PRESENTATIONS**
 - B. Assistant Chief Lisa Johnson – American Legion’s Firefighter of the Year Award
 - C. D’Leeshia Lee--Kiwanis Aktion Club Supporter of the Year
 - D. Resolution Expressing Appreciation for Services Rendered by James R. Atkins as an Employee of the City Of Goldsboro for More Than 14 Years
 - E. Resolution Expressing Appreciation for Services Rendered by Curtis L. Alston as an Employee of the City of Goldsboro for More Than 33 Years
 - F. Resolution Expressing Appreciation for Services Rendered by Terry L. Bryson as an Employee of the City Of Goldsboro for More Than 24 Years
 - G. Resolution Expressing Appreciation for Services Rendered by Bernard Patterson as an Employee of the City of Goldsboro for More Than 27 Years
- VII. PUBLIC HEARINGS**
- VIII. CONSENT AGENDA ITEMS**
 - H. Contract Award for Goldsboro-Wayne Transportation Authority Rebranding Strategy (Planning)
 - I. Budget Amendment – City’s Gas Station Canopy Repair (Public Works)
 - J. Federal Property Forfeiture Program State Controlled Substance Tax Remittance (Police)
 - K. Consider the Authorization of an Installment Financing Contract for the purchase of automated garbage trucks (3), fire pumper, street sweeper, route optimization and refuse carts Budget Amendment for 2015 (Finance)
 - L. Authorization Of Events Coordinator (Parks and Recreation)
 - M. Paramount Theater-Contract Changes (Paramount)
 - N. Comprehensive Sanitary Sewer Rehabilitation Plan Phase 4 (Engineering)
 - O. Supplemental Agreement – Berkeley Boulevard Widening Project (City Manager)
 - P. Advisory Board and Commission Appointments (City Manager)
 - Q. Monthly Departmental Reports
- IX. ITEMS REQUIRING INDIVIDUAL ACTION**
- X. CITY MANAGER’S REPORT**
- XI. CITY ATTORNEY’S REPORT AND RECOMMENDATIONS**
- XII. MAYOR AND COUNCILMEMBERS’ REPORTS AND RECOMMENDATIONS**
 - R. Resolution Expressing Appreciation for Services Rendered by Major Alton King Jr. as an Employee of the City Of Goldsboro for More Than 28 Years
 - S. Resolution Expressing Appreciation for Services Rendered by Michael D. Rich as an Employee of the City Of Goldsboro for More Than 20 Years
- XIII. CLOSED SESSION**
- XIV. ADJOURN**

MINUTES OF MEETING OF MAYOR AND CITY COUNCIL HELD
NOVEMBER 17, 2014

WORK SESSION

The Mayor and Council of the City of Goldsboro, North Carolina, met in a Work Session in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:00 p.m. on November 17, 2014 with attendance as follows:

Present: Mayor Alfonzo King, Presiding
Mayor Pro Tem Bill Broadaway
Councilmember Michael Headen
Councilmember William Goodman
Councilmember Chuck Allen
Councilmember Gene Aycock
Jim Womble, City Attorney
Scott Stevens, City Manager
Melissa Corser, City Clerk
Kim Best, Public & Government Affairs Director
Angel Wright-Lanier, Assistant City Manager
Randy Guthrie, Assistant City Manager
Jimmy Rowe, Planning Director
Kaye Scott, Finance Director
Jeff Stewart, Police Chief
Scott Barnard, Parks & Recreation Director
Felicia Brown, Parks & Recreation
Faye Reeves, HR Director
Gary Whaley, Fire Chief
Allen Anderson, Chief Building Inspector
Karen Brashear, Public Utilities Director
Scott Williams, IT Director
Marty Anderson, City Engineer
James Chester, Fleet Maintenance Superintendent
Darrel Bigham, Inventory Specialist
Ron Paul, CST Fleet Services
LaTerrie Ward, Community Affairs Director
Ethan Smith, Goldsboro News-Argus
Lonnie Casey, Citizen

Absent: Councilmember Charles J. Williams, Sr.

Call to Order. The meeting was called to order by Mayor King at 5:00 p.m.

Invocation. Mayor King provided the invocation.

Cover Agenda. Each item on the cover agenda was generally discussed. Items with additional comments included the following:

Item C. Condemnation of Dilapidated Dwellings. Councilmember Allen asked how much money was left in this year's budget for demolition. Mr. Anderson stated approximately \$66,000. Councilmember Allen also asked if we could change the way we do this and go to the owners to see if they want to donate property to the City prior to them getting so bad. Mr. Womble stated we could. Councilmember Allen stated his thought is if it was given to the City we may be able to sell or give the property to someone who can fix up the property. Councilmember Allen stated moving forward he would like to try to catch these properties before they are totally gone. Mr. Anderson stated he could look into that. Councilmember Goodman stated most of the dilapidated houses he has seen are eyesores and they bring property values down.

Councilmember Allen made a motion to appropriate the difference needed to move forward with removing these properties, the motion was seconded by Councilmember Headen.

Mr. Stevens stated it was staff’s intention to come back after receiving bids in February or March.

Councilmember Allen requested to withdraw his motion. By unanimous consent, it was decided to have the motion withdrawn.

Mayor Pro Tem Broadaway asked if we were going to tear down the Mangum House. Mr. Stevens stated that would be the ultimate award once we get the bid. Mr. Stevens stated he is sure we have intended to tear it down before but for some reason City Council chose not to at that point. It has been through the process a time or two. The answer will be, three months from now, once it has been re-noticed and everything we will be back with a bid to tear it down and if Council awards that bid, it will come down.

Item F. Stoney Creek Stream Enhancement Phase II Professional Engineering Services Agreement. Councilmember Allen stated in the contract it listed “preliminary permit (60%) design and report, what does that mean. Mr. Anderson stated Kimley-Horn will do 60%, then we will review it, before they actually do the final bid documents.

Additional items discussed included the following:

Fleet Management Study. Mr. Martinez introduced Mr. Ron Paul with CST Fleet Management. Mr. Paul stated it was an honor to be here and has enjoyed working with the staff. Mr. Paul shared the following information:

CST Fleet Services Background

- Active in Fleet Industry
(Since the late 70’s)
- Incorporated in 2000
- Mission: Share and teach from our experience

CST Customers

- Arlington, VA
- City of Bryan, TX
- Chicago
- College Station, TX
- Cook County
- Dallas
- Dekalb County, GA
- Detroit
- Houston
- State of Indiana
- Indianapolis
- New York City
- Oklahoma
- Raleigh, NC
- Richmond, VA
- San Diego
- Springfield, IL
- Tulsa, OK

Scope of Work

1. Fleet Best Practices Review
A comprehensive review of the City of Goldsboro fleets in over 20 areas of fleet management founded upon “industry best practices.”
2. Fleet Metric Summary
A summary of the fleet profile and available metrics based upon current data kept by the City of Goldsboro.

Fleet Best Practices – Observations

- 1. Fleet staff needs additional staff and training.
- 2. Fleet staff needs tools.
- 3. Fleet capital budget is low.
- 4. Fleet operational budget is low.
- 5. Equipment is aged beyond the typical life cycle.
- 6. A service writer to schedule and manage work orders is needed.

Fleet Metrics – Asset Age

- The City operates 550 assets with an average age of 22 years.
- The City’s aging fleet is consistently leading to two primary issues for the City of Goldsboro:
 - o Excessive maintenance costs
 - o Excessive downtime

Fleet Metrics – Utilization

- 115 vehicles have a very low annual utilization. These vehicles are good candidates for replacement using personal vehicles and mileage reimbursement.
- 42 vehicles with low utilization are good candidates for use in a motor pool program.

Fleet Metrics – Fleet Staffing

Assets	Price		Number of Assets	VEU	Hours of work per year	Mechanics needed
Misc	\$0	\$10,000	147	0.25	477.75	0.3
Light	\$10,001	\$29,000	294	1.5	5733	3.9
Medium	\$29,001	\$55,000	46	4	2392	1.6
Heavy	\$55,001	and above	63	7	5733	3.9
						9.8

- 2080 work hours per year mechanic (includes both Direct and Indirect Labor13 man-hours or MRU (Maintenance Repair Unit) per VE (Vehicle Equivalencies)
- Direct labor percentage: CST used 70% as the projected level.

Fleet Metrics – Fleet Staffing

	Current	Recommended
Service Writer	0	1
Mechanics	6	8
Welder	1	1
Supervisor	1	1
Total	8	11

With this additional staff:

- 1. Less work will be outsourced.
- 2. Handling the work in-house will result in reduced downtime.
- 3. With reduced downtime, less vehicles will be needed.
- 4. Overall cost will be reduced.
- 5. A Service Writer will better coordinate the interface with the fleet customers, thereby improving communication and maximizing the control of the shop’s resources.

Fleet Metrics – Quality of Fleet Staffing

- All 8 shop floor personnel have skillsets that contribute positively in different areas.
- No person currently on the shop floor should be fired or replaced.

Fleet Metrics – Quality of Fleet Staffing

- Mechanics have one title/job level. “mechanics”
- In the shop, there are multiple levels of jobs.
- Each mechanic needs a specific job title and level of performance expected to go with that title.

- On the shop there are multiple levels of jobs.
- Each mechanic needs a specific job title and level of performance expected to go with that title.

Note: Stating that “all shop employees are mechanics’ is sort of like saying “all employees at City Hall that work in offices are office workers.”

Fleet Metrics – Fleet Capital Spending

- The City of Goldsboro operates 550 assets with an estimated replacement cost of approximately 16 million dollars (new asset value).
- Expected capital expenditures to keep the fleet current should be in the 1.2 million to 1.6 million dollars per year.
- The average spending has been \$806,000 annually over the last 10 years.

Fleet and Garage Study Results (6 Recommendations)

1. Adjust maintenance rates to reflect true costs.
 - a. Modify labor rates (currently \$13.50 inside and \$20.35 outside) to reflect true burdened labor rate
 - b. Charge parts markup to support parts personnel and parts room
 - c. Charge fuel markup to support fuel personnel and fuel system

Note: This is probably the most critical change currently the fleet garage is underfunded to accomplish its mission.

1a. Fleet Budget

- o The goal of the fleet garage budget is to be a zero cost to the city budget.
 - o The labor, fuel, and parts charges should be sufficient to pay for:
 - Mechanics salaries and benefits
 - Shop management support and benefits
 - Shop rent (if needed)
 - Shop utilities
 - Shop infrastructure (lifts, diagnostic tools, maintenance systems, computers, printers, etc.)
 - Shop specialty tools (generators, welders, hoists, lifts, etc.)
 - Shop training (classes, on-line subscriptions, training materials)
2. Implement (hire) fleet staff to support current vehicles.
CST is recommending an increase in mechanic staff by 3
 - o Two mechanics – The two additional mechanics are needed to repair the equipment that the city operates.
 - o One service writer / liaison – The service writer is needed to facilitate repairs and division communication and knows the entire schedule of the shop and can effectively schedule work as needed.
 3. Eliminate underutilized non-needed vehicles with a graduated rightsizing plan.
 - o Eliminate or reassign underutilized vehicles. These factors can create two imbalances in fleet spending:”
 - i. Increased repair costs due to a growing or aging fleet
 - ii. Purchases of new equipment that are not really needed
 4. Establish service level agreements between Fleet Maintenance Division and fleet customers.
 - o Defining fleet customers’ needs and support provided by Fleet Maintenance Division.
 - This agreement will define
 - i. What is needed by the fleet customers to complete their daily missions
 - ii. What is needed in emergency situations
 - iii. What repair time and turn around is expected
 - iv. When a replacement vehicle is needed if a vehicle is being repaired
 5. Establish a Fleet Steering Committee

- o (Headed by the Fleet Maintenance Division) with representation from all major fleet customers and Finance to address and approve:
 - i. All new vehicle purchases and specifications – City wide
 - ii. Vehicle replacements
 - iii. Vehicle sharing plans
 - iv. Vehicle retirement and disposal processes
- 6. Establish capital replacement budgets and maintenance budgets based on lifecycle models to support city missions.
 - o The City Fleet is too old and not enough is spent each year to keep the fleet current.
 - o Capital needed is estimated to be at \$1.2 - \$1.6 million per year for current fleet level. This will most likely be slightly less after fleet rightsizing
 - o Note: The City averaged ~ \$800,000 per year over the last 10 years
 - o Establish a revolving fund to support capital replacement budgets (Currently each fleet customers budgets their own vehicle purchases)

Councilmember Aycock asked if leasing would be an option for equipment that is underutilized. Mr. Paul stated absolutely, leasing would be an option.

Mayor Pro Tem Broadaway asked what kinds of tools were needed. Mr. Paul stated the lifts are broken. Mr. Paul shared the staff was using 4 portable jacks instead. Mr. Paul stated they also need a diagnostic tool.

Councilmember Allen asked if Council could get a copy of the report. Mr. Stevens stated he would provide a copy to Council. Councilmember Allen asked how much money is spent on outsourcing repairs. Mr. James Chester stated \$100,000 plus. Mr. Martinez stated we would verify that number.

Councilmember Allen stated he thought we implemented some software to track work orders. Mr. Martinez stated that is correct, we use RTA which does the work orders and we actually increased the numbers of computers in the garage by re-using some of the police tough books. Everyone can do their own work orders now. Councilmember Allen stated Mr. Paul stated we need someone to put in work orders. Mr. Paul stated he misspoke, a supervisor is needed to coordinate and assign the work that is being completed. Councilmember Allen asked did we not have someone doing that today. Mr. Martinez stated yes and no; we are operating differently than we were 6 months ago; use to someone would just come in and grab a mechanic, we don't do that anymore.

Councilmember Aycock stated the city used to service Gateway vehicles and asked why we no longer do that. Mr. Chester stated downtime, with the staff we had, we could not support them with the turnaround time needed; so they outsourced. He stated they do still come to us occasionally. Councilmember Aycock stated if we hired some additional staff, we might could bring Gateway vehicles back in for routine maintenance to help pay for additional staffing.

Councilmember Headen asked how many additional staff persons are needed to increase the level of efficiency. Mr. Martinez stated according to the report a service writer and 2 additional mechanics. Mr. Martinez stated the number of mechanics needed could drop once the fleet size is reduced. Mr. Martinez stated the service writer would go as long ways. Mr. Paul stated the service writer would take on a lot of the interfacing with customers, which would eliminate most interruptions to the mechanics.

Stormwater Policy. Mr. Martinez shared the following information:

Existing Stormwater Policies

- City currently will construct a storm drainage piping system where public ditches are located.
 - o Citizen pays for cost of pipe only.
 - o Manholes, Catch Basins, bedding, grass seed, etc. are not paid for by citizen. City provides design, equipment & labor at no additional charge.

- City currently maintains ditches throughout the City to maintain positive flow.
 - o City does not maintain private ditches (i.e. in people's back yards) that doesn't transport city-originated water required for maintenance.

Examples of Ditch Maintenance

- George Street
- Cobb Street
- H.V. Brown Park

Examples of Pipe Maintenance

- Shelly Drive
- Claiborne between Palm and Rose Street

Mr. Martinez also reviewed examples of what the City does not maintain as well as examples of maintenance. Mr. Martinez discussed with Council what the City does when public ditches join with private ditches.

Councilmember Goodman asked if we maintain the big ditch on Elm. Mr. Stevens asked if he was talking about the one by Willowdale Cemetery, Mr. Goodman stated yes that was it. Mr. Stevens shared that was a part of a stream restoration project and it was meant to be overgrown and to grow up for water quality. Mr. Stevens stated ultimately a tree canopy is meant to grow over that. The first 5 years it looks unkept, it takes a little while for the tree canopy to grow over.

Councilmember Allen stated if you live in a neighborhood and you pay taxes, you assume the city will maintain the ditch. Mr. Stevens explained the way we have been operating is if it has public water in it, we have a responsibility to maintain.

Council and staff discussed levels of service and manpower needed to address stormwater. Also discussion included public and private right-of-ways, public water flows, responsibility of maintenance and resources available.

Councilmember Goodman asked for an update on a house on Poplar Street where a line was ran and now there are structural damages. Mr. Stevens stated it is a line that was abandoned and the City has turned it over to our insurance adjuster. The foundations issues are being investigated by the insurance company.

Mr. Martinez that he would like Council to consider the following as future goals for the Stormwater Policy:

1. Clarify the City's responsibilities for piped sections of public stormwater.
2. Create a fair and equitable policy for when a stormwater conveyance system becomes "city-maintained."

Mr. Martinez reviewed the following:

Staff Goals & Recommendations

1. Goal 1a – Write a policy that mirrors how the City currently handles maintenance for land over a stormwater pipe.
2. Goal 1b – Increase the amount charged for all future stormwater pipe projects to include:
 - a. Include manholes, grates, curb inlets, yard inlets, etc...
 - b. Include a surcharge on material to cover costs of equipment, labor, and minor construction costs (pipe bedding, fill, etc.)

Sample Project – Citizen requests that the city construct 100-lf of piped stormwater in an existing front yard ditch.

1. Currently the City charges \$10.90 per lf for a 18" concrete pipe or \$1090 for the total project.
2. City costs:
 - a. \$13.45 per lf of pipe = \$1345
 - b. Assume 1 manhole & lid = \$500

- c. 3 days work using 6 employees, dumptrucks, and a backhoe = \$5760 (\$1920/day)
- d. Total = \$1845 for Material or \$7605 Total

Staff Goals & Recommendations

- 3. Goal 2 – Write a policy that creates a fair and equitable threshold to determining what would be considered a public/private stormwater conveyance system.
 - a. Recommended that when a conveyance system has more than 20% of the flow originating from City-Owned property, then the City would maintain the system.
 - b. This would be a guidance and each system would have to have a determination provided by the PW Director or City Manager.

Mr. Stevens asked if Council had any concerns with a change in January to charging for costs related to storm water projects; covering the cost of catch basins and box, should the citizen pay for materials. Currently they only pay for the pipe now.

Councilmember Aycock shared he would have been willing to pay for material costs and felt we should recover material costs. Councilmember Allen and Mayor Pro Tem Broadaway agreed.

Mr. Stevens stated we would come back to Council on stormwater at a later date.

Willowdale Cemetery. Mr. Martinez shared the following:

Willowdale Cemetery Improvements

- 1. Demolition of the three houses at the corner of John & Elm Street. (Each dump truck costs estimated \$472.50 in fees)
 - o Tipping fees Not-to-Exceed \$18,500 total (39 trucks)
- 2. Demolition of the three smaller houses along John Street
 - o Tipping fees Not-to-Exceed \$14,000 total (30 trucks)
- 3. Remove underbrush behind the three homes at the corner of John & Elm.
 - o Cost is \$6200
- 4. Hire licensed arborist to give a report on the trees within Willowdale including the area that was just cleared.
 - o Cost is Not-to-Exceed \$2000

Councilmember Allen stated he would like to ask this item be deferred until we find out about the Harvey property and we might be able to add that to this. Mr. Stevens stated he would like Council to consider removing the underbrush.

Council agreed staff could proceed with removing the underbrush behind the three homes at the corner of John and Elm for \$6200 and to hire a licensed arborist to give a report on the trees within Willowdale including the area that was just cleared at an estimated cost not to exceed \$2,000.

Councilmember Goodman asked where staff was with the expansion of Elmwood Cemetery. Mr. Stevens shared Mr. Martinez presented some information some months back and will bring that back to Council. Mr. Martinez stated we did discuss if we expanded to not allow headstones just the flush mounted memorial, if you allow headstones you have to add an additional staff member to assist with maintenance. Councilmember Goodman asked if you expand Willowdale will you allow headstones. Mr. Stevens stated we have talked about expanding but have not talked about gravesites. Mr. Stevens stated it would be his recommendation to the memorial markers that are close to the ground so that we could mow over them due to the future maintenance costs. Mr. Stevens shared information regarding development and maintenance costs.

Mr. Stevens stated staff will bring back information to Council regarding expansion costs for Elmwood Cemetery.

Councilmember Headen stated our policy would need to be universal for Willowdale and Elmwood.

Proposed Council Meeting Dates for 2015. Ms. Corser shared Council normally meets the first and third Mondays of each month. She shared the following information regarding meeting dates and holidays:

Proposed changes

- Tuesday, January 20 (Monday, January 19th is a holiday – Dr. MLK, Jr. Birthday)
- Tuesday, September 8 (Monday, September 7th is a holiday – Labor Day)

Ms. Corser asked Council to review the proposed meeting dates including proposed retreat dates and to let her or Laura know if they had a preference regarding retreat dates. Ms. Corser stated staff will bring the proposed meeting schedule back to Council on December 1, 2014 to be adopted.

Police Evidence Storage. Mr. Guthrie shared the Police Department is in need of additional evidence storage space and we have been discussing the possibility of an expansion to the existing Police Station. He stated the expansion would be located on the side of the building where the aircraft was located. Staff would like Council's permission to begin the process of looking at an expansion of the building. To begin the process we would like to do an RFQ to hire services of an architect to design the addition for evidence storage space. The estimated costs would be between \$50,000 to \$60,000 for the architect to design preliminary plans, floor plans and cost estimates. Mr. Guthrie asked if Council had any concerns with staff moving forward. He shared once the RFQ's have been reviewed staff would come back to Council for approval of a budget ordinance.

Councilmember Allen stated we need to be sure the expansion will meet the needs for 20 to 30 years from now.

Council discussed a design/build versus a more conventional method. Mr. Guthrie shared he felt a more conventional method may be best so that we could look at a more specialized architect who has designed plans for police evidence storage. Council agreed staff could move forward.

City Property Lien Discussion. Mr. Anderson shared information regarding 141, 143, 145, and 151 N. Center Street. Mr. Anderson shared he walked around with the manager and he asked what could be done to make the front facades look better. Mr. Anderson shared 145 is in foreclosure and will be owned by the City and the County and it would cost approximately \$5,000 to paint the front facade. He stated the funding would come out of demolition. He asked if Council had any concerns. Council agreed staff could move forward with painting 145 Center Street.

Mr. Stevens stated staff would bring back additional street resurfacing in December.

There being no further business, the work session adjourned at 6:35 p.m.

CITY COUNCIL MEETING

The Mayor and Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on December 3, 2014 with attendance as follows:

Present: Mayor Alfonzo King, Presiding
Mayor Pro Tem Bill Broadway
Councilmember Michael Headen
Councilmember William Goodman
Councilmember Chuck Allen
Councilmember Gene Aycock

Absent: Councilmember Charles J. Williams, Sr.

The meeting was called to order by Mayor King.

The invocation was given by Councilmember Headen.

Cub Scouts from Troop 581 lead the pledge to the Flag.

Approval of Minutes. Approved. Upon motion of Councilmember Headen, seconded by Councilmember Allen and unanimously carried, Council approved the Work Session and Regular Meeting Minutes of October 6, 2014 and the Work Session and Regular Meeting of October 20, 2014 as submitted.

Public Comment Period. Mayor King opened the public comment period. No one spoke and the public comment period was closed.

Resolution Expressing Appreciation for Services Rendered by Larry Dreighton as an Employee of the City of Goldsboro for more than 37 Years. Resolution Adopted. Larry Dreighton retires on December 1, 2014 as a Sanitation Technician in the Public Works Department. 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 Larry Dreighton their deep appreciation and gratitude for the service rendered by him to the City over the years. Council offered Larry their very best wishes for success, happiness, prosperity and good health in his future endeavors.

Upon motion of Mayor King, seconded by Councilmember Allen and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION NO. 2014-79 “RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY LARRY DREIGHTON AS AN AEMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 37 YEARS”

Mayor King it was his honor to present this to Mr. Larry Dreighton on behalf of Council and all of our citizens. He stated Larry is one of the few people who were here when he came to the City as Human Resources Director in 1979. Mayor King congratulated Larry and stated he had really earned it.

Mr. Martinez stated it is extremely impressive that someone works for the City for 37 years. He stated he does not think everyone fully understands the full magnitude of this. Sanitation is really three divisions, it recycling, trash collection and leaf and limb. Mr. Martinez stated how the hierarchy normally works is once you are not a young buck anymore, you usually switch over to leaf and limb, it is a little less stressful. Mr. Martinez stated Mr. Dreighton never did that, he worked in recycling and sanitation trash pickup every day. Mr. Martinez shared when he first got here, they had one young man challenge him to get on the back of the sanitation truck for a couple of hours, and he stated that is work. He stated you are running to people’s back yards, you are running because the truck does not stop, so doing that for 37 years, that is truly impressive. Mr. Martinez thanked him for his service.

Councilmember Goodman shared Larry is a classmate of his and they have known each other for over 50 years. Mr. Goodman stated Larry is the same person each and every day and he is a hustler. Councilmember Goodman stated he has a lot of respect for him and they have been through a lot. He congratulated Larry.

Mayor Pro Tem Broadaway also congratulated Larry.

Everyone stood and gave Mr. Dreighton a round of applause.

Consent Agenda - Approved as Recommended. City Manager, Scott A. Stevens, presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a

Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilmember Goodman moved the items on the Consent Agenda, Items C, D, E, F, G and H be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Headen, and a roll call vote resulted in all members voting in the affirmative. Mayor King declared the Consent Agenda approved as recommended. The items on the Consent Agenda were as follows:

Condemnation of Dilapidated Dwellings. Ordinance Adopted. Inspections were performed on twenty-two (22) substandard dwellings which do not comply with the Minimum Housing Code. Therefore, proceedings were initiated to bring these dwellings into code compliance. The locations of these dwellings and the condemnation sequences followed are listed below. Notification was sent from the Inspections Department to the owner(s) giving them ample opportunity to renovate the property. All steps and procedures required by the Ordinance have been taken, including a last opportunity to repair the structures with notification of the upcoming Council meeting for the purpose of requesting condemnation. Legal notices by advertisement were entered in the local newspaper on two occasions relative to these structures.

(1) 1415 E. Ash Street

Tax parcel #: 12-3509546898

Owner: Laura Sauls
1415 E. Ash Street
Goldsboro, NC 27530

- (a) Originally inspected August 12, 2011.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is secure.
- (e) The title search revealed taxes due for 2011, 2012, 2013 in the amount of \$942.32.
- (f) Letters of opportunity to repair or demolish were sent to Laura Sauls (Deceased), Marvin Sauls, Jr., Tammy Jean Sauls, Citi Financial Inc., CT Corporation System, and Richard Browning, Jr., but the conditions of the letter have not been met.

(2) 3918 E. Ash Street

Tax Parcel #: 12-3518964982

Owner: Lyda Tripp Heirs c/o Catherine Turnage
104 Chafin Place
Goldsboro, NC 27534

- (a) Originally inspected September 10, 2012.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for the structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes are current.
- (f) Letters of opportunity to repair or demolish were sent to Sherrie Beamon, Shirley Belica and Catherine Turnage, but the conditions of the letter have not been met.

(3) 1805 Ball Street

Tax Parcel #: 12-2598567877

Owner: Esther Brock
1805 Ball Street
Goldsboro, NC 27530

- (a) Originally inspected November 2, 2012
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for 2005 thru 2013 in the amount of \$3692.88.
- (f) Letters of opportunity to repair or demolish were sent to

Esther Brock, but the conditions of the letter have not been met.

- (4) 110 Carriage Road
Tax Parcel #: 12-3518968518
Owners: Chestley & Beverly Taylor
178 W. Pine Forest Rd.
Mount Olive, NC 28365
- (a) Originally inspected July 15, 2011.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for years 2009 thru 2014 in the amount of \$1,607.19.
 - (f) Letters of opportunity to repair or demolish were sent to Chestley & Beverly Taylor, but the conditions of the letter have not been met.
- (5) 607 W. Chestnut Street
Tax Parcel #: 12-2599661357
Owners: Charles Montgomery Heirs
214 I Street SW
Washington, DC 20024
- (a) Originally inspected June 22, 2007.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for 2013 in the amount of \$95.16.
 - (f) Letters of opportunity to repair or demolish were sent to Arthur Thompkins & Judy Thompkins, but the conditions of the letter have not been met.
- (6) 703 Corney Street
Tax parcel #: 12-3509137113
Owner: New Hope Promise, LLC
PO Box 104
Goldsboro, NC 27533
- (a) Originally inspected December 11, 2013.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes are current.
 - (f) Letters of opportunity to repair or demolish were sent to New Hope Promise, LLC, and Edsel Raynor, but the conditions of the letter have not been met.
- (7) 703 E. Elm Street
Tax parcel #: 12-3509125724
Owner: SKN New York, Inc.
1001 S. Best Street
Goldsboro, NC 28530
- (a) Originally inspected July 21, 2008.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for the year 2013 in the amount of \$925.00.
 - (f) Letters of opportunity to repair or demolish were sent to SKN New York, Inc., Travis Ingram, and Freddie Lee Jones, but the conditions of the letter have not been met.
- (8) 314 Fedelon Trail

Tax parcel #: 12-3600163471

Owners: Clement Yelverton c/o Barbara Yelverton
302 White Oak Rd.
Goldsboro, NC 27534

- (a) Originally inspected January 14, 2013.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for the years 2007 thru 2013 in the amount of \$714.70.
- (f) Letters of opportunity to repair or demolish were sent to Eugene Yelverton, Archie Sampson, Betty Yelverton, Mary Semidey, Barbara Jean Yelverton, Gloria J. Yelverton and Vandora R. Yelverton, but the conditions of the letter have not been met.

(9) 404 Gulley Street

Tax parcel #: 12-3509233367

Owners: Bryon Williams
137 Schenectady Avenue
Brooklyn, NY 11213

- (a) Originally inspected January 11, 2013.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes are current.
- (f) Letters of opportunity to repair or demolish were sent to Byron Williams, but the conditions of the letter have not been met.

(10) 409 N. James Street

Tax parcel #: 12-2599878890

Owner: Martha Mansour Cosby, Virginia R. Mansour,
Juanita Mansour and Edward F. Family
PO Box 1536
Garner, NC 27533

- (a) Originally inspected September 28, 2005.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) Residential permit was issued for this structure on November 4, 2008.
- (d) The structure is not secure.
- (e) The title search revealed taxes are current.
- (f) Letters of opportunity to repair or demolish were sent to Earnest Mansour, Martha Mansour Cosby, but the conditions of the letter have not been met.

(11) 912 N. John Street

Tax parcel #: 12-3600009385

Owner: Rufus E. Wooten, ETAL
18 Colony Blvd.
Wilmington, DE 19802

- (a) Originally inspected August 25, 2008.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for the years 2009 thru 2013 in the amount of \$2,636.54.
- (f) Letters of opportunity to repair or demolish were sent to Rufus E. Wooten, ETAL, but the conditions of the letter have not been met.

(12) 506 S. Leslie Street

Tax parcel #: 12-3509136105

- Owner: Tracey Daniel
758 Shields Rd/PO Box 15453
Newport News, VA 23608
- (a) Originally inspected May 8, 2007.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for years 2008 and 2013 in the amount of \$4,980.29.
 - (f) Letters of opportunity to repair or demolish were sent to Tracey Daniel, but the conditions of the letter have not been met.
- (13) 410 Lime Street
Tax parcel #: 12-3600347439
Owner: Dorothy Jean Ford
230 Charcliff Dr.
San Antonio, TX 78220
- (a) Originally inspected March 31, 2009.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for 2013 in the amount of \$281.87.
 - (f) Letters of opportunity to repair or demolish were sent to Dorothy Jean Ford, Bank of America, and PRLAP, but the conditions of the letter have not been met.
- (14) 305 W. Mulberry Street
Tax parcel #: 12-2599769847
Owners: James Winslow
118 Piedmont Ave.
Hampton, VA 23661
- (a) Originally inspected July 8, 2011.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for 2013 in the amount of \$697.15.
 - (f) Letters of opportunity to repair or demolish were sent to James Winslow, but the conditions of the letter have not been met.
- (15) 604 W. Mulberry Street
Tax parcel #: 12-2599674190
Owners: Wanda James
604 W. Mulberry St.
Goldsboro, NC 27534
- (a) Originally inspected November 29, 2012.
 - (b) Structure is in dilapidated condition, not feasible for repair.
 - (c) No permits have been issued for this structure.
 - (d) The structure is not secure.
 - (e) The title search revealed taxes due for years 2008 thru 2013 In the amount of \$2,005.84.
 - (f) Letters of opportunity to repair or demolish were sent to Wanda James, but the conditions of the letter have not been met.
- (16) 403 W. Oak Street
Tax parcel #: 12-2599778974
Owners: Alexis Deveria & Katrina Schofill
103 Everettsville Rd.
Dudley, NC 28333

- (a) Originally inspected January 22, 2009.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes are current.
- (f) Letters of opportunity to repair or demolish were sent to Alexis Deveria and Katrina Schofill, but the conditions of the letter have not been met.

(17) 700 Rudolph Street
 Tax parcel #: 12-3509661609
 Owner: Sarah Horton Westbrook, ETAL
 117 Decoy Dr.
 Pikeville, NC 27863

- (a) Originally inspected January 2, 2014.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for the years 2011 thru 2013 in the amount of \$2,872.65.
- (f) Letters of opportunity to repair or demolish were sent to Sarah H. Westbrook, Joy Lynn Horton Jacobs, and William Allen Horton, but the conditions of the letter have not been met.

(18) 702 Simmons Street
 Tax parcel #: 12-3509263095
 Owner: Roy Lee
 702 Simmons St.
 Goldsboro, NC 27530

- (a) Originally inspected March 31, 2009.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due in the amount of \$6,922.71.
- (f) Letters of opportunity to repair or demolish were sent to Roy Lee, but the conditions of the letter have not been met.

(19) 309 N. Slocumb Street
 Tax parcel #: 12-3509166298
 Owner: Dorcas Uzzell
 309 N. Slocumb St.
 Goldsboro, NC 27530

- (a) Originally inspected April 8, 2010.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for years 2008 thru 2013 in the amount of \$4,391.57.
- (f) Letters of opportunity to repair or demolish were sent to Dorcas Uzzell, but the conditions of the letter have not been met.

(20) 415 S. Slocumb Street
 Tax parcel #: 12-3509059496
 Owners: Emma Jones Heirs c/o Carolyn Clapp
 118 New Hope Rd.
 Goldsboro, NC 27534

- (a) Originally inspected October 27, 2010.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for the years 2010 and

2013 in the amount of \$1,626.50.

- (f) Letters of opportunity to repair or demolish were sent to Emma Jones Heirs and Carolyn Clapp, but the conditions of the letter have not been met.

- (21) 417 S. Slocumb Street
Tax parcel #: 12-3509059496
Owners: Emma Jones Heirs c/o Carolyn Clapp
118 New Hope Rd.
Goldsboro, NC 27534

- (a) Originally inspected October 27, 2010.
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search revealed taxes due for the years 2010 and 2013 in the amount of \$1,626.50
- (f) Letters of opportunity to repair or demolish were sent to Emma Jones Heirs and Carolyn Clapp, but the conditions of the letter have not been met.

- (22) 302 S. John St.
Tax parcel #: 2599-94-1570
Owner(s): Robert Clark, et al
477 Creech-Johnson Rd
Zebulon, NC 27597

- (a) Originally inspected on October 3, 2002
- (b) Structure is in dilapidated condition, not feasible for repair.
- (c) No permits have been issued for this structure.
- (d) The structure is not secure.
- (e) The title search reveals taxes due for year of 2009 to present \$1,282.74.
- (f) Letters of opportunity to repair or demolish were sent to Robert Clark & spouse, Philip Clark & spouse, Charles Clark & spouse, & Historic Preservation of NC, c/o J. Myrick Howard, but the conditions of the letter have not been met.
- (g) Structure was condemned by Council on November 21, 2005.

The City Attorney has completed title searches on these properties to determine legal ownership. We have attempted to work with the owner(s) involved for their benefit, as well as the City's. Ample opportunity has been given for rehabilitation of the structures. In order that we may enforce the Code, we will have to complete the process by removing said dwellings. Bids will be awarded by informal bid procedures for all structures.

After the demolitions are satisfactorily completed, the owner(s) will be billed for the deed search and the removal. If it appears that asbestos is present, asbestos inspections will be required at these locations. Samples will be taken and laboratory tested at the owner's expense. The cost incurred for removal of asbestos will be added to the cost of the demolition. If the property owner(s) fails to pay these costs, we will place a lien against the properties. An Ordinance authorizing the Building Codes Administrator to demolish these structures has been prepared. Funds have been appropriated for these demolitions.

Staff recommended Council adopt the following entitled Ordinance condemning the structures located at 1415 E. Ash Street, 3918 E. Ash Street, 1805 Ball Street, 110 Carriage Road, 607 W. Chestnut Street, 703 Corney Street, 703 E. Elm Street, 314 Fedelon Trail, 404 Gulley Street, 409 N. James Street, 912 N. John Street, 506 Leslie Street, 410 Lime Street, 305 W. Mulberry Street, 604 W. Mulberry Street, 403 W. Oak Street, 700 Rudolph Street, 702 Simmons Street, 309 N. Slocumb Street, 415 S. Slocumb Street, 417 S. Slocumb Street, 302 S. John Street in the City of Goldsboro, North Carolina. Consent Agenda. Goodman/Headen (6 Ayes – Williams Absent)

ORDINANCE NO. 2014-56 “AN ORDINANCE DIRECTING THE BUILDING CODES ADMINISTRATOR TO DEMOLISH THE PROPERTY HEREIN DESCRIBED AS UNFIT FOR HUMAN HABITATION”

Contiguous Annexation Request – Worrell Contracting Company, Inc. – North side of Industry Court between North William Street and Patetown Road (2.208 Acres). Public Hearing Set. The City Council, at their meeting on November 3, 2014, requested that the City Clerk examine the subject annexation petition for sufficiency.

The City Clerk has completed the examination and has determined that the petition is sufficient. Sufficiency indicates that property is described accurately within 1:10,000 feet and that all property owners have signed the petition.

Pursuant to G.S. 160A-31, the Council shall fix a date for the public hearing. A report prepared by the Department of Planning and Community Development, in conjunction with other City departments, would be submitted to the Council on that date.

Staff recommended Council schedule a public hearing for the proposed annexation of the Worrell Contracting Company, Inc. property for December 1, 2014. Consent Agenda. Goodman/Headen (6 Ayes – Williams Absent)

Sale of Real Property, Tax ID #12-2598-39-9442, 601 Vann Street as recorded in the Wayne County Registry. Offer Accepted. On September 24, 2014, Doris Jones offered to pay the City of Goldsboro the sum of \$3,000.00 for the purchase of the above described property and made a bid deposit of \$150.00 payable to the City of Goldsboro.

The City of Goldsboro and County of Wayne acquired 601 Vann Street in March 2011. The County Commissioners at their November 5, 2014 meeting agreed to convey their share of this property to the City of Goldsboro with the stipulation that the City and County share equally the expenses of \$277.83.

Standard property will be offered for sale in accordance with the provisions of the G.S. 160A-266, provided however, the minimum sales price will be at least fifty percent (50%) of the property’s tax value. The property’s tax value for the land is \$1,920. An advertisement appeared in the Goldsboro News-Argus on October 5, 2014. The ten (10) day upset bid period expired on October 15, 2014, with no counter-offers received after this bid.

The attorney fees associated with transferring the deed will be paid by the buyer. If no other fees are incurred prior to closing, the City and County’s portion from this property would be \$1,361.09 each.

Staff recommended Council accept the offer from Ms. Doris Jones in the amount of \$3,000 and authorize the Mayor and City Clerk to execute a deed on behalf of the City of Goldsboro. Consent Agenda. Goodman/Headen (6 Ayes – Williams Absent)

Stoney Creek Stream Enhancement Phase II Professional Engineering Services Agreement. Resolution Adopted. The City of Goldsboro has been awarded \$375,000 from the Clean Water Management Trust Fund to implement design, permitting, and construction of a water quality and habitat enhancement project for Phase II of Stoney Creek Stream Enhancement. The project budget provided by CWMTF authorizes up to \$82,000 for design, permitting, and construction administration/observation. The project site consists of approximately 1,870 linear feet from US 13/US70 to Royall Avenue.

The Engineering Department and Kimley-Horn negotiated engineering services for the project concept design. The scope of services include project administration and coordination, background information data collection, updated field survey, onsite geomorphic assessment, wetland delineation, environmental and overall site assessment, permitting, public involvement, easement exhibits and legal descriptions for acquisition

(if needed), flood impact assessment, construction documents, and limited construction phase services. Kimley-Horn will perform the subject scope of services for a lump sum fee of \$82,000.

It is recommended that the City Council adopt the following entitled Resolution authorizing the Mayor and City Clerk to execute a professional engineering services agreement in the amount of \$82,000 with Kimley-Horn and Associates, Inc. for engineering services required for Stoney Creek Stream Enhancement Project – Phase II. Consent Agenda. Goodman/Headen (6 Ayes – Williams Absent)

RESOLUTION NO. 2014- 81 “RESOLUTION AUTHORIZING THE EXECUTION OF AN ENGINEERING AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES BETWEEN THE CITY OF GOLDSBORO AND KIMLEY-HORN & ASSOCIATES, INC. FOR THE STONEY CREEK STREAM ENHANCEMENT PROJECT- PHASE II”

UNC School of Government Development Finance Initiative (DFI) Contract. Approved. At the November 3, 2014 City Council work session staff shared that in September, the professionals from DFI visited the City of Goldsboro to meet with: City Manager Scott Stevens, ACM, Angel Wright-Lanier and other staff members to discuss the City’s needs as it relates to economic development. DFI staff toured Goldsboro to gain information to provide us with a quote regarding economic development initiatives and potential development partnerships. Since their visit, several council members and staff toured a redevelopment area in Greensboro, NC and gained a renewed focus on revitalization. Based on the discussions at the November 3rd work session, it appeared that Council was supportive of entering into a contract with UNC School of Government, DFI, to work in the project areas in and around the downtown area.

The initial recommendation is a 60 - 90 day contract to explore three project areas which include: the downtown core, the adjacent urban neighborhood, and one or more entryway corridors. The specific tasks DFI would undertake are:

- A. Review all existing studies/reports/plans and market research relevant to Project Area;
- B. Review prior development proposals for sites within the Project Area;
- C. Analyze property tax records including ownership and tax values for property in Project Area;
- D. Analyze market conditions to gauge market values for property in Project Area;
- E. Perform a high-level market feasibility analysis to determine supply and demand for residential and commercial uses, including parking.
- F. Identify key development parcels/sites within Project Area

Future engagement:

DFI's recommended second phase of work is to provide “pre-development services” for the key development or redevelopment sites identified in phase I or otherwise determined to be a priority by the City. The intent of the pre-development services is to have a signed Development Services Agreement from a private developer to build or redevelop one or more of the City’s key parcels. The work is typically a 12-18 month engagement per site, but the first phase work proposed above will reduce this timeframe as well.

If approved, a budget amendment to appropriate \$26,000 from the General Fund Balance, will be presented at the next City Council meeting.

It is recommended that the City Council, by motion, allow the Mayor to enter into an agreement with the UNC School of Government Development Finance Initiative for \$26,000. Consent Agenda Approval. Goodman/Headen (6 Ayes – Williams Absent)

Monthly Reports. Accepted as Information. The various departmental reports for the month of October, 2014 were submitted for the Council’s approval. It was recommended that Council accept the reports as information. Consent Agenda Approval. Goodman/Headen (6 Ayes – Williams Absent)

End of Consent Agenda.

City Manager's Report. Mr. Stevens stated he would like to provide a reminder of Cardboard City coming to Herman Park Center. Area church youth will be participating in that, spending Saturday night, November 22nd, sleeping in a cardboard box in an effort to bring awareness of homelessness in our community. The community is invited from 7:00 p.m. – 10:00 p.m. They are going to have speakers and a band. The youth will spend the night and have a breakfast the next morning for homeless. Mr. Stevens wished everyone a Happy Thanksgiving and stated he safe through the holiday, and look after one another.

City Attorney's Report and Recommendations. No report.

Mayor and Councilmembers' Reports and Recommendations. Mayor King read the following Resolution:

Resolution Expressing Appreciation for Services Rendered by Tammy Greene as an Employee of the City of Goldsboro for more than 20 Years.
Resolution Adopted. Tammy Greene retires on December 1, 2014 as a Recreation Center Leader in the Parks & Recreation Department. 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 Tammy Greene their deep appreciation and gratitude for the service rendered by her to the City over the years. Council offered Tammy their very best wishes for success, happiness, prosperity and good health in his future endeavors.

Upon motion of Mayor King, seconded by Councilmember Allen and unanimously carried, Council adopted the following entitled Resolution.

RESOLUTION NO. 2014-80 "RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY TAMMY GREENE AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 20 YEARS"

Mayor Pro Tem Broadaway stated he would like to again publically thank Bill Graham and the Veterans Coalition for the way they did the Veterans Day Parade. He stated he was also proud of the citizens of Goldsboro, the streets were lined. Mayor Pro Tem Broadaway stated the Order of the Purple Heart did a wonderful wreath presentation at the Veterans Park. He stated he didn't think we could thank them enough.

Councilmember Aycock stated he regrets he was unable to attend the Veterans Day Parade. He stated he salutes all of our veterans and the sacrifices they have made for us. Councilmember Aycock stated Thanksgiving is coming up and he wishes everybody a very Happy Thanksgiving. Tuesday, November 25th we will have Downtown Lights Up and he invites everyone to come out.

Councilmember Allen wished everyone a Happy Thanksgiving and reminded everyone to be safe and remember those who are hungry or in need at this time. Secondly, to follow up on the parade, it was one of the best with attendance and it was a really moving parade, he was proud to be there. He shared for those of you who follow Seymour Johnson Air Force Base, he and the Mayor had the privilege of attending the pinning of the third star for General Steve Kwast. General Kwast was here about six or seven years ago, he is a true friend of ours, a true friend of the City's. Councilmember Allen stated we are very proud of General Kwast.

Councilmember Goodman wished everyone a Happy Thanksgiving and reminded everyone to remember those less fortunate.

Councilmember Headen stated he would like to thank all of our veterans for everything they have done. He stated he hoped that our young people never forget the sacrifices those men and women have made to make our country the greatest nation there is. He stated Happy Holidays to everyone and we do have Light's Up Tuesday, come on

out. He stated we have talked about hunger, as a show of good spirit for this Council, we should identify at least one family who is not fortunate to have a turkey, and present them with a turkey for Thanksgiving. Council agreed.

Mayor King stated he would like to congratulate Goldsboro for the awesome Veteran’s Day Parade. Mayor King stated in respect to General Kwast, he would predict that General Kwast will receive 4 stars and he will be Chief of Staff of the Air Force one day. He stated General Kwast is an awesome man and has an awesome family. Mayor King shared while General Kwast was a Seymour Johnson Air Force Base we had a terrible storm and he called to see if we needed additional manpower to help clean up around the city. He stated General Kwast had the desire to help the city and it meant a lot. He stated General Kwast is a special human being.

Mayor King wished everyone a Happy Thanksgiving.

There being no further business, the meeting adjourned at 7:25 p.m.

Alfonzo King
Mayor

Melissa Corser, CMC
City Clerk

RESOLUTION NO. 2015-3

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY JAMES R. ATKINS
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 14 YEARS**

WHEREAS, James R. Atkins retired on December 31, 2014 as the Golf Operations Manager in the Parks & Recreation Department of the City of Goldsboro with more than 14 years of service; and

WHEREAS, James began his career with the City of Goldsboro on April 3, 2000 in the Parks & Recreation Department where he has served until his retirement.

WHEREAS, James 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, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to James Atkins 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 James Atkins our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer James 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 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

RESOLUTION NO. 2015-4**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY CURTIS L. ALSTON
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 33 YEARS**

WHEREAS, Curtis Alston retired on December 31, 2014 as an Equipment Operator II in the Public Works Department of the City of Goldsboro with more than 33 years of service; and

WHEREAS, Curtis began his career on March 9, 1981 as a Sanitation Collector in the Public Works Department; and

WHEREAS, on August 5, 1981, Curtis was promoted to Sanitation Driver in the Public Works Department; and

WHEREAS, on January 27, 1999 Curtis was promoted to Equipment Operator II in the Public Works Department where he has served until his retirement; and

WHEREAS, Curtis 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, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to Curtis Alston 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 Curtis Alston our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Curtis 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 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

RESOLUTION NO. 2015-5

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY TERRY L. BRYSON
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 24 YEARS**

WHEREAS, Terry Bryson retired on December 31, 2014 as a Planning Technician with the Planning Department of the City of Goldsboro with more than 24 years of service; and

WHEREAS, Terry began his career on December 5, 1990 as a Planning Technician I with the Planning Department where he has served until his retirement; and

WHEREAS, Terry 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, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to Terry L. Bryson 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 Terry L. Bryson our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Terry 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 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

RESOLUTION NO. 2015-6

**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY BERNARD PATTERSON
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 27 YEARS**

WHEREAS, Bernard Patterson retired on December 31, 2014 as a Fire Captain with the Goldsboro Fire Department of the City of Goldsboro with more than 27 years of service; and

WHEREAS, Bernard began his career on August 5, 1987 as a Recreation Center Leader with the City of Goldsboro Parks and Recreation Department; and

WHEREAS, on August 1, 1988, Bernard was transferred and promoted to Firefighter with the Goldsboro Fire Department; and

WHEREAS, on April 2, 1997, Bernard was promoted to Fire Engineer with the Goldsboro Fire Department; and

WHEREAS, on January 12, 2000, Bernard was promoted to Fire Captain with the Goldsboro Fire Department where he has served until his retirement; and

WHEREAS, Bernard 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, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to Bernard Patterson 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 Bernard our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Bernard 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 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO

AGENDA MEMORANDUM

JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: Contract Award for Goldsboro-Wayne Transportation Authority (Gateway) Rebranding Strategy

BACKGROUND: The City of Goldsboro, acting as the Lead Planning Agency for the Goldsboro MPO, requested qualifications to assist in the development of a Gateway Rebranding Strategy. The intent of the Rebranding is to transform the current perception of the transit agency.

The scope of the project includes:

1. Creation of system map, route schedule and ride guide;
2. Creation of new logo;
3. Development of new website; and
4. Creation of a comprehensive marketing strategy.

Seven consultants' submitted qualifications and Jennifer Collins, City of Goldsboro Assistant Planning Director and Fred Fontana, Goldsboro-Wayne Transportation Authority Director, reviewed each consultant's submittal. Upon review, two (2) firms were short listed for interviews, Patronus of Fayetteville, NC and Quest Corporation of America (QCA) of Charlotte, NC.

Interviews were held on December 3, 2014. Upon completion of the interviews, staff recommended QCA to the Goldsboro-Wayne Transportation Authority Board of Directors at their December 11, 2014 meeting. The recommendation was based on QCA's presentation, qualifications, past experience and project approach. The Board of Directors recommended and approved the selection of QCA for this task.

Staff has worked with the consultant and NCDOT to negotiate a fee for the defined scope. The final proposed cost is \$23,707.

DISCUSSION: The fee proposal for this project has been reviewed by City staff and the North Carolina Department of Public

Transportation. Eighty percent of the project will be paid with the use of NCDOT Section 5303 funds (\$18,965.60) and twenty percent of the cost (\$4,741.40) will be paid for by the City of Goldsboro as part of their match for the use of Section 5303 funds. These funds are currently budgeted in the City's 2014-15 Budget.

RECOMMENDATION: By motion, accept the staff's and Goldsboro-Wayne Transportation Authority Board of Directors recommendation to adopt the attached Resolution authorizing the Mayor and City Clerk to execute a contract in the amount of **\$23,707** with QCA, for the Gateway Rebranding Strategy.

Date: _____
_____ Planning Director

Date: _____
_____ City Manager

CONTRACT BETWEEN
The City of Goldsboro, North Carolina
And Quest Corporation of America, Inc.

This Contract (the "Contract") is made and entered into this _____, 2014, by and between the City of Goldsboro ("The City"), a North Carolina public corporation, and Quest Corporation of America, a Florida Corporation (the "Contractor", and together with The City, the "Parties").

Quest Corporation of America, Inc has entered into an Agreement with The City to provide Marketing and Rebranding Services to Goldsboro-Wayne Transportation Authority (Gateway Transit).

CONTACTS

Any day-to-day concerns as it relates to the work to be performed under this Contract and Contract related issues should be addressed directly to the Gateway Transit Executive Director, 600 N. Madison Ave., Goldsboro, NC 27522, phone (919)736-1374.

QCA Corporate Office Address: 3853 Northvale Blvd., #242, Tampa, FL 33624 / Phone 813-926-2942 / Fax 813-926-2962 / Contact: Diane Hackney, Sr. Vice President at Diane.Hackney@QCAusa.com with copy to Traci Missildine, Project Manager at Traci.Missildine@QCAusa.com.

INCORPORATION OF RFQ

Except as provided herein, the RFQ and any attachments thereto are made a part hereof by reference as if their terms were set forth in full herein.

TIME OF PERFORMANCE

Subject to the rights of the Parties in connection with termination as hereinafter set forth, the term of this Contract shall commence upon the effective date as first above written and shall remain in full force and effect until June 30, 2015. Extensions to the Contract and time of performance of tasks supporting Gateway Transit may be changed by written amendment executed by both parties.

PRICE, BILLING AND PAYMENT PROCEDURE

Contractor agrees to provide the services set forth in the RFQ made a part of this Contract by reference and incorporation, and The City agrees to pay Contractor as compensation for its services as specified in the attached scope of work and fee order.

The City will make payment within 30 days of the date of invoicing, and the successful completion of the project or parts thereof. The City is not liable for any costs incurred by the Contractor prior to the issuance of a contract. In order to receive payment, invoices must be timely furnished by Contractor to The City. Invoices should be detailed and clearly state the work performed. Invoices should be sent to the attention of the Gateway Transit Executive Director, 600 N. Madison Ave., Goldsboro, NC 27522.

AUTHORIZATION AND APPROVAL

In no event shall the Contractor incur any liability on The City's behalf or on The City's account, nor enter into any agreement on The City's behalf or on The City's account without the prior written approval of The City. The Contractor agrees to obtain and secure all determinations, approvals, acceptances, modifications, authorizations and requests hereunder from the Gateway Transit Executive Director or his or her authorized designee. It shall be the Gateway Transit's Executive Director's responsibility to obtain any necessary approvals from the Board of Directors with respect to any necessary determinations, approvals, acceptances, modifications, authorizations or requests.

SATISFACTORY PERFORMANCE OF WORK

The Contractor agrees to perform all work as outlined by Gateway Transit in accordance with the RFQ. The Contractor shall be responsible for satisfactory performance of its work. The work to be performed pursuant to this RFQ must be performed in a good and workmanlike manner, and shall exercise that same degree of care and skill customarily exercised by other Contractors performing similar work in the same locality and time period.

PRESUMPTION

Neither this Contract nor any paragraph hereof shall be construed against either Party due to the fact that this Contract or any such paragraph was drafted by that Party.

ENTIRE AGREEMENT

The Parties acknowledge, accept, warrant and represent that (i) this is an enforceable agreement; (ii) this Contract embodies the entire and only understanding of each of them with respect to the subject matter of the Contract, and merges, supersedes and cancels all previous representations, warranties, assurances, conditions, definitions, understandings or any other statement, express, implied, or arising by operation of law, whether oral or written, whether by omission or commission between and among them with respect to the subject matter of the Contract; (iii) no oral explanation or oral information by either Party hereto shall alter the meaning or interpretation of this Contract; and (iv) the terms and conditions of this Contract may be altered, modified, changed or amended only by a written agreement executed by duly authorized representatives of the Parties.

SEVERABILITY AND INTENT

Should any part of this Contract be declared to be unconstitutional, invalid, or beyond the authority of either Party to enter into or carry out, such decision will not affect the validity of the remainder of this Contract, which will continue to be in full force and effect.

SCOPE of SERVICES: Exhibit A

METHOD OF COMPENSATION: Exhibit B

TASK WORK ORDER: Exhibit C

OTHER TERMS

Services covered by this Agreement will be performed in accordance with the Agreement between The City and QCA. This agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

The Parties hereto have caused this Contract to be executed as of the day and year first above written.

Approved by

The City of Goldsboro, North Carolina

By: _____

Name: _____

Title: _____

Date: _____

Accepted for

Quest Corporation of America, Inc.

by: _____

Name: _____

Title: _____

Date: _____

Pre-audit Statement

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

Kaye Scott, Finance Director

Exhibit A

Goldsboro – Wayne Transportation Authority Scope of Work Agency Rebranding

December 10, 2014

Task 1: Creation of a Rebranding Strategy

Consistent strategic branding leads to strong brand equity, which brings added value to the agency. QCA will create a Rebranding Strategy that will determine what the community can expect from Goldsboro–Wayne County Transportation Authority, what the agency represents and the value it brings.

QCA will form a steering committee of stakeholders and facilitate dialogue with all stakeholders including current passengers, elected officials, key management teams and others to determine initial perceptions, goals, needs and future visions. The team will assess target markets, key messages and effective methods of communication to prepare recommendations for defining the Goldsboro–Wayne Transportation Authority brand.

Proposed Cost: \$4,350

Task 2: Development of a Goldsboro–Wayne Transportation Authority Logo

The foundation of the brand is a logo. QCA will develop three concepts for enhancing the Gateway Transit logo. The approved logo may continue to utilize the current Gateway Transit name or introduce a new name. The logo will identify the transit authority as being operated by the Goldsboro–Wayne Transportation Authority and will position the agency as a premier transportation provider.

The logo will be used in the development of a new system map, route schedules, Ride Guide and website. The logo will also be incorporated in the new transfer center facility, vehicle signage, wayfinding and potentially included in vehicle branding and uniforms.

Proposed Cost: \$1,325

Task 3: Creation of System Map, Route Schedule and Ride Guide

QCA will design new passenger–facing materials to include one new system map, five route schedules and one Ride Guide. Translation services and design of multi–lingual materials are available as needed. Collateral materials will include, but not be limited to, schedules and maps, fares, contact information, How-To-Ride, Passenger Code of Conduct and available services.

Materials will be created in a print-ready format that can be reproduced for distribution throughout Goldsboro and Wayne County as well as to passengers and area businesses. All materials will be produced in a digital format that can be displayed and printed from the website.

Production of system maps, route schedules and Ride Guides will be the responsibility of Wayne County GIS Department. QCA stands ready to support the production as needed.

Proposed Cost: \$2,307

Task 4: Development of the Goldsboro–Wayne Transportation Authority Website

QCA will develop a website for the Goldsboro–Wayne Transportation Authority that is intuitive and easily navigable for novices and experienced web users. It will be dynamic, engaging, and will be built to the latest web standards. The site will be able to expand along with future technology such as programming language, content management systems and mobile technologies.

The website will include, but not be limited to, the following sections: Home Page, Maps and Schedules, Fares, How-To-Ride, News, About the System, Links and Contact Us.

Proposed Cost: \$11,375

Task 5: Creation of a Comprehensive Marketing Strategy

Once the brand is defined, QCA will create a Comprehensive Marketing Strategy to outline how the Goldsboro–Wayne Transportation Authority should raise awareness in the community about the new branding. The Marketing Strategy will develop a budget, tools and activities to build support and loyalty while engaging the community and creating transit advocacy. The strategy will include public involvement such as grass roots outreach, media relations, technological innovations, advertising, web and social media platforms. Additionally QCA will develop a plan to connect all branding and communication outlets.

QCA will stand ready to assist in the implementation of the Comprehensive Marketing Strategy as needed.

Proposed Cost: \$4,350

Maintaining close coordination and communication between all parties involved will be one of the most important responsibilities QCA will have throughout the contract. Regularly status reports and presentations to leadership including The City of Goldsboro, NC, Board of Directors and Goldsboro-Wayne Transportation Authority will be provided throughout the process and is included in each task.

Exhibit B

Proposed cost to Goldsboro – Wayne Transportation Authority to complete all requested deliverables.

Please find below QCA's proposed cost to complete each requested deliverable.

Task 1 – Creation of System Map and Route Schedules

Team Member	Estimated Hours Per Task	Per Hour Rate
Project Manager	10 hours	\$85
Graphic Designer	Two hours per schedule / five hours per system	\$75
Quality Control / Quality Assurance	.5 hours per schedule and One hour per system	\$95

QCA Cost to GWTA: \$2,307

Identification of Potential Direct Costs:

- Printing and requested delivery of materials

Task 2 – Development of Goldsboro – Wayne Transportation Authority Website

Team Member	Estimated Hours Per Task	Per Hour Rate
Project Manager	30 hours	\$85
Graphic Designer	Five hours	\$75
Web Manager	100 hours	\$75
Quality Control / Quality Assurance	10 hours	\$95

QCA Cost to GWTA: \$11,375

Identification of Potential Direct Costs:

- Annual Hosting Fee

Task 3 – Development of a Gateway Transit Logo

Team Member	Estimated Hours Per Task	Per Hour Rate
Project Manager	Five hours	\$85
Graphic Designer	12 hours	\$75

QCA Cost to GWTA: \$1,325

Identification of Potential Direct Costs:

- None Identified

Task 4 – Creation of a Rebranding Strategy

Team Member	Estimated Hours Per Task	Per Hour Rate
Project Manager	40 hours	\$85
Quality Control / Quality Assurance	10 hours	\$95

QCA Cost to GWTA: \$4,350

Identification of Potential Direct Costs:

- None Identified

NEW Task 5 – Creation of a Comprehensive Marketing / Outreach Plan

Team Member	Estimated Hours Per Task	Per Hour Rate
Project Manager	40 hours	\$85
Quality Control / Quality Assurance	10 hours	\$95

QCA Cost to GWTA: \$4,350

Identification of Potential Direct Costs:

- Implementation of activities from the Marketing / Outreach Plan

TOTAL Projected Costs to GWTA: \$23,707

Exhibit C

TASK WORK ORDER

Project ID: GWTask1

Task Order No / Description : Creation of a Rebranding Strategy

Date: January 7, 2015

Project Name: Goldsboro-Wayne Transportation Authority Rebranding

This order is issued pursuant to our Agreement dated _____ and unless otherwise specified herein, the performance of services hereunder and the payment thereof shall be subject to the terms and conditions of said Agreement. The services authorized hereunder are described below:

DESCRIPTION OF SERVICES: Consultant shall perform the following Services (hereafter "Services"):

Services supporting agency rebranding efforts

TOTAL NOT-TO-EXCEED COST: **\$23,707**

Schedule: Commencement Date: January 7, 2015

Estimated Final Completion Date: **June 30, 2015**

RESOLUTION NO. 2015 –

RESOLUTION AWARDING AND AUTHORIZING THE EXECUTION
OF A CONTRACT FOR THE GOLDSBORO-WAYNE TRANSPORTATION
AUTHORITY (GATEWAY) REBRANDING STRATEGY

WHEREAS, the City Council of the City of Goldsboro, acting as the Lead Planning Agency for the Goldsboro MPO, has heretofore found it in the public interest to develop a Goldsboro-Wayne Transportation Authority Rebranding Strategy which will transform the current perception of the transit agency; and

WHEREAS, the Goldsboro-Wayne Transportation Authority Board of Directors approved Quest Corporation of America (QCA) to develop the strategy on December 11, 2014; and

WHEREAS, the total fee proposal was submitted by QCA of Charlotte, North Carolina in the amount of \$23,707; and

WHEREAS, the North Carolina Department of Transportation has agreed to allow the use of Section 5303 funds to fund 80% of the contract in the amount of \$18,965.60; and

WHEREAS, the City of Goldsboro will be responsible for 20% of the contract in the amount of \$4,741.40; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to accept and award the contract to QCA of Charlotte, North Carolina in the amount of \$23,707 for the Goldsboro-Wayne Transportation Authority Rebranding Strategy;

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

1. The Mayor and City Clerk are hereby authorized and directed to execute a contract with QCA in the amount of \$23,707 for the Goldsboro-Wayne Transportation Authority Rebranding Strategy;

2. This Resolution shall be in full force and effect from and after this _____ day of _____, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: Budget Amendment – City’s Gas Station Canopy Repair

BACKGROUND: The City’s gas station canopy, constructed in the 1978/79 time frame, has fallen into disrepair and needs major repairs to ensure its continued use and structural integrity. Several fascia panels are also damaged and need to be replaced, but the manufacturer has been out of business for several years and having panels fabricated to match the existing style is cost prohibitive.

DISCUSSION: The entire structure, with exception of the steel framing, will need to be demolished and replaced. Due to excessive corrosion, the steel framing will also need to be sand blasted, primed and painted, prior to all new decking material being installed. All fascia panels will be replaced with a more modern design. The new roof will be a 2-ply roof system consisting of a 5/8” Securerock recovery board mechanically fastened to meet the areas wind uplift requirements, an 80 mil polyester base sheet covered in hot type III asphalt and a second SBS Modified Mineral Sheet in hot Type III asphalt. Two layers of Energy Star aluminum coating will also be applied to the surface of the new roof. The roof will be inspected annually and insured for 30 years through The Garland Company, Inc. All safety markings around the island will be repainted and new LED lighting will be installed. The low estimate for the canopy demolition and construction was \$54,690.00. The low estimate for sand blasting, priming and painting was \$5,095.00. The estimated cost for the LED lighting is \$4,000--installation will be accomplished in-house to save money.

Since funding for this project was not appropriated within the current year’s budget, it is necessary to authorize the funding of \$63,785.00.

RECOMMENDATION: By motion, adopt the attached budget ordinance appropriating the funds from the Unassigned Fund Balance of the General Fund and authorize the award to the low quote for these repairs in the amount of \$63,785. 00.

Date: _____

Jose Martinez, Public Works Director

Date: _____

Scott Stevens, City Manager

ORDINANCE NO. 2015-

AN ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE
CITY OF GOLDSBORO FOR THE 2014-2015 FISCAL YEAR

WHEREAS, the City's gas station canopy is in disrepair and needs major repairs;
and

WHEREAS, the low estimate for the demolition, construction, painting and
lighting is \$63,785; and

WHEREAS, since the current fiscal year's budget does not contain sufficient
monies to meet these obligations, the City of Goldsboro needs to appropriate \$65,785
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 2014-15 be amended by:

1. Decreasing the Unassigned Fund Balance of the General Fund in the amount
of \$63,785.
2. Increasing the line item entitled "Building Maintenance" (11-1133-3511) in
the Building and Traffic's budget of the General Fund in the amount of
\$63,785.
3. This Ordinance shall be in full force and effect from and after the _____
day of _____ 2015.

Approved as to form only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: FEDERAL PROPERTY FORFEITURE PROGRAM
STATE CONTROLLED SUBSTANCE TAX REMITTANCE

BACKGROUND: The United States Department of Justice administers a program that transfers from the Federal Government property seized by local law enforcement agencies and the State of North Carolina administers a program whereby taxes are levied on unlicensed individuals involved in the arrest of such individuals. The property obtained through the United States Department of Justice has been confiscated during drug raids or other undercover operations and may include personal items such as vehicles or money. The State of North Carolina allocates a share of taxes collected to localities involved in the arrest of individuals and the seizure of their controlled substances.

DISCUSSION: Recently the City of Goldsboro Police Department assisted Federal authorities in concluding several drug operations. Based on Federal guidelines, \$5,582.10 of forfeited money can be reimbursed to the City for:

10/31/14-CATS ID#14-DEA-598403; KN-14-0067	\$ 2,035.00
10/31/14-CATS ID#14-DEA-598429; KN-14-0067	\$ 244.60
11/17/14-CATS ID#14-DEA-598137; KN-11-0071	\$ 3,302.50

The State has forwarded the City of Goldsboro “Controlled Substance Tax Remittance” funds totaling \$917.88 for:

10/21/14 #45PR0000608655	\$ 121.88
11/21/14 #45PR0000610909	\$ 796.00

These funds can be used for the purchase of controlled substances, payment of informants, the purchasing of equipment or for the provision of training for sworn officers. All monies must be used for new activities and cannot replace previously appropriated funds.

RECOMMENDATION: It is recommended that the attached ordinance be adopted to reflect an increase in General Fund revenues and an increase in the operating expenditures of the Police Department budget by a total of \$6,499.98

Date: _____

Jeffrey R. Stewart
Chief of Police

Date: _____

Scott A. Stevens
City Manager

Ordinance No. 2015-_____

AN ORDINANCE AMENDING THE BUDGET ORDINANCE FOR
THE CITY OF GOLDSBORO FOR 2014-2015 FISCAL YEAR

WHEREAS, the United States Department of Justice administers a program to transfer a portion of the property seized by local law enforcement agencies back to the agency for drug-related programs and the State of North Carolina administers a program whereby taxes are levied on those unlicensed individuals involved in the sale of controlled substances; and

WHEREAS, the City of Goldsboro Police Department recently concluded several drug operations and has made several arrests of such unlicensed individuals ; and

WHEREAS, drug related monies were seized by our agency and taxes levied on unlicensed individuals; and

WHEREAS, the City of Goldsboro Police Department will receive \$5,582.10 of the confiscated monies and \$917.88 in controlled substance tax remittance ; and

WHEREAS, the City of Goldsboro will use these additional funds for police and drug – related operations.

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

1. The Budget Ordinance for the 2014-15 Fiscal Year be and is hereby amended by:
 - a. Increasing the revenue line item in the General Fund entitled "DEA Funds" (11-0003-8147) in the amount of \$5,582.10.
 - b. Increasing the expense line item entitled "Drug Forfeiture - Federal" (11-6121-3987) in the Police Department Budget of the General Fund in the amount of \$5,582.10
 - c. Increasing the revenue line item in the General Fund entitled “N.C. Controlled Substance Tax Refund” (11-0003-8149) in the amount of \$917.88.
 - d. Increasing the expense line item entitled “Drug Forfeiture-State (11-6121-3984) in the Police Department Budget of the General Fund in the amount of \$917.88.
2. This Ordinance shall be in full force and effect from and after the _____ day of _____, 2015.

Approved as to Form only:

Reviewed By:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
COUNCIL MEETING – JANUARY 5, 2015

SUBJECT: Consider the Authorization of an Installment Financing Contract for the purchase of automated garbage trucks (3), fire pumper, street sweeper, route optimization and refuse carts

BACKGROUND: The City of Goldsboro desired to enter into an installment financing agreement pursuant to N.C.G.S. 160A-20 for the purpose of funding of the fire pumper, street sweeper, three (3) automated garbage trucks, route optimization and 4300 refuse carts. Since the equipment was necessary before financing could be finalized, the City Council adopted reimbursement resolutions as follows:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
July 7, 2014	Street Sweeper	\$ 204,644
August 4, 2014	Route Optimization	20,000
August 18, 2014	Fire Pumper	498,000
September 15, 2014	Automated Garbage Trucks and refuse containers	1,060,000

DISCUSSION: Request for Proposals (RFP's) were mailed on November 6, 2014 with 12 different financial institutions responding on December 4, 2014. A listing of the proposals is attached for Council's information. The most significant variables considered were the rate of interest applied to the loan balance for the term of the loan, the financial institutions' costs to administer the loan, and the overall total cost.

The bids submitted by all responding institutions comply with the City's RFP. The bid proposed by Southern Bank presents the most attractive proposal based on the lower total cost to the City with an interest rate of 1.27% over the five (5) year term.

RECOMMENDATION: By motion, the Council adopts the attached resolution authorizing the City Manager, City Clerk and Finance Director to enter into the installment financing contract with Southern Bank in the amount of \$1,825,000.

Date: _____

Kaye Scott, Finance Director

Date: _____

Scott Stevens, City Manager

RESOLUTION NO. 2015-_____

RESOLUTION TO APPROVE AN INSTALLMENT PURCHASE CONTRACT

WHEREAS, the City Council desires to enter into an installment contract for the funding of three (3) automated garbage trucks, fire pumper, street sweeper, route optimization and 4300 refuse carts; and

WHEREAS, request for proposals were received from twelve financial institutions; and

WHEREAS, bids have been received and evaluated to determine the lowest total cost to the City during the five (5) year contract.

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

1. The City of Goldsboro proposes to enter into installment financing for the three (3) automated garbage trucks, fire pumper, street sweeper, route optimization and 4,300 refuse carts.
2. After consideration, the governing body has determined that the most advantageous manner of financing thereof is by an installment contract pursuant to Section 160A-20 of the General Statutes of North Carolina.
3. Pursuant to said Section 160A-20, the City of Goldsboro is authorized to finance this Project by installment contract that create a security interest in the property financed to secure repayment of the financing.
4. Southern Bank has proposed that they finance the equipment pursuant to an Installment Purchase Contract between the City and Southern Bank.
5. The governing body hereby authorizes and directs the Director of Finance to execute, acknowledge and deliver the Contract on behalf of the City in such form and substance as the person executing and delivering such instruments on behalf of the City shall find acceptable. The Clerk is hereby authorized to affix the official seal of the City of Goldsboro to the Contract.
6. The proper officers of the City are authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this Resolution and the Contract.

7. Notwithstanding any provision of the Contract, no deficiency judgment may be rendered against the City in any action for breach of a contractual obligation under the Contract and the taxing power of the City is not and may not be pledged directly or indirectly to secure any moneys due under the Contract, the security provided under the Contract being the sole security for Southern Bank in such instance.
8. The City covenants that, to the extent permitted by the Constitution and laws of the State of North Carolina, it will comply with the requirements of the Internal Revenue Code of 1986, as amended (the "Code") as required so that interest on the City's obligations under the Contract will not be included in the gross income of Southern Bank.
9. The City hereby represents that it reasonably expects that it, all subordinate entities thereof and all entities issuing obligations on behalf of the City will issue in the aggregate less than \$10,000,000.00 of tax exempt obligations (not counting private-activity bonds except for qualified 501(c)(3) bonds as defined in the Code) during calendar year 2015. In addition, the City hereby designates the Contract and its obligations under the Contract as a "qualified tax-exempt obligation" for the purpose of the Code.
10. This Resolution shall be in full force and effect from and after this _____ day of _____, 2015.

Approved As to Form Only:

Reviewed By:

City Attorney

City Manager

City of Goldsboro, NC
2015 Installment Purchase Contract

	SouthernBank	PNC Equipment Finance	KS Bank	Bank of America
				
NTE Amount	1,825,000	Subject to credit approval by Executive Management. 1,825,000	Rate Quote bid only; subject to credit approval. 1,825,000	Subject to credit approval by Executive Management. 1,825,000
Term	5 Years	5 Years	5 Years	5 Years
Interest Mode	Fixed through Maturity	Fixed through Maturity	Fixed through Maturity	Fixed through Maturity
Bank Qualification	BQ	BQ	BQ	BQ
Final Maturity	12/1/2019	12/1/2019	12/1/2019	12/1/2019
Interest Rate	1.2700%	1.5300%	1.5400%	1.5461%
Closing	Close by February 6, 2015 <i>*revised based upon new Council meeting date of January 5th.</i>	Close by January 16, 2015	Close by January 16, 2015	Close by January 16, 2015
Optional Call Provisions	Prepayable any time without penalty.	Non-callable first 2 years; 103% thereafter in whole on any Rent Payment due date.	Partial or full prepayment of principal at any time is acceptable with no prepayment penalty.	Pre-payable in whole on any payment date at par.
Bank / Legal Fees	\$0.00	\$250.00	\$0.00	\$0.00
Offer Expiration	This proposal will expire unless it is accepted in writing and the acceptance is received by the undersigned on or before January 6, 2015.	This commitment will expire on January 16, 2015.	The interest rate will be guaranteed ("held firm") through closing by January 16, 2015.	In order to lock the rate, the City must notify BAPCC of acceptance within 5 business days, or 12/10/14.
Other	<i>*revised based upon new Council meeting date of January 5th.</i> NON-APPROPRIATION/EARLY TERMINATION: The Municipality shall exercise its best efforts to obtain annual appropriations to meet fiscal year installment sale payments. The contract may be terminated without penalty, in the event of non-appropriations. Documentation: The Bank will prepare the Installment Purchase Contract and accompanying Exhibits. Exhibit D is the opinion provided by the City's counsel and should be provided by their counsel prior to closing, so the Bank can review and approve	The loan shall be secured by a 1st lien position in the vehicles and equipment being financed with an option to purchase all equipment for \$1.00 at the end. Financing documentation shall be by Lessor. Insurance: The Lessee shall furnish confirmation of all risk physical damage insurance coverage for the full cost of the property damage liability and bodily injury liability insurance covering the property. Lessor shall be named as loss payee and additional insured on such coverage. Escrow Account: At lease closing, if all of the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow Agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The Escrow Agent will assess a \$250.00 account set up fee payable at closing.	The loan will be secured by an Installment Purchase Contract with a security interest in the equipment listed above. The Bank will provide all required financing documents at closing. All loan proceeds will be funded at closing.	Non-Appropriation Termination: Borrower affirms that funds are available for the current fiscal year and reasonably believes that sufficient funds can be obtained to make all rental payments during each subsequent fiscal year. Borrower will regularly budget for and otherwise use its best efforts to obtain funds for the continuation of the rentals in this transaction. Documentation: Installment Financing Agreement documents in form and substance satisfactory to Lender and its local counsel must be executed and delivered. If Lender requests, Borrower will also furnish duly executed landlord and mortgage waivers and supporting information. Borrower will also provide board resolutions, incumbency certificates and other documentation required by Lender. Insurance: Borrower may be required to provide, at its expense, casualty insurance (with such deductibles as Lender may approve) Lender has the ability, if necessary, to obtain and provide any insurance certificate required. Escrow Account: Borrower shall deposit, subject to compliance with applicable regulations under the Internal Revenue Code, including, but not limited to arbitrage regulations, the proceeds of the Installment Financing Agreement in an escrow acceptable to Lender, and disbursements made therefrom to pay for the Project upon the execution and delivery of an acceptance certificate (and related documents) by Borrower and approved by Lender. Complimentary access to ExpressView®, BAPCC's proprietary-industry leading web based asset management tool that provides clients with online asset tracking and reporting capabilities, including asset & financial detail, asset-level customer service and pay-off requests, imaged vehicle titles, invoice access with a list of unpaid invoice balances, user input fields for internal asset identifiers, and customized reporting.
Per Amount	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000
Total Interest	\$ 67,156	\$ 80,996	\$ 81,526	\$ 81,849
Total Debt Service	\$ 1,892,156	\$ 1,905,996	\$ 1,906,526	\$ 1,906,849
Annual Debt Service	\$ 378,431	\$ 381,199	\$ 381,305	\$ 381,370

City of Goldsboro, NC
2015 Installment Purchase Cont

	US Bank		Wells Fargo	BB&T	the little bank
					
NTE Amount	Subject to credit approval by Executive Management.			Subject to credit approval by Executive Management.	
Term	1,825,000 5 Years		1,825,000 5 Years	1,825,000 5 Years	1,825,000 5 Years
Interest Mode	Fixed through Maturity		Fixed through Maturity	Fixed through Maturity	Fixed through Maturity
Bank Qualification	BQ		BQ	BQ	BQ
Final Maturity	12/1/2019		12/1/2019	12/1/2019	12/1/2019
Interest Rate	(A) 1.56% (B) 1.625%		1.6100%	1.6200%	1.9000%
Closing	Close by January 16, 2015		Close by January 16, 2015	Close by January 16, 2015	Close by January 16, 2015
Optional Call Provisions	(A) Prepayment at 103% of outstanding balance on any payment date. (B) Prepayment of outstanding balance at PAR on any payment date.		Prepayment will not be allowed; except in the event of non-appropriation (at no penalty).	The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium.	No prepayment penalty
Bank / Legal Fees	\$0.00		\$750.00	\$0.00	\$0.00
Offer Expiration	This commitment will expire on February 1, 2015.		The terms and conditions of this proposal will expire if not accepted by December 16, 2014.	BB&T requests to be notified within ten days of this proposal (approximately 12/14/2014) if successful proposer. Closing within 45 days which is approximately 1/16/2015.	This commitment will expire on January 16, 2015.
Other	The Financing will be structured as an additional schedule under the Master Tax-Exempt Installment Purchase Agreement dated February 15, 2013, with title in the Borrower's name and U.S. Bancorp Government Leasing and Finance, Inc. ("USBGLF") holding a security interest in the equipment during the term. The financing is "triple-net" with the Borrower responsible for taxes, maintenance and insurance.		Title/Security Interest and Non-Appropriation: Title will remain in the Borrower's name so long as all payments in the agreement have been made. To secure all obligations of the Borrower hereunder, the Borrower shall grant to the Bank a security interest in any and all of the Borrower's right, title and interest in the Project, all additions, attachments, accessions, substitutions and replacements thereto. The Borrower will be responsible for all costs associated with the Bank perfecting its security interest. The Borrower shall make all reasonable efforts to obtain annual appropriations to meet scheduled payments under the contracts. However, the contracts may be terminated without penalty in the event of non-appropriation.	This financing shall be secured by a first lien security interest in all personal property acquired with proceeds.	The loan shall be secured by a 1st lien position in the vehicles and equipment being financed.
	Documentation will be provided by borrower's bond counsel, including (i) standard representations, warranties and covenants by the Borrower pertaining to the accuracy of information, organization, authority, essential use, compliance with laws, pending legal action, location and use of collateral, insurance, financial reporting and financial covenants; (ii) standard USBGLF provisions pertaining to events of default and remedies available upon default; and (iii) a tax opinion of borrowers bond counsel. This offer is subject to the execution of all documentation by the Borrower within a reasonable time and in form and substance acceptable to Borrower, USBGLF and USBGLF's counsel, including terms and conditions not outlined in this Proposal.		Documentation: All financing documentation including but not limited to the Financing Contract, Certificates, and Opinions shall be prepared by Bank's counsel. The Borrower shall pay all bank closing fees and expenses, not to exceed \$750 per contract if documents are prepared and closed with standard Wells Fargo financing documents or cover the cost of outside bank counsel which fees will vary depending on level of legal work required. Upon Borrower's acceptance of this proposal, Borrower will compensate the Lender for any losses, costs or expenses that the Lender deems to have incurred as a result, including those resulting from changes in interest rates if for any reason the financing agreement does not close.	Documentation: BB&T and its counsel shall prepare all documentation for the City. We shall provide a sample of those documents to you should BB&T be the successful proposer.	Financing documentation to be provided by the Bank.
	Partial Prepayment: Excess proceeds remaining in the escrow account will be applied to the next due payment.		Insurance: The Borrower agrees to provide satisfactory evidence of insurance with adequate coverage and agrees to maintain this level of coverage through the duration of these contracts.	Funding: The financing proceeds shall be deposited on behalf of the City in a project fund account as needed with Branch Banking & Trust. Earnings on the project fund shall accrue to the benefit of the City for use on Project costs or interest payments.	Proof of insurance on assets on or before closing; with standard mortgage loss payable clause.
	Escrow Account: Funds will be deposited into a no fee U.S. Bank N.A. escrow account at closing.		Funding: Funds equal to the cost of the Project shall be placed, at closing, in an Escrow Account with the Bank. These funds shall be invested for the Borrower's benefit until needed. Interest earnings accrued, as a result of investment of the fund will be returned to the Borrower upon closing of the Escrow Account. Escrowed funds will be invested in a Wells Fargo Collateralized Public Fund account.		
	(A)	(B)		* received at 11:24pm; internal miscommunication.	
Per Amount	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000
Total Interest	\$ 82,631	\$ 86,090	\$ 85,296	\$ 85,826	\$ 100,831
Total Debt Service	\$ 1,907,631	\$ 1,911,090	\$ 1,910,296	\$ 1,910,826	\$ 1,925,831
Annual Debt Service	\$ 381,526	\$ 382,218	\$ 382,059	\$ 382,165	\$ 385,166

	Capital Bank	Pinnacle Public Finance	SunTrust	Capital One
				
NTE Amount	Subject to credit approval by Executive Management. 1,825,000	Subject to credit approval by Executive Management. 1,825,000	Subject to credit approval by Executive Management. 1,825,000	Subject to credit approval by Executive Management. 1,825,000
Term	5 Years	5 Years	5 Years	5 Years
Interest Mode	Fixed through Maturity	Fixed through Maturity	Fixed through Maturity	Fixed through Maturity
Bank Qualification	BQ	BQ	BQ	BQ
Final Maturity	12/1/2019	12/1/2019	12/1/2019	12/1/2019
Interest Rate	1.9370%	2.0000%	2.4750%	2.5900%
Closing	Close by January 16, 2015	Close by January 16, 2015	Close by January 16, 2015	Close by January 16, 2015
Optional Call Provisions	No prepayment penalty	Prepayment in full, but not in part, on any payment date at a price equal to 102% of the remaining principal balance; subject to negotiation.	Prepayable in whole on any payment date at the outstanding balance plus accrued interest; no prepayment penalty.	Non-callable
Bank / Legal Fees	\$0.00	\$750.00	\$350.00	\$0.00
Offer Expiration	This commitment will expire on January 20, 2015.	This commitment will expire on January 16, 2015.	This proposal expires on December 10, 2014 , if not awarded to Lessor by a written notification on or before that date.	This term sheet shall expire if the City has not accepted the transaction by December 12, 2014 .
Other	The loan shall be secured by a 1st lien position in the vehicles and equipment being financed.	Municipal Lease/Purchase Agreement subject to annual appropriation. A security interest in the equipment being financed will be granted by the City. Pinnacle will request that the City agree to provide its CAFR within 210 days of the close of each fiscal year. Additionally, Pinnacle will request that the City agree to provide such other financial information as Pinnacle may reasonably request, including but not limited to, its annual budget for any prior or current fiscal year or subsequent fiscal years. Subject to negotiation. Pinnacle requests the City provide a letter confirming the City's Financial Advisor is acting as Independent Registered Municipal Advisor under the SEC Municipal Advisor Rule. A form of the requested letter is attached to this proposal as Exhibit A. Upon award, Pinnacle will provide its standard Master Equipment Lease Purchase Agreement for review by the City and Financial Advisor. It is assumed the Pinnacle agreement will be used for the financing. Escrow Account: Pinnacle assumes the transaction will fund to an escrow account held by a third-party escrow provider who will disburse funds as vehicles are received and accepted by the City. Pinnacle has a pre-negotiated escrow fee of \$750 with The Bank of New York Mellon Trust Company, N.A. If the City has an existing relationship with an escrow provider, upon review and acceptance of the Escrow Agreement Pinnacle will agree to use the City's escrow bank. The City is responsible for any fees associated with the escrow account.	A security interest in the Property. Lease/purchase financing under a Master Lease/Purchase Agreement and an Equipment Schedule (the "Agreement"). Rental payments will be subject to annual appropriation. Documentation: Lessor's standard form documentation, which such proposed changes as Lessor may approve in its sole discretion. Funding: An escrow account at SunTrust Bank will be established to hold the financing proceeds. Monies in escrow will be disbursed from time to time, upon delivery of documentation specified in the escrow agreement and approval of Lessor, to pay costs of the Property. Lessee will pay a \$250 fee for the account set up and administration. The fee will be paid for out of the escrow earnings. However, in the event the escrow account does not earn sufficient interest to pay the escrow fee, the Lessee agrees to pay the shortfall amount. Any excess interest earnings above \$250 will be for the benefit of the Lessee. If Lessee intends to be reimbursed for any equipment cost associated with the Agreement, intent for reimbursement from the proceeds of the Agreement must be evidenced, and must qualify under the Treasury Regulation Section 1.150.2.	A first lien and security interest in the Equipment. Documentation: Documentation shall be provided by COPF's counsel at COPF's expense, subject to review by the City and its counsel. The City shall provide an opinion of legal counsel attesting to the legal, valid, and binding nature of the Lease payments is exempt from taxation. Escrow Account: Lease proceeds shall be funded into an account held by an escrow agent appointed by Capital One Public Funding, LLC ("COPF"), with disbursements made as Equipment is delivered and accepted. Escrow set-up fees will be paid by COPF. All income earned in respect to the escrow account shall accrue to the benefit of the City.
Per Amount	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000
Total Interest	\$ 102,794	\$ 106,218	\$ 131,766	\$ 138,044
Total Debt Service	\$ 1,927,794	\$ 1,931,218	\$ 1,956,766	\$ 1,963,044
Annual Debt Service	\$ 385,559	\$ 386,244	\$ 391,353	\$ 392,609

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: AUTHORIZATION OF EVENTS COORDINATOR

BACKGROUND: Council has authorized 447 full-time positions to date for FY 2014-15. On December 1, 2014, Council authorized one (1) additional position for the management and coordination of Special Olympics and Senior Games.

DISCUSSION: At the December 1, 2014, the Parks and Recreation Director explained to Council the loss of the coordinator of our local Special Olympics and thus likely elimination of the program in the foreseeable future. The Parks and Recreation Director further explained the solution of a new position with combined responsibilities of coordinating both the local Special Olympics and senior games. With the City's devotion to our citizens with special needs, our senior citizens and the recognition of the importance of actively living, it was recommended that the Events Specialist position be authorized.

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 2014-15 budget.

<u>Position</u>	<u>Grade</u>	<u>Pay Range</u>
Events Coordinator	72	\$34,892-\$55,129

RECOMMENDATION: By Motion, authorize the Events Coordinator position within the FY 2014-2015 budget and adopt the attached budget ordinance allocating the funding for this position.

Date: _____
Scott Barnard, Parks & Recreation Director

Date: _____
Scott Stevens, City Manager

ORDINANCE NO. 2015-

AN ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE
CITY OF GOLDSBORO FOR THE 2014-2015 FISCAL YEAR

WHEREAS, the Events Coordinator position is being authorized in the Parks and Recreation Department to help the City's efforts with the local Special Olympics and Senior Games; and

WHEREAS, since the current fiscal year's budget does not contain sufficient monies to meet these obligations for the salaries and benefits, the City of Goldsboro needs to appropriate \$20,518 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 2014-2015 be amended by:

1. Decreasing the Unappropriated Fund Balance of the General Fund in the amount of \$20,518.00.
2. Increasing the following line items in the Parks and Recreation Department's budget of the General Fund:

a. Salaries and Wages – Full-time (11-7460-1210)	\$14,762.00
b. Social Security (11-7460-1810)	\$ 1,129.00
c. Retirement (11-7460-1821)	\$ 1,044.00
d. Hospital Insurance (11-7460-1830)	\$ 3,140.00
e. 401K (11-7460-1822)	\$ 443.00
3. This Ordinance shall be in full force and effect from and after the _____ day of _____ 2015.

Approved as to form only:

Reviewed by:

City Attorney

City Manager

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: PARAMOUNT THEATRE – CONTRACT CHANGES

BACKGROUND: The Paramount Theatre was destroyed by a tragic fire on February 19, 2005. Since that time, the City of Goldsboro has worked to reconstruct this facility making it a successful performing arts venue for the community. The Paramount re-opened to the public in 2008 and is a growing Performing Arts Center bringing economic growth to the City.

DISCUSSION: The Paramount Theatre staff presents an addendum to the reservation request & agreement rules/regulations. This addendum reflects the needs of the deaf & hearing impaired allowing the Paramount to share in the expense for services provided to the deaf & and hearing impaired with a non-profit renter; and requires a for-profit renter to absorb the full expense.

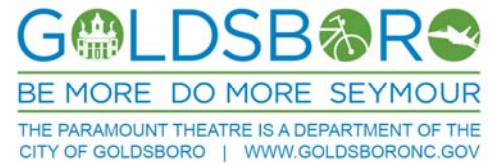
RECOMMENDATION: It is recommended that the attached Reservation Request & Reservation Agreement be adopted as official documents for the Paramount Theatre, reflecting an additional regulation pertaining to the needs of the deaf & hearing impaired.

Date: _____

Sherry Archibald, Paramount Director

Date: _____

Scott Stevens, City Manager



139 South Center Street, Goldsboro, NC 27530
Post Office Drawer A, Goldsboro, NC 27533

Telephone: (919) 583-8432
www.GoldsboroParamount.com
sarchibald@goldsboronc.gov

PARAMOUNT THEATRE RESERVATION REQUEST

Date _____

NOTE: This Reservation Request is subject to all Rules/Regulations and Fees as described in the full Paramount Theatre Reservation Agreement. The separate Paramount Theatre Reservation Agreement must be completed in full with scheduling requests and signed by the Renter at least one (1) month prior to the first date of the Renter's access to the theatre to complete the rental. Rentals being scheduled less than six months in advance should use the Paramount Theatre Reservation Agreement in place of this form.

Is this your first time applying to rent the Paramount Theatre? ☐ Yes ☐ No
(If yes, please read our Rules/Regulations in full and schedule a meeting with the Theatre Director prior to completing this agreement)

I. Contact Information

Organization/Individual: _____
Physical Address: _____
Primary Contact: _____
Email Address: _____
Website: _____
Phone Numbers – Business or Home: _____ Cell: _____
Mailing Address: _____
Secondary Contact: _____ Phone Number: _____

II. Event Information

Event/Name/Title: _____
Genre: ☐ Comedy ☐ Music ☐ Dance ☐ Theater ☐ Private Event ☐ Other
Proposed Date(s)/Time(s): _____
Proposed Rehearsal Dates: _____

III. Reservation and Deposit

1. Rental dates should be scheduled at least three weeks in advance.
2. Established renters are defined as renters with re-occurring uses and a good standing history of payment.
3. For established renters, the Paramount Theatre requires a \$125.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
4. For non-established renters the Paramount Theatre requires a \$300.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
5. For non-established renters, a full estimated rental balance is due 10 business days prior to the first rental date. Upon completion of the rental, the renter shall be billed any additional fees accumulated during the rental period or refunded any excess fees paid from the estimate.

Date Deposit Paid: _____ Payment Method: _____

By signing below and providing a non-refundable deposit, I/we agree to the Rules/Regulations outlined on the form and understand that the Date(s) above are subject to approval.

Individual or Representative: _____

Organization (if applicable): _____

Paramount Theatre Director: _____ Date: _____

IV. Rules/Regulations

- A. The Paramount Theatre will extend a priority to established renters; however, rental dates will normally be assigned on a first come first serve basis. Established renters are defined as renters with re-occurring uses and a good standing history of payment.
- B. All areas must be kept clean and free of clutter.
- C. User shall not advertise any performance or the appearance of any performer prior to the signing and approval of this contract. Advertising is the Renter's responsibility. Please see Advertising Contacts in the Renter Supplement Guide for what is included with your rental and a brief list of local advertising options.
- D. Reservations and Payment
 - a. Rental dates should be scheduled at least three weeks in advance.
 - b. For established renters, the Paramount Theatre requires a \$125.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
 - c. For non-established renters the Paramount Theatre requires a \$300.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
 - d. For non-established renters, a full estimated rental balance is due 10 business days prior to the first rental date. Upon completion of the rental, the renter shall be billed any additional fees accumulated during the rental period or refunded any excess fees paid from the estimate.
- E. The Paramount Theatre is committed to the safety and security of its staff, renters, and patrons. As such, the decision to cancel events or close facilities is based on the overall concern for the safety and security of the all parties. In general, the Paramount's practice is to remain open and to conduct business as usual during periods of inclement weather. Should inclement weather conditions arise or be anticipated that would make it unsafe to continue the operations of the theatre, City of Goldsboro management may elect to close the facility. In the event of a cancellation, the Paramount will notify Renter of the cancellation in an appropriate and timely manner and make an active effort to reschedule the event with the renter. If an event cannot be rescheduled, the Renter will be refunded any non-labor related rental fees paid for cancelled rental dates excluding the \$125.00 non-refundable rental deposit.
- F. The Renter's property should be removed upon completion of the event.
- G. Storage of production props, equipment, etc. will only be permitted during the period of the event, rehearsals and during dark days. The Paramount Theatre and/or its staff will not be held responsible for stored items and/or damages of any kind to stored items.
- H. No smoking is permitted in The Paramount Theatre.
- I. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building without explicit staff consent.
- J. The use of Gaffer tape on the stage floor is permitted. No other tape is permitted on the stage or any other part of the building.
- K. Eating and/or drinking will be permitted in the lobby and backstage areas only. Refreshments can be served and consumed in the lobby, but cannot be taken into the auditorium. Care should be taken in planning refreshments; avoid foods that can be spilled easily and/or require special receptacles or clean-up.
- L. It is the responsibility of the renter to ensure that all children are chaperoned.
- M. Animals are not permitted on the premises of The Paramount Theatre with the exception of service animals as defined by ADA or with explicit staff consent if they are an essential part of an event.
- N. Renter is responsible for obtaining, at Renter's expense, all necessary licenses and/or royalties for the event, prior to the date of the event.
- O. Renter is responsible for the collection and remittance of applicable sales, use or privilege tax on any goods/services sold directly to consumer in association with the event, including but not limited to merchandise, approved concessions, and admissions tickets not sold by the Paramount Theatre Box Office Service.
- P. In order to sell/provide alcohol at an event, Renter must obtain liquor liability insurance coverage and also obtain the necessary permits from the North Carolina Alcoholic Beverage Control Commission. A copy of the permit(s) and proof of liquor liability coverage must be provided to The Paramount Theatre at least two (2) weeks prior to the event. Please see the Renter Supplement Guide for more details.
- Q. The Paramount Theatre reserves the right to require liability insurance. Renter is fully responsible for any damages caused by any person associated with the event under Renter's supervision. If the damage is not covered by liability insurance, or Renter does not have liability coverage, Renter will be held responsible for the damages. The additional charges will be included in the final invoice for payment.
- R. Renter shall indemnify and save harmless The Paramount Theatre Foundation and The City of Goldsboro from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of The Paramount Theatre by Renter during the rental period or permitted to be done by the Renter in or about the Theatre, or otherwise resulting from any breach or default in the performance of Renter's obligations under this agreement, including attorney's fees and court costs.

- S. The use of pyrotechnics and/or open flame is not allowed in The Paramount Theatre.
- T. Firewatch is required anytime smoke, fog, or similar effects are being used at the Paramount Theatre. Firewatch is required for the safety of renters and patrons. The building is swept periodically in case of fire or smoke when the fire alarm system in the theatre needs to be disabled. During rehearsals or private events, the Paramount Theatre may provide an additional staff member dedicated to Firewatch for a cost of \$10.00 per hour. However, during public events or performances, an off-duty firefighter employed by the City of Goldsboro is required to perform Firewatch. The estimated cost of an off-duty firefighter is \$25.00 per hour. To request an off-duty firefighter, please call the City of Goldsboro Fire Department at (919) 580-4262.
- U. Seating:
- Row U in the Theatre auditorium is roped off for the safety of renters and patrons. This Row will not be sold or used by the Renter unless the seats are needed for a sell-out show. During events when Row U is used, an usher must stand or sit at each end of the row for the entirety of the event to assist in seating.
 - Six wheelchair accessible seating areas are available in the auditorium. These areas are located on the third and last rows of the first floor and the sixth row of the balcony.
- V. Renter is required to provide a minimum of two (2) ushers for all public events and four (4) ushers for events requiring the use of Row U in the auditorium. Ushers must be at least seventeen (17) years of age.
- W. Available Parking:
- On-street parking is available for patrons & renters. Center Street and Chestnut Street are the most convenient.
 - The parking lot adjacent to the Paramount Theatre loading door belonging to StageStruck, is not the property of the Paramount Theatre. It is available for patrons and renters unless signage indicates that it is in use by StageStruck.
 - The concrete slab approaching the loading door on the side of the theatre is available to Renter prior to, during and after a performance. Whenever possible, avoid blocking the entrance to StageStruck's parking lot from the concrete slab.
 - Marked handicap parking spots are currently unavailable; however, Paramount staff makes every effort to place handicap signage and traffic cones in front of the theatre during events to allow patrons to drop off directly in front of the entrance to the theatre. Staff is unable to place signage or cones if the parking spots in front of the theatre are already occupied.
- X. Local, as stated in The Paramount Theatre's Fees & Services, is defined as within the City of Goldsboro and within the County of Wayne, North Carolina.
- Y. WIFI is available for patrons; however, you may not connect wireless access devices, switches, routers, or hubs to the City of Goldsboro's network. Use of the City of Goldsboro's WIFI network is entirely at the user's risk. It is the responsibility of each user to ensure that their equipment has appropriate virus protection when connecting to the City of Goldsboro's Guest WIFI network. The City of Goldsboro assumes no responsibility for users' hardware, software, or data. The City of Goldsboro assumes no responsibility for users' actions or conduct while utilizing the Guest WIFI network. For details on how to connect to the Guest WIFI network, contact a Paramount Theatre staff member.
- Z. In the event of a cancellation, please notify the Paramount Theatre in writing as early as possible. Failure to provide a cancellation notification **10 working days** before the event may result in a charge for technician fees at a minimum of four hours per technician assigned to your event. Reminder: Your deposit is not refundable or transferrable.
- AA. In the event that a request is made for services to the deaf or hearing impaired, for a public event or private performance, non-profit organizations agree to share in the expense with the Paramount Theatre at 50% of the expense; and for-profit organizations agree to absorb 100% of the expense. Paramount staff will coordinate certified professional interpreters or captioning specialists to provide the service and request a minimum of two week notice from the patron. (Please be advise the full amount of this expense could range from \$300.-\$700. per performance)



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PARAMOUNT THEATRE RESERVATION AGREEMENT

Date: _____

Is this your first time applying to rent the Paramount Theatre?

☐ Yes ☐ No

(If yes, please read Item VII. Rules/Regulations in full and schedule a meeting with the Theatre Director prior to completing this agreement)

I. Contact Information

Organization/Individual: _____

Physical Address: _____

Primary Contact: _____

Email Address: _____

Website: _____

Phone Numbers – Business or Home: _____ Cell: _____

Mailing Address: _____

Secondary Contact: _____ Phone Number: _____

II. Event Information

Event/Name/Title: _____

Genre: ☐ Comedy ☐ Music ☐ Dance ☐ Theater ☐ Private Event ☐ Other

Proposed Date(s)/Time(s): _____

Please provide a description any special effects being used in your event; i.e. strobe light, gun shots, smoke, haze, dry ice, etc.
Please attach an additional page if needed:

III. Event Schedule

Technicians* Needed: ☐ Sound (S) ☐ Lights (L) ☐ Fly (F) ☐ Multimedia** (M) ☐ Firewatch*** (FIRE)

1. Set-In/Load-In – (“Start Time” is **FIRST** access to the theatre)

Date: _____ Start Time: _____ End Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE

Please describe what you will be doing: _____

(i.e.: Assembling set pieces, rehearsing, unloading equipment, etc. Set construction and painting, other than minimal touch ups, is not permitted on the stage)

* Only technicians employed and paid by The City of Goldsboro are permitted to use Paramount Theatre equipment with the exception of follow spotlights. Follow spotlight operators may be provided by the Renter. For one-day rentals, technicians must arrive a minimum of 4 (four) hours prior to the scheduled event start time. At least 2 (two) weeks prior to your event, please provide the Theatre Director with a script/schedule/agenda/rider and/or other document(s) showing light/sound cues and other tech requirements.

** A Multimedia Technician is required when setting up computer presentations or when complex multimedia is used. Depending on the Renter’s needs, a multimedia technician may only be needed for the initial setup or may be required for all rehearsals and events.

*** Firewatch is required when smoke or similar special effects are being used and/or the theatre’s fire alarm has to be deactivated. See VII. Rules/Regulations, Item T.

2. Rehearsal(s) – Please list your proposed rehearsal Date(s) and Tech Schedule:

Date: _____ Start Time: _____ End Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ End Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ End Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ End Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE

3. Public Performance(s)/Lecture(s) – Please list the Date(s), Start Time (first access to the theatre), and Curtain Time:

Date: _____ Start Time: _____ Curtain Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ Curtain Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ Curtain Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ Curtain Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE

4. School Performance(s) – Please list the Date(s), Start Time (first access to the theatre), and Curtain Time:

Date: _____ Start Time: _____ Curtain Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE
Date: _____ Start Time: _____ Curtain Time: _____ Techs: ☐ S ☐ L ☐ F ☐ M ☐ FIRE

IV. Ticketing Information

Will this event be ticketed: ☐ Yes ☐ No

If yes, will you be using the Paramount Box Office Service?

- ☐ Yes - Please complete the separate Paramount Theatre Box Office Agreement.
☐ No - Please complete the separate Ticket Sales Waiver Form.

V. Additional Information/Amenities

Concessions: Do you plan to sell concessions/merchandise? ☐ Yes ☐ No

If yes, what type? _____

Food/drink is only allowed in the lobby and actor's annex. Food/drink is not allowed in the auditorium or on stage. If alcohol is sold or provided, liquor liability insurance is required. See VII. Rules/Regulations, Item P.

Do you have liability insurance? ☐ Yes ☐ No

Insurance is not mandatory, but the Paramount Theatre reserves the right to require it. See VII. Rules/Regulations, Items Q and R

Grand Piano Needed (\$120.00): ☐ Yes ☐ No

Grand Piano is a K. Kawai Baby Grand. The piano may be tuned at request of Renter with two weeks advance notice. One tuning is included with rental of Piano. Renter will be charged \$120.00 for each additional tuning.

Yamaha Clavinova (Digital Keyboard) Needed (\$15.00): ☐ Yes ☐ No

Orchestra Pit space needed (\$50.00): ☐ Yes ☐ No

The Paramount Theatre does not have a dedicated orchestra pit. The first two rows of seating (up to 27) seats can be removed for Orchestra Pit space. The grand piano cannot be moved to Orchestra Pit.

Projector Needed (\$25.00): ☐ Yes ☐ No

Chandelier Needed (\$25.00): ☐ Yes ☐ No

Podium Needed (\$15.00): ☐ Yes ☐ No

Dance Floor Needed (\$25.00): ☐ Yes ☐ No

Dance floor must be set up by Paramount Theatre technicians. Renter will be charged for technicians' hours for setting the dance floor in addition to the \$25 amenity fee.

Alcove Stage Extensions Needed: ☐ Yes ☐ No

Event Management: Stage Manager: _____

House Manager: _____

Director: _____

Number of ushers you will provide: _____

(Ushers must be provided by the Renter. See VII. Rules/Regulations, Item V)

VI. Fees & Services)

Type of Rental

Local Fee

Non-Local Fee

For the definition of Local vs. Non-Local, see VII Rules/Regulations, Item T

Performances/Events:

Covers 5 Hour Block and includes one (1) building attendant

First Public Event in a day	\$500.00	\$650.00
Additional Public Event in same day	\$300.00	\$375.00
First Educational Synopsis in a day	\$250.00	\$300.00
Additional Educational Synopsis in same day	\$125.00	\$150.00
Film Showing* (Includes Use of Projector)	\$175.00	\$225.00
Private Social Event (Lobby Only)	\$175.00	\$225.00
Private Social Event (Full Theatre)	\$300.00	\$375.00
Workshop/Presentation	\$300.00	\$375.00

Set-In/Rehearsals:

Covers 5 Hour Block and includes one (1) building attendant

Weekday (Mon, Tues, Wed, Thurs) Rehearsal/Set-In	\$175.00	\$225.00
Weekend** (Fri, Sat, Sun) Rehearsal/Set-In	\$250.00	\$300.00

<u>Additional Hours</u> to 5 Hour Blocks listed above	\$40.00/Hour	\$40.00/Hour
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Photography Session

Includes one (1) technician to assist with lighting

\$60.00/Hour	\$60.00/Hour
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Dark Day: (Stage occupied but not in use)

Weekday (Mon, Tues, Wed, Thurs) Dark Day	\$75.00	\$100.00
Weekend (Fri, Sat, Sun) Dark Day	\$125.00	\$150.00

Weddings/Wedding Receptions Package

(Covers 5 Hour Block and includes two (2) Building Attendants)

Wedding Package (Covers Wedding Date and Rehearsal Date)	\$800.00	\$950.00
Wedding Reception Lobby Only	\$250.00	\$300.00
Wedding Reception Full Theatre	\$400.00	\$500.00

*Renter must pay any license and/or royalty fees associated with film showings. Any film showing at the Paramount Theatre is considered a public showing, even if the event is closed to the public. The Paramount Theatre staff can help acquire these rights.

**The Set-In/Rehearsal Fee for Weekends may be subject to the Weekday rate if the rental occurs after an existing Weekend event. This fee is subject to approval by the Paramount Theatre Director.

Labor Fees:

Technicians (Light/Sound/Multimedia/Fly)	\$15.00/Hour per Technician
Firewatch (Rehearsals/Private Event)	\$10.00/Hour
Firewatch (Public Event)*	Estimated at \$25.00/Hour
Additional Building Attendant**	\$10.00/Hour

*Firewatch for a Public Event must be scheduled directly through the City of Goldsboro Fire Department by the Renter. The Paramount Theatre is not responsible for scheduling Firewatch for Public Events. See VII. Rules/Regulations, Item T.

**The Paramount Theatre reserves the right to require additional building attendants for events.

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION

VII. Rules/Regulations

- A. The Paramount Theatre will extend a priority to established renters; however, rental dates will normally be assigned on a first come first serve basis. Established renters are defined as renters with re-occurring uses and a good standing history of payment.
- B. All areas must be kept clean and free of clutter.
- C. User shall not advertise any performance or the appearance of any performer prior to the signing and approval of this contract. Advertising is the Renter's responsibility. Please see Advertising Contacts in the Renter Supplement Guide for what is included with your rental and a brief list of local advertising options.
- D. Reservations and Payment
 - a. Rental dates should be scheduled at least three weeks in advance.
 - b. For established renters, the Paramount Theatre requires a \$125.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
 - c. For non-established renters the Paramount Theatre requires a \$300.00 non-refundable, non-transferable rental deposit to reserve a rental date. This deposit is used to offset Renter's final invoice.
 - d. For non-established renters, a full estimated rental balance is due 10 business days prior to the first rental date. Upon completion of the rental, the renter shall be billed any additional fees accumulated during the rental period or refunded any excess fees paid from the estimate.
- E. The Paramount Theatre is committed to the safety and security of its staff, renters, and patrons. As such, the decision to cancel events or close facilities is based on the overall concern for the safety and security of the all parties. In general, the Paramount's practice is to remain open and to conduct business as usual during periods of inclement weather. Should inclement weather conditions arise or be anticipated that would make it unsafe to continue the operations of the theatre, City of Goldsboro management may elect to close the facility. In the event of a cancellation, the Paramount will notify Renter of the cancellation in an appropriate and timely manner and make an active effort to reschedule the event with the renter. If an event cannot be rescheduled, the Renter will be refunded any non-labor related rental fees paid for cancelled rental dates excluding the \$125.00 non-refundable rental deposit.
- F. The Renter's property should be removed upon completion of the event.
- G. Storage of production props, equipment, etc. will only be permitted during the period of the event, rehearsals and during dark days. The Paramount Theatre and/or its staff will not be held responsible for stored items and/or damages of any kind to stored items.
- H. No smoking is permitted in The Paramount Theatre.
- I. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building without explicit staff consent.
- J. The use of Gaffer tape on the stage floor is permitted. No other tape is permitted on the stage or any other part of the building.
- K. Eating and/or drinking will be permitted in the lobby and backstage areas only. Refreshments can be served and consumed in the lobby, but cannot be taken into the auditorium. Care should be taken in planning refreshments; avoid foods that can be spilled easily and/or require special receptacles or clean-up.
- L. It is the responsibility of the renter to ensure that all children are chaperoned.
- M. Animals are not permitted on the premises of The Paramount Theatre with the exception of service animals as defined by ADA or with explicit staff consent if they are an essential part of an event.
- N. Renter is responsible for obtaining, at Renter's expense, all necessary licenses and/or royalties for the event, prior to the date of the event.
- O. Renter is responsible for the collection and remittance of applicable sales, use or privilege tax on any goods/services sold directly to consumer in association with the event, including but not limited to merchandise, approved concessions, and admissions tickets not sold by the Paramount Theatre Box Office Service.
- P. In order to sell/provide alcohol at an event, Renter must obtain liquor liability insurance coverage and also obtain the necessary permits from the North Carolina Alcoholic Beverage Control Commission. A copy of the permit(s) and proof of liquor liability coverage must be provided to The Paramount Theatre at least two (2) weeks prior to the event. Please see the Renter Supplement Guide for more details.
- Q. The Paramount Theatre reserves the right to require liability insurance. Renter is fully responsible for any damages caused by any person associated with the event under Renter's supervision. If the damage is not covered by liability insurance, or Renter does not have liability coverage, Renter will be held responsible for the damages. The additional charges will be included in the final invoice for payment.
- R. Renter shall indemnify and save harmless The Paramount Theatre Foundation and The City of Goldsboro from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of The Paramount Theatre by Renter during the rental period or permitted to be done by the Renter in or about the Theatre, or otherwise resulting from any breach or default in the performance of Renter's obligations under this agreement, including attorney's fees and court costs.

- S. The use of pyrotechnics and/or open flame is not allowed in The Paramount Theatre.
- T. Firewatch is required anytime smoke, fog, or similar effects are being used at the Paramount Theatre. Firewatch is required for the safety of renters and patrons. The building is swept periodically in case of fire or smoke when the fire alarm system in the theatre needs to be disabled. During rehearsals or private events, the Paramount Theatre may provide an additional staff member dedicated to Firewatch for a cost of \$10.00 per hour. However, during public events or performances, an off-duty firefighter employed by the City of Goldsboro is required to perform Firewatch. The estimated cost of an off-duty firefighter is \$25.00 per hour. To request an off-duty firefighter, please call the City of Goldsboro Fire Department at (919) 580-4262.
- U. Seating:
- Row U in the Theatre auditorium is roped off for the safety of renters and patrons. This Row will not be sold or used by the Renter unless the seats are needed for a sell-out show. During events when Row U is used, an usher must stand or sit at each end of the row for the entirety of the event to assist in seating.
 - Six wheelchair accessible seating areas are available in the auditorium. These areas are located on the third and last rows of the first floor and the sixth row of the balcony.
- V. Renter is required to provide a minimum of two (2) ushers for all public events and four (4) ushers for events requiring the use of Row U in the auditorium. Ushers must be at least seventeen (17) years of age.
- W. Available Parking:
- On-street parking is available for patrons & renters. Center Street and Chestnut Street are the most convenient.
 - The parking lot adjacent to the Paramount Theatre loading door belonging to StageStruck, is not the property of the Paramount Theatre. It is available for patrons and renters unless signage indicates that it is in use by StageStruck.
 - The concrete slab approaching the loading door on the side of the theatre is available to Renter prior to, during and after a performance. Whenever possible, avoid blocking the entrance to StageStruck's parking lot from the concrete slab.
 - Marked handicap parking spots are currently unavailable; however, Paramount staff makes every effort to place handicap signage and traffic cones in front of the theatre during events to allow patrons to drop off directly in front of the entrance to the theatre. Staff is unable to place signage or cones if the parking spots in front of the theatre are already occupied.
- X. Local, as stated in The Paramount Theatre's Fees & Services, is defined as within the City of Goldsboro and within the County of Wayne, North Carolina.
- Y. WIFI is available for patrons; however, you may not connect wireless access devices, switches, routers, or hubs to the City of Goldsboro's network. Use of the City of Goldsboro's WIFI network is entirely at the user's risk. It is the responsibility of each user to ensure that their equipment has appropriate virus protection when connecting to the City of Goldsboro's Guest WIFI network. The City of Goldsboro assumes no responsibility for users' hardware, software, or data. The City of Goldsboro assumes no responsibility for users' actions or conduct while utilizing the Guest WIFI network. For details on how to connect to the Guest WIFI network, contact a Paramount Theatre staff member.
- Z. In the event of a cancellation, please notify the Paramount Theatre in writing as early as possible. Failure to provide a cancelation notification **10 working days** before the event may result in a charge for technician fees at a minimum of four hours per technician assigned to your event. Reminder: Your deposit is not refundable or transferrable.
- AA. In the event that a request is made for services to the deaf or hearing impaired, for a public event or private performance, non-profit organizations agree to share in the expense with the Paramount Theatre at 50% of the expense; and for-profit organizations agree to absorb 100% of the expense. Paramount staff will coordinate certified professional interpreters or captioning specialists to provide the service and request a minimum of two week notice from the patron. (Please be advise the full amount of this expense could range from \$300.-\$700. per performance)

Signature of the Paramount Theatre Rental Agreement includes acceptance of all policies herein.

Signature of Individual or Representative: _____

Are you a City of Goldsboro resident? ☐ Yes ☐ No

Organization (if applicable): _____

Paramount Theatre Director: _____ Date: _____

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: Comprehensive Sanitary Sewer Rehabilitation Plan
Phase 4

BACKGROUND: The City has previously conducted an Inflow & Infiltration Analysis and several Sewer Investigation Projects to identify sanitary sewer gravity piping and collection system manholes that may require rehabilitation/replacement to address inflow and infiltration issues.

DISCUSSION: The sewer investigation projects completed involved comprehensive manhole inspections, smoke testing/dye testing, and pipeline closed circuit television inspections.

Staff requested McKim & Creed, Inc. submit a proposal for engineering services pertaining to development of a Comprehensive Sewer Repair and Replacement Program for the City of Goldsboro. McKim & Creed submitted a proposed scope of services, fee estimate, and anticipated schedule based on the recommendations provided in previous inspection reports/data, as follows:

Fee Schedule:

Project Management	\$ 47,400.00
Development of bid documents to complete repair and replacement construction services	58,700.00
Development of sewer repair and replacement program	39,100.00
Preparation of construction work orders	82,600.00
Construction services	167,600.00
Allowances	<u>25,000.00</u>
• Subsurface utility engineering	
• Topographic survey	
Total Fee for Engineering Services:	\$ 420,400.00

The fee submitted by McKim & Creed to complete the proposed scope of services shall not exceed a total of \$420,400.00 without prior written approval from the City of Goldsboro. It is anticipated that the time of completion for the services outlined above will extend approximately one year beginning February 1, 2015 to February 28, 2016.

We have reviewed the financing of this project with the Finance Director and determined that sufficient funds are available in Sanitary Sewer Bond Proceeds.

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution authorizing the City Manager to execute an engineering agreement with McKim & Creed, Inc. pertaining to Phase 4 of the Comprehensive Sanitary Sewer Rehabilitation Plan in the amount of \$420,400.00.

Date: 30 DEC 14


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

Date: _____

Scott A. Stevens, City Manager

RESOLUTION NO. 2015-

RESOLUTION AUTHORIZING EXECUTION OF PROFESSIONAL ENGINEERING
SERVICES AGREEMENT BETWEEN THE CITY OF GOLDSBORO AND MCKIM & CREED
PHASE 4 OF THE COMPREHENSIVE SANITARY SEWER REHABILITATION PLAN

WHEREAS, the City Council of the City of Goldsboro has determined that it is necessary and in the best public interest to undertake a wastewater collection system rehabilitation project; and

WHEREAS, the City Council of the City of Goldsboro desires to obtain professional engineering services required for development of a Comprehensive Sewer Repair and Replacement Program for the City based on recommendations provided in previous inspection reports/data;

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 professional engineering services agreement in the amount of \$420,400.00 with McKim & Creed, Inc. pertaining to Phase 4 of the City's Comprehensive Sanitary Sewer Rehabilitation Plan.
2. This resolution shall be in full force and effect from and after this _____ day of _____, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

Attachment A
Scope of Services
Comprehensive Sewer Rehabilitation Plan
City of Goldsboro, NC
M&C No. 142745

I. Project Understanding

The City of Goldsboro (City) has previously conducted an Inflow & Infiltration (I/I) Analysis and several Sewer Investigation Projects to identify sanitary sewer gravity piping and collection system manholes that may require rehabilitation/replacement (R&R) to address I/I issues. The I/I Analysis effort included comprehensive flow monitoring of the entire City wastewater collection system and from the results of the flow monitoring effort the City identified ten (10) sewer basins which experience excessive levels of I/I. These basins included 5, 6, 8, 9, 9B, 9C, 16, 16A, 20, and 20A. The Sewer Investigation Projects completed involved comprehensive manhole inspections, smoke testing/dye testing and pipeline closed circuit television (CCTV) inspections of the ten (10) identified basins. The scope of this project is to review the legacy inspection reports/data, of these basins, and develop a Comprehensive Sewer Repair & Replacement (R&R) Program for the City.

Completion of the Comprehensive Sewer R&R Program will include the following four (4) primary Tasks:

1. Task 1 – Development of Bid Documents for establishment of two (2) separate R&R Contractors
2. Task 2 – Development of Sewer R&R Program
3. Task 3 – Preparation of Construction Work Orders
4. Task 4 – Provision of Construction Services

The following paragraphs describe the various work components of each Task, noting Task 1 and Task 2 will be conducted concurrently, and that Task 4 will begin only after the first Work Orders are issued to the successful R&R contractors.

Task 1 – Development of Bid Documents to Complete R&R Construction Services

A. Development of R&R Standards

The City's existing water and sewer standards do not include manhole and gravity pipeline rehabilitation. Critical to the implementation of the Sewer Rehabilitation Program will be the City's selection of acceptable rehabilitation techniques, identification of appropriate scenarios for implementation, and development of rehabilitation technical specifications for inclusion in the bid documents.

During the review of legacy SSES data, McKim & Creed will develop a letter report summarizing applicable rehabilitation technologies (such as pipe bursting, cured in place pipe [CIPP], and manhole lining) for the R&R project. The letter report will be provided to the City in draft for review, and McKim & Creed will conduct a meeting with City personnel to discuss review comments. A final letter report will be provided. The intent of the letter report is to identify City-approved rehabilitation technologies to be included in the Sewer R&R Program contract documents.

Following approval of the letter report, McKim & Creed will develop technical specifications for each approved rehabilitation technology for pipes and manholes for inclusion in construction contract documents. Technical specifications will be provided to the City for review and approval.

B. Preparation of Contract Documents

McKim & Creed will provide the necessary documents for the City to be able to contract with a minimum of two (2) qualified companies to complete the necessary construction associated with the Sewer R&R Program. It is envisioned that the procurement effort will include a two (2) step process which first involves conduction of contractor pre-qualification followed by bid submissions. By using a pre-qualification approach, the City will minimize the potential of receiving any protest from an unsuccessful bidder. McKim & Creed understands that the City does not currently have an approved contractor prequalification policy. The following scope assumes that McKim & Creed will assist the Town with developing a prequalification policy to meet the intent of the new changes to GS 143-135.8.

- Assist the Town in developing a written prequalification policy that includes a denied bidder protest procedure.
- Develop a list of pre-qualification requirements required for evaluating prospective bidders.
- Review the list of pre-qualification requirements with Town staff and incorporate suggested revisions to the list.
- Policy procedure is to be approved/adopted by the Town Board.
- Assist with requesting that the Sam's Creek Interceptor Phase II be approved by the Town Board as requiring pre-qualification of bidders in accordance with the prequalification policy.

After implementation of a contractor prequalification policy, McKim & Creed will conduct a prequalification process for potential bidders in order to provide a list of qualified construction contractors for the project. Specific tasks include the following:

- Prepare the prequalification submittal package.
- Place formal advertisement of the pre-qualification package in the agreed upon advertisement media. Note that the Town shall be responsible for all fees associated with advertisement of the pre-qualification package.
- Schedule and conduct a pre-submittal meeting, receive questions from prospective attendees, prepare and distribute minutes.
- Issue prequalification documents to prospective bidders. Maintain a record of prospective bidders to whom documents have been issued.
- Respond to bidder inquiries and prepare Addenda as required. Addenda shall be submitted in reproducible format to the agreed upon media outlets and all bidders to whom the prequalification package have been issued.
- Receive all bidder submittals on specified and appropriate closing date.
- Review all bidder documentation and request clarifications to determine if bidder has met the requirements of the pre-qualification solicitation.
- Review the list of proposed prequalified bidders with Town staff and make any final edits and revisions to the prequalified list of bidders.
- Notify all bidders of the final approved list of pre-qualified bidders.

After the prequalification effort has been completed each approved contractor will be provided with the Contract Documents and Technical Specifications prepared by McKim & Creed. The City's existing 'Front End' verbiage and Construction Standards and Specifications and specific technical specifications developed for installation/repair methodologies which are not included within the City provided/prepared documents will be incorporated. It is understood that the City will fund the rehabilitation construction with bonds and that outside sources of funding will not be utilized that would place additional requirements on the contract. McKim & Creed will also prepare unit price bid forms that identify the possible installation procedures/methods for repairing and replacing wastewater collection system infrastructure. Consideration will be given to pipe size, burial depth, flow by-pass requirements, manhole dimensions, infrastructure location, surface cover, traffic control, service lateral rehabilitation/replacement, and miscellaneous construction items such as pavement replacement and restoration.

C. Bid and Award Assistance

McKim & Creed will provide the following services for bid and award of the Sewer R&R Program:

1. Provide necessary information for the preparation of the project bid advertisement and assist the City with the advertisement.
2. Prepare complete bid packages and furnish packages to prospective bidders.
3. Coordinate a Pre-Bid meeting and provide meeting minutes and issue addendum.

4. Answer bidder's questions, prepare addenda if required.
5. Attend the bid opening, review and tabulate the bids, and prepare a written recommendation to the City for award of the lowest eligible bid(s). It is assumed that a minimum of two (2) contractors will be selected for award.
6. Attend City Council meeting for recommendation of award, if required.
7. Compile contract documents for execution (assume two contractors).

Task 2 – Development of Sewer R&R Program

A. Review of Legacy SSES Data

McKim & Creed will collect legacy SSES data including dye testing, manhole inspection, and CCTV reports for review and R&R prioritization. It is understood that recommendations for R&R have been included in the legacy reports and McKim & Creed will validate those recommendations. Due to the City's existing dry weather and wet weather peaks, it is important to identify and target initial rehabilitation efforts to provide a greater reduction in I/I relative to other areas within the sewer systems and relieve pressure on the existing infrastructure. McKim & Creed will work with the City to establish thresholds for sanitary sewer defects requiring R&R. A meeting will be held with the City to discuss the legacy reports and confirm rehab thresholds. Meeting notes will be provided documenting meeting discussions, decisions, and action items.

B. Identification of Point Repairs

The City has indicated that it will perform point repairs or provide a separate construction contract to complete. McKim & Creed will provide the City with a prioritized list of point repairs necessary to be completed prior to the implementation of rehabilitation work orders. Opinions of probable construction cost will be provided with the point repairs. It is assumed that no additional effort will be required of McKim & Creed to develop bid documents and designs or perform construction phase services for point repairs.

C. Comprehensive Sewer R&R Plan

McKim & Creed will develop a comprehensive R&R Plan for the assumed 92,250 LF of pipeline rehabilitation (based on 70 percent of the gravity sewers in the ten (10) basins as requiring some form of R&R) and defective manholes developed and prioritized in the legacy reports. The R&R Plan will consist of 11" x 17" color coded maps for each sewer basin indicating lines and manholes to be rehabilitated. Opinions of probable construction cost will be provided for the R&R Plan. Upon the City's acceptance of the R&R Plan, McKim & Creed may develop a refined scope and fee to provide design, work order development, and construction phase services based upon the R&R Plan scope of work.

Task 3 – Preparation of Construction Work Orders

A. Sewer Rehabilitation Design

Based on the acceptance of the Comprehensive Sewer R&R Plan by the City, McKim & Creed will develop detailed designs for rehabilitation or replacement of wastewater system components. The design packages will be grouped into contractor work orders. For the purposes of this scope of work, it is assumed that contractor work orders will include approximately two (2) sewer basins or approximately 20,000 LF of sewer (Larger basins may be issued individually depending on rehabilitation quantities). Therefore, approximately five (5) work order packages are assumed to be designed and distributed to selected contractors.

Design documents included in each work order will include:

1. Plan sheets based on City of Goldsboro provided GIS data and digital orthophoto. It is assumed that topographic survey will not be necessary to develop construction drawings.
2. Selection and design of rehabilitation methodologies for main line, manhole, and lateral rehabilitation.
3. Limited traffic control and pedestrian control plans (traffic control plan required if construction impacts vehicular traffic and pedestrian control plan required if construction impacts pedestrian traffic). Traffic control designs will be based on standard NCDOT guidelines and details. Detailed or phased traffic control plans, including detour plans, are not included in this scope of work.
4. NCDOT encroachment permitting. It is assumed that a portion of the rehabilitation will be located within NCDOT controlled rights-of-way and will require an encroachment agreement if trenching or pavement replacement is required, such as for the reinstatement of services.
5. Additional permitting is not anticipated at this time. It is assumed that land disturbance will be minimal and not require erosion control permitting. In addition, it is assumed that environmental impacts, such as wetlands and stream impacts, will not be necessary to perform the proposed rehabilitation. If rehabilitation designs require additional permitting, an amendment for the proposed scope of work will be provided to the City.

B. Work Order Preparation

McKim & Creed will package rehabilitation designs into Work Orders for the selected contractors. A package cost will be developed based on the contract unit prices and material takeoff for each rehabilitation design. Contractor will be selected for the Work Order based upon factors such as, but not limited to, the type of rehabilitation required, contractor's unit

costs, crew availability, and current Work Order workload and performance. McKim & Creed will provide the contractor with the approved design drawings and traffic control plans/permits, as applicable, to complete the work. A schedule for completion of the construction will be negotiated with each contractor to monitor program progress.

Task 4 – Construction Services

A. Construction Administration

It is understood that the City desires to perform a portion of construction administration tasks in-house, including:

1. Review and process shop drawing submittals.
2. Review and authorize pay requests and change orders

In addition to these tasks, McKim & Creed will provide limited construction administration assistance to the City including:

1. Coordinate a preconstruction conference and provide meeting minutes with the selected contractors.
2. Provide interpretation of contract documents.
3. Review progress schedules, schedules of shop drawing submissions and schedule of values prepared by the contractor.
4. Assist in construction issues that may affect the original design and prepare, issue and review change orders.
5. Conduct periodic site visits (one per month) to review work in progress.
6. Conduct monthly construction progress meetings.
7. Provide for Final evaluation of the completed work for general compliance with contract documents, plans, and specifications.
8. Prepare record drawings based on red line revisions provided by Contractor and Engineer's resident project representative.
9. Provide one bond copy of record drawings to the City for review.

B. Construction Observation

The Engineer shall provide construction observation (CO) through a project representative. The Engineer's project representative will be available for an average of 24 hours per week during construction. For the purposes of this scope of work it is assumed that CO services will be required for approximately 36 weeks based on the rehabilitation of 92,250 LF of gravity main. The Engineer's project representative will have duties as follows:

1. Conferences. Attend the preconstruction conference. Consult with Engineer to arrange a schedule of progress meetings and other job conferences.
2. Liaison. Serve as Engineer's liaison with contractor and City's project representative, working principally through contractor's superintendent and assist them in understanding the intent of the contract documents. Assist Engineer in serving as the City's liaison with contractor when contractor's operations affect the City's on-site operations. As requested by Engineer, assist in obtaining from the City additional details or information when required at the job site for proper execution of the work.
3. Conduct on-site observations of the work in progress to assist Engineer in determining if the work is proceeding in accordance with the contract documents and that completed work is in general compliance with the contract documents.
4. Keep a diary or log book, recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures based on the timeframe that the Engineer's project representative is actually on -site.
5. Review applications for payment with contractor for compliance with the established procedure for their submission and forward application with recommendations to Engineer, noting particularly their relation to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.

II. Allowances

The following allowances have been established to provide additional services at the discretion of the City.

1. Subsurface Utility Engineering – An allowance is established to provide Level A and Level B SUE services, including traffic control as necessary, to locate underground utilities for design.
2. Topographic Survey – An allowance is established to provide topographic survey services to augment City provided GIS information for the rehabilitation designs. Topographic survey services do not include boundary or easement surveys, preparation of plats, or recordation.

III. Additional Services

Additional professional services will be provided (within the qualifications of the Engineer and associate firms) upon request by the City or upon authorization by the City following

recommendation of the Engineer. Additional services shall include, but not be limited to the following:

1. Expert witness or technical support concerning property surveying or engineering matters for which the Engineer has no direct liability.
2. Consultation necessary to correct unforeseen project difficulties, including change order preparation, for which the Engineer has no direct responsibility.
3. Providing for new topographic field surveys and design for alternate sewer alignments.
4. Requests by the City for changes or additions to the plans, specifications, and contract documents due to City changes in the design after plans have been approved by the City.
5. Providing for wetland or stream delineations and field surveys.
6. Submit and obtain approval of Erosion and Sediment Control Permit from NCDLR.
7. Submit and obtain approval of U.S. Army Corps of Engineers for general or individual permits, along with Division of Water Quality's wetlands unit permits.
8. Providing for floodplain no-rise evaluations and certifications.
9. Providing for underground utility location (SUE) services.
10. Providing assistance with wetland mitigation if required by USACOE.
11. Assisting the City with easement acquisitions.
12. Providing for soils analysis for contaminated soils.
13. Providing for geotechnical investigation to determine the presence of rock.
14. Providing for assistance with project and funding approvals from funding agencies.

IV. Obligations of the City

- a. The City shall provide copies of all legacy SSES studies including CCTV footage.
- b. The City shall provide current GIS data.
- c. The City shall provide shop drawing and pay request review and approval services for the construction contract.
- d. The City shall authorize the Engineer to proceed, in writing.
- e. The City shall give thorough consideration to all sketches, drawings, specifications, bids, contracts, maps and other documents submitted by the Engineer, and shall inform the Engineer promptly of any required decisions.
- f. The City shall make available any information it has on property records, easements, and existing utilities and aerial maps.
- g. The City shall pay for all permit, advertisement, and plat recordation fees.
- h. The City shall be responsible for the acquisition of all required fee simple land parcels and easements.

- i. The City shall provide such administrative, legal, accounting, and insurance counseling services as may be required for the project including such costs associated with project financing and auditing.
- j. The City shall secure permission from property owners for access to, and entrance upon the respective private properties for required boundary and engineering surveys by the Engineer and shall provide for mailing certified notification letters.
- k. It is assumed that all lines and infrastructure requiring rehabilitation is located in utility easements or NCDOT right-of-way. The City shall provide such documentation as may be required to identify the easement and right-of-way areas.
- l. The City shall provide for public meetings or individual property owner meetings to explain the project and address concerns of the property owners.

V. Schedule

McKim & Creed proposes to complete the proposed scope of work in accordance with the schedule below. It is assumed that Notice to Proceed will be received on January 30, 2015 and that construction can be completed in approximately 36 weeks.

Task		Duration (Calendar Days)	Assumed Start Date	Assumed Completion Date
A	Project Management	392	February 1, 2015	February 28, 2016
Task 1 – Development of Bid Documents to Complete R&R Construction Services				
A	Development of R&R Standards	14	February 1, 2015	February 15, 2015
B	Preparation of Contract Documents (includes prequalification assistance)	90	February 1, 2015	May 2, 2015
C	Bid and Award Assistance	30	May 1, 2015	May 31, 2015
Task 2 – Development of Sewer R&R Program				
A	Review of Legacy SSES Data	30	February 1, 2015	March 3, 2015
B	Identification of Point Repairs	30	March 1, 2015	March 31, 2015
C	Comprehensive Sewer R&R Program	60	February 1, 2015	April 2, 2015
Task 3 – Preparation of Construction Work Orders				
A	Sewer Rehabilitation Design	60	April 1, 2015	May 31, 2015
B	Work Order Preparation	120	May 1, 2015	August 29, 2015
Task 4 – Construction Services				
A	Construction Administration	252	June 1, 2015	February 8, 2016
B	Construction Observation	252	June 1, 2015	February 8, 2016
Allowances				
1	Subsurface Utility Engineering	TBD	TBD	TBD
2	Topographic Survey	TBD	TBD	TBD

VI. Payments to the Engineer

The City agrees to pay the Engineer as compensation for services as follows:

Task	Quantity	Unit Cost	Total Cost	Unit
A Project Management	1	\$47,400.00	\$47,400.00	Lump Sum
Task 1 – Development of Bid Documents to Complete R&R Construction Services				
A Development of R&R Standards	1	\$10,400.00	\$10,400.00	Lump Sum
B Preparation of Contract Documents (includes prequalification assistance)	1	\$32,400.00	\$32,400.00	Lump Sum
C Bid and Award Assistance	1	\$15,900.00	\$15,900.00	Lump Sum
Task 2 – Development of Sewer R&R Program				
A Review of Legacy SSES Data	1	\$24,300.00	\$24,300.00	Lump Sum
B Identification of Point Repairs	1	\$4,900.00	\$4,900.00	Lump Sum
C Comprehensive Sewer R&R Program	1	\$9,900.00	\$9,900.00	Lump Sum
Task 3 – Preparation of Construction Work Orders				
A Sewer Rehabilitation Design	1	\$64,800.00	\$64,800.00	Lump Sum
B Work Order Preparation	1	\$17,800.00	\$17,800.00	Lump Sum
Task 4 – Construction Services				
A Construction Administration	1	\$46,900.00	\$46,900.00	Lump Sum
B Construction Observation	1	\$120,700.00	\$120,700.00	Lump Sum
Task Subtotal:			\$395,400.00	
Allowances				
1 Subsurface Utility Engineering ¹	1	\$15,000.00	\$15,000.00	TBD
2 Topographic Survey ¹	1	\$10,000.00	\$10,000.00	TBD
Allowance Subtotal:			\$25,000.00	
Total:			\$420,400.00	
¹ SUE and Survey rates based on the scope of work will be provided to the City and approved prior to initiating work.				

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: Supplemental Agreement – Berkeley Boulevard Widening Project

BACKGROUND: On March 21, 2005, the City Council entered into an agreement with NCDOT regarding the widening of Berkeley Boulevard from Royall Avenue to north of the intersection of New Hope Road.

This agreement required the city to be responsible for right of way acquisition, plan preparation, and relocation of utilities.

The City has acquired all necessary right-of-way and relocated all utilities with the exception of sewer which was proposed to be relocated as part of the Berkeley Boulevard construction project. The City is responsible for any cost associated with the sewer relocation.

DISCUSSION: NCDOT has requested that the City approve a supplemental agreement regarding the sewer relocation and including it as part of the widening project. The City would still be responsible for the costs associated with the sewer relocation but the work would be administered by NCDOT as part of the Berkeley construction contract.

RECOMMENDATION: By motion, authorize the Mayor and City clerk to sign and execute a Supplemental Agreement with the North Carolina Department of Transportation as it pertains to the sewer relocation associated with the Berkeley Widening Project.

Date: _____

Assistant City Manager

Date: _____

City Manager

NORTH CAROLINA
WAYNE COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 12/9/2014

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-3609A

AND

WBS ELEMENTS: PE 39026.1.1

ROW 39026.2.1

CITY OF GOLDSBORO

CON 39026.3.1

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$0

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the City of Goldsboro, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 3/10/2011, entered into a certain Project Agreement for the original scope: widening and improvements on US 13 (Berkeley Blvd.) from SR 1560 (Royal Ave.) to SR 1003 (New Hope Rd.), programmed under Project U-3609A; and,

WHEREAS, the parties have agreed that the Department will relocate, adjust, relay, change or repair all utilities that currently remain in conflict with the Project.

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

RESPONSIBILITIES

The Department shall relocate, adjust, relay, change or repair all utilities that currently remain in conflict with the Project. The Municipality shall continue to be responsible for all costs associated with such work.

TITLE VI

The Municipality shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs and activities of any recipient of Federal assistance.

Except as hereinabove provided, the Agreement heretofore executed by the North Carolina Department of Transportation and City of Goldsboro on 3/10/2011, is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the North Carolina Department of Transportation and the City of Goldsboro by authority duly given.

L.S. ATTEST:

CITY OF GOLDSBORO

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ (Governing Board) of the City of Goldsboro as
attested to by the signature of _____, Clerk of the
_____ (Governing Board) on _____ (Date)

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

City of Goldsboro

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

CITY OF GOLDSBORO
AGENDA MEMORANDUM
JANUARY 5, 2015 COUNCIL MEETING

SUBJECT: Advisory Board and Commission Appointments

BACKGROUND: There are currently several vacancies on Advisory Boards and Commissions. Citizen involvement is vital to the performance of City government. It is necessary that additional appointments be made in an effort to fill these vacancies.

DISCUSSION: Recommendations for appointments were requested from the respective Boards and Commissions. Applications were also solicited from the general public at large.

The City Council met in a work session on December 1, 2014, to review vacancies and applications received to fill the current vacancies. To date, ten applications have been received to fill the vacancies of four boards and commissions. With these appointments, three vacancies on the Parks and Recreation Advisory Commission, two vacancies on the Community Affairs Commission, one vacancy on the Planning Commission, seven vacancies on the Appearance Commission, two alternate vacancies on the Historic District Commission, three vacancies on the Municipal Golf Course Commission, eleven vacancies on the Mayor’s Committee for Person with Disabilities and four vacancies on the Advisory Committee on Community Development remain.

It is also customary for the City of Goldsboro to express its appreciation by Resolution to those members whose terms have expired, who have moved or resigned.

RECOMMENDATION: By motion, Council adopt the attached Resolutions:

1. Appointing members to various Advisory Boards and Commissions in the City of Goldsboro.
2. Commending those individuals whose terms have expired, who have moved or resigned.

Date: _____

City Manager

RESOLUTION NO. 2015- _____

RESOLUTION APPOINTING MEMBERS
TO ADVISORY BOARDS AND COMMISSIONS

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

WHEREAS, the terms of several members on the City's Advisory Boards and Commissions have expired or been vacated due to members moving or resigning; and

WHEREAS, the following distinguished citizens have expressed a desire to serve upon the indicated Board or 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 specified Boards and Commissions. The terms of the appointees shall expire on the dates indicated:

Goldsboro Recreation & Parks Commission

Second Term Appointee

Jason T. Pate, III	Term Expires	12-31-17
Chester Best Jr.	Term Expires	12-31-17
Mark DiGiore	Term Expires	12-31-17
J.M. Pate	Term Expires	12-31-17
Heron Weidner	Term Expires	12-31-17
Wayne Allen Westbrook	Term Expires	12-31-17
Ben Farlow	Term Expires	12-31-17

Goldsboro Appearance Commission

First Term Appointee

Jaquelin N. Swindell	Term Expires	12-31-18
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Second Time Appointee

Rhonda Gaylor	Term Expires	12-31-18
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Goldsboro Community Affairs Commission

First Term Appointee

Timothy Pounds	Term Expires	12-31-15
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Second Term Appointee

Graciela Kellar	Term Expires	12-31-16
William Kates Jr.	Term Expires	12-31-16
DeAndria Williams	Term Expires	12-31-16
Gaspar Gonzalez	Term Expires	12-31-16

Goldsboro Local Fireman's Relief Fund and Supplementary Pension Fund

Second Term Appointee

Charles Gentry	Term Expires	12-31-16
Charles Person Jr.	Term Expires	12-31-16
Gilbert Hare	Term Expires	12-31-16

Goldsboro Tourism Council

First Term Appointee

Lyn Hagerty	Term Expires	12-31-17
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Second Term Appointee

Patti Mitchell	Term Expires	12-31-17
Gretchen Reed	Term Expires	12-31-17

Mayor's Committee for Persons with Disabilities

First Term Appointee--Filling an Unexpired Term

Gregory E. Olson	Term Expires	12-31-15
Doug Seymour	Term Expires	12-31-15

First Term Appointee

Suerontinette J. Parker	Term Expires	12-31-18
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Sarah McCullouch	Term Expires	12-31-18
Beverly Ham	Term Expires	12-31-18
Lisa Jean Barker	Term Expires	12-31-18
Deborah F. Outland	Term Expires	12-31-18
Fred Fontana	Term Expires	12-31-18
Sharon Thompson	Term Expires	12-31-18

Advisory Commission on Community Development

First Term Appointee

Octavius Murphy	Term Expires	12-31-17
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Second Term Appointee

Tracy Lewis Williams	Term Expires	12-31-17
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Goldsboro Municipal Golf Course

Second Term Appointee

Gene Farmer	Term Expires	12-31-17
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2. This Resolution shall be in full force and effect from and after this 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

RESOLUTION NO. 2015 - _____

RESOLUTION COMMENDING INDIVIDUALS WHO HAVE SERVED
ON VARIOUS ADVISORY BOARDS AND COMMISSIONS OF
THE CITY OF GOLDSBORO AND DIRECTING THE MAYOR ON BEHALF OF THE CITY
COUNCIL TO PRESENT THE INDIVIDUALS WITH
A CERTIFICATE OF APPRECIATION

WHEREAS, citizen participation is vital to responsible government; and

WHEREAS, the following individuals have served the local citizenry by their service upon the advisory Boards and Commissions of the City of Goldsboro; and

WHEREAS, the Mayor and City Council wish to commend these civic-minded citizens for their 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 individuals are recognized for their service on the City's advisory Boards and Commissions and are commended for their contributions to the operation of Goldsboro's municipal government:

Goldsboro Recreation & Parks Commission

Jerry Phillips

Dexter Yelverton

Goldsboro Planning Commission

Carroll Overton

Advisory Commission on Community Development

Hope Angela Hart

Mayor's Committee for Persons with Disabilities

Fran Kasey

Jim Mullen

JoAnn Robinson

June Overton

Mary Jones

Sandy Pendergraft

Christie Lewis

Anne Turner

Eric Perry

Goldsboro Community Affairs Commission

Joseph McLamb

Alberta Barnes

Tracey Belton

Goldsboro Historic District Commission

Fred Lomax

Goldsboro Tourism Council

Pilar Parks

Goldsboro Municipal Golf Course

Scott Waller

James Dais

2. The Mayor of the City of Goldsboro is hereby directed to present to each of these individuals a Certificate of Appreciation for their civic contributions.

3. These Certificates are to be presented at the next regularly scheduled meeting of the various Boards and Commissions or as close to that meeting date as possible.
4. This Resolution shall be in full force and effect from and after this 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

Finance Department
Monthly Report - November 2014

Prepared by: Kaye Scott, Finance Director



FY 2014-15

GENERAL FUND				
	Actual	Adjusted Budget	Actual to Date	YTD %
Revenues	FY '13-14	FY '14-15	FY '14-15	Collected
Tax Revenues	\$ 5,646,271	\$ 15,612,068	\$ 4,176,026	26.75%
License & Permits	252,818	796,100	233,608	29.34%
Revenue Other Agencies	5,065,696	16,379,819	6,019,583	36.75%
Charges for Services	1,940,516	4,581,660	1,800,303	39.29%
Capital Returns	23,317	56,700	1,248,762	2202.40%
Miscellaneous Revenues	88,053	847,000	59,541	7.03%
FB Withdrawal/PO Appropriation		1,922,677		
Total	\$ 13,016,671	\$ 40,196,024	\$ 13,537,822	33.68%

	Actual	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures	FY '13-14	FY '14-15	FY '14-15	Collected
Mayor/Council	\$ 148,374	\$ 493,513	\$ 211,732	42.90%
City Manager	309,239	1,664,567	458,147	27.52%
Human Resources Management	218,632	613,866	237,055	38.62%
Community Affairs	90,693	224,812	92,276	41.05%
Paramount Theater	132,609	377,368	159,867	42.36%
Inspections	229,566	667,295	266,257	39.90%
Downtown Development	107,986	293,203	117,113	39.94%
Information Technology	425,344	1,011,596	389,715	38.52%
Public Works - Adm.	164,509	382,590	168,972	44.17%
Garage	957,837	2,286,075	948,200	41.48%
Garage Credits	(551,883)	(1,550,000)	(591,571)	38.17%
Building & Traffic Maint.	310,431	456,349	194,234	42.56%
Cemetery	122,480	292,589	138,552	47.35%
Finance	402,121	1,226,315	454,139	37.03%
Office Supplies Credits	(4,271)	(9,000)	(3,881)	43.12%
Planning & Redevelopment	596,539	1,960,660	692,363	35.31%
Postage Credits	(5,182)	(30,000)	(6,981)	23.27%
Streets & Storms - General	592,794	1,546,238	775,760	50.17%
Streets & Storms - Utilities	254,070	637,700	265,389	41.62%
Street Paving	203,354	575,000	441,846	76.84%
Sanitation	1,234,836	4,197,352	1,266,496	30.17%
Engineering	264,976	1,373,681	324,216	23.60%
Fire Department	2,314,335	6,082,645	2,787,940	45.83%
Police Department	3,323,094	8,925,778	3,588,124	40.20%
Animal Control	26,981	61,619	28,377	46.05%
Special Expense Fees	1,329,973	3,029,703	1,227,310	40.51%
Parks & Recreation	1,071,940	2,494,723	976,710	39.15%
Golf Course	305,646	909,787	350,292	38.50%
Total	\$ 14,577,023	\$ 40,196,024	\$ 15,958,649	39.70%

UTILITY FUND				
	Actual	Adjusted Budget	Actual to Date	YTD %
Revenues	FY '13-14	FY '14-15	FY '14-15	Collected
Charges for Services	\$ 6,238,775	\$ 15,386,565	\$ 6,361,547	41.34%
Capital Returns	6,254	17,700	6,207	35.07%
Miscellaneous Revenues	60,390	146,000	82,431	56.46%
FB Withdrawal/PO Appropriation		\$ 3,149,228	\$ -	0.00%
Total	\$ 6,305,419	\$ 18,699,493	\$ 6,450,186	34.49%

	Actual	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures	FY '13-14	FY '14-15	FY '14-15	Collected
Distribution & Collections	\$ 879,351	\$ 3,357,195	\$ 919,694	27.39%
Water Treatment Plant	1,750,124	5,435,776	1,632,549	30.03%
Water Reclamation Plant	2,101,234	7,852,187	2,035,338	25.92%
UF - Capital	181,624	1,424,430	234,065	16.43%
Compost Facility	807,177	629,906	246,780	39.18%
Total	\$ 5,719,510	\$ 18,699,493	\$ 5,068,426	27.10%

DOWNTOWN DISTRICT FUND				
	Actual	Adjusted Budget	Actual to Date	YTD %
Revenues	FY '13-14	FY '14-15	FY '14-15	Collected
Tax Revenues	\$ 13,158	\$ 69,675	\$ 15,693	22.52%
Capital Revenue	32	100	17	17.11%
FB Withdrawal/PO Appropriation		77,196		
Total	13,190	146,971	15,710	10.69%

	Actual	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures	FY '13-14	FY '14-15	FY '14-15	Spent
Downtown District	\$ 15,178	\$ 146,971	\$ 37,034	25.20%
Total	\$ 15,178	\$ 146,971	\$ 37,034	25.20%

OCCUPANCY TAX FUND				
	Actual	Adjusted Budget	Actual to Date	YTD %
Revenues	FY '13-14	FY '14-15	FY '14-15	Collected
Occupancy Tax/Civic Center	\$ 120,279	\$ 275,000	\$ 138,835	50.49%
Occupancy Tax/Travel & Tourism	120,278	275,000	138,835	50.49%
Capital Returns/Misc./Property Sale	\$ 37,097	\$ 600	\$ 665,159	0.00%
FB Withdrawal/PO Appropriation	\$ -	\$ 364,735	\$ -	
Total	\$ 277,654	\$ 915,335	\$ 942,829	103.00%

	Actual	Adjusted Budget	Actual to Date	YTD %
Departmental Expenditures	FY '13-14	FY '14-15	FY '14-15	Collected
Civic Center	\$ 538,893	\$ 640,235	\$ 461,479	72.08%
Travel & Tourism	167,537	275,100	148,302	53.91%
Total	\$ 706,430	\$ 915,335	\$ 609,780	66.62%

PLANNING DEPARTMENT

MONTHLY REPORT – NOVEMBER, 2014

Prepared by: Sally Johnson

General Tasks

During the month of November, the Planning staff served as liaison with the Planning Commission, Historic District Commission, Technical Coordinating Committee and Transportation Advisory Committee. In addition to reviewing and signing off on all commercial and residential building and sign permits, the staff has continued to prepare for upcoming meetings and has overseen contracted projects for the MTP Update, Bike/Ped/Greenway Plan, a turning movement count and wayfinding signage. On-going projects include preparation of transportation-related documents and maps and laserfiche of documents. Code enforcement staff scheduled over 130 hours for Community Service workers who have completed litter pick-up at a number of specified locations during the month of November.

2014

Planning Commission	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Rezoning, CUP, Site Plans, Bd. of Adj. and Subdivisions	8	8	6	3	2	5	8	5	4	7	0		56	5.1
Historic District Commission														
Certificates of Appropriateness	2	1	3	8	1	1	0	1	1	2	4		25	2.3
Code Enforcement														
Grass Cutting/Cost	0	0	0	24/\$1,470	47/\$2,675	85/\$5280	103/\$6020	99/\$6422	83/\$5,070	55/\$3155	14/\$1035		393	37
Illegal Dumping/Cost	0	0	0	0	0	\$100	1/\$25	0	0	0	0		2	0
Repeat Offenders	0	0	0	23	41	68	91	92	59	50	10		342	31
Junk Vehicles Tagged/Towed	0	4/3	8/2	8/2	17/3	11/0	15/3	12/1	8/0	7/0	5/0		83/11	7.5/1
Illegal Signs Removed	0	17	52	25	50	50	12	20	20	20	200		446	41

2013

Planning Commission	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Rezoning, CUP, Site Plans, Bd. of Adj. and Subdivisions	6	5	6	3	4	1	3	5	5	6	1	4	49	4
Historic District Commission														
Certificates of Appropriateness	1	2	7	0	4	5	4	3	1	1	0	1	29	2.4
Code Enforcement														
Grass Cutting	0	0	0	0	70	113	125	83	110	54	15	22	592	49
Repeat Offenders	0	0	0	0	43	84	86	67	77	44	5	11	417	35
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	16/5
Illegal Signs Removed	15	30	20	42	51	7	10	10	12	12	20	20	249	21

PUBLIC WORKS DEPARTMENT

November 2014 Monthly Report

Prepared on 12/11/14
By Jose F. Martinez III, PE

Monthly Highlights

✓ **B&T Division:** Completed City-wide Christmas decorations and supported Herman Park Music Event, Paramount, and similar events.

Distribution & Collections

	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec		AVG
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	
Utility Line Maint (1000-ft)	24.4	4.5	9.8	7.6	5.5	9.7	12.0	18.7	3.4	15.1	3.4	8.3	17.5	14.5	14.3	14.5	14.1	8.3	19.3	14.2	10.0	7.5	11.0		11.6
Water Taps	2	3	3	5	5	1	5	1	1	5	1	5	2	6	2	11	5	11	0	4	2	3	1		3.7
Water Repairs	8	7	8	13	12	8	23	8	5	6	4	14	5	7	8	4	7	7	12	13	11	7	5		8.8
Sewer Taps	4	6	2	1	3	5	2	1	3	1	0	4	4	3	4	3	1	3	1	6	2	1	2		2.7
Sewer Repairs	4	2	2	5	0	3	5	3	1	4	3	2	1	8	2	3	0	4	3	2	2	2	2		2.7
Hydrants Replaced/Fixed	10	5	6	5	6	16	6	19	8	11	2	28	3	23	5	2	6	10	3	12	9	21	13		10.0
New Meter Installs	69	33	58	53	34	19	68	70	144	50	52	39	93	106	61	57	132	56	33	38	73	26	49		61.4
Meters Changed Out	67	51	42	21	34	9	62	32	65	64	24	17	61	64	60	52	120	19	49	19	55	33	36		45.9

Building & Traffic

Radio, Electrical, Bldg	40	43	55	87	30	108	17	92	51	57	32	82	33	104	34	101	20	131	40	97	17	44	48		59.3
Sign Repairs	10	62	32	42	19	108	21	90	15	47	38	76	21	70	59	56	19	45	43	66	11	21	29		43.5

Garage

Total Work Orders	215	236	200	253	157	266	171	233	221	314	192	173	280	288	219	244	244	226	256	258	225	277	258		235.0
Total Fuel Cost	\$ 90	\$ 93	\$ 82	\$ 77	\$ 77	\$ 89	?	\$ 80	\$ 85	\$105	\$ 79	\$ 86	\$108	\$104	\$103	\$ 95	\$ 92	\$ 88	\$ 96	\$ 87	\$ 82	\$ 81	\$ 77		\$ 89

Sanitation (Tons)

Refuse (x1000)	1.1	0.9	1.0	0.8	0.8	1.0	1.1	1.2	0.9	0.9	0.8	1.0	0.9	0.9	0.9	0.9	0.9	0.9	1.1	1.3	0.7	0.7	0.9		0.9
Recyclables	112	113	85	103	59	59	96	101	121	107	88	102	113	106	104	106	97	118	106	94	92	88	120		99.6
Leaf & Limbs (x1000)	1.0	0.6	0.7	0.6	0.6	0.6	0.9	0.9	0.9	0.9	1.0	0.8	1.0	1.0	0.9	0.8	0.7	0.9	0.8	1.0	1.3	1.0	1.1		0.9

Cemetery

Funerals	13	10	8	7	7	9	6	6	6	11	12	8	10	4	10	2	8	3	7	5	7	5	6		7.4
Fees charged	\$10.2	\$12.0	\$ 7.9	\$ 7.0	\$ 4.6	\$ 5.0	\$ 3.6	\$ 6.0	\$ 5.0	\$ 7.0	\$ 9.9	\$ 6.0	\$ 8.1	\$ 3.0	\$ 9.3	\$ 1.0	\$ 6.6	\$ 2.0	\$ 5.5	\$ 3.6	\$ 5.7	\$ 3.0	\$ 4.8		\$5.9

Streets & Stormwater

Utility Cut Repairs	12	0	6	3	3	0	15	18	6	34	17	34	6	12	9	17	14	18	28	21	17	4	4		13.0
Pot Hole Repairs	38	51	25	72	34	96	38	50	39	22	41	50	15	13	19	17	2	28	143	9	15	6	11		36.3
Misc Repairs	10	21	14	13	19	11	27	13	21	10	15	14	15	21	17	13	20	15	19	12	17	13	10		15.7
ROW Mowing (ac)	0	0	0	0	0	0	48.8	14.0	67.3	24.5	56.5	29.5	70.3	38.5	74.3	27.0	61.3	28.7	21.0	21.0	25.0	2.0	2.5		26.6
City-Owned Lots Mowing	0	0	0	0	0	0	19	20	48	70	36	44	41	88	42	81	34	38	32	56	33	33	0		31.1

Notes: All expenses are in thousands of dollars
Misc includes Dips, Tree Roots, Storm Structures, Sidewalk, Curbing

Community Affairs Department

Monthly Report – November 2014

Prepared By: *J. LaTerrie Ward*

- The Community Affairs Commission meeting was on Tuesday, November 18, 2014. The members agreed to have a Christmas dinner in lieu of a December meeting. The next scheduled commission meeting is Tuesday, January 13, 2015 at 7:00 p.m.
- Tickets for the Annual Martin Luther King, Jr. Holiday Celebration are now available in the Community Affairs Office. The guest speaker this year will be Ms. Carolyn McKinstry. Ms. McKinstry was present on September 15, 1963, at the Sixteenth Street Baptist Church bombing in Birmingham, Alabama.
- Community Affairs received (24) complaints; (3) housing, (1) employment and (20) consumer. The alleged violations by citizens under the Minimum Housing Code included leaks, electrical problems, malfunctioning heater, mold and rental assistance. Consumer concerns were alleged burglaries in the same house (not reported), Co2/Smoke Detector malfunction, unswept streets, no parking lot lighting in the downtown area, damage to a historic sign and citizens needing assistance with utilities, vision, transportation, and food (Thanksgiving). All complaints were submitted through the 311GIS system to the appropriate City Department for resolution or designated community/state resources.
- The reception for local businesses scheduled to be hosted by the Mayor's Committee on December 4, 2014, has been cancelled and will be rescheduled in February 2015. The goal is to increase awareness of the committee, its responsibilities and discuss hiring the disabled.
- The Mayor's Youth Council participated in the Governor's Mini Grant Conference November 14th – 16th in Rocky Mount, NC. Youth councils from across the state reviewed and determined what organizations should receive funding. *Proposals submitted from Wayne County were: PACE program (Mr. Tim Whitfield of the Tranz Center) and Perals Club (Mr. Milas Kelly, Prevention and Treatment Center).* The Perals Club received \$500.00. The PACE Program did not receive any funding.
- Youth Council members volunteered in the following events for the month of October:
 - o Collections and preparations of 3 thanksgiving baskets for needy families
 - o Prepared over a 100 bagged lunches (sandwiches, chips, fruit, dessert, and water) for First Christian Church's "Last Saturday Supper" project for the homeless.
 - o Completed the Edgewood Memorial Garden by planting trees, shrubs and annual bulbs. The youth council will maintain the garden.
- The Mayor's Youth Council Annual Gift Wrapping at Berkeley Mall will begin on December 13th – 24th, 2014. Donations are for the Mayor's Youth Council Scholarship Fund and the State Youth Council Spring Convention.
- Community Affairs staff participated in the following activities and events:
 - o The staff collected funds to donate six (6) food boxes to a select number of city employees for Thanksgiving.
 - o Juvenile Crime Prevention Council Meeting
 - o City of Goldsboro Diversity Training
 - o Wayne Uplift Resource Association Board Meeting
 - o Minority Health Steering Committee Meeting

2014 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	1	6	5	3	3	8	4	4	2	6	3		4
Consumer	7	4	7	5	9	11	14	16	8	14	20		10
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

November, 2014

Prepared By: Julie Metz, Director

- Downtown staff welcomed new hire, Erin Acree as the new Promotions Coordinator.
- Downtown Goldsboro and the City of Goldsboro were approached by a downtown property owner concerning a building downtown. The property owner would like to donate the property. The City of Goldsboro and DGDC Board are working with the property owner to transfer ownership and accept the donation before the end of the year.
- Downtown staff attended Diversity Training with other City staff at the Public Works complex on Tuesday, November 6th.
- Julie represented Downtown Goldsboro and attended "Difficult Community Issues" forum at the Paramount Theater on Thursday, November 6th.
- Members of Preservation North Carolina visited Goldsboro on November 11th to view 405 W. Mulberry Street (the Traylor Peacock House) to receive quotes on potential work. Preservation North Carolina received a donation/grant and is considering applying some of these funds to invest in one of two properties here.
- Downtown Goldsboro was the location for the Annual Veterans Day parade on Tuesday, November 11th.
- Downtown staff planned the annual Downtown Lights Up event for Tuesday, November 25th, but we unfortunately chose to reschedule for Tuesday, December 2nd due to inclement weather.
- DGDC staff worked to plan the Trolley Rides scheduled to take place every Tuesday during the month of December with the last scheduled for December 23rd. The trolley rides will take place from 6 to 8pm and will begin and end at the Pure Gas Station property at the corner of Mulberry and John streets.
- Staff worked to prepare for the annual Santa Stumble to be held among the downtown restaurants the evening of December 13th.
- Staff and the DGDC Board began plans to prepare for the 2015 DGDC Annual Sponsorship Drive.
- The DGDC sold 300 S. Virginia Street and a closing for 111 N. Virginia Street is scheduled for December 4th. Both homes are part of the Neighborhood Plan efforts.
- Julie, members of University of Mt Olive and the Arts Council met with NC Arts Council representatives of the SmArt Initiative concerning a 3-year art grant for Downtown Goldsboro in follow-up to an application that had been submitted 2 years prior. SmArt Initiative representatives requested Downtown to apply again due to additional funds available. Funds from the grant would support an art-based economy in Downtown Goldsboro.
- Downtown staff met with City IT department to discuss the development of a new DGDC website.
- On November 14th, Julie attended the North Carolina Downtown Development Association Board Meeting in Raleigh, NC.
- The Arts Council of Wayne County, in collaboration with DGDC/City staff, made a request for Public Art Design Proposals for the Gateway Bus Transfer Station. A total of 14 panels are needed for sound dampening and absorption in the transfer center. The Arts Council has requested submission to be entered by January 16.
- Julie met with members of Goldsboro Housing Authority to discuss potential investment downtown and key properties.
- The DGDC board members were involved in the first Arts Council Art Walk on Friday, November 7th in the DGDC Boardroom. Over 100 members of the community visited the DGDC office to view a local artist's work. Due to attending the Art Walk and seeing the excitement in downtown, a potential investor purchased a building in downtown the following week.
- Downtown Goldsboro started selling their 2014 Ornament featuring the Arts Council of Wayne County. Ornaments are available at the DGDC office for \$15 each.
- Staff assisted in the November Merchants' Association meeting November 18th.
- Staff met and consulted with approximately 30 businesses and 10 potential new investors.
- During the month, Downtown staff administered these office activities: 141 visitors, 447 phone calls in, 139 phone calls out, 2,201 emails in, 1,112 emails out, 34 hours (approximately) of visits/meetings with businesses/property owners.
- Staff participated in two video developments to provide project updates and an upcoming activities report, one for the Center Street Streetscape project and one for the Gateway Transit Center & Other Streetscape projects.



ENGINEERING DEPARTMENT MONTHLY REPORT - NOVEMBER 2014

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

Wastewater Collection System Rehabilitation Project

- City Council authorized an engineering agreement with Hydrostructures on August 4th for an amount not to exceed \$284,819.50 without prior written approval from the City of Goldsboro;
- The dye and smoke testing processes are almost complete;
- CCTV work will be ongoing through January 2015 with deliverables in early February 2015;
- It is anticipated that the time of completion for the majority of the project is December 28, 2014.

Stoney Creek Sanitary Sewer Outfall Rehabilitation Project

- Staff prepared the required engineering report and environmental information for submittal to NCDENR on October 1st.
- Staff received a request for additional information from NCDENR on November 25, 2014;
- Staff is anticipating final approval of the Engineering report no later than March 2, 2015.

Stoney Creek Stream Enhancement – Phase II

- City Council at their October 6th meeting approved the contract between Clean Water Management and the City of Goldsboro;
- Staff executed an engineering services contract with Kimley-Horn & Associates for the design, permitting, and construction administration.

Berkeley Boulevard Widening Project

- Staff is coordinating with Kimley-Horn to provide NCDOT updated utility plans;
- An amended construction schedule will be forthcoming.

Wayne Memorial Drive Sidewalk Project

- Staff is coordinating with NC Department of Transportation regarding required documentation for requesting reimbursement of \$50,000 from NCDOT.

Harris Street Water Storage Tank

- Utility Service Company has completed approximately 95% of this project with the exception of painting the pedestals and water vault and the final inspection. The tank has been placed back in service.

2014 Bituminous Concrete Resurfacing

- Barnhill Contracting Company started the resurfacing project on September 2nd with a completion date of December 2, 2014;
- The contractor has completed this project, but additional streets have been added;
- The new date for completion of the additional streets is March 31, 2015.

New Hope Road Multi-Use Path

- Staff is negotiating with Kimley-Horn & Associates for the design of a multi-use path along the south side of New Hope Road between Hare Road and Wayne Memorial Drive;
- The design will also include a pedestrian bridge across Reedy Branch.

Mulberry Street Sanitary Sewer Line Replacement

- Keen Plumbing Company has completed approximately 90% of this project.

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 November 2014.

Goldsboro Fire Department Monthly Report – November 2014

Report Prepared By: Gary Whaley GW/CL

Fire Prevention and Outreach

- November 3rd: Fire Prevention/Safety Presentation at Wayne Community College Day Care Facility
- November 11th: Participated in the Wayne County Veteran's Day Parade

Working Structure Fires

- 11/6 – 116 N Slocumb St.
- 11/25 – 302 Wilmington Ave.

Working Vehicle Fires

10/23/14 – 703 W. Walnut St.

<u>2014</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:	164	161	173	174	172	168	187	178	164	177	188		173
Structure Fires:	6	10	9	8	4	10	11	2	4	6	2		7
EMS Calls:	48	49	66	59	68	61	70	59	68	64	54		61
Vehicle Accidents:	25	28	31	37	29	28	37	28	24	51	46		33
Fire Alarms:	41	28	27	33	37	27	35	37	50	36	44		36
Other:	44	46	40	37	34	42	34	52	18	20	42		37
Training Hours:	1467	1843	1755	1992	1643	1910	1718	1372	1678	1561	1483		1675
Safety Car Seat Checks:	7	21	14	17	20	21	6	24	18	13	23		17
Inspections:	92	102	190	149	90	58	112	65	131	73	54		101
<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	188	149	188	193	166	170
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

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.

Human Resources Management Department

MONTHLY REPORT – NOVEMBER 2014

Prepared by: Pamela C. Leake

The Human Resources Department advertised 18 vacancies this month (16 external and 2 internal). This includes full-time and temporary (part-time) positions. 71 applications were processed. 65 rejection letters were mailed to candidates not selected for an interview, and 11 letters were mailed to applicants who were interviewed but not selected for hire. There were three new full-time hires this month (Promotions Coordinator – DGDC, Web Developer/Computer Administrator – IT, and Equipment Operator – Public Works). There were three retirements and two resignations. Total employment for the month was **481**: (424 full-time employees and 57 part-time employees). November 1 was the deadline to submit annual employee evaluations.

The Human Resources Department sponsored Diversity Training November 5-7. Willie Ratchford, President of WPR Consulting and the Executive Director of the Charlotte Mecklenburg Community Relations Committee, was the guest speaker. Training was held at the Public Works Complex and City Hall.

The Vehicle Accident Committee met and reviewed four cases. There was one accident appeal from a case in October. The Personal Injury Committee met and reviewed five cases. Recommendations were submitted to the City Manager for review. 15 work audits were submitted this month.

On November 4, an in-service health session titled, **“Cold versus The Flu”** was held at the Public Works Complex. The session was conducted by Pharmacist Reanna Simpson. 38 people were in attendance. Miss Simpson engaged the group with questions and give away items.

Another wellness program that is ongoing for the months of November and December is **Chronic Stress and Its Affects**. Dr. Kaydi Frost from Chiropractic Advantage is in charge of the program. 92 clinic visits were made in November. The Diabetes Management Program has 41 participants.

Random Drug Screens	Post-Accident Drug Screens
Non-DOT: 85 tested; 1 positive	Non-DOT: 9 negative
Quarterly DOT: 31 tested; 1 positive	DOT: None to report

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg.
Applications	214	49	80	75	115	46	78	50	209	57	71		95
New Hires	3	4	1	2	0	2	4	0	2	2	3		2
Separations*	2	1	7	2	5	1	2	4	1	3	5		3
Vehicle Accidents	2	3	0	0	2	2	3	0	2	4	4		2
Workers Compensation	4	4	1	2	4	1	0	3	1	4	5		3

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

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

Information Technology

Monthly Report - November, 2014

Prepared by: Scott Williams

- Upgraded Police to use Tiburon Mobile CAD in lieu of current DCI software. Installed software configured two factor authentication (2FA), updated systems and repaired any issues that were found. Train-the-trainer training was completed. Internal training is on-going.
- Configured Fire Department access to Tiburon Mobile CAD. Started working on updates to equipment to be used with Mobile CAD. Training and equipment setup will happen in December.
- Sent five MDTs for warranty repairs with Panasonic. Temporary units were issued to replace the devices being repaired under warranty.
- Replaced two hard drive at our Disaster Recovery Site. No data was lost and there was no down time associated with the drive replacements.
- Coordinated service from AT&T and TWC to bring service back to the facility when power was restored after a transformer failure.
- Setup systems needed for GPAC in Historic City Hall and the City Hall Addition.
- The UNC School of Government completed interviews with Department Heads as they work to help develop an IT Strategic Plan.
- Replaced three printers
- Filled vacant Web Developer/Computer Systems Administrator position. Posted vacant position for a Computer Systems Administrator.

2014	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Tickets Opened	363	337	275	266	305	362	353	327	394	460	271		338
Tickets Closed	353	267	269	329	286	378	359	317	392	446	321		338

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	344

Goldsboro Inspections Department
Monthly Report – Nov 2014
Prepared By: Allen Anderson

The valuation of all building permits issued during the month of November totaled \$1,709,153.00. Four (4) of these permits were new residential single family dwellings at a valuation of \$590,000.00.

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 \$1,967,334.00.

All permit fees collected for the month totaled \$30,722.97. Of the permit fees collected for the month \$2,235.00 was collected in technology fees. Plan review fees collected during the month totaled \$1875.00.

The Inspectors did a total of 360 inspections for the month. During the month of November one (1) business inspection was completed. A total of 190 permits were issued for the month. Fifty-eight (58) plan reviews were completed for November. We now have a total of 207 residential structures in the Minimum Housing Process and 16 commercial structures in the Demolition by Neglect Process.

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Permit Valuation													
All Buildings (millions)	\$1	\$12	\$2	\$3	\$9	\$10	\$9	\$11	\$7	\$5	\$2		\$6
Residential (thousands)	\$420	\$1,038	\$496	\$1,186	\$1,985	\$628	\$230	\$935	\$1,036	\$160	\$590		\$791
Miscellaneous**(millions)	\$2	\$2	\$1	\$2	\$2	\$3	\$5	\$1	\$3	\$2	\$2		\$2
Permit Fees (thousands)	\$28	\$42	\$35	\$41	\$168	\$355	\$63	\$79	\$51	\$66	\$31		\$87
Inspections (total)	517	510	579	587	569	604	594	559	499	613	360		545
Permits Issued (total)	233	247	261	295	341	339	272	259	263	248	190		268
Plan Reviews Completed	21	49	52	96	74	83	57	52	44	49	58		58
Minimum Housing in Process	216	230	230	212	218	205	207	207	210	216	207		214
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



Monthly Report-November 2014

Prepared by: Sherry Archibald, Director

- An exciting new addition was added to the crew of the Paramount in November. Service Coordinator, Vincent Bridgers & his wife Lauren, had a baby boy. For a smooth transition at home and work, Mr. Bridgers is working half days during the month of November.
- November was busy for the professional series. The month began with a movie on the 1st and popular comedian, Jeanne Robertson, on the 2nd, with a sold out performance.
- The City's Human Relations training extended to an evening talk at the Paramount with Charlotte's Community Relations Director, Mr. Willie Ratchford. Paramount staff worked closely with Community Affairs to publicize the event.
- Tammy Battle, a Goldsboro native, rented the theatre for a performance and StageStruck performed *The Story*.
- Famous Statler Brother, Jimmy Fortune, returned for a successful performance with proceeds going to Toys for Tots and the Wounded Warriors Project.
- Jason Coleman, grandson to the famous Floyd Cramer, performed for Wayne Community Concerts.
- Goldsboro Ballet set-in to prepare for their 33rd Annual tradition of The Nutcracker.
- Paramount volunteers brought the holiday spirit with a day of decorating in preparation of the annual symphony performance.
- The annual tradition of the NC Symphony returned and did not disappoint. The sell-out performance is a favorite of many.
- Theatre Director, Sherry Archibald attended the NC Presenters Meeting in Durham. Currently serving as President of the Consortium, strategic planning efforts are in the works for the statewide organization.
- During the Streetscape Project efforts, Center Stage Theatre has provided parking support during all of the Paramount performances. Standing at each corner with flashlights, volunteers direct patrons to parking spaces and parking lots in the surrounding area.
- Expenses for month of November - **\$31,523.88**
 Details: Labor - \$15,768.67/Operational Expenses - \$ 15,755.21
 Receipts for the month of November - **\$ 8,784.88**
 Details: Rentals -\$2,257.5 /Tickets-\$6,329.26 /Concession-\$198.12

	Jan-14	Feb-14	Mar-14	April-14	May-14	June-14	July-14	Aug-14	Sept-14	Oct-14	Nov-14		Average 2014
Exp	\$28,140	\$24,840	\$31,931	33,362	\$33,089	\$17,883	\$33,437	\$20,252	\$29,363	\$45,275	\$31,523		\$29,917
Rev	\$12,303	\$6,573	\$12,502	\$5,991	\$15,849	\$9,196	\$24,446	\$10,448	\$11,033	\$16,963	\$8,784		\$12,189

	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

[illegible]

Goldsboro Police Department Monthly Report - November 2014

Report Prepared by: Jeffery R. Stewart JRS/KB

Total UCR offenses (homicide, rape, robbery, assault, burglary, motor vehicle theft and arson for November 2014 were 259 compared to 300 for October 2014.

Property with an estimated value of \$127,155 was reported stolen while property with an estimated value of \$46,428 was recovered.

Officers arrested 196 people and 598 citations were issued during the month. There were 28 drug -related charges.

There were 3 report(s) of assault on an officer.

Revenue collected for November included:

Police Reports	\$160.00
Fingerprints	\$30.00

UCR COMPARISON & TREND													
2014	Jan	Feb	Mar	Apr	May	Jun	July	Aug.	Sept	Oct	Nov	Dec	AVG
OFFENSE													
Homicide	1	0	0	0	1	0	1	0	1	1	0		0.4
Rape(&attempts)	0	1	0	0	0	0	0	0	0	0	0		0.1
Robbery	13	2	5	11	5	2	7	6	10	5	5		5.9
Aggravated Assault	7	10	16	22	13	20	24	24	25	45	42		20.7
Simple Assault	25	25	28	24	28	34	17	31	38	40	32		26.8
Breaking & Entering	40	27	43	45	57	32	29	49	36	37	32		35.6
Larceny	136	99	139	152	168	127	138	144	114	163	142		126.8
Motor Vehicle Theft	6	3	4	4	13	16	6	9	10	9	6		7.2
Arson	0	0	1	0	1	0	2	1	1	0	6		1.0
TOTALS	228	167	126	258	286	231	224	264	235	300	265		215.3
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	0.4
Rape(&attempts)	1	0	0	0	1	0	0	0	0	0	0	1	0.3
Robbery	6	6	12	5	4	5	3	2	5	6	6	7	5.6
Aggravated Assault	13	18	22	19	31	18	26	18	6	21	12	10	17.8
Simple Assault	28	37	26	32	48	33	30	27	18	21	22	22	28.7
Breaking & Entering	74	47	47	51	50	61	47	28	40	31	42	55	47.8
Larceny	116	110	116	121	148	139	171	155	154	148	43	149	130.8
Motor Vehicle Theft	12	11	8	6	7	7	7	12	10	6	5	12	8.6
Arson	0	0	0	0	0	0	0	2	0	0	0	0	0.2
TOTALS	251	229	231	234	289	263	285	244	233	234	131	257	240.1

Public Utilities Department Monthly Report- November 2014

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. Currently all of the SCADA Programmable Logic Computer components to the pump stations are being upgraded.

Water Treatment Plant

The Water Treatment Plant operations are proceeding smoothly. A gate valve replacement project is still underway. There are no problems to report for this period.

Compost Facility

One hundred and twenty nine cubic yards of compost/mulch was sold in November 2014. 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.

2014 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water	4.586	4.629	4.449	4.467	4.953	5.176	5.023	4.862	4.803	4.629	4.328		4.4.719
Sewer	9.75	10.37	11.19	9.51	13.10	8.17	8.20	11.57	11.17	8.49	6.71		9-85
CY Compost	246	198	471	763	976	521	516	143	281	309	129		414

2013 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly 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
CY Compost	320	172	347	511	450	134	252	276	362	419	256	1211	384



Travel & Tourism Department Monthly Report – November 2014

Prepared by: Betsy Rosemann, Director

- Tourism Director, Betsy Rosemann, was the guest speaker to the Golden Kiwanis on November 4th. She made a presentation on the economic impact of sports travel to Goldsboro and Wayne County.
- Betsy Rosemann, Scott Barnard and Rick Sumner attended the 2014 TEAMS Conference on November 9th – 13th. The conference was very successful. Many new contacts were made and there are opportunities to increase events with existing event partners. Several potential field sport organizations were in attendance and we shared our information regarding the multi-sports facility. All will be updated as construction proceeds. A listing of some of the most promising opportunities is below:

Professional Disc Golf – PDGA Director said he had been watching Goldsboro’s disc golf events and we now have enough experience to submit major tournament bid requests for 2016 & 2017.

Cycle NC - Goldsboro is a strong contender for an event in 2015 or 2016.

American Cornhole Organization – Goldsboro is now the official NC home of American Cornhole. Event organizers are so pleased with last year’s tournaments they would like to expand. We will continue with the June ACO State Championship event in 2015.

ACO would like to host the first USA Heroes’ Cup which involves competition with the military, veterans, police, fire and rescue.

3v3 Soccer - Continue tournament at Greenwood Middle School in June. Event organizers will be able to expand once the multi-sports facility is completed.

POWERMAN USA - The most recognized duathlon series in the world. Currently there are no scheduled events in North Carolina.

Families On! Challenge – An event with possible SJAFB component which challenges base families and other military bases or an opportunity to involve church congregations.

ISSSA – A Senior softball event based out of VA which could utilize softball venues in the City/County. Estimated 30 to 40 teams participate. 2014 events were hosted in Burlington and Charlotte.

- The Goldsboro Tourism Council held their regular meeting on November 25th at the Best Western Plus.
- The social media campaign for the 2015 Wings Over Wayne Air Show began on November 7th. The goal is to have 10,000 “Likes” on the WOW Facebook page by December 7th. SJAFB hopes to finalize the contract with the Thunderbirds in early December. The tentative dates for Wings Over Wayne are May 16th & 17th.
- Advertisements placed for :
 - Radio – The New Year’s Pickle Drop in Mt. Olive
 - The Buzz – The Christmas Flotilla at Cliffs of the Neuse

Occupancy Tax Collections YTD

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Average
2014	\$55,941	\$49,095	\$42,148	\$49,886	\$54,001	\$37,148	\$77,739	\$55,459	\$53,322				\$421,417	\$52,677
2013	\$44,097	\$53,434	\$37,271	\$55,984	\$59,385	\$55,999	\$50,239	\$49,618	\$45,554	\$63,415	\$37,729	\$20,824	\$573,549	\$47,796
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. 2015-1**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY MAJOR ALTON KING JR.
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 28 YEARS**

WHEREAS, Alton King retired on December 31, 2014 as a Major in the Goldsboro Police Department of the City of Goldsboro with more than 28 years of service; and

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

WHEREAS, on August 29, 1990, Alton was promoted to Police Investigator in the Goldsboro Police Department; and

WHEREAS, on February 1, 1994, Alton was promoted to Police Sergeant in the Goldsboro Police Department; and

WHEREAS, on March 12, 1997, Alton was promoted to Police Captain in the Goldsboro Police Department; and

WHEREAS, on September 19, 2012, Alton was promoted to Major in the Goldsboro Police Department where he has served until his retirement; and

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

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to Alton King 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 Alton King our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Alton 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 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager

RESOLUTION NO. 2015-2**RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY MICHAEL D. RICH
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 20 YEARS**

WHEREAS, Michael Rich retired on December 31, 2014 as a Wastewater Plant Operator III in the Public Utilities Department of the City of Goldsboro with more than 20 years of service; and

WHEREAS, Michael began his career on November 28, 1994 as a Building and Traffic maintenance worker with the Public Works Department; and

WHEREAS, on August 27, 1997, Michael was transferred to the Public Utilities Department and promoted to a Wastewater Plant Operator I; and

WHEREAS, on December 23, 1999, Michael was promoted to Wastewater Plant Operator II with the Public Utilities Department; and

WHEREAS, on August 21, 2002, Michael was promoted to Wastewater Plant Operator III where he has served until his retirement; and

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

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, the other City officials and employees and the citizens of the City of Goldsboro, of expressing to Michael Rich 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 Michael Rich our deep appreciation and gratitude for the dedicated service rendered during his tenure with the City of Goldsboro.
2. We offer Michael 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 5th day of January, 2015.

Approved as to Form Only:

Reviewed by:

City Attorney

City Manager