

REVISED
GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, MARCH 17, 2025



(Please turn off, or silence, all cellphones upon entering the meeting.)

- 1. Call to Order – 5:30 P.M. -- Council Chambers, 214 North Center Street**
Invocation (Archbishop Anthony Slater, Fire Chaplain) and Pledge of Allegiance
- 2. Roll Call**
- 3. Adoption of the Agenda**
- 4. Recognitions and Presentations**
 - 4.1 Retirement Resolution for James Sturgill, Police Department
 - 4.2 Second Chance Month Proclamation
 - 4.3 Children and Families Month Proclamation
 - 4.4 Welcome Home Vietnam Veterans' Day Joint Proclamation
 - 4.5 Retirement Resolution for Jose Davila, Public Works Department
- 5. Public Comment Period**
- 6. Closed Session**
- 7. Consent Agenda**
 - 7.1 Contiguous Annexation Petition – J & J Daniels Farming Enterprises, LLC. – West side of S. US Hwy. 111 between E. US 70 Hwy. and Southeast Dr. (Setting Public Hearing for April 7, 2025)
 - 7.2 Sanitary Sewer Flow Meters for Seymour Johnson AFB, Fork Township Sanitary District, and Water Meters for the Water Treatment Plant
 - 7.3 Withdrawal and Release of Utility Easement between the City of Goldsboro and the State of North Carolina/Cherry Hospital
 - 7.4 Approval to reclassify one full-time position into two permanent part-time positions in the Planning Department
 - 7.5 Approval of Meeting Minutes for the Regular Meeting of February 3, 2025 and the

Regular Meeting of February 17, 2025

7.6 Department Monthly Reports for February 2025

8. Old Business

8.1 Downtown Restricted (2-hour) Parking Discussion

9. New Business

9.1 History, Purpose & Value of Goldsboro's Main Street Partnership

9.2 City of Goldsboro/DGDC Memorandum of Understanding

9.3 Creating a Hydrant Meter Rental Policy

9.4 Delegation of the acquisition of temporary construction easements to the City Manager

9.5 Resolution Approving Change Order No. 1 and Additional Rental Equipment Required for the Emergency Removal and Replacement of 200 Linear Feet of 30-Inch PVC for Stoney Creek Sanitary Sewer Outfall Line

10. City Manager's Report

11. Mayor and Councilmembers' Comments

12. Adjournment

The City of Goldsboro will make reasonable accommodations for access to City services, programs, and activities, and will make special communication arrangements for persons with disabilities. Please call (919) 580-4330 by noon on the Thursday prior to the meeting to make arrangements.



RESOLUTION NO. 2025-30

**RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY
JAMES STURGILL
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR 28 YEARS**

WHEREAS, James Sturgill retires on May 1, 2025 as a Police Investigator with the Goldsboro Police Department with 28 years of service; and

WHEREAS, James began his career on April 23, 1997 as a Police Officer with the Goldsboro Police Department; and

WHEREAS, James was transferred from the Operations Unit on May 11, 2005, to Support Services Unit, to serve on the Special Enforcement Unit; and

WHEREAS, on February 9, 2011, James was promoted to Police Investigator with the Goldsboro Police Department where he served until his retirement; and

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, City employees, and the citizens of the City of Goldsboro, of expressing to James 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 we express to James our very best wishes for success, happiness, prosperity, and good health in his future endeavors.

This Resolution shall be incorporated into the official Minutes of the City of Goldsboro and shall be in full force and effect from and after this 17th day of March 2025.




Charles Gaylor, IV
Mayor



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Charles Gaylor, IV
Mayor

Attested by:

Laura Getz
City Clerk

**SECOND CHANCE MONTH
PROCLAMATION**

200 North Center Street, 27530
P 919.580.4362

WHEREAS, approximately 95 percent of all people in prison will eventually complete their sentence, be released from incarceration, and return to their communities; and

WHEREAS, formerly incarcerated individuals are faced with significant barriers to employment, economic stability, and successful re-entry into society; and

WHEREAS, justice-involved youth may encounter similar challenges when leaving a secure custody facility, such as difficulties reuniting with family and peers, reintegrating into their home community, and enrolling in the local educational system; and

WHEREAS, local leaders and state and federal officials recognize these challenges, and continue to promote the rehabilitation and reintegration of formerly incarcerated adults and justice-involved youth into society by developing policies and programs that make it easier for these individuals to lead successful lives; and

WHEREAS, the City of Goldsboro continues to collaborate with the Wayne County Reentry Council, Wayne Community College, local industry, and all units of government to promote re-entry efforts for motivated individuals to compete for jobs, attain stable housing, support their families, and contribute to their communities; and

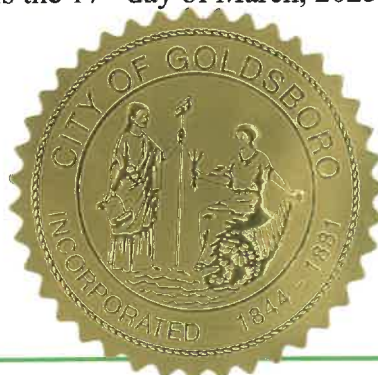
WHEREAS, the Reentry Council at Wayne Community College recently received the 2025 myFutureNC Champion for Attainment Award.

NOW, THEREFORE BE IT RESOLVED, that the Goldsboro City Council does hereby proclaim the month of April as

SECOND CHANCE MONTH

in Goldsboro, North Carolina, and encourage all residents to observe this month and recognize the efforts of those who work to improve rehabilitation and reintegration of formerly incarcerated individuals.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this the 17th day of March, 2025.




Charles Gaylor, IV
Mayor

Children and Families Month Proclamation

WHEREAS, our children are our most valuable resources and will shape the future of the City of Goldsboro; and

WHEREAS, the quality of parenting/caregiving is one of the most powerful protective factors for children, and our community recognizes the long-term value of offering services to support positive environments for children and families; and

WHEREAS, the City of Goldsboro is home to Seymour Johnson Air Force Base and we recognize that our military presence comes not just from those who wear the uniform, but from their families, who also serve our country; and

WHEREAS, April is Month of the Military Child and military children make daily sacrifices so their parents can keep our nation safe; we must match their sacrifice with a commitment to provide the full support of our communities; and

WHEREAS, April 6-12 is National Week of the Young Child, where access to affordable, high-quality education and health care for every child in our community, particularly in the first five years, is vital to building a strong community, state, and nation; and

WHEREAS, April is National Child Abuse Prevention Month, to recognize that child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects; effective child abuse prevention activities remain the best defense for our children and families and succeed because of community and collaborations; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families in an effort to create conditions that reduce or eliminate risk, and promote the social, emotional, and developmental well-being of our children; and

WHEREAS, our community recognizes the tireless efforts of those in the City of Goldsboro who work in various agencies, nonprofits, childcare facilities, and schools, that offer care and services to families as we move towards creating a safe, healthy, and equitable community for our children and families; and

NOW, THEREFORE BE IT RESOLVED, that the Goldsboro City Council, in recognition of efforts to support Child Abuse Prevention Month, Week of the Young Child, and Month of the Military Child, does hereby proclaim April 2025 as

CHILDREN AND FAMILIES MONTH

in the City of Goldsboro and urge all citizens to recognize this month by dedicating themselves to the task of improving the quality of life for all children and their families.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 17th day of March, 2025.




Charles Gaylor, IV
Mayor



2025 WELCOME HOME VIETNAM VETERANS DAY JOINT PROCLAMATION

WHEREAS, 2025 represents the 52nd anniversary of the end of the American involvement in the Vietnam conflict; and

WHEREAS, 2025 marks the 60th anniversary of the start of the ground campaign in Vietnam when President Lyndon Johnson authorized the landing of the 9th Marine Expeditionary Brigade to defend the Da Nang Air Base in South Vietnam; and

WHEREAS, thousands of brave Americans served our country in this conflict with courage, honor, and valor; and

WHEREAS, more than 58,000 individuals made the ultimate sacrifice in Vietnam and more than 300,000 more were wounded in combat; and

WHEREAS, 1,626 Americans are still missing and unaccounted for from the Vietnam conflict, and their families, friends, and fellow veterans still endure uncertainty concerning their fate; and

WHEREAS, in 1982, the Vietnam War Memorial was dedicated to commemorate those members of the United States Armed Forces who died or were missing-in-action in Vietnam; and

WHEREAS, the Vietnam War was an issue among the people of the United States so that the crossfire of public debate about the involvement of the United States in the Vietnam War deprived many members of the United States Armed Forces, who served bravely and faithfully for the United States during the Vietnam War, of the support and appreciation for their service to our country; and

WHEREAS, President Donald J. Trump signed the Vietnam War Veterans Recognition Act of 2017 on March 28, 2017, to officially recognize March 29th as Welcome Home Vietnam Veterans Day and encouraged the people of the United States to observe this day with appropriate ceremonies and activities that promote awareness of the contributions of veterans who served in the United States Armed Forces in Vietnam and the importance of helping such veterans readjust to civilian life.

NOW, THEREFORE, BE IT RESOLVED the Wayne County Board of Commissioners and Goldsboro City Council hereby proclaim March 29, 2025, as

WELCOME HOME VIETNAM VETERANS DAY

in Wayne County and the City of Goldsboro and urge all citizens to join in this special observance and take the opportunity to honor and thank our Vietnam Veterans for all they have given in their service to our country.

Adopted this the ____ day of March, 2025.

Barbara Aycock, Chairwoman
Wayne County Board of Commissioners

Attest:

Carol Bowden, Clerk to the Board



Charles Gaylor, IV
Mayor
City of Goldsboro

Attest:



Laura Getz, City Clerk





RESOLUTION NO. 2025-31

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

WHEREAS, Jose Davila retires on April 1, 2025 as a Solid Waste Technician with the Goldsboro Public Works Solid Waste Department with more than 27 years of service; and

WHEREAS, Jose began his career on November 5, 1997 as a Laborer II with the Goldsboro Public Works; and

WHEREAS, on August 1, 2007, Jose's position was reclassified to Sanitation Worker, followed by a reclassification to Sanitation Technician on January 8, 2014; and

WHEREAS, on June 29, 2022, Jose was promoted to Solid Waste Technician with the Goldsboro Public Works Solid Waste Department where he served until his retirement; and

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

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

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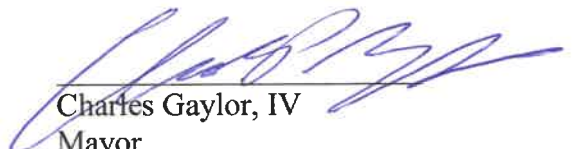
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Charles Gaylor, IV
Mayor

Attested by:

Laura Getz
City Clerk

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Contiguous Annexation Petition – J & J Daniels Farming Enterprises, LLC. – West side of S. US Hwy. 111 between E. US 70 Hwy. and Southeast Dr. (Setting Public Hearing for April 7, 2025)

DEPARTMENT: Planning

BACKGROUND:

The City Council, at their meeting on March 3, 2025, requested that the City Clerk examine the subject voluntary contiguous annexation petition for sufficiency.

On March 6, 2025, the City Clerk completed the examination and determined that the petition is sufficient. Sufficiency indicates that the proposed area for annexation meets the standards for contiguous annexation as specified in G.S. 160A-31 Petition for annexation; standards and as follows:

1. The petition contains an adequate property description and annexation plat of the area proposed for annexation.
2. The area described in the petition is contiguous to the City of Goldsboro primary corporate limits, as defined by N.C.G.S. 160A-31.
3. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.
4. The applicant acknowledges that zoning vested rights have not been acquired or identified on the petition pursuant to G.S. 160D-108 & 108.1.

DISCUSSION:

Pursuant to G.S. 160A-31, City Council shall fix a date for public hearing on the proposed annexation once the petition is considered sufficient by the City Clerk.

The attached Notice of Public Hearing would schedule April 7, 2025, as the date for the public hearing. A report prepared by the Planning Department, in conjunction with other City departments, will be submitted to the Council on that date.

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is recommended that Council schedule a public hearing for the proposed voluntary contiguous annexation of J & J Daniels Farming Enterprises, LLC. for April 7, 2025.

MANAGER'S RECOMMENDATION:

APPROVERS

Holly Jones
Mark Helmer
Laura Getz
Matthew Livingston

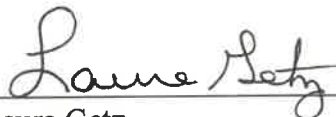
CERTIFICATE OF SUFFICIENCY

To the City Council of the City of Goldsboro, North Carolina:

I, Laura Getz, duly appointed City Clerk of the City of Goldsboro, do hereby certify that, pursuant to directions given me by you, the sufficiency of the Petition for Annexation of Contiguous Real Property to the City of Goldsboro, North Carolina, has been investigated. Such petition being dated January 13, 2025, executed by James N. Daniels, Manager of J&J Daniels Farming Enterprises, LLC. PO Box 10337 Goldsboro, NC 27532 and filed with the City Council on March 3, 2025 and that as a result of such investigation, I find such Petition sufficient and in compliance with the provisions of General Statute 160A-58.1.

Witness my Hand and the Seal of the City of Goldsboro, North Carolina, this the 6th day of March, 2025.





Laura Getz
City Clerk
City of Goldsboro
Goldsboro, North Carolina

**NOTICE OF PUBLIC HEARING
ANNEXATION OF CONTIGUOUS PROPERTY
TO THE CITY OF GOLDSBORO, NORTH CAROLINA**

Notice is hereby given that, in compliance with Section 160A-31 of the General Statutes of North Carolina, there will be a public hearing before the City Council of the City of Goldsboro, North Carolina, at its regular meeting in the Council Chambers, City Hall on **Monday, April 7, 2025, at 5:30 p. m.** relative to the annexation of the real contiguous property hereinafter described to the City of Goldsboro.

At this public hearing, all persons owning property in the area proposed to be annexed who allege error in the Petition for Annexation filed in this matter, as well as residents of the City of Goldsboro who question the necessity for annexation, will be given an opportunity to be heard along with the proponents of such annexation. The description of the area proposed to be annexed is as follows:

J AND J DANIELS FARMING ENTERPRISES, LLC.:

(Annexation of 4.41-acre tract of Parcel No. 3528119435)

“Beginning at point 103 marked as an existing iron stake in the Southeast corner of Tract One, Plat Cabinet N, Slide 60-H which is located 2,877.75 feet N 26°54’05” E of existing magnetic nail 104 located at the centerline of NCSR 1961 (Sheridan Forest Rd.) with Teresa Way which is located 410.00 feet S 73°14’07” E of existing magnetic nail 105 at the centerline of NCSR 1961 with Johnathan Place; thence S 09°14’48” W 278.28 feet to an iron stake set at point 505; thence N 58°33’02” W 782.38 feet to an iron stake set at point 502; thence N58°33’02” W 8.00 feet to point 501; thence N 27°58’12” E 258.12 feet to point 503; thence S 58°33’02” E 7.07feet to an existing iron pipe at point 100; thence S 58°33’02” E 450.69 feet to an existing iron pipe at point 102; thence S 58°33’02” E 243.13 feet to point 103 at the beginning all part of a preliminary map dated September 5, 2024 based on a boundary and topographical survey by Johnny J. Williams Land Surveying P.C., PO Box 778, Beulaville NC 28518 for Campbell Oil Company.”

All interested persons are invited to attend this public hearing and to be heard. If you plan to attend and require a sign language interpreter, please contact the City Manager's office at City Hall at least four (4) days prior to the meeting.

Laura Getz, City Clerk

Ronald T. Lawrence, City Attorney

PUBLISH: March 27, 2025

N.C. GRID NORTH MAG 1983 (2011 ADJUSTMENT)

CITY OF GOLDSBORO
WAYNE COUNTY
DEED BOOK 2486, PAGE 379
LOCATED IN GOLDSBORO
EXTRATERRITORIAL JURISDICTION
ZONED R-20A

0.95 ACRES
LOCATED IN GOLDSBORO CITY LIMITS
ZONED GB

VANGUARD VENTURES, LLC
DEED BOOK 3180, PAGE 495
LOT 2
PLAT CABINET O SLIDE 32-D
LOCATED IN GOLDSBORO CITY LIMITS
ZONED GB

4.41 ACRES
LOCATED IN GOLDSBORO
EXTRATERRITORIAL JURISDICTION
ZONED GB

ALICE L. KEARNEY
DEED BOOK 2859, PAGE 487
TRACT TWO
PLAT CABINET N SLIDE 60-H
LOCATED IN GOLDSBORO
EXTRATERRITORIAL JURISDICTION
ZONED GB

NOTES:

- 1) THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA ACCORDING TO FLOOD INSURANCE RATE MAP NO. 37200352800K DATED JUNE 20, 2018.
- 2) ALL UTILITY LINES SHOWN HEREON MAY HAVE EASEMENTS AND RIGHTS OF ENTRANCE AND MAINTENANCE ASSOCIATED WITH THEM.
- 3) ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
- 4) ALL ELEVATIONS SHOWN HEREON ARE BASED ON MEAN SEA LEVEL (NAVD 1988).
- 5) THE LOCATION OF ALL UNDERGROUND FEATURES SHOWN ON THIS MAP ARE APPROXIMATE BASED OFF OF ABOVE GROUND FEATURES SUCH AS VALVES, MARKERS, ETC. ANY UNDERGROUND UTILITIES OBTAINED FROM RECORD PLANS ARE NOTED HEREON. THE ACTUAL FIELD LOCATION OF EITHER OF THESE LOCATIONS OF UNDERGROUND UTILITIES SHOULD BE VERIFIED PRIOR TO LAND DISTURBANCE. OTHER UNDERGROUND UTILITIES MAY EXIST THAT WE WERE NOT ABLE TO FIND ABOVE GROUND INDICATORS FOR. UTILITY MARKING COMPANIES WERE NOT CALLED TO LOCATE UNDERGROUND UTILITIES. UNDERGROUND UTILITIES MAY EXIST THAT ARE NOT SHOWN.
- 6) THIS PROPERTY IS ZONED GB AND WILL BE SUBJECT TO ALL RESTRICTIONS IN THE CITY OF GOLDSBORO LAND USE ORDINANCES. THE CITY OF GOLDSBORO SHOULD BE CONTACTED FOR DETAILS ON RESTRICTIONS PRIOR TO LOT IMPROVEMENTS. THESE RESTRICTIONS MAY INCLUDE, BUT NOT BE LIMITED TO, SETBACKS, HEIGHT RESTRICTIONS, IMPERVIOUS SURFACE REQUIREMENTS, ETC. ADDITIONAL RESTRICTIONS MAY APPLY IF THERE ARE RESTRICTIVE COVENANTS ASSOCIATED WITH THIS PROPERTY. SURVEYOR HAS NOT PERFORMED RESEARCH TO DETERMINE IF RESTRICTIVE COVENANTS APPLY.

REVISED 02/06/2025 - CORRECTED REFERENCES - JWW

REFERENCES:

- 4.41 ACRE TRACT
DEED BOOK 3522 PAGE 79
TRACT ONE
PLAT CABINET N, SLIDE 60-H
TAX PARCEL NO. 3528119435
- 0.36 ACRE TRACT
DEED BOOK 1567 PAGE 686
LOT 3
PLAT CABINET O, SLIDE 32-D
TAX PARCEL NO. 3528211479
- 0.95 ACRE TRACT
PORTION OF
DEED BOOK 1597 PAGE 365
TRACT 1B
PLAT CABINET P, SLIDE 116-C
TAX PARCEL NO. 3528210837

GRID TIES AND COORDINATES:

EIPP NO. 100 - NORTH = 581,751.745
EAST = 2,321,697.875

EIS NO. 103 - NORTH = 581,389.748
EAST = 2,322,289.772

I, JOHNNY J. WILLIAMS, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS MAP WAS PREPARED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION COMPLETED ON 09/19/2024; FROM REFERENCES AS SHOWN HEREON; THAT BOUNDARIES NOT SURVEYED ARE NOTED AS SUCH AND PLOTTED FROM REFERENCES AS SHOWN HEREON.

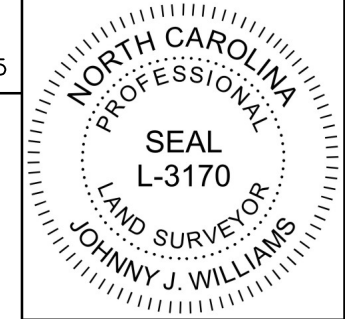
THE GPS PORTION OF THIS SURVEY WAS PERFORMED AS FOLLOWS:
CLASS OF SURVEY - A; DATES OF SURVEY - 08/28/24-09/19/24;
POSITIONAL ACCURACY - 0.00'; TYPE OF GPS FIELD PROCEDURE - RTK; DATUM/EPOCH - NAD83(2011); PUBLISHED/FIXED CONTROL USE - N.C. VRS NETWORK; GEOID MODEL - 2018; UNITS - US SURVEY FEET; COMBINED GRID FACTOR - 0.99986868

THE CONVENTIONAL PORTION OF THIS SURVEY HAS A RATIO OF PRECISION IN EXCESS OF 1:10,000 AND IS ALSO PERFORMED TO A CLASS A SURVEY AS DEFINED BY TITLE 21, CHAPTER 56, SECTION .1603 OF THE N.C. ADMINISTRATIVE CODE;

ALL TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS CREATED FROM A GROUND SURVEY PERFORMED TO CLASS B SPECIFICATIONS AS DEFINED BY TITLE 21, CHAPTER 56, SECTION .1606 (c1b) OF THE N.C. ADMINISTRATIVE CODE.

JOHNNY J. WILLIAMS, P.L.S., L-3170

02/06/2025



VICINITY SKETCH
(NOT TO SCALE)

LEGEND:

- EIP = EXISTING IRON PIPE
- EIP = EXISTING IRON PINCH PIPE
- EIS = EXISTING IRON STAKE
- ECM = EXISTING CONCRETE MONUMENT
- EMN = EXISTING MAG NAIL
- ISS = IRON STAKE SET
- NP = NONMONUMENTED POINT
- SC = SUBSURFACE CORNER
- AG = TOP ABOVE GROUND SURFACE
- BG = TOP BELOW GROUND SURFACE
- R/W = RIGHT-OF-WAY
- ℄ = CENTERLINE
- ℄ = PROPERTY LINE
- NCGS = NORTH CAROLINA GEODETIC SURVEY
- = LINE NOT SURVEYED
- E-E- = OVERHEAD UTILITY LINE
- = UTILITY POLE
- = NON-MONUMENTED POINT UNLESS OTHERWISE LABELED
- ⊠ = WATER METER
- ⊙ = WELL
- ⊕ = FIRE HYDRANT
- ⊛ = SECURITY LIGHT
- ⊞ = CABLE BOX
- ⊟ = CLEAN OUT
- ⊠ = CURB INLET
- ⊡ = ELECTRIC BOX
- ⊢ = MANHOLE
- ⊣ = FIBER OPTIC PADDLE
- ⊤ = SIGN
- ⊥ = TELEPHONE BOX
- ⊦ = WATER VALVE
- SD-SD- = STORM DRAIN LINE
- SS-SS- = SANITARY SEWER LINE
- RCP = REINFORCED CONCRETE PIPE
- CMP = CORRUGATED METAL PIPE
- CPP = CORRUGATED PLASTIC PIPE
- 0.00' = EXISTING SPOT ELEVATION

BOUNDARY AND TOPOGRAPHIC SURVEY FOR:

**CAMPBELL STORAGE
SOLUTIONS**

CURRENT OWNER: J & J DANIELS FARMING ENTERPRISES, LLC
PROPERTY ADDRESS: 206 S. N.C. HIGHWAY 111, GOLDSBORO, NC 27534

INDIVIDUAL TRACT ON N.C. HIGHWAY NO. 111
NEW HOPE TOWNSHIP, WAYNE COUNTY, N.C.

DATE: SEPTEMBER 19, 2024
SCALE: 1" = 40'



JOHNNY J. WILLIAMS LAND SURVEYING, P.C.
P.O. BOX 778, BEULAVILLE, N.C. 28518
PHONE: 910-298-8272 FAX: 910-298-2310
EMAIL: J.WILLIAMS@JWSURVEY.COM FIRM NO. C-2532

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Sanitary Sewer Flow Meters for Seymour Johnson AFB, Fork Township Sanitary District, and Water Meters for the Water Treatment Plant

DEPARTMENT: Engineering

BACKGROUND:

The Wooten Company has completed the technical design assistance for electrical and supervisory control and data acquisition (SCADA) integration of two (2) proposed sewer meters for Seymour Johnson AFB and Fork Township Sanitary District. The engineering services agreement does not include bidding, contract specifications, permitting, or survey activities.

DISCUSSION:

Staff have reviewed the Wooten Company's design and recommended installation of the proposed flow meters to better assist the City in determining the amount of distribution into Goldsboro Collection Systems. Bidding, contract specifications, permitting, and survey activities will be handled by City staff.

SJAFB has a 1,500,000 MGD bought capacity from the City of Goldsboro. The proposed meter would give the City and the base the necessary data to see if there is a need for that much capacity. With the decrease in on-base housing, staff believe there is a possibility that the City could get back approximately 1,000,000 MGD in sewer capacity from the base alone.

The current model for monitoring the flow that comes from Fork Township is based on them giving the City the correct information. They send their monthly usage to the City's Billing Department, and we invoice based off of those numbers. With the installation of the proposed meter, the City will get a more accurate picture of what they are actually sending the City and will not rely on them to get us their numbers.

The estimated cost of this project is \$650,000. This amount includes an additional \$150,000 for large water meters that need to be installed at the Water Treatment Plant. The Water Treatment Plant was inspected in February 2025 by the North Carolina Department of Environmental Quality and replacement of old and failing meters was recommended. Measuring accurate finished water flows is vital to determining water/revenue loss, calculating pump/plant efficiency, evaluating future production needs, and providing realistic data as required per regulations. The City should prioritize the installation of this equipment to avoid additional regulatory scrutiny in the near future.

The financing of this project has been reviewed with the Finance Director and it has been determined that a budget amendment to the utility fund will be required. The budget ordinance will be prepared and submitted by the Finance Director.

BUDGET RELATIONSHIP:

A budget ordinance will be submitted by the Finance Director.

STRATEGIC PLAN RELATIONSHIP:**STAFF RECOMMENDATION:**

It is recommended that the City Council concur with the recommendation for the installation of sanitary sewer flow meters for Seymour Johnson AFB and Fork Township Sanitary District and approve the installation of large water meters at the Water Treatment Plant.

MANAGER'S RECOMMENDATION:

APPROVERS

Jestine McLamb

Laura Getz

Matthew Livingston

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Withdrawal and Release of Utility Easement between the City of Goldsboro and the State of North Carolina/Cherry Hospital

DEPARTMENT: Engineering

BACKGROUND:

Phase II of the Goldsboro Collection System Improvements facilitates Mount Olive Pickle Company on West Ash Street. Phase II involves the relocating of the Cherry Hospital Pump Station and abandoning and relocating sections of the City's existing 8-inch and 24-inch gravity sanitary sewer lines. The existing public utility easement encompasses property owned by Cherry Hospital.

DISCUSSION:

To better protect the City's infrastructure, the abandonment and revision of the public utility easement is required. The pump station and sanitary sewer lines shall remain the property of the City of Goldsboro. The City shall have the right to construct, maintain, inspect, rebuild, remove, repair, improve, and/or relocate within the easement area and make such changes, alterations, substitutions, additions to or extensions as needed.

The existing public utility easement as identified in the attached Exhibit 1, Easement Map, is no longer applicable to the site of the relocated pump station and sanitary sewer lines and should be withdrawn and released by the City. The revised public utility easement, shown on Exhibit 1, requires execution of a Deed of Easement between the City of Goldsboro and the State of North Carolina/Cherry Hospital. The new Deed of Easement will be presented for Council approval once Phase II and III of the Collection System Improvements are completed.

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution authorizing the Mayor and City Clerk to execute a withdrawal and release of easement for the existing public utility easement between the City of Goldsboro and the State of North Carolina/Cherry Hospital.

MANAGER'S RECOMMENDATION:

APPROVERS

Jestine McLamb

Laura Getz

Matthew Livingston

**Resolution Authorizing the Execution of a Withdrawal and Release of Utility Easement
Between the City of Goldsboro and the State of North Carolina/Cherry Hospital**

WHEREAS, the City Council of the City of Goldsboro has heretofore found it in the public interest to relocate the Cherry Hospital Pump Station and abandon and relocate sections of the existing 8-inch and 24-inch gravity sanitary sewer lines as part of Goldsboro Collection System Improvements, Phase II, for Mount Olive Pickle Company on West Ash Street; and

WHEREAS, the City Council of the City of Goldsboro deems it in the best interest of the City of Goldsboro to withdraw and release the existing public utility easement for the Cherry Hospital Pump Station and the 8-inch and 24-inch gravity sanitary sewer lines.

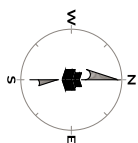
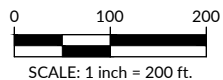
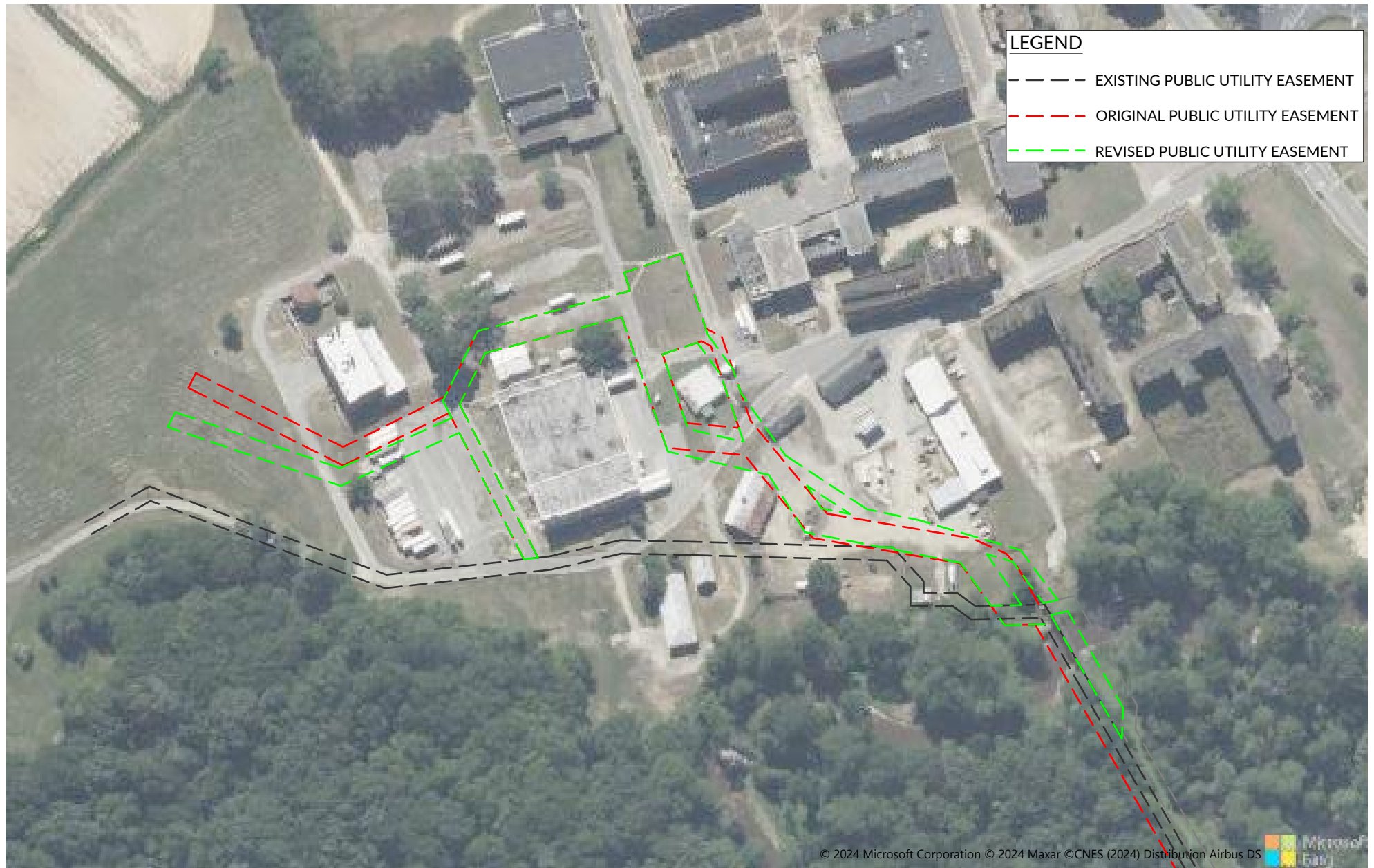
NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that the Mayor and City Clerk are hereby authorized and directed to execute the withdrawal and release of the public utility easement between the City of Goldsboro and the State of North Carolina/Cherry Hospital.

This Resolution shall be in full force and effect from and after this March 17, 2025.

Charles Gaylor, IV
Mayor

Attested by:

Laura Getz
City Clerk



CONSTRUCTION PLANS
**DESIGN BUILD SERVICES
FOR GOLDSBORO COLLECTION
SYSTEM IMPROVEMENTS**

GOLDSBORO NC | WAYNE COUNTY



167 E. Chatham St. | Suite 210 | Cary, NC 27511
License #: F-1479 | T: 919.238.0330 | www.withersravenel.com

WR Job No. 06220036.00 DATE 1/7/2025
DRN: PAP DGN: JCM CKD: JCM

PHASE II
RECORD DRAWING
EASEMENT EXHIBIT

EXHIBIT 1
Page 21 of 139

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Approval to reclassify one full-time position into two permanent part-time positions in the Planning Department

DEPARTMENT: Human Resources

BACKGROUND:

The Planning Department currently has three full time positions assigned to the Codes Enforcement Division. However, after a thorough review of department needs, staffing, workload distribution and productivity, it has been determined that dividing this full-time role into two part-time positions will:

- Provide greater flexibility in staffing, allowing for more efficient scheduling and responsiveness to peak workloads. Particularly individuals seeking part-time opportunities.
- Improve work-life balance for staff while still maintaining the same level of service and productivity.
- Align with current departmental budget constraints and goals for optimizing resource allocation.

DISCUSSION:

We are requesting the City Council to approve the reclassification of one full-time Environmental Codes Inspector position into two permanent part time positions. By having two permanent part-time positions, the department can better align staffing levels with demand, ensuring that resources are allocated where they are most needed.

Permanent part-time positions offer more flexible working hours, which may attract a wider range of applicants and improve retention. This change allows for potential savings in benefits while still maintaining the operational effectiveness of the position.

The budget for the full-time position currently exists within the department's personnel budget. Reclassifying this position into two part-time roles would not result in additional net costs.

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is recommended that the City Council approve the reclassification of one full-time Environmental Codes Inspector position into two part-time positions within the Planning Department to better align with current operational needs and staffing strategies.

MANAGER'S RECOMMENDATION:

APPROVERS

BERNADETTE Dove

Laura Getz

Matthew Livingston

**MINUTES OF THE MEETING OF THE GOLDSBORO CITY COUNCIL
FEBRUARY 3, 2025**

1. Call to Order – 5:30 P.M.

Council Chambers

Mayor Gaylor called the meeting to order at 5:30 PM.

1.1 Invocation (Father David Wyly, Police Chaplain)

Father David Wyly, Police Chaplain provided the invocation.

1.2 Pledge of Allegiance

The Pledge of Allegiance followed.

2. Roll Call

Present: Mayor Charles Gaylor, IV
Mayor Pro Tem Hiawatha Jones
Councilman Chris Boyette
Councilwoman Jamie Taylor
Councilwoman Brandi Matthews
Councilwoman Beverly Weeks
Councilman Roderick White

Also Present: Matthew Livingston, Interim City Manager
Ron Lawrence, City Attorney
Laura Getz, City Clerk

3. Adoption of the Agenda

Councilwoman Taylor stepped out of the room at 5:33 p.m. and returned at 5:35 p.m.

Councilwoman Weeks made a motion to adopt the agenda as presented. The motion was seconded by Mayor Pro Tem Jones. Mayor Gaylor, Mayor Pro Tem Jones, Councilman Boyette, Councilwoman Matthews, Councilwoman Weeks and Councilman White voted for the motion. Councilwoman Taylor had stepped out of the room and did not vote, however, pursuant to NCGS 160A-75, her vote would be considered an affirmative vote. Council adopted the agenda.

4. Recognitions and Presentations

Matt Livingston, Interim City Manager presented the following awards:

4.1 Employee and Supervisor of the Quarter Awards

The Employee of the Quarter Award: Jestine McLamb.

Engineering just finished up the Lead and Copper inventory project and submitted our spreadsheet to the State for review. We received an automated email saying that everyone we listed as unknown or galvanized requiring replacement, we are to send out notices to the addresses. After review, we found there were almost 8,500 notices that had to go out to residences inside the city limits and they had to be sent out in three weeks. Jestine spearheaded this project and advised Engineering staff on the labels for the envelopes.

Once that was completed, she gathered our department together and everyone stuffed their share of envelopes. Not only did the envelopes need to be stuffed, but she got with finance and was able to use their paper folding machine. Her leadership and resourcefulness on this project was second to none, and without her help and knowledge we wouldn't have met the three week deadline to get these notices out. This is just one example of her leadership that shows daily, and she should be rewarded for her efforts.

Jestine's work ethic and accomplishments reflect well on herself and the City of Goldsboro.

The Supervisors of the Quarter Award: Chris Mooney and David Lee.

These two employees have worked together on several projects together. Most recently, the Virginia Street Project, where crews re-routed storm drain pipe from under homes that were causing water problems. Both crews are currently working on a similar project in Musgrave Manor, where crews are up-sizing the stormwater pipes in the subdivision. By setting aside some smaller projects and doing the work in house, these two men and their crews have saved the City over \$500,000 dollars.

Both Mr. Mooney and Mr. Lee have had several compliments from the community where the work is taking place. I am very proud of the teamwork these two have displayed and the feedback received from the community. When we talk about professionalism, integrity and customer service, these two employees set a standard for others to follow.

Chris and David's work ethic and accomplishments reflect well on themselves and the City of Goldsboro.

4.2 United Way of Wayne County Centennial Celebration Day Proclamation

Read by Mayor Gaylor: The City of Goldsboro proclaims February 3, 2025, as "United Way of Wayne County Centennial Celebration Day" in the City of Goldsboro and urge all citizens to join in honoring the United Way of Wayne County for its 100 years of extraordinary service and commitment to our community.

Mayor Gaylor presented the proclamation to Sherry Archibald, United Way Executive Director and United Way Board Members, Lisa Mussleman and Eddie Edwards.

4.3 Wayne County ABC Updates

Darnay Barefoot, General Manager presented the ABC allocation to Council and shared comments regarding ABC Commission activities. Mr. Barefoot recognized Octavius Murphy, ABC Board Member. Mayor Gaylor shared comments regarding the ABC Commission.

4.4 Retirement Resolution-Ricky Jackson

Resolution Expressing Appreciation for Services Rendered by Ricky Jackson as an Employee of the City of Goldsboro for more than 25 years of Service. *Resolution Adopted.*

Ricky Jackson retired on February 1, 2025 as an Operator IV with more than 25 years of service with the Public Utilities Department. Ricky began his career on October 20, 1999 as a Water Plant Operator I with the Public Utilities Department. On April 28, 2002, Ricky's position was reclassified to Water Plant Operator II with the Public Utilities Department. On January 7, 2004, Ricky's position was reclassified to Water Plant Operator III with the Public Utilities Department. On August 18, 2008, Ricky's position was reclassified to Treatment Plant Operator with the Public Utilities Department. On January 8, 2014, Ricky's position was reclassified to Operator IV with the Public Utilities Department where he has served until his retirement. Ricky 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. The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees, and the citizens of the City of Goldsboro, of expressing to Ricky Jackson their deep appreciation and gratitude for the service rendered by him to the City over the years and express to Ricky Jackson our very best wishes for success, happiness, prosperity, and good health in his future endeavors.

This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 3rd day of February, 2025.

Mayor Gaylor read the retirement resolution. Mr. Jackson was unable to attend the meeting.

Councilwoman Weeks made a motion to approve the resolution as presented. The motion was seconded by Councilman Boyette and approved unanimously.

RESOLUTION NO. 2025-7 "RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY RICKY JACKSON AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 25 YEARS"

4.5 Retirement Resolution- Lynn Measley

Resolution Expressing Appreciation For Services Rendered By Katie “Lynn” Measley As An Employee Of The City Of Goldsboro For More Than 12 Years. *Resolution Adopted.*

Katie “Lynn” Measley retired on February 1, 2025 as an Administrative Assistant III with more than 12 years of service with the Inspections Department. Lynn began her career on October 22, 2012 as a Senior Administrative Support Specialist with the Inspections Department. On July 1, 2016, Lynn’s position was reclassified to Administrative Assistant II with the Inspections Department. On July 1, 2021, Lynn’s position was reclassified to Administrative Assistant III with the Inspections Department, where she has served until her retirement. Lynn has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her fellow workers and the citizens of the City of Goldsboro. The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees, and the citizens of the City of Goldsboro, of expressing to Lynn Measley their deep appreciation and gratitude for the service rendered by her to the City over the years and express to Lynn our very best wishes for success, happiness, prosperity, and good health in her future endeavors.

This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 3rd day of February, 2025.

Mayor Gaylor read the retirement resolution. Mrs. Measley was unable to attend the meeting.

Mayor Pro Tem Jones made a motion to adopt the resolution as presented. The motion was seconded by Councilman Boyette and approved unanimously.

RESOLUTION NO. 2025-8 "RESOLUTION EXPRESSING APPRECIATION FOR SERVICES RENDERED BY KATIE “LYNN” MEASLEY AS AN EMPLOYEE OF THE CITY OF GOLDSBORO FOR MORE THAN 12 YEARS"

4.6 Black History Month Proclamation 2025

Read by Mayor Gaylor: The Goldsboro City Council proclaims the month of February 2025 as BLACK HISTORY MONTH in the City of Goldsboro and encourages all citizens to observe this month by participating and supporting all festivities celebrating the proud heritage of African Americans.

Commission on Community Relations and Development member, Phyllis Merritt-James and John Barnes, President of the NAACP received the proclamation.

5. Public Hearings

The Public Hearing was held and continued to March 3, 2025.

5.1 SU-21-24 Yassen Investments, Inc. – Located at the corner of Bill Lane Blvd. (NC HWY. 581 S.) and Arrington Bridge Rd. (NC HWY. 581 S.)

Mark Helmer, Planning Director shared the public hearing information for SU-21-24 after being properly sworn in.

ADDRESS: 1805 Bill Lane Blvd.

PARCEL: 3507-80-7205

PROPERTY OWNER: Yassen Investments, Inc.

APPLICANT: Yassen Investments, Inc. c/o Sulayman Alkanshaly

Convenience stores with or without fuel gas sales is a permitted use in the Neighborhood Business (NB) Zoning District after the obtainment of a Special Use Permit approved by

Goldsboro City Council.

The size of the property is currently approximately 1.336 acres.

The applicant is proposing to expand the original footprint of an existing convenience store (2,595 sq. ft.) by approximately 3,362 sq. ft. for a total of 5,957 sq. ft. According to the applicant's submitted site plan, two-thirds (2,241 sq. ft.) of the proposed expansion will be dedicated to retail space and the remaining one-third (1,121 sq. ft.) will be for storage.

Since the applicant's proposal is considered a major modification from the purposes for which the original special use permit was granted, City Council approval is required.

The Neighborhood Business (NB) Zoning District is established to provide the services and commercial development needed to serve primarily the adjoining neighborhoods. The district is intended to promote the development of small pedestrian-oriented establishments whose character and use is compatible with nearby residential neighborhoods. The maximum building gross area is twenty-four thousand square feet. There is no minimum lot size.

Land Use Plan Recommendation: The City's Land Use Plan locates this parcel within the Commercial land use designation. The Neighborhood Business Zoning District is a corresponding district within the Commercial land use designation. The property was previously satellite annexed within the City limits of Goldsboro. It has operated as a convenience store for approximately 25 years.

Employees: 1-3

Days/Hours of Operation: M-F; 24/7

Parking: According to the City's UDO, 1 parking space per 200 sq. ft. of gross floor area is required. A total of 30 parking spaces have been identified on the site plan and are sufficient for the proposed use.

Special Flood Hazard Area: The site is located within the City's 100-year floodplain. The applicant will be required to adhere to the City's Floodplain Prevention Ordinance.

SJAFB: The subject property is located within SJAFB's Noise Overlay Contour. Base officials have been contacted to determine if building construction restrictions will apply.

If the Special Use Permit is approved, the submitted site plan will be subject to a TRC (Technical Review Committee) review. In addition, the applicant will be required to comply with the North Carolina Building Code before building permits can be issued for the expansion to the existing facility. Planning staff finds the request to be consistent with the zoning district to which the use will be located and the comprehensive land plan.

Planning staff recommends approval of the request in accordance with the finding for a special use permit.

Mr. Helmer also showed the zoning map.

The applicant was asked if he would like to speak, but declined.

Mayor Gaylor opened the public hearing. The following person spoke after being properly sworn in:

Glenn Casey Bryan: Thank you for allowing me to speak and voice my concerns on this special use permit and will hopefully take into consideration some of the things I'm going to bring forward. I have no issues with businesses growing and growing in a good way. That's a good thing for Wayne County, but not to create problems and increase existing problems. Yassen's Investments chose to close the public restrooms to open a grill inside the store, at this point, things changed for the worse and will only get worse if approved for this special use permit addition. Yassen Investments has turned the outside of this store into a public restroom. The back, both sides of the building, into shrubs, dumpsters and even witnessed it at the gas pumps.

And I cannot work, take my nieces or nephews hunting, walking, or enjoying this property of mine in any way. This is something that occurs from 6:00 a.m. in the mornings until closing at night 7 days a week 365 days a year. This is very concerning and unsanitary, and it would be appreciated if this issue could be looked at first possibly before taken care of in some manner before allowing the addition. This will only continue to get worse and devalue my property if allowed. I own completely around that store 360 and what I don't own me, my brother and sister own and my mother's which we inherited hers. Yassen investment is requesting an additional 3600 square ft, almost twice the size of his existing building. I spoke to Mr. Chuck, for a walk-in beer cooler or beer cave, as he called it, and freezer space for the sale of meat. He's trying to make it like a small grocery store where you're going to create traffic, more people, more cars, more delivery vehicles and everything else. Parking is already a problem now. It only gets worse if approved. The state has come there a while back and reworked that intersection and made Mr. Chuck combine his traffic, because at one time it was a free-for-all, 18 wheeler, you get Georgia Pacific, all your Goldsboro Milling trucks. You have a lot of traffic on that road, that's just not counting individuals. I mean there's a lot that goes from Mount Olive to Goldsboro, cuts through. Anyhow, that's one of my concerns. Even with the parking and these improvements he's talking about doing, when you pull in three beer trucks, Frito Lay truck, up front, where he's predicting to put all them new parking places at, that is where all of them trucks go to unload, and that would be in front of the canopy, up front, that's where the park at, where the gas tanks are for servicing the store and he's talking about making it larger, that's going to even be more trucks and vehicles. And you let two big trucks pull up there and get fuel, it just makes forever more a big cluster. In my considerations, I reckon this would be down the line if it's approved. Will he be putting brick onto it and an awning like it is, or will that big cooler sticking out there? Because apparently in time, I may want to develop my land, I may even want to build a house across there and like I said, there's none of my property you can walk, that you don't see what I just mentioned going on continuously. I mean 7 days a week. I would thank you for your time and it'd be greatly appreciated if you'd consider all this stuff before allowing this to happen for me and the community out there. You can ride down Arrington Bridge Road and see somebody beside the building, and you can walk behind the building. I'm just hoping maybe, before this is allowed to get any worse than what it is, that some of these issues need to be considered before allowing that.

Councilwoman Weeks: Just for clarity, to make sure I understood, you own all the land surrounding the entire store?

Mr. Bryan: That's correct. Anywhere you want to, behind the store, across from the store, this side of the store, just about facing it, because some of the property goes straight down Arrington Bridge Road. On the left of the property, and then the next is a section that me, my brother, and sister own, which will be a little bit past the store right there. I'm 360° probably somewhere roughly in that one little area, just me alone, 85, 90 acres, counting my woods, farms, mobile home across there, and everything I have.

Councilwoman Weeks: Another question just for clarity, can we go back to that picture again or bring it up? So for clarity, I'm not seeing any kind of buffer between that convenience store and your property. There's no trees back there that we're not seeing or anything like that that buffers the two properties?

Mr. Bryan: That was another of my concerns, when I mentioned, you know about the front of the building, if it was going to be brick and an awning added back on to it, or was it just going to be a cooler stuck out there and a tin wall added on and a cooler facing Arrington Bridge Road because that's the direction he's want to improve into. Would there be beautification? Could there be more shrubbery? But if you take care of the one issue, there would not have to be as much of the other. If I go on a Friday and Saturday and spend all weekend bush hogging and cleaning up, you can just count them right regular, when they go beside the store, behind it, to the dumpsters. Once they go in the store and find out there's no restroom, then they come outside and start looking for a bush.

Councilwoman Weeks: I wanted to make sure I understood you correctly that they have taken the restroom away from the store and there's no restroom, and you're concerned that people are using the restroom outside the store?

Mr. Bryan: And it's only going to increase more if he's adding on to the store. That's just going

to create more traffic, more people. Once they go in and get their beer, or their food, or drinks, whatever they're going to do. Then that's when they come outside and want to go to the car and want to use the restroom, you see them go to the side of the building, and you can see it from the 581 side, you can see it from the Arrington Bridge Road side.

Mayor Pro Tem Jones: I really wanted to talk to the developer if he is here in the room. I have had concerns listening to you about the bathrooms, and the sanitation, and the log trucks, and the big trucks and I wanted to talk to the developer. I would like him to come forth.

Councilman Boyette: I was curious to know, are the restrooms inoperable? Or are they being denied the use of those? The other question would be to the planning director. Have we had elevation photos yet, and where are we at in that process and if we don't have all that together yet, do we need to do this until we get more information?

Mr. Bryan: How I understand it, if you decide to put in a grill, then because of the size of the septic system, he had to either choose to shut down the public restrooms if he wanted to open the grill part. And when he did that, directly behind that store he has a 10 foot right of way, on that side next to the 581 side, he only has four lines, and that was the 40 foot lines which, there's only four of them and they're 40 feet long. That was the septic system for that store. And then once he decided to add on to the restaurant or add it to the store, that's when the health department told him he would have to shut down the restrooms, and at that point, that's when things started escalating with the restrooms.

Councilman Boyette: We would like to see more information and some sort of guarantee before we make a decision that there's going to be restrooms provided before we consider an expansion.

Councilwoman Weeks: The individuals using the restroom, because I truly am looking at there is absolutely no buffer between your property and that property, is that secondhand information you're giving me? You said you have small family members or have you actually seen them using the restroom there?

Mr. Bryan: Oh yes ma'am.

Councilwoman Weeks: Yes, that's sad.

Mr. Bryan: If I go over there tomorrow and work, I can witness it. From the time they open in the mornings, when that pickup truck is going there with four or five heading there, you'll see two of them run behind the back and three of them go in. I mean this is broad daylight. It can be 2 or 3:00 in the evening. It does not matter.

Councilwoman Weeks: I'm just shocked there's absolutely no buffer between the two properties at all.

Mr. Bryan: On the right side or left side, constantly standing beside the building, some of them go behind it, some of them even step in front of the car in the bush right in front of it. And I have witnessed it at the gas pumps, being right straight across the road from them working. I went over there and got fuel 3 hours later in the tractor and there, you know, just tried to avoid it, not step in it, but it's happening every day constantly, it's a never ending thing.

City Attorney Lawrence: Mayor and Council, I just want to caution everybody this is a special use permit. You can't consider his opinion when he thinks something might be worse or might not be worse, he's not testifying as an expert witness. Any facts he testifies to that he's witnessed or seen he can testify to that, but as far as whether it's going to increase traffic or increase customer count or anything else like that, you can't consider that in your decision.

Mayor Gaylor: But the first-hand knowledge and that was an important question, was it first-hand or second-hand knowledge?

Councilman Boyette: It's probably going to be a question for the planning director, but I would assume the reason that the site is like it is and no buffers, etc. is, I'm pretty sure that it was not city property when it was developed and, it was probably satellite annexed at some point is how

that come to be, and we didn't have any city standards but, in my opinion I think this would certainly be an opportunity to set it to city standards.

No one else spoke, and the public hearing was closed.

Councilman White: I'm of the same vein as Councilman Boyette and Councilwoman Weeks as far as putting some type of buffer between the buildings.

Mr. Helmer: What you're looking at is the special use permit request. Once the permit is approved, then staff would then do a complete review of the plan, which does include full compliance with landscape regulations. In this case, they will be installing a buffer. They will also be required to submit a lighting plan, as well as show full compliance with the unified development ordinance. It's not something we would normally get in advance of the special use permit being issued by Council. However, if you feel you don't have enough information to make an informed decision, we'll be glad to get this information in advance. Also, I'd like to mention that with the restrooms, they'll also be applying for building permits and, at that time, a building inspector will review the plan and make a determination whether restrooms are required with what they're doing and, at that time, if it's determined that they're required to have restrooms then of course we will get those restrooms in place.

Mayor Pro Tem Jones: That was one of my main concerns, the restroom and the sanitation, but for me, I don't feel that we have enough information to move forth.

Councilman Boyette: I understand the process that we're supposed to approve it and then the staff sees to it from there that everything is in compliance, but it wouldn't hurt my feelings as a elected official to hear it from the applicant. I know it's going to be on paper but for the applicant to say to us yes, this is what our plans are, this is what we're going to do before we make a decision. I'd like to table it until we get a little more information.

Mayor Gaylor discussed the public hearing schedule with Mr. Helmer and entertained a motion to table this until March 3.

Councilwoman Weeks made a motion to table the vote until the March 3, 2025 Council meeting. The motion was seconded by Mayor Pro Tem Jones. Discussion followed:

Councilwoman Matthews: I want to ask the council members who want to table it, if you can share what information that you want to have so that staff and everybody is prepared once they come back.

Mayor Pro Tem Jones: What I would like to know about is the bathrooms. Since this man owned so much of this property around what's going to be built, I want to see if the developer would sit down and listen to the individual that owns all this property and come up with some good solutions and work together.

Councilman Boyette: The developer is going to have to install and provide restrooms that are up to code for the use, etc, but there's nothing that would say that the operator of the establishment could leave the restrooms locked and not provide actual use of the restrooms. Do we, in the process of approving the conditional use, could we make it a part of the conditional use approval to say that restrooms have to be made available?

City Attorney Lawrence: My opinion is that it's a health department issue and the county handles those. Whether or not they would make an inspection and see that they're not available and can close it down because not complying with County health department rules, that would be their particular issue to handle.

Mr Helmer: It's a septic tank issue as well, so Environmental health will be looking at this site as well.

Councilman Boyette: To clarify, if the restrooms were to code, there's a CO issued, the business is in operation and for whatever reason, use of the restroom facilities is denied to a customer, then that can be reported to the health department or to..

Mr. Helmer: If they're required to have restrooms then they're required to have restrooms and the Health Department would be interested in that. Staff will follow up to ensure that.

Councilwoman Weeks: I think that would be helpful for me as some type of preliminary development plan so we can see what is recommended as far as a buffer. It would be very helpful to hear from the developer to see how he's going to proceed in that area.

Mr. Helmer: We will get a revised plan showing more details on the landscaping.

Mayor Gaylor: I also just want to say publicly that public urination is a crime, so let's see if there's anything that we can do as well, since this is City limits, so see if there's anything we can do to help get a ride through or get something. Let's see if there is anything that we can guide the gentleman on by either seeking police help or public health help if there is something to do at this stage. A way of resolving some of these issues would be to issue this permit, when we get to it, allowing this and forcing it to come up to our standards may be an aid in helping to resolve this.

The motion was unanimously approved.

6. Public Comment Period

Mayor Gaylor opened the public comment period. The following people spoke:

1. Phyllis Merritt-James shared concerns regarding raising water and sewer rates and asked that the state implement a 1-cent local tax. (Full comments are available on YouTube at 1:07.)
2. Linda Wilkins-Daniels shared concerns regarding a recent arrest by the Police department. (Full comments are available on YouTube at 1:09.)
3. Sylvia Barnes shared concerns regarding a recent arrest by the Police department. (Full comments are available on YouTube at 1:13.)

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

7. Consent Agenda Items

Approved as Recommended. Interim City Manager Matt Livingston 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.

Councilwoman Weeks moved the items on the Consent Agenda, Items 7.1-7.7 be approved. The motion was seconded by Councilman Boyette and a roll call vote resulted in all members voting in favor of the motion.

The items on the Consent Agenda were as follows:

7.1 Bid Award to Triangle Roofing Services Inc., for Roof Replacement of the Water Reclamation Facility's Dewatering Building

The item was submitted by Bert Sherman, Public Utilities Director.

This project is to replace the roof of the Dewatering Building at the Water Reclamation Facility. The Dewatering Building is in dire need of replacement due to age, this issue has led to water leaks in the building during rain events. This replacement will help to enhance the overall lifespan of the building. The City of Goldsboro advertised an Invitation for Bid (IFB), IFB 2024-008, on 12/5/2024 and hosted nine firms for an onsite Prebid meeting at 10:00 a.m. on December 12, 2024. Six firms submitted proposals on 1/2/2025. After reviewing each proposal, it was determined that Triangle Roofing Services Inc. Was the lowest responsive, responsible bidder at a cost of \$87,900.00.

It was recommended that City Council accept the bid of \$87,900.00 from Triangle Roofing Services to replace the roof of the Water Reclamation Facility's Dewatering Building. *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

RESOLUTION 2025-9 "BID AWARD TO TRIANGLE ROOFING SERVICES INC., FOR ROOF REPLACEMENT OF THE WATER RECLAMATION FACILITY'S DEWATERING BUILDING"

7.2 Bid Award to Red Letter Roofing Inc., for Roof Replacement of the Water Reclamation Facility's Operations Building

The item was submitted by Bert Sherman, Public Utilities Director.

This project is to replace the roof of the Operations Building at the Water Reclamation Facility. The Operation's Building is in dire need of replacement due to age, this issue has led to water leaks in the building during rain events. This replacement will help to enhance the overall lifespan of the building. The City of Goldsboro advertised an Invitation for Bid (IFB), IFB 2024-004, on 12/5/2024 and hosted nine firms for an onsite Prebid meeting at 10:00 a.m. on December 12, 2024. Five firms submitted proposals on 1/2/2025. After reviewing each proposal, it was determined that Red Letter Roofing Inc. Was the lowest responsive, responsible bidder at a cost of \$57,578.00.

It was recommended that City Council accept the bid of \$57,578.00 from Red Letter Roofing Inc., to replace the roof of the Water Reclamation Facility's Operations Building. *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

RESOLUTION 2025-10 "BID AWARD TO RED LETTER ROOFING INC. FOR ROOF REPLACEMENT OF THE WATER RECLAMATION FACILITY'S OPERATIONS BUILDING"

7.3 Resolution to Accept Grant Funding from North Carolina Amateur Sports

The item was submitted by Felicia Brown, Parks and Recreation Director.

NC General Assembly established the Youth Sports Grants for equipment and facility upgrades. Parks and Recreation applied for and was awarded grant funds.

Staff recommend accepting the grant funds. *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

RESOLUTION 2025-11 "RESOLUTION TO ACCEPT GRANT FUNDING FROM NORTH CAROLINA AMATEUR SPORTS"

7.4 Grant Project Budget Ordinance amendment for the State Grants Miscellaneous Grant Project Fund (G1109)

The item was submitted by Catherine Gwynn, Finance Director.

With the arrival/approval of online sports betting for North Carolina, the General Assembly designated for funds from that revenue to be split across counties for youth sports. Parks and Recreation applied and was awarded a Youth Sports Grant in the amount of \$17,232.80 on December 23, 2024, to be used for Upgrades to the Bryan MSCX Facility. North Carolina Amateur Sports (NCAS) will oversee the funds being awarded. These upgrades include double-sided metal signs, a stadium speaker system, and benches for the facility. It is necessary to appropriate revenues and expenditures so that the Parks and Recreation department may begin fulfilling the terms of the agreement in a timely manner.

The funds were received from NCAS on January 8, 2025. The funds must be spent within one year of receipt which will be January 7, 2026.

It was recommended that the City Council adopt the following entitled ordinance amending the State Grants Miscellaneous (G1109) for the NC Amateur Sports grant for the Bryan Multi Sports Complex Upgrades for \$17,232.80. *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

ORDINANCE 2025-5 "AN ORDINANCE AMENDING THE GRANT PROJECT FUND FOR

7.5 Amending a Special Revenue Fund Ordinance – Police Other Restricted Revenue Funds (P3104)

The item was submitted by Catherine Gwynn, Finance Director.

On June 17, 2019 City Council approved the creation of a special revenue fund for the Police Department to create more transparency in the collection and disbursement of funds received from special court allocations, storage fees, various fundraisers, donations, sale of found property, and other restricted revenue sources for the police department. The Police department has received \$5,712.59 in various donations and surplus sales. It is necessary to appropriate these revenues so that the Police department may expend them according to the applicable purpose. The table below provides additional details.

Entity	Purpose	Date Received	Amount
Walmart	Shop with a Cop Donation	Jan 2025	\$5,075.00
Property Room.com	Found guns sold	Jan 2025	237.59
Private Citizen Donations	Donations for Community	May 2024-Jan 2025	400.00
	Police Services		
	Total Revenue Appropriations		\$5,712.59

It is necessary to appropriate the revenues and corresponding expenditure appropriations, so the Police may begin spending the funds for public safety purposes.

It was recommended that Council adopt the following entitled Project Budget Ordinance amendment for the Police Other Restricted Revenue Funds (P3104). *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

ORDINANCE 2025-6 “AN ORDINANCE AMENDING THE SPECIAL REVENUE FUND FOR THE POLICE OTHER RESTRICTED REVENUE FUND (P3104)”

7.6 Operating Budget Amendment FY24-25

The item was submitted by Catherine Gwynn, Finance Director.

Council adopted the FY24-25 annual operating budget on June 17, 2024.

Planning (3151) General Fund

Mr. Mark Helmer, Planning Director, has requested an additional appropriation for demolition of \$60,000 so that his staff may award and execute an informal bid to abate and demolish multiple condemned properties. This will be funded with an appropriation of fund balance in the General Fund.

Workers Compensation Excess Premiums General Fund

It is necessary to appropriate additional worker’s compensation excess premiums in multiple departments in the General Fund. This will be funded with a reduction in worker’s compensation excess premiums in other General Fund departments. The total being transferred between departments is \$7,534.17.

Solid Waste (4143) General Fund

It is necessary to appropriate workers compensation claims cost for a recent settlement made by the NC League of Municipalities which serves as the City’s third party administrator of its self-insured worker’s compensation program. The \$90,000.00 settlement was paid on January 24, 2025 ahead of the Industrial Commission ordered date of February 3, 2025. This will be funded with an appropriation of fund balance in the General Fund.

Below is an analysis of Fund Balance for the General Fund:

Police (6121) General Fund

It is necessary to appropriate expenditures for the purchase of nine (9) police line cars and upfits in order to accommodate the new police officers hired by the City. The appropriation request is

\$655,000, and will be funded with loan proceeds in the General Fund.

Staff recommends that the City Council adopt the following entitled ordinance to amend the FY24-25 Operating Budget for the General Fund. *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

ORDINANCE 2025-7 "AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE CITY OF GOLDSBORO FOR THE 2024-25 FISCAL YEAR"

7.7 Approval of Meeting Minutes of January 6, 2025

The draft minutes of the Work Session and Regular Meeting of January 6, 2025 were presented for approval. *Consent Agenda Approval. Weeks/Boyette (7 Ayes)*

8. Old Business

8.1 Parking Lot Lease Approval

The item was presented by Kelly Arnold, Interim Assistant City Manager.

To assist with increasing the amount of parking available around City Hall, an unused parking lot was identified to lease. Located behind the empty filling station on N. John Street, the owner, Group W Management, is amenable to leasing the lot for City use only.

Over the course of the second half of 2024, privately owned parking lots and areas around City Hall were reviewed by City staff for suitability to provide additional parking with the primary focus to relieve the two City-owned parking lots adjacent to City Hall so employees and public would have more spaces. The primary focus was to relocate City-owned vehicles to spaces off-site but within a reasonable and safe location.

The empty filling station has up to 10 unused spaces that are currently unused and the owner is amenable to leasing the spaces. The rate negotiated is the same rate the County leases spaces in a private lot adjacent to the County building.

Based upon the City Council tabling the lease at the January 3, 2025 meeting, the City Attorney has amended the draft of the lease agreement start date to February 1st and Group W Management has agreed to the lease terms. Terms of the Lease Agreement can be summarized as follows:

Number of Spaces: 10

Rate: \$60/monthly/space

Annual rental: \$7,200

Length of Term: One (1) year with automatic renewal unless 30-day notice prior to renewal. New Start date of February 1, 2025.

Mid-Year Termination: Either party may terminate with a 90-day notice during the one-year term.

Improvements: There will be no improvements to the lot other than signage and striping. The condition of the lot will stay as is.

Responsibility of Lot: The City of Goldsboro will be responsible for use of the lot and administration of use of lot including designated users and towing of undesigned users.

Insurance: The City of Goldsboro will accept responsibility for liability of the use of the lot.

In addition, the City will provide signage and striping for the lot. The cost estimate for the improvements is \$1,400 and will be absorbed in the Signage budget.

If approved, ten of the fifteen City owned vehicles parked in the two lots of City Hall would be relocated to this leased lot throughout the day and after work hours. Attached is the previous lease agreement that has been approved by Group W Management. A new lease with a start date of February, 2025 should be completed in time for the City Council meeting on February 3, 2025. It is recommended that Council adopt the resolution authorizing the Mayor and City Clerk to execute the lease.

Kelly Arnold, Interim Assistant City Manager shared details regarding the parking lot lease agreement. Mayor Gaylor asked what value this brings. Mr. Arnold shared the spaces would be for 11 of the 14-15 City vehicles and free up spaces for the public in parking lots.

Councilwoman Weeks made a motion to approve the lease. The motion was seconded by Councilman Boyette and unanimously approved.

RESOLUTION 2025-12 "RESOLUTION AUTHORIZING THE MAYOR TO EEXECUTE AN AGREEMENT WITH GROUP W TO LEASE PARKING SPACES AT THE FORMER FILLING STATION ON MULBERRY AND JOHN STREETS"

8.2 Friends of Seymour Agreement

The item was presented by Mayor Gaylor.

In order to raise funds to help support its efforts to preserve, grow and maintain its relationship with Seymour Johnson Air Force Base, members of the Military Affairs Committee founded Seymour Support Council, Inc., a non-profit corporation, which is currently known by its registered assumed name, Friends of Seymour Johnson AFB.

Friends of Seymour Johnson AFB has proven its value in building and maintaining relationships with Senior Leadership of the United States Air Force, in directing lobbying efforts in support of Seymour Johnson Air Force Base, and in identifying and helping to eliminate or mitigate development that would restrict, limit or diminish the quality of training or the performance of missions at Seymour Johnson Air Force Base. The original agreement was approved at the Goldsboro City Council meeting on August 1, 2022 and executed August 2, 2022.

Some of the terms of the agreement include:

1. This agreement is independent of the County of Wayne.
2. The City of Goldsboro will name its duly appointed Manager to serve as an ex-officio representative of Friends of Seymour Johnson AFB.
3. Consultant fees paid by the City of Goldsboro will be \$7,500.00 per month.
4. The City of Goldsboro will reimburse to Friends of Seymour Johnson AFB a portion of the compensation to a local representative of Friends of Seymour who is providing operational direction, administrative oversight, and consistent updates to the elected body of the ongoing and work of the Friends of Seymour and its retained consultants. The compensation commitment from the City of Goldsboro shall be \$1,050.00 per month.
5. The City of Goldsboro will pay to Friends of Seymour Johnson AFB the sum of \$500.00 each per month for administrative support.
6. Financial support from the City of Goldsboro shall be in the yearly amount of \$1,200.00 for activity support.
7. Incidental expenditures will be reimbursed, once approved by the City Manager in an amount not exceeding \$1,000.
8. The amounts called for herein shall be used in furtherance of the purposes herein described, and in total shall not exceed \$20,800.00.
9. Further details are located within the agreement.

It was recommended that Council adopt a resolution approving the Friends of Seymour Agreement and authorize the Mayor and City Clerk to execute the agreement.

Ken Gerrard shared comments regarding Seymour Johnson Air Force Base, Crossroads Strategies and Friends of Seymour (FOS). Mayor Gaylor asked for an update from Mr. Henry

Smith on a recent trip to ACC. Mayor Gaylor and Council discussed the proposed agreement to include administrative assistance to the Chamber of Commerce: donations; if other monies are going to the Chamber; if the Chamber is being used for marketing: is the FOS focusing on quality of life issues on Seymour Johnson: leveraging the needs of the base and the community: how much the county is paying to FOS versus the city FY24-25 and FY23-24: what can the FOS do before that it can't now since the budget was cut: relationship building with airmen and their families: discussed funding amounts: adding verbiage to the agreement to grow quality of life issues on Seymour Johnson: and will adding resources require additional funding. Mayor Gaylor asked if anyone had specific verbiage to add to the agreement. Councilman White shared concerns that the Council has no seat on the board.

Mayor Pro Tem Jones stepped out of the room at 7:07 p.m. and returned at 7:09 p.m.

Council discussed revising the agreement (#13) to include the following verbiage: It is the expectation of the Goldsboro City Council that Friends of Seymour will engage and put forth substantive effort to resolve quality of life issues for the families of Seymour Johnson including, but not limited to, child care, housing, public safety, infrastructure, public education and other needs.

Councilwoman Weeks made a motion to approve the contract with the amendment of adding a section 13 on page 5 to read as previously recited and to modify the resolution to match. The motion was seconded by Mayor Pro Tem Jones and unanimously approved.

RESOLUTION 2025-13 “RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE FRIENDS OF SEYMOUR AGREEMENT”

9. New Business

9.1 Contract Award for CDBG Housing Rehabilitation - Hamvis Properties, Inc.

The item was presented by Felecia Williams, Community Relations Director.

The Community Relations & Development Department has approved two qualified firms to support the rehabilitation of six owner-occupied homes for low-moderate income homeowners under the CDBG Housing Rehabilitation Program. In collaboration with Procurement staff and after negotiations with the two selected firms, the department has selected Hamvis Properties, Inc. to complete the rehabilitation work on the following properties:

Property Address	Cost to Repair
811 S. Best Street	\$48,706
707 Luther Drive	\$33,205
1111 S. Slocumb Street	\$48,498.50
Total Repair Cost	\$130,409.50

It was recommended that the City Council adopt the following entitled Resolution authorizing the Mayor and City Clerk to execute a contract with Hamvis Properties, Inc., for a total amount of \$130,409.50.

Mayor Gaylor shared comments regarding federal funding and the risk of funding these items.

Councilwoman Weeks made a motion to adopt the resolution. The motion was seconded by Mayor Pro Tem Jones and unanimously approved.

RESOLUTION NO. 2025-14 “RESOLUTION AWARDING AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR CDBG HOUSING REHABILITATION HAMVIS PROPERTIES, INC.”

9.2 Contract Award for CDBG Housing Rehabilitation - Shepherd Response, LLC

The item was presented by Felecia Williams, Community Relations Director.

The Community Relations & Development Department has approved two qualified firms to support the rehabilitation of six owner-occupied homes for low-moderate income homeowners under the CDBG Housing Rehabilitation Program. In collaboration with Procurement staff and after negotiations with the two selected firms, the department has selected Shepherd Response, LLC to complete the rehabilitation work on the following properties:

Property Address	Cost to Repair
600 S. Best Street	\$34,135.90
704 Luther Drive	\$51,818.58
206 Gerald Lane	\$39,367.07
Total Repair Cost	\$125,321.55

It was recommended that Council adopt the following entitled Resolution authorizing the Mayor and City Clerk to execute a contract with Shepherd Response, LLC for a total amount of \$125,321.55.

Mayor Pro Tem Jones made a motion to approve the item as presented. The motion was seconded by Councilwoman Taylor and unanimously approved.

RESOLUTION NO. 2025-15 “RESOLUTION AWARDING AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR CDBG HOUSING REHABILITATION SHEPHERD RESPONSE, LLC”

9.3 Preliminary Plan for Striping along John Street

The item was presented by Jonathan Perry, Engineering Services Manager.

NCDOT paved this section of John Street in early 2023, and it is the city's responsibility to put back any parking striping. DOT will only stripe stop bars, or double yellow lines in this case of John Street. The city initiated a process to solicit bids for the John Street restriping project aimed at improving traffic safety and ensuring compliance with current traffic standards. In December of 2023 we contacted Raleigh Paving about this project, and they informed us that they don’t do striping, they subcontract that portion of paving projects out. They did give us a couple more contacts, LMJ Pavement Markings out of Benson, and IWC Sealcoating out of Fremont. I emailed both companies and never received a response from either. Since no bids were received, our plan is for this to be completed in-house by our traffic division staff. Since they are fully staffed, we plan to move on this project when the weather breaks in April or May. The cost to complete this work in-house is roughly \$3,000. There is no recommendation. This is for update purposes only.

Jonathan Perry, Engineering Services Manager shared comments regarding the agenda item. Council discussed parking on John Street. Councilwoman Taylor asked for a 15-minute space in front of Torero's and Jay's. Councilman Boyette asked that the Parking Committee to look at ride-share or DoorDash spaces on Center Street. Jonathan will bring the plan back. Councilwoman Matthews asked to consider those spots in all of downtown.

9.4 Resolution Authorizing the City Manager to Execute a Contract with Rick Bostic Construction and Demolition Inc.

The item was presented by Mark Helmer, Planning Director.

Mayor Gaylor recessed the meeting at 8:08 p.m. for a break. Council resumed the meeting at 8:15 p.m.

The City Council has directed Planning staff to identify 10 structures that fail to meet minimum

building code requirements and whose property owners have failed to address documented structural deficiencies. Staff ‘s opinion is that these structures, if allowed to remain, would be a direct threat to the general health, welfare, and safety of the public at large, and should be demolished.Due process has been served on the following 10 structures in accordance with the City of Goldsboro Minimum Housing & Abandoned Structures Ordinance as adopted by City Council on March 20, 2023.

Dilapidated Structures				
Street #	Street Pre	Street	Street Suffix	PIN
404	North	James	Street	2599971507
313	North	John	Street	2599966997
311	North	John	Street	2599966971
301	South	Alabama	Avenue	2599556874
406	North	James	Street	2599971623
405	West	Mulberry	Street	2599765923
200		Brazil	Street	3509242277
407	South	Leslie	Street	3509134465
711	East	Pine	Street	3509139704
702	East	Walnut	Street	3509149623

Pursuant to General Statutes of North Carolina and City Policy, IFB 2024-007 ABATEMENT & DEMOLITION OF CONDEMNED PROPERTIES was posted. As a result, 14 bids were received. Rick Bostic Construction and Demolition Inc. was the only qualified bid at \$140,359.00.It is recommended that the City Council adopt the attached resolution authorizing the City Manager to sign a contract with Rick Bostic Construction and Demolition Inc. for the demolition of the 10 residential structures listed above.

Mark Helmer, Planning Director presented the agenda item. Mr. Helmer shared the list previously added to the agenda packet is incorrect. He handed out an updated list, and it has been included in the agenda packet. Staff removed 311 N. John Street and 407 S. Leslie Street and added 410 S. Leslie Street based on the houses listed in the public notice.

Taj Polack, Housing Compliance Officer shared information on properties for demolition and that 407 S. Leslie Street will be addressed in the next round of demolition.

Councilwoman Weeks made a motion to approve the resolution with revisions. The motion was seconded by Councilwoman Taylor and unanimously approved.

RESOLUTION NO. 2025-16 “RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH RICK BOSTIC CONSTRUCTION AND DEMOLITION INC.”

9.5 Resolution Authorizing a Lease Contract for a Mail Machine

The item was presented by Catherine Gwynn, Finance Director.

The City is currently in a 60-month postage machine lease. This lease is due to expire in May 2025. Changes to postage meters mandated by the United States Postal Service makes it necessary for the City to replace the current system with one that meets these new requirements. General Statute 160A-19 grants the City authority to lease personal property for any authorized public purpose. Leases that extend to the life expectancy of personal property are subject to Article 8 of Chapter 143 of the General Statutes.

Pitney Bowes is the awarded vendor for mailing equipment on NC State Information Technology contract #4410A. Pitney Bowes has submitted a proposal for \$631.50/month that

includes a new compliant mailing system with Cloud Based Software. The software offers certified mail savings for the City estimated at \$6,000.00 annually.

It was recommended the Council authorize the Finance Department to enter a 60-month lease contract for a mailing system with Pitney Bowes.

Councilwoman Weeks made a motion to approve item 9.5 as presented. The motion was seconded by Mayor Pro Tem Jones and unanimously approved.

RESOLUTION NO. 2025-17 “RESOLUTION AUTHORIZING A LEASE CONTRACT FOR A MAIL MACHINE”

9.6 Resolution Authorizing the Filing of an Application for Approval of an Installment Financing Agreement

The item was presented by Catherine Gwynn, Finance Director.

The proposed vendor will be brought back to Council for approval at the March 3rd meeting. Interim City Manager Livingston shared IT equipment is getting old and is on the brink of collapse.

Resolution authorizing the filing of an application for approval of an Installment Financing Agreement for various City Vehicles and Equipment in the amount of approximately \$6,800,000 authorized by North Carolina General Statutes §160A-20 and making certain findings required by North Carolina General Statutes §159-151. On January 6, 2025, Davenport & Company LLC (“Davenport”), the City’s Financial Advisor, distributed a Request for Proposals (“RFP”) to over 50 national, regional and local lending institutions to fund various City Vehicle and Equipment needs in the amount of approximately \$6,800,000. Responses to the RFP are due on January 29, 2025, and Davenport will be presenting the proposals received and a recommendation at the City’s February 17, 2025 Council meeting. Prior to the February 17, 2025 Council meeting, Davenport will work with the City Finance Director on an application to the North Carolina Local Government Commission (“LGC”) to be submitted by February 4, 2025 for approval of the Installment Financing Agreement at the March 4, 2025 LGC meeting.

Following approval of the recommended winning lender at the February 17, 2025 Council meeting, City Council will be asked to approve a Final Resolution authorizing the execution and delivery of the Installment Financing Agreement at the March 3, 2025 Council Meeting.

It was recommended that Council adopt the Findings Resolution as presented.

Councilwoman Weeks made a motion to approve item 9.6 as presented. The motion was seconded by Councilman Boyette and unanimously approved.

RESOLUTION 2025-18 “RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF AN INSTALLMENT FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTES §160A-20 AND MAKING CERTAIN FINDINGS REQUIRED BY NORTH CAROLINA GENERAL STATUTES §159-151”

10. City Manager's Report

10.1 City Managers Report

Interim City Manager Livingston shared he and Interim Assistant City Manager Arnold would be at the NC Manager's Conference in Winston-Salem from Wednesday through Friday.

11. Mayor and Councilmembers' Comments

Mayor Gaylor and Councilmembers shared the following closing comments:

Councilman Boyette thanked city employees; he thanked Public Safety and Public Works for getting us through the inclement weather;

Councilwoman Taylor agreed with Councilman Boyette's comments and thanked the Panning Department for their work on demolition and blight.

Mayor Pro Tem Jones thanked city staff and shared the following: it was an honor to participate in the mortgage burning ceremony at St. James Church; shared a quote from Carter Woodson; St. James Church will have a Black History Quiz Program on February 23 at 6:00 p.m.; and shared comments regarding the use of excessive force.

Councilwoman Matthews reminded everyone that the Council meetings now begin at 5:30 and there is only one meeting; she asked that citizens here to speak to come back to the next meeting; and shared she felt recent events were unacceptable and would follow the process. She also shared that there is a conference call coming up with her district.

Councilwoman Weeks said hello and thank you to Zeta Phi Beta Sorority for bringing her in to speak and acknowledging that January is Human Trafficking Prevention Month; she thanked the police chief and police department for their work on human trafficking.

Councilman White saluted St. James for their Mortgage Burning Celebration on Sunday; and for the Alpha Kappa Alpha for the Debutante Ball this weekend and the mentoring they are doing; on February 18th, 10:00 at St James, we'll be having our first CCC Clergy, Councilman, and Coffee; he attended the Military Spouse Employment Partnership Conference in Washington DC last week and urged the City to be a part of; he also shared that Black History Month is not just Black History, it is American History; he also shared comments regarding the recent police incident and that he would save his judgment until he can see all the facts.

Mayor Gaylor shared comments regarding Parks and Recreation (P&R), youth sports and praised P&R staff; he also shared comments on the recent police situation and that he is going to refrain from comments until he sees evidence and will advocate for evidence to be released as soon as possible.

Detailed comments from the Mayor and Council are available on YouTube and Facebook.

12. Closed Session

Councilwoman Weeks made a motion to go into closed session to discuss Personnel and Potential Litigation. The motion was seconded by Councilwoman Taylor and unanimously approved.

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

13. Adjournment

There being no further business, Mayor Gaylor adjourned the meeting at 1:02 a.m.

Charles Gaylor, IV
Mayor

Laura Getz
City Clerk

MINUTES OF THE MEETING OF THE GOLDSBORO CITY COUNCIL
FEBRUARY 17, 2025

1. Call to Order – 5:30 P.M. -- Council Chambers, 214 North Center Street

Mayor Gaylor called the meeting to order at 5:30 PM.

1.1 Invocation (Archbishop Anthony Slater, Fire Chaplain)

Archbishop Anthony Slater, Fire Chaplain provided the invocation.

1.2 Pledge of Allegiance

The Pledge of Allegiance followed.

2. Roll Call

Present: Mayor Charles Gaylor
Mayor Pro Tem Hiawatha Jones
Councilman Chris Boyette
Councilwoman Jamie Taylor
Councilwoman Brandi Matthews
Councilwoman Beverly Weeks
Councilman Roderick White

Also Present: Matthew Livingston, Interim City Manager
Ron Lawrence, City Attorney
Laura Getz, City Clerk

3. Adoption of the Agenda

Mayor Pro Tem Jones requested to remove Item 8.1, Organization Study Discussion from the agenda and table it until the consultant can be present.

Mayor Pro Tem Jones made a motion to adopt the agenda as amended. The motion was seconded by Councilman Boyette and unanimously approved. Council adopted the agenda.

4. Recognitions and Presentations

4.1 St. Baldricks Proclamation

Read by Mayor Gaylor: The Goldsboro City Council proclaims the month of March as St. Baldrick's Foundation Month" in the City of Goldsboro, North Carolina, and urge all citizens to show their support for the ST. BALDRICK' S FOUNDATION by donating online at stbaldricks.org, attending or participating as a shavee at our city' s annual ST. BALDRICK' S CUTS FOR CURES event, on Saturday, March 22, 2025, from 2- 5pm at The Hub.

Mayor Gaylor presented the St. Baldrick's Proclamation to the Cuts for Cures event team.

5. Public Hearings

Public hearing held and Ordinance adopted for CZ-11-24.

5.1 CZ-11-24 - Wooten Development Company - Located at the corner of Maplewood Drive and North Berkeley Boulevard (Public Hearing Was Closed And Continued At The 1-6-25 Meeting For Further Consideration Of Council.)

The item was presented by Mark Helmer, Planning Director.

ADDRESS: TBD

PARCEL #: 3529-17-5623
PROPERTY OWNER: Dillon S. Wooten, Jr.
APPLICANT: Wooten Development Company

The applicant is requesting a change of zone for the subject property from Office and Institutional (O&I-1)/Neighborhood Business (NB) to Neighborhood Business Conditional Zoning District (NBCZ) for the purpose of constructing a multi-tenant commercial retail center.

Per NCGS 160D-102, a conditional zoning request is a legislative zoning map amendment with site-specific conditions incorporated into the zoning map amendment.

If a petition for conditional zoning is approved, the development and use of the property shall be governed by the ordinance requirements of the parallel Neighborhood Business (NB) Zoning District except those superseded by specific conditions, the approved concept plan, and any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district, and are binding on the property as an amendment to these regulations and to the Official Zoning Map. Should the applicant deviate from the minimum requirements of the proposed Neighborhood Business Conditional Zoning (NBCZ) District, the deviations shall be identified on the concept plan for Council approval.

The purpose of the Neighborhood Business (NB) Zoning District is to provide the services and commercial development needed to serve primarily the adjoining neighborhoods. The district is intended to promote the development of small pedestrian-oriented establishments whose character and use is compatible with nearby residential neighborhoods. The maximum building gross area is twenty-four thousand square feet.

Access: N. Berkeley Blvd. and Maplewood Dr.
Area: 1.42 acres

Surrounding Zoning:

North: General Business (GB)/Neighborhood Business (NB)
South: Office and Institutional (O&I-1)/Residential (R9)
East: Residential (R9)
West: Office and Institutional (O&I-1)

Existing Use: The property is currently vacant.

Land Use Plan: The City's Land Use Plan locates these parcels within the Mixed-Use I and Medium Density Residential (portion of) land-use designation. The Neighborhood Business Zoning District is a corresponding zoning district for the Mixed-Use I land-use designation. It is not a corresponding zoning district for the Medium Density Residential land-use designation. As previously stated, this is a conditional zoning with site plan approval to rezone 1.42 acres of land from the Office and Institutional (O&I-1) and Neighborhood Business (NB) Zoning District to Neighborhood Business Conditional Zoning District (NBCZ) for the construction of a multi-tenant commercial retail center. Adjacent uses include commercial retail and public assembly facilities to the north, Maplewood subdivision to the east and Brookdale, a senior living facility to the south.

Access: Access to the site will be from an existing driveway cut along N. Berkeley Boulevard only. Approved driveway permits will be required from NCDOT

Building and Lot: The applicant is proposing a 8,450 square foot commercial structure for the site currently consisting of five (5) tenant spaces.

Parking: The site has been designed for a total of fifty-nine (59) parking spaces to include handicap accessible parking. Forty-three (43) parking spaces will be located in front of the proposed commercial building and sixteen (16) will be located behind the facility.

Sidewalks: External and internal sidewalks have been identified for the site utilizing handicap accessible slopes and ramps.

Lighting Plan: A commercial lighting plan has not been submitted. Since the subject property is located adjacent to residentially zoned and developed properties, the developer will be required to submit a lighting plan in compliance with the City’s Commercial Lighting ordinance prior to site plan approval.

Interconnectivity: Interconnectivity has been shown on the submitted site plan providing cross-access to the commercial center directly north of the property.

Engineering: City water and sewer are available to serve the property. The site is not located within a Special Flood Hazard Area. City Engineering will require approval of stormwater calculations and drainage plans prior to issuance of any building permits.

Landscaping: Street trees have been provided along Maplewood Drive and N. Berkeley Boulevard. A Type A 10 ft. wide landscape buffer is required along the northern and eastern property lines and has been identified on the submitted site plan. The applicant has agreed to provide additional landscaping should existing landscaping along the northern and eastern property lines be insufficient to meet the City landscaping codes.

Utilities: All utilities to the site will be installed underground.

Refuse: Commercial dumpsters will be utilized for garbage collection within the storage area at the rear of the facility and screened from off-site views in accordance with City standards.

Building elevations: Building elevations have not been submitted by the applicant. Staff will ensure that the proposed facility will meet the building design standards per the requirements of the City’s Unified Development Code.

Staff have not distributed the proposed conditional rezoning request to members of the Technical Review Committee (TRC). If the request is approved by City Council, site plan approval will be required prior to the issuance of building permits. The City’s Comprehensive Land-Use Plan identifies the area as being Mixed Use and Medium-Density Residential (portion of). There are several factors that would support the applicant’s proposed conditional rezoning request for Neighborhood Business Conditional Zoning District:

The majority of the property is located within the Mixed-Use land-use designation. Although the City’s Comprehensive Land-Use Plan recommends Medium-Density Residential for a portion of the property, the proposed conditional rezoning would be compatible with the surrounding zoning patterns and existing land uses.

1. The City and other utility service providers will be able to provide sufficient public safety service, meet transportation and utility demands to the subject property, while maintaining sufficient levels of service to existing developments.
2. The proposed conditional rezoning would not impair or injure the health, safety, and general welfare of the public.
3. Planning staff have collaborated with the applicants and developers of the project to discuss the merits of the submitted concept plan.
4. All parties have mutually agreed that the proposed conditional rezoning is in conformance with the zoning requirements of the City of Goldsboro and that the site-specific improvements will balance the interests of the landowner, developer, neighborhood, and the public.

Planning staff are recommending approval of the conditional rezoning request based on the factors listed above.

The Planning Commission, at its November 25th, 2024 meeting, unanimously voted to recommend approval of Wooten Development Company's request to rezone a 1.42 acre tract of land from the Office and Institutional (O&I-1) and Neighborhood Business (NB) zoning districts to a Neighborhood Business Conditional Zoning District (NBCZ) for the construction of a retail shopping center to be located at the northeast corner of Maple-wood Drive and North Berkeley Boulevard. The property is further identified as NCPIN# 3529-17-5623.

In response to comments and concerns voiced at the public hearing on January 6, 2025, meeting, the applicant has agreed to eliminate the access from Maplewood Drive, as well as install a fence surrounding the proposed stormwater pond to be located at the rear of the development.

The City Council, at their January 6, 2025, meeting, voted to continue the hearing until the February 17, 2025, City Council meeting.

Council shall vote to adopt the recommendation for approval and Consistency Statement that the Planning Commission has provided and vote to adopt the Approval Ordinance with the inclusion of the Consistency Statement, or Council shall vote to deny with the inclusion of the Inconsistency Statement that deems this rezoning request to be inconsistent. Council may also continue the public hearing to a date certain if they determine further discussion is needed.

City Attorney Lawrence shared that this is a rezoning application and the applicant is willing to place certain conditions on the use because certain permitted uses are available if the zoning is changed to the new zone. Councilman White asked about the zoning in the area. Mayor Gaylor discussed the neighborhood business zoning in the area.

Mayor Gaylor asked if Council wanted to reopen the public hearing for those that haven't spoken.

Councilman White made a motion to reopen the public hearing for those that have not had the opportunity to speak. The motion was seconded by Mayor Pro Tem Jones and unanimously approved.

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

Council members discussed the agenda item.

Councilman Boyette made a motion to approve the revised site plan with the additional conditional zoning requirements and the consistency statement. The approval is contingent upon the applicant consenting to the conditions discussed. The motion was seconded by Councilwoman Weeks. Mayor Gaylor, Mayor Pro Tem Jones, Councilman Boyette, Councilwoman Taylor, Councilwoman Matthews, and Councilwoman Weeks voted for the motion. Councilman White voted against the motion. The motion passed 6:1.

ORDINANCE NO. 2025-8 "AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF GOLDSBORO, NORTH CAROLINA"

5.2 Shannon Avenue Public Right of Way Closing

Mark Helmer, Planning Director shared the presentation regarding the Shannon Avenue Public Right of Way.

Jeffrey Kornegay, Project Engineer spoke about the project and shared this will now be a private driveway.

Mayor Gaylor opened the public hearing.

The following citizens spoke:

1. Carl Martin shared concerns regarding the name of the proposed right-of-way closing, and provided handouts to Council which are attached as *Exhibit A*.
2. David Craig shared concerns regarding the proposed right-of-way closing.

No one else spoke, and the public hearing was closed.

City Attorney Lawrence shared that Council can vote to close the right-of-way no matter what the name of it was, that it was previously dedicated and just by location of where it is, and you can even say no matter what it was previously named, we're closing this right-of-way that

appears on this specific plan. Interim City Manager Livingston shared that this is what was advertised, but this is actually recorded in the register of deeds.

Mr. Helmer discussed the name of the road in question and the connection of the road to the adjacent neighborhood. Council, Interim City Manager Livingston, City Attorney Lawrence, and Mr. Helmer discussed the agenda item.

The clerk will amend the title of the order to describe the actions voted on by Council.

Councilwoman Weeks made a motion to approve the order relinquishing the right of way at the location displayed on the site plan that was presented on the survey drawing and GIS location as depicted on the map. The motion was seconded by Councilman Boyette and unanimously approved.

6. Public Comment Period

Mayor Gaylor opened the public comment period. The following citizens spoke:

1. Charles Wright shared comments regarding a Civilian Advisory and Review Board for Police Accountability and shared a handout attached as *Exhibit B*.
2. John Barnes shared concerns regarding a recent arrest by the Police department and shared a handout attached as *Exhibit C*.
3. Bobby Jones shared concerns regarding a recent arrest by the Police department.
4. David Elliott shared concerns regarding a recent arrest by the Police department.
5. David Craig shared concerns regarding a recent arrest by the Police department.
6. Annette Hobbs shared concerns regarding bullying at one of the local Wayne County Schools.

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

7. Consent Agenda Items

Approved as Recommended. Interim City Manager Matt Livingston presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilman Boyette moved the items on the Consent Agenda, Items 7.1 - 7.5 be approved. The motion was seconded by Mayor Pro Tem Jones and a roll call vote resulted in all members voting in favor of the motion.

Councilman White asked for a copy of the amended FOS agreement. Councilwoman Weeks asked questions about giving the fire gear to a local non-profit. Chief Ron Stempien shared comments regarding the fire gear. Mayor Gaylor shared the Friends of Seymour agreement will be sent to Council.

The items on the Consent Agenda were as follows:

7.1 FY24-25 Operating Budget Amendment Ordinance

The item was submitted by Catherine Gwynn, Finance Director.

Council adopted the FY24-25 annual operating budget on June 17, 2024.

City Council (1011) General Fund

City Council approved the contract with the Friends of Seymour at the February 3, 2025 meeting for a total annual amount of \$20,800. The budget was adopted at \$8,500, and it is

necessary to request an additional appropriation in the amount of \$12,300, and this will be funded with an appropriation of fund balance in the General Fund.

Debt (8111) General Fund

City Council approved a lease for a new mail machine with Pitney Bowes at the February 3rd meeting. The terms of the agreement have been evaluated, and the lease requires it to be recognized for GASB 87 Lease purposes. This requires an appropriation of \$39,031.78 for interest, principal, and lease expense for the value of the entire 5 year lease, and this will be funded with lease financing revenue and fund balance.

Below is an analysis of Fund Balance for the General Fund:

Date	Description	Adopted
6/17/2024	Ord 2024-34 FY24-25 Adopted Budget	\$ 1,992,251.94
8/5/2024	Team Foods USA, Inc. Economic Development Incentive	57,834.00
8/19/2024	Purchase Order Rollover FY24 to FY25	1,059,795.16
9/16/2024	Organizational Study contract revision Management Advisory Group	45,000.00
12/2/2024	City Manager search recruitment expenses	36,000.00
12/16/2024	Monday.com subscription for IT & Engineering (GASB 96)	9,850.32
1/6/2025	Parking Lot Lease N. John St	7,364.36
1/6/2025	Transfer to G1108 Community Relations Special Revenue Fund	8,500.00
2/3/2025	Building demolition	60,000.00
2/3/2025	Worker's compensation claims cost	90,000.00
Current Year Appropriations		<u>\$ 3,366,595.78</u>
2/17/2025	Friends of Seymour contract additional appropriation	\$ 12,300.00
2/17/2025	GASB 87 Pitney Bowes postage machine lease	3,775.02
Proposed		<u>\$ 16,075.02</u>
Current Year with Proposed		<u><u>\$ 3,382,670.80</u></u>

Transfers (8101) Utility Fund

It is necessary to appropriate funds in the Transfers organization of the Utility Fund to appropriate additional transfers out to the System Development Fees Capital Reserve Fund. It was originally budgeted at \$280,000 and through December 2024, Collections totaled \$323,103. In projecting the potential collections through June 30, 2025, it is estimated that an additional \$367,200 is needed in order to fund the anticipated collections, and this will be funded with a revenue appropriation of System Development Fees Collected in the Utility Fund.

Staff recommends that Council adopt the following entitled ordinance to amend the FY24-25 Operating Budget for the General Fund and the Utility Fund. *Consent Agenda Approval.*
Boyette/Jones (7 Ayes)

ORDINANCE NO. 2025-9 "AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE CITY OF GOLDSBORO FOR THE 2024-25 FISCAL YEAR"

7.2 Resolution Authorizing Staff to Proceed with the Selection of a Financing Proposal for an Installment Financing Agreement

The item was submitted by Catherine Gwynn, Finance Director.

Resolution authorizing city staff to proceed with the selection of a financing proposal for an Installment Financing Agreement to Finance Certain Vehicles and Equipment for FY24 and FY25 with PNC Bank or Webster Bank Pursuant to N.C.G.S. §160A-20.

On January 6, 2025, Davenport & Company LLC (“Davenport”), the City’s Financial Advisor, in coordination with City staff, issued a Request for Proposals (RFP) to over 50 national, regional, and local lending institutions to finance various City vehicles, equipment, and associated costs in the amount of approximately \$6.75 million.

On January 29, 2025, the City received eight (8) proposals from financial institutions, which were evaluated based on interest rates, prepayment provisions, and bank fees. Following a

detailed review by City staff, Bond Counsel, and Davenport, the two most competitive proposals were determined to be from PNC Bank and Webster Bank. It is recommended to proceed with either PNC Bank or Webster Bank, based on the final interest rate determination on February 17, 2025:

If the PNC Bank interest rate remains lower than Webster Bank, the City should proceed with PNC Bank, which offers the lowest indicated interest rate, lowest total debt service cost, and a streamlined documentation process.

If PNC Bank's rate increases above Webster Bank, then Webster Bank should be selected as it provides the lowest locked interest rate that will remain unchanged through the approval process.

City staff will bring a Final Resolution for approval at the March 3, 2025, City Council Meeting, following confirmation of the final financing terms.

It was recommended that Council approve the resolution selecting either PNC Bank or Webster Bank for the Installment Financing Agreement, based on the final interest rate determination on February 17, 2025, for a 60-month financing term not to exceed \$6.8 million. *Consent Agenda Approval. Boyette/Jones (7 Ayes)*

RESOLUTION NO. 2025-19 "A RESOLUTION AUTHORIZING CITY STAFF TO PROCEED WITH THE SELECTION OF A FINANCING PROPOSAL FOR THE CITY OF GOLDSBORO, NORTH CAROLINA"

7.3 Resolution - Donation of Personal Property to 501(C) Non-Profit, Global Gear Initiative

The item was submitted by Ron Stempien, Fire Chief.

The City of Goldsboro owns fire-fighting equipment that is surplus, and no longer needed by the City. This firefighting equipment consists of turn-out gear that is in excess of ten years old, and can no longer be used in service for GFD per NFPA Guidelines. There is also old and outdated fire nozzles and hose that under NFPA Guidelines cannot be used by our department. These items have been replaced. There is also a wide array of outdated fire tools and equipment that no longer has use in the modern day fire service. History has shown that there is little to no monetary value ever received by these items when sold on public auctions due to the fact that their use is limited in the United States.

In an effort to both limit the liability of the City of Goldsboro with these items, and to be good stewards of our resources it's our recommendation that these items be donated to the Global Gear Initiative. This non-profit collects and distributes fire equipment to firefighters in other countries such as Guatemala, Mexico, Colombia, Paraguay, Peru, Brazil, Philippines, Ukraine, and Iraq where their usage is not governed by the National Fire Protection Association. These firefighters have little to no equipment, so these items would be of great value to them. General Statute 160A-280 establishes that a city may donate to a non-profit organization that is incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment that the governing board deems to be surplus, obsolete or unused. Notice was posted on the city website in accordance with the General Statute on February 11, 2025.

It was recommended the Council authorize the donation of surplus fire-fighting equipment to the 501(C) non-profit, Global Gear Initiative. *Consent Agenda Approval. Boyette/Jones (7 Ayes)*

RESOLUTION NO. 2025-20 "RESOLUTION DONATING PERSONAL PROPERTY TO 501(C) NON-PROFIT, GLOBAL GEAR INITIATIVE"

7.4 Change Order No.1 Price Change for the Intake Structure Screen Replacement Project

The item was submitted by Bert Sherman, Public Utilities Director.

The intake screen is located within the Neuse River Basin and is situated within the Neuse River Pump Station (NRPS) Intake Structure. It serves as a vital barrier to prevent sand from infiltrating the raw water reservoir. This essential component plays a critical role in safeguarding the reservoir from sand accumulation and protects key equipment, such as pump impellers, from erosion at the water treatment plant. The dredging, removal of the damaged intake screen and installation of a new intake screen has been bid at a cost of \$386,431.00. This was awarded to In-Water Services Inc. under FB 2024-001R on 10/24/2024. Once the installation is complete, there will be preventative maintenance needed.

It was recommended that Council adopt the following entitled resolution authorizing a change order to the contract with In-Water Services Inc. for the additional labor and materials for the preventative maintenance of cleaning of the intake structure, including the hopper box, and perform inspection of the pump station wet well to determine sedimentation infiltration from post intake screen replacement. The additional amount needed is \$39,525.26, which includes sales tax. *Consent Agenda Approval. Boyette/Jones (7 Ayes)*

RESOLUTION NO. 2025-21 "Resolution Authorizing Change Order No.1 Price Change for the Intake Structure Screen Replacement Project"

7.5 Department Monthly Reports for December 2024 and January 2025

The departmental monthly reports for December 2024 and January 2025 were submitted as information. *Consent Agenda Approval. Boyette/Jones (7 Ayes)*

8. Old Business

8.1 Organization Study Discussion

This item was removed during the Adoption of the Agenda.

8.2 Resolution for Economic Development Positioning Statement and Report

In October 2024, the City Council supported using the NC Department of Commerce to conduct an Economic Forum that had been recommended in a 2023 NC Department of Commerce study for the City of Goldsboro. The Forum was conducted in early December 2024 and the results were presented at the January 2025 City Council retreat. The results are captured in the *Economic Positioning Statement Forum Report*.

Key recommendations include adopting a new Positioning statement, fund and conduct a comprehensive Business/Economic Development Strategic Plan in FY 2025-26, and establish a task force to coordinate the plan development and implementation. At the January 2025 retreat, City Council concurred that a Resolution should be presented and considered at a future Council meeting. The Resolution and report are now completed and are ready for adoption. It is recommended that the Resolution be adopted.

Kelly Arnold, Interim Assistant City Manager shared comments regarding the item.

Councilman Boyette made a motion to to adopt the resolution as presented. The motion was seconded by Councilwoman Weeks and unanimously approved.

RESOLUTION NO. 2025-22 "Resolution Adopting the Vision Statement Created by NC Main Street and Rural Planning Center for the City of Goldsboro NC"

9. New Business

9.1 Resolution Authorizing the City Manager to Execute a Contract with Kimley-Horn and Associates Inc. for the Creation of a New Comprehensive Land Development Plan

Interim City Manager Livingston introduced the item. Mark Helmer, Planning Director introduced Johnathan Whitehurst with Kimley-Horn and Associates. Mr. Whitehurst shared the presentation attached to the agenda as *Exhibit D*.

Councilman Boyette shared comments regarding the plan. Councilwoman Weeks asked about the budgeted amount of the bid and the bid process.

Mayor Gaylor asked that Council members select two people from each district and the mayor would select 3 for an advisory committee for a total of 15 people. Council was asked to provide the names to the mayor.

Councilwoman Weeks made a motion to approve the resolution as presented. The motion was seconded by Mayor Pro Tem Jones and unanimously approved.

RESOLUTION NO. 2025-23 "RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH KIMLEY-HORN FOR THE CREATION OF A COMPREHENSIVE LAND DEVELOPMENT PLAN"

10. City Manager's Report

Interim City Manager Livingston shared information regarding the water and sewer issues with Eureka and Fremont and shared that they are trying to work out an agreement with Eureka. He also shared that our raw water intake projects are going along on schedule. He announced that Felecia Williams, Community Development Director has resigned, and he publicly thanked her for all the work she's done and the great things that she's accomplished.

11. Mayor and Councilmembers' Comments

Councilman White shared the following: Kappa Alpha Psi Fraternity will hold a Kappa League meeting on Saturday, February 22 at Wayne Community College; Kappa Leaguer's are going to a symposium in Greenville; he saluted 14 young men who made the principals list at Dillard Academy; Coffee, Clergy and Councilmen will be tomorrow at St. James Church; there was a Black History event this weekend at the museum; he shared Council has gotten better at communication but would like to consider the citizens when making decisions and not just the business aspect.

Councilwoman Weeks shared a quote in honor of Black History Month from Dr. Martin Luther King Jr.; she thanked the citizens that came to the Council meeting; she thanked Council for working together.

Councilwoman Matthews thanked those citizens that came to the Council meeting; she encouraged citizens not to grow tired and that the petitions from citizens don't fall on deaf ears; and to District 4, the conference call will be held on Thursday, February 27.

Mayor Pro Tem Jones shared the following: it was an honor to attend the One Nation, One Peace, Inner Faith Service at the Washington National Cathedral; thanked the Fire Department for handling the fire on George Street; Community Watch will be held at West Haven on February 25, 2025; District 1 meeting will be Potato Soup and a Chat, location and date will be announced later; she commended the event on James and Pine Street on Saturday; trust is hard to come by and easily lost and we as a community need to trust again; she thanked the community for coming to the meeting tonight; she shared she has reached out to the NC Railroad, and they are working with us; she thanked the citizen that spoke up about her grandson being bullied; and shared a quote from Carter Woodson.

Councilwoman Taylor shared the following comments: she is excited about the comprehensive land use plan; she hates that she missed the event at the museum; expressed her gratitude to the citizens that spoke tonight; District 3 Neighborhood Watch meeting every Wednesday of the month at 5:30 at the T.C. Coley Center; she encouraged citizens to speak to her about starting a Neighborhood Watch.

Councilman Boyette thanked the citizens for coming out and sharing comments tonight; thanked city employees; shared he would miss Felecia Williams; and shared condolences to

Commissioner Gurley.

Mayor Gaylor shared comments regarding the 333rd Change of Command that took place this past Friday and shared Congressman Don Davis was in attendance. He shared comments regarding the Comprehensive Land Use Plan and comments regarding the advisory committee for Goldsboro Police Department discussed earlier in the meeting. He also shared comments regarding the city's youth and that this Saturday, there is a Black History Parade in Mount Olive at 1:00 p.m.

Mayor Pro Tem Jones shared information regarding a Black History event on Saturday.

Detailed comments from the Mayor and Council are available on YouTube and Facebook.

12. Closed Session

Councilwoman Weeks made a motion to go into Closed Session to discuss Potential Litigation and Personnel. The motion was seconded by Councilman Boyette and unanimously approved.

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

13. Adjournment

Councilwoman Weeks made a motion to adjourn. The motion was seconded by Mayor Pro Tem Jones and unanimously approved.

There being no further business, Mayor Gaylor adjourned the meeting at 8:41 p.m.

Charles Gaylor, IV
Mayor

Laura Getz
City Clerk

20250217 Public Hearing Comments & Exhibits

In the August 19, 2024 City Council Meeting Agenda, Item C there was a copy of diagram made by B.R. Kornegay, Inc. for the proposed construction of a service station at the corner of New Hope Rd. and Cuyler Best Rd.

The copy of the diagram is very hazy but by enlarging the copy you can see that there was a plan by the City to extend Sunset Drive, from where it currently ends, all the way to Cuyler Best Rd. (See Exhibit A)

Note that in Exhibit B of the enlarged section of the B.R. Kornegay, Inc. diagram, they identified the section of the City planned road, that ends at Cuyler Best Rd., as Sunset Drive, not Shannon Avenue. (See highlighted sections on Exhibits B)

Note that in Exhibit A, there is a City planned road, which is highlighted, that ends at New Hope Road. By enlarging that section of the B.R. Kornegay, Inc. diagram you can make out that City planned road, off of the Sunset Drive extension, that ends on New Hope Road, and it is identified as Shannon Ave. (See Exhibit C)

It appears the petitioners have mistakenly requested a permanent closure of Shannon Ave., from Cuyler Best Rd., 297.96 feet to its terminus, when they should have requested a permanent closure of 297.96 feet of Sunset Drive from Cuyler Best Rd. (See Exhibit D)

I am therefore requesting that Council agree to deny the petitioners request, as it is stated.

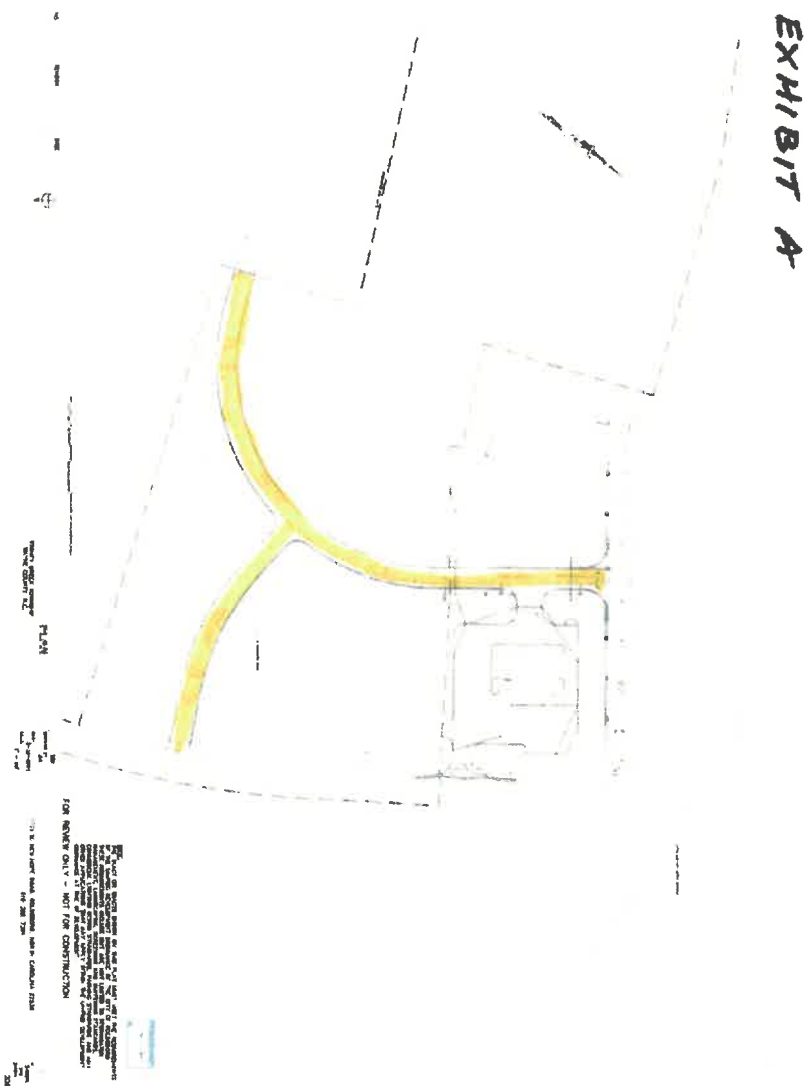


EXHIBIT B

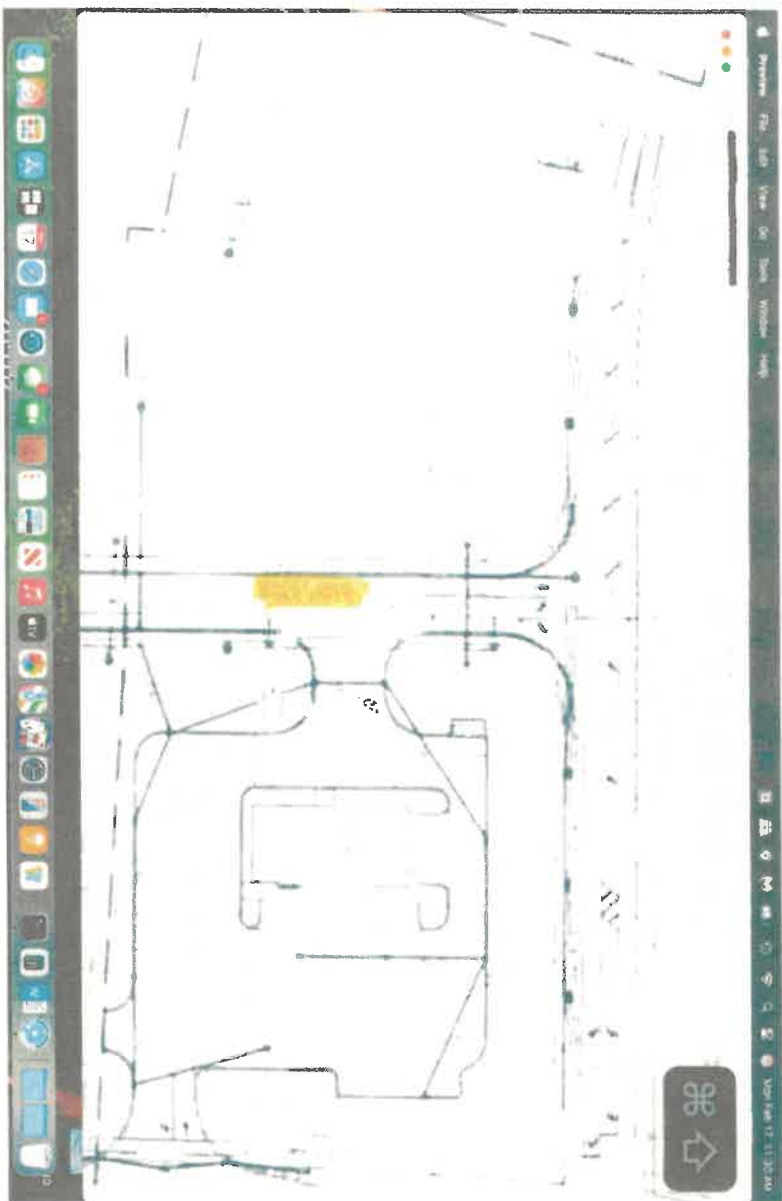
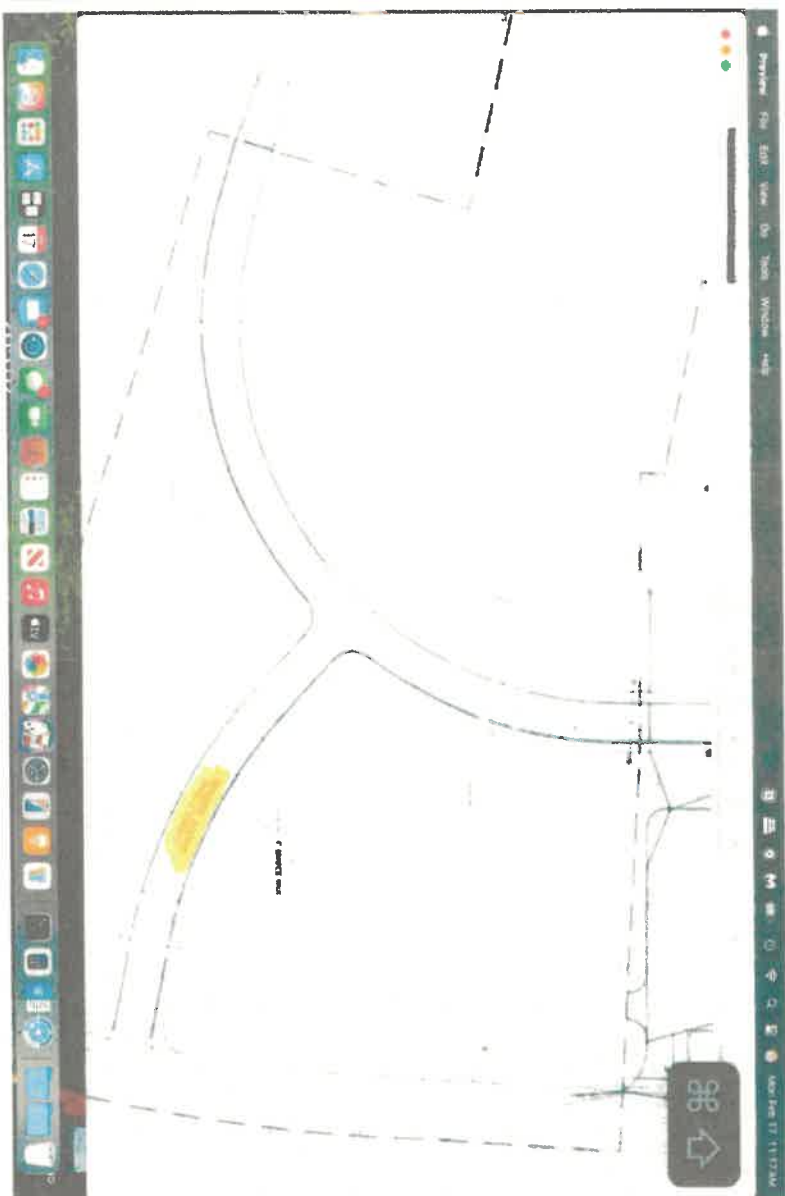
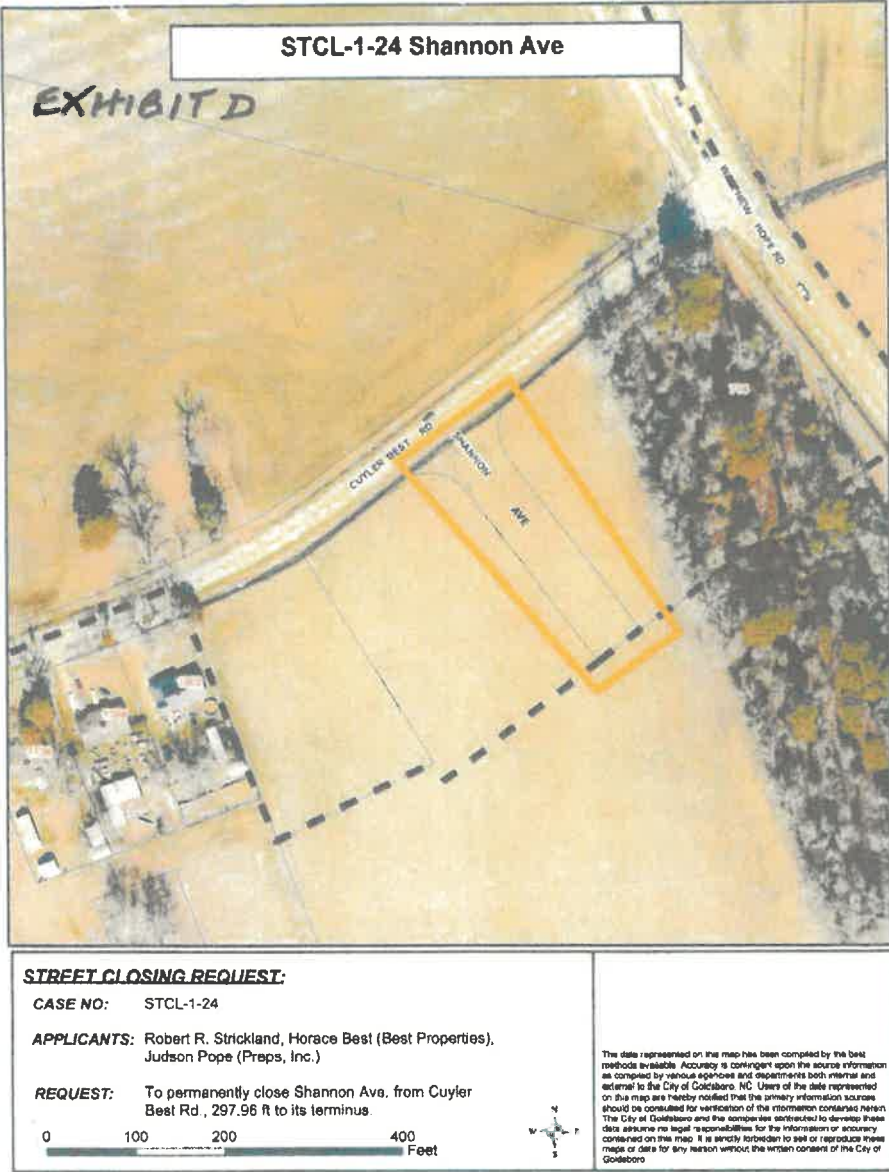


EXHIBIT C





Immediate Adoption: UNC School of Government: C. Wright Sr 2/17/2025
Civilian Advisory and Review Board for Police Accountability
(Durham-Raleigh-Fayetteville-Winston-Salem, Charlotte)

Board takes complaints, review investigations, make recommendations and listen to appeals. They help build trust and relationship between the community and the police department.

Police officers can be charged with assaulting a handcuff suspect. Excessive force can include hitting a handcuffed suspect who is “neutralize, **continuing to use force after a suspect is handcuffed** and compliant and using restraints in a way to cause pain, restrict breathing or leads to injury. **Discipline**; suspension, demotion, forfeiture of pay, termination, criminal charges, civil lawsuits

CALEA Commission on Accreditation for Law Enforcement Agencies (Goldsboro, NC Advanced Law Enforcement Accreditation Program 461 Standards) Bias Policing-Duty to Intervene-Use of Reasonable Force-Reporting Use of Force

Compliance with Constitutional Requirements-18 USC 242

-Fort Lupton, Colorado man in handcuffs, locked in police car on train track, train hit police car shortly thereafter **Very Serious multi-trauma injuries**

-Yuba City, California elderly man in handcuffs, thrown to ground, wasn’t complying fast enough **Very Serious injuries: Paralyzed**

-W. Valley City, Utah shot and **killed** man in handcuffs in the police station, was not answering conflicting questions from police officers **Killed**

-E. Port, Oregon man in handcuffs tazed 14 times because he wasn’t walking fast enough **Serious injuries Nerves/Heart**

-Clayton County, Georgia man in handcuffs, police applied gun to the back of his head, not complying quickly **Serious injuries: Faint/Head/Neuro**

Mayor Gaylor, Mayor Pro Tem Jones and Members of the City Council

The Goldsboro-Wayne NAACP is calling for transparency and accountability following a troubling incident on Day Circle involving Mr. Tyreke Carter. Video footage circulating on social media shows Mr. Carter, who was already restrained with handcuffs and wearing a medical boot, being body slammed by Goldsboro Police Department (GPD) officer(s). In our efforts to address community concerns, we reached out to Chief West, who informed us that once the investigation is complete, he would be in a position to provide more information.

As we remain committed to ensuring a thorough and transparent review of this incident, we remind you that the Goldsboro Police Department's **Strategic Plan** emphasizes key goals such as "**Safe and Secure Community**" and "**Racial and Cultural Harmony**," which focus on fostering trust through innovative policing strategies, strengthened community partnerships, and ensuring that all voices are heard and respected. However, this incident raises serious concerns about whether those goals are being effectively implemented, particularly in communities of color. As a **CALEA-certified** agency, GPD is expected to adhere to nationally recognized standards for use of force and professionalism. Yet, what occurred on Day Circle appears to contradict both those standards and the department's stated priorities.

Considering this, the Goldsboro-Wayne NAACP is making the following formal requests of Chief West and the Goldsboro Police Department:

1. **A copy of the full investigatory report** that details what departmental and/or individual officer failures occurred on or

before Tuesday, January 28, 2025, that led to the undesirable interaction between Mr. Tyreke Carter and GPD officers.

2. **An outline of the steps the Goldsboro Police Department is taking, or plans to take**, to prevent similar occurrences from happening in the future.

We understand that certain identifying information may need to be redacted for privacy, personnel, and security reasons, but the community needs transparency to rebuild trust and ensure accountability.

While we acknowledge that law enforcement has a challenging role in maintaining public safety, incidents like this undermine confidence in the police and highlight the need for systemic improvements. We call on the Goldsboro Police Department to uphold the standards of "**Model of Excellence in Government**," as outlined in their Strategic Plan, by committing to transparency, accountability, and continuous improvement.

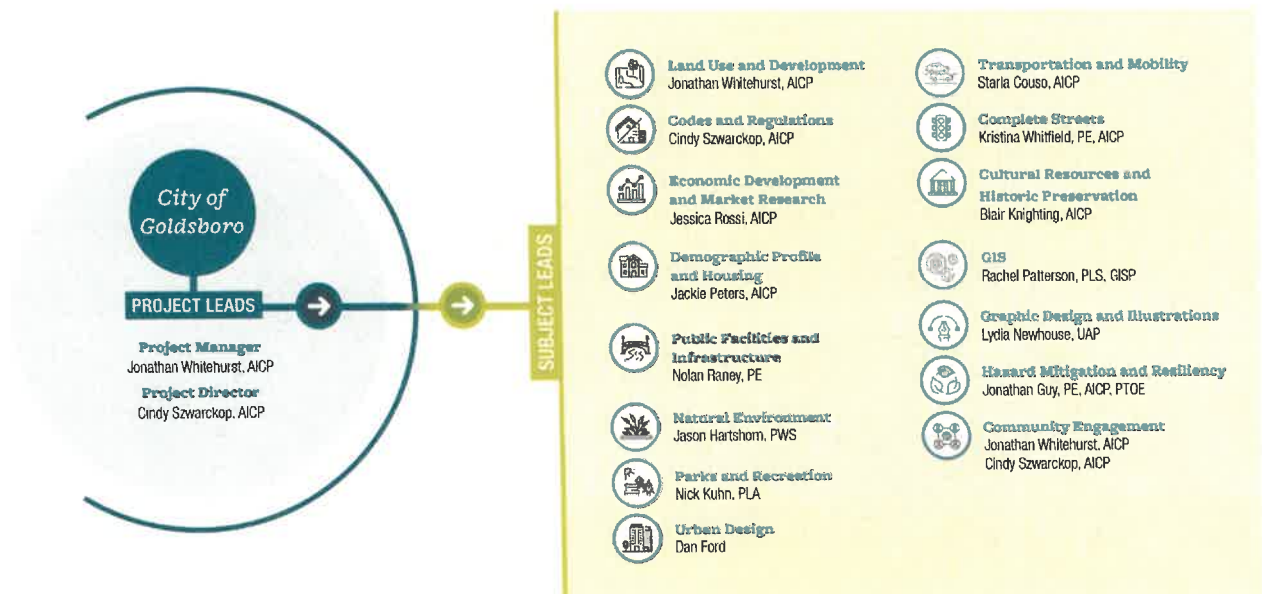
The Goldsboro-Wayne NAACP stands ready to work with city officials, law enforcement, and community leaders to ensure equitable and just policing practices. We urge the department to take these concerns seriously and provide a timely and thorough response.

Thanks

John Barnes, President
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The Kimley-Horn Team



We will ask stakeholders and the community to **co-create** the Comprehensive Plan.

Community Engagement

By Starting with a Compelling Brand



And Meeting People Where They Are

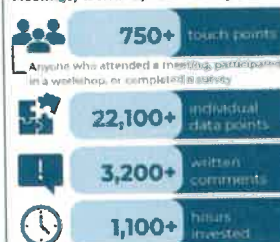
	Phase 1 Vision	Phase 2 Plan	Phase 3 Act
Engagement Focus	» Build awareness of the planning process » Educate on the purpose of the plan » Collect input on vision and needs	» Confirm what we learned so far » Collect input on the land use strategy and supportive policies	» Present key elements of the comprehensive land development plan » Collect final input before adoption
Engagement Activities	» Technical Team Coordination » Planning Board and City Council Work Sessions » Steering Committee Meetings » Project Website Launch » Stakeholder Meetings » Digital Engagement: Online Survey, Online Flash Polls, Digital Ideas Wall » Community Workshops » Pop-Up Events » Meetings-in-a-Box	» Technical Team Coordination » Planning Board and City Council Work Sessions » Steering Committee Meetings » Stakeholder Meetings » Online Survey (Growth Options) » Digital Engagement: Online Survey, Online Flash Polls, Interactive Land Use Map » Community Workshops » Pop-Up Events	» Technical Team Coordination » Planning Board and City Council Work Sessions » Steering Committee Meetings » Digital Engagement: Online Comment Form » Public Review Period » Adoption Hearings » Pop-Up Events



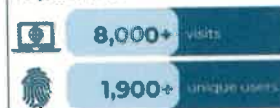
And Showing Participants the Influence of Their Participation



Meetings, Workshops and Surveys



Project Website



1 ENGAGEMENT SPOTLIGHT

The Engagement Spotlights throughout the report feature key outcomes from the online surveys and community conversations held during the planning process.



Correspondence: Ilan Gershon (ilg@iit.edu)



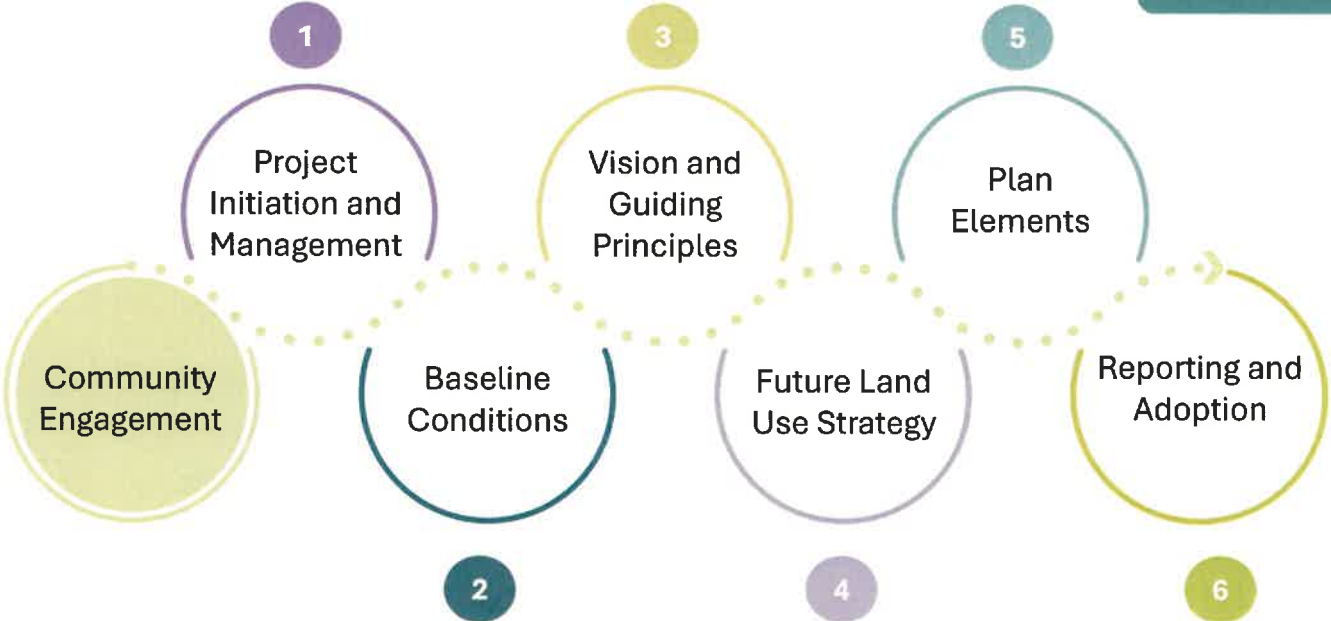


Community
Engagement

GOLDSBORO **COMPREHENSIVE LAND DEVELOPMENT PLAN**

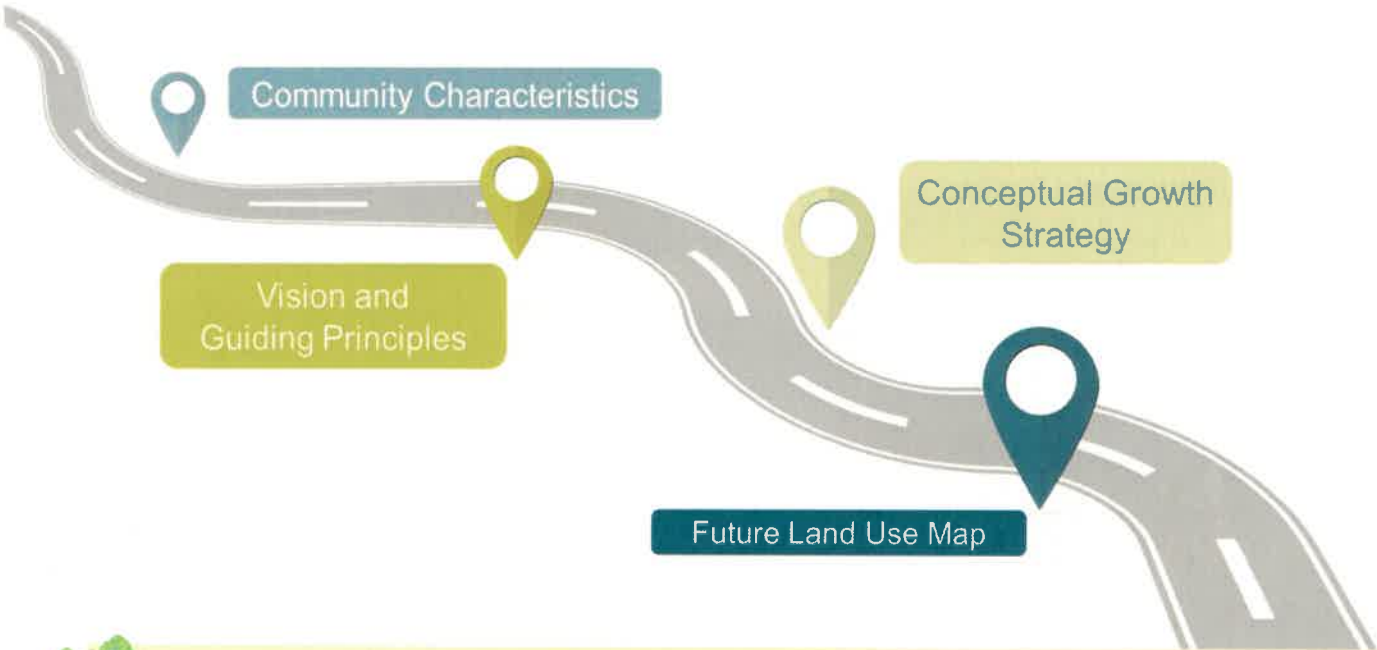
Planning Process

12- to 15-months



GOLDSBORO **COMPREHENSIVE LAND DEVELOPMENT PLAN**

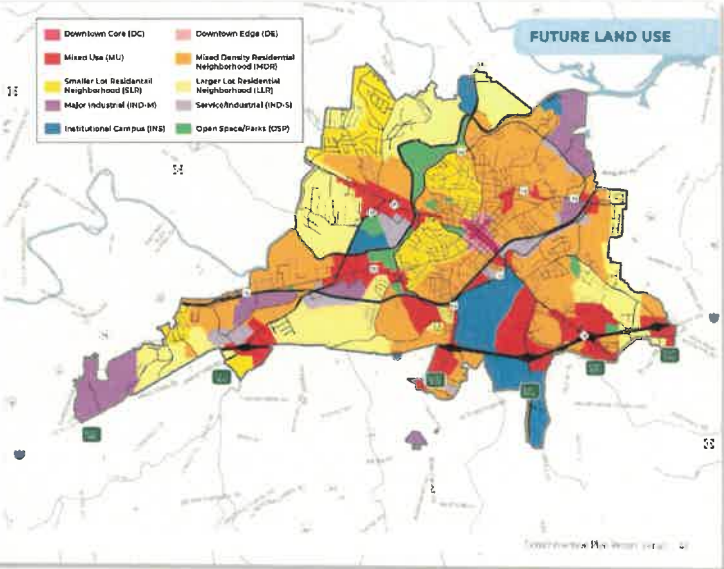
Path to the Future Land Use Map



GOLDSBORO **COMPREHENSIVE LAND DEVELOPMENT PLAN**

FUTURE LAND USE STRATEGY

The future land use strategy adds a critical layer of detail to describe Morganton's preferred mix of land uses. The future land use strategy is implemented in a map created using a set of future land use classifications. This map serves as a guide for staff and elected officials in making growth and development decisions. Additionally, the map is applied using the City's zoning ordinance, which regulates land uses by applying zoning districts to specific parcels and describing detailed rules for the development of individual parcels. The future land use map does not change a parcel's current zoning designation. The successful implementation of the future land use map will require the City to update its zoning ordinance and map.



GOLDSBORO **COMPREHENSIVE LAND DEVELOPMENT PLAN**



17 Strategies



63 Actions

IMPLEMENTATION STRATEGY

The successful implementation of the actions identified in **IMAGINE Morganton 2040** will be contingent upon various factors. Some factors will stem from the control of the City, such as the availability of resources, infrastructure, and funding. Other factors are outside of the City's control, including market conditions. Implementation also requires a coordination of efforts between the City, other public entities, and private investors, highlighting the importance of collaboration between the two parties.

Implementation Matrix

The implementation matrix offers a way to track progress of individual actions and the plan as a whole, within a flexible framework that can pivot as circumstances change. The implementation matrix provides the City to achieve its future vision and goals by giving structure to the strategies and actions introduced in the policy framework. The matrix includes the following:

Type of Action

Impact the actions into one of five categories:

- Regulatory/Policy
- Program/Initiative
- Project/Investment
- Infrastructure

Timeframe

Identifies when action will be implemented, beginning with initiation and whether the action is short-term or long-term (Duration).

Initiation

Short Term (0-2 years)

Mid Term (3-5 years)

Long Term (6+ years)

Duration

Immediate

Short-term

Long-term

City Responsibilities

Identifies who needs to lead or support each action.

- AD: Administration
- DD: Development & Design
- DT: Downtown Development
- PS: Public Safety
- PW: Public Works
- RE: Recreation
- UT: Utilities

Resources

Includes a general estimate of the time and funding resources necessary for each action by indicating low, medium, or high.

Time

Low

Medium

High

Cost

Low

Medium

High

Community Priorities

Highlight the actions that related to the vision of the community.

Workshop (April 2024)

Community Priority

Type of Action		Timeframe		City Responsibilities		Resources		Community Priority
		Initiation	Duration	Lead	Support	Time	Cost	
CROW / IMAGINE								
Strategy GROW 1. Maintain and reference IMAGINE Morganton 2040 as a guide for land use decisions.								
CROW 1.1	Policy Development	Short Term	DD	AD				
Provide and maintain zoning codes and zoning map. Review zoning and future 2040 land use vision and zoning future and City plan.								
CROW 1.2	Program/Initiative	Short Term	DD	AD				
Review and revise the City's plan to support the future vision of IMAGINE 2040. Align with City's goals and required future land use vision. Review and update.								
CROW 1.3	Program/Initiative	Short Term	DD	AD				
Continue to develop the community regarding the plan and related programs required as shown for future land use vision.								
Strategy GROW 2. Align the City's land development regulations with the vision of IMAGINE Morganton 2040.								
CROW 2.1	Policy Development	Short Term	DD	AD				
Provide resources and negotiate the City's plan to support the future vision of IMAGINE 2040. Align with City's goals and required future land use vision. Review and update.								



Type of Action Timeframe City Responsibilities Resources Community Priorities



GOLDSBORO **COMPREHENSIVE LAND DEVELOPMENT PLAN**



Comprehensive Land Development Plan

Kimley»Horn



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

- Met with (or conversed by email/phone) 8 potential new property acquisition projects/persons and/or business interest regarding downtown. Met with 15 existing business owners.
- Union Station stabilization efforts continued – RFQ process for a Design/Build firm was completed in February, along with evaluations. References to be called the first week in March, and selected firm notified. Working with ACM and Procurement Manager to begin contract process. Will begin with \$375,000 city contribution through the 2024 state budget appropriation. COG/DGDC awarded the Rural Downtown Economic Development grant in the amount of \$612,500 for the GUS Stabilization project.
- Staff continuing to work through the Choice Neighborhoods Early Action Project. Design/Build vendor selected and design finalized. Shared with P&R, GWTA, PD and MPT Jones for input. Still waiting on HUD's Environmental Assessment process to be completed, so contracts can be signed and funding can be accessed. Intended project completion is still June 2025, but subject to change.
- Cont'd Parking Management discussions and Parking Committee monthly meetings. Awaiting direction from Council regarding next steps.

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

- Staff is working with the Planning Department to create draft vacancy guidelines for a future ordinance adoption. The ordinance will address blight in commercial properties in the CBD, working towards eliminating signs of vacancy and deterioration as much as possible.
- Staff attended a Small Scale Historic Tax Credit Workshop in Oxford, hosted by NC Main Street & SHPO
- Monthly parking Committee Meeting.
- Arts Council Grassroots Grant Application Preparation for 2025 grant cycle.
- Arts District and Black Business District regular meetings and special Black Business District event held in February at Wayne Co. Museum.
- Other Meetings: Chamber of Commerce Board Meeting, Leadership Wayne Regents Meeting, TDA Board

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

- Planning meetings with SJAFB and NCFE members for the WOW and CSJ hybrid kick-off event on May 2nd.
- Annual Work Plan adoption for Board & Committees, with the exception of Merchant Committee.
- Windows for Downtown – installation, promotion and Art Walk planned.
- Working with Staff on an annual Main Street presentation for City Council in March.
- DGDC Committees (Design, EV, Promotions, Merchants & Executive) on February 4th and February 11th, DGDC Board on February 19th.
- Saving Union Station committee meeting to discuss the RFQ and fundraising next steps.

Upcoming Events/Activities:

- HUB Events: None in February.
- NC Main Street Conference attendance – full staff and 7 Board members attending in Mooresville, March 11-13.
- Property development and historic tax credit workshop, and Wellness Wednesday starting April 16th.

Businesses Opening/Properties Purchased & Other Updates

- New Businesses: Hail Razors Barber Shop - 131 E Walnut St
- Coming Soon: Elevated Aesthetics Relocation to 112 E. Mulberry St., 120 E Mulberry St – Momento, 118 E Mulberry St – Rank & File; Wood Cycles Relocation to 305 N Center St.,
- Downtown Goldsboro's Facebook page January analytics: 18K Followers, 70K reach, 184K Views

**ENGINEERING DEPARTMENT
FEBRUARY 2025**

Prepared by: Jonathan Perry

Date Prepared: 03-05-25

Stoney Creek Greenway

- The greenway extends from Royall Avenue to Quail Park along Stoney Creek, approximately 1,600 linear feet;
- Staff is working on project closeout with NCDOT.

Mount Olive Pickle Expansion

- Phase 1 has been completed and Mount Olive Pickle is in operation;
- Phase 2, River Bend Pump Station, is under construction and is 98% complete;
- Phase III is under construction; this project is 30% complete.

Stormwater Control Measure (SCMs) Inspections

- Approximately 308 SCMs have been approved and 258 SCMs have been constructed to date;
- Stormwater Control Measures will be inspected by the City's Construction Inspector.

Wayne County Utility Merger/Regionalization Feasibility

- Final scope of engineering services has been approved by DWI;
- CDM Smith continues to work on the final report and to facilitate meetings with all interested parties in Wayne County.

Stormwater Inventory Project

- Final deliverables are under review by staff.

2" Galvanized Water Line Project

- NCDWI awarded the City a grant for the project in the amount of \$5,999,395;
- North Carolina DWI and Public Water Supply has given approval on this project;
- Project will be advertised for bidding in April 2025.

SJAFB MAG Meter

- The Wooten Company has completed the SCADA integration and electrical design;
- Staff is working on contract documents.

NCSU Floodprint Project

- GS-NC P.C., an affiliate of Gresham Smith, is working on the permitting phase for this project.

WRF Plant Expansion

- Staff is working with Crowder Construction/Hazen and Sawyer on finalizing contracts for the WRF Expansion Project.

Big Ditch Sewer

- Staff is working on preparation of plans for this project.

FINANCE
FEBRUARY 2025
Prepared By: Andrea Lovelace
Date Prepared: March 7, 2025

	<u>FY 23-24</u>		<u>FY 24-25</u>	
	Actual to Date		Actual to Date	YTD %
Revenues	January-24	Adjusted Budget	January-25	Collected
General Fund	\$ 30,794,914	\$ 58,889,582	\$ 33,998,775	57.73%
Utility Fund	13,834,896	30,069,715	14,953,539	49.73%
Downtown District Fund	94,756	100,225	102,985	102.75%
Occupancy Tax Fund	653,812	1,625,274	733,338	45.12%
Stormwater Fund	995,378	2,049,114	1,017,872	49.67%
Total	\$ 46,373,756	\$ 92,733,910	\$ 50,806,510	54.79%
Expenditures				
General Fund	\$ 27,236,291	\$ 58,889,582	\$ 29,752,344	50.52%
Utility Fund	11,722,127	30,069,715	11,770,036	39.14%
Downtown District Fund	45,423	100,225	28,573	28.51%
Occupancy Tax Fund	318,380	1,625,274	602,005	37.04%
Stormwater Fund	1,162,165	2,049,114	1,101,861	53.77%
Total	\$ 40,484,385	\$ 92,733,910	\$ 43,254,820	46.64%

MAJOR CATEGORIES				
	<u>FY 23-24</u>		<u>FY 24-25</u>	
Revenues	Actual to Date		Actual to Date	YTD %
	January-24	Adjusted Budget	January-25	Collected
Property/Occupancy Taxes	\$ 18,424,150	\$ 23,444,329	\$ 20,927,551	89.26%
Charges for Services	17,481,607	32,104,733	18,398,120	57.31%
Revenue Other Agencies	5,804,240	17,142,604	6,344,651	37.01%
Other Revenues	1,895,948	7,477,541	2,031,844	27.17%
Fund Balance	-	8,425,578	-	0.00%
Shared Services	2,767,811	4,139,125	3,104,344	75.00%
Total	\$ 46,373,756	\$ 92,733,910	\$ 50,806,510	54.79%
Expenditures				
Labor	\$ 19,382,529	\$ 41,739,746	\$ 21,906,028	52.48%
Non-Labor	21,101,856	50,994,164	21,348,792	41.87%
Total	\$ 40,484,385	\$ 92,733,910	\$ 43,254,820	46.64%

SELECTED OTHER INFORMATION			
	<u>FY 23-24</u>	Actual	Total
Collections	Actual	January-25	Collected F-YTD
Debt Setoff	\$ 43,317	\$ -	\$ 4,285
Surplus	\$ 305	\$ -	\$ -



Prepared Date:	3/7/25 10:41 AM
Prepared By:	Terrie Webber
Reviewed Date:	3/9/25 9:23 AM
Reviewed By:	Catherine F. Gwynn

Catherine F. Gwynn

Monthly Cash & Investment Report
February 28, 2025

Financial Institution	<u>Current Month</u> 2/28/2025	<u>Prior Month</u> 1/28/2025	<u>Prior Year</u> 2/28/2024	Rate of Return
PNC - General Operating	\$ 2,786,678.81	\$ 3,796,051.46	\$ 3,125,090.73	0.00%
PNC - Money Market	\$ 36,239,874.68	\$ 34,154,257.47	\$ 15,761,851.52	3.30%
PNC - Debit Account	\$ 1,748.31	\$ 1,555.33	\$ 2,000.00	0.00%
Southern Bank - CD	\$ 638,593.53	\$ 638,099.91	\$ 630,610.10	1.12%
NCCMT - MM - American Rescue Plan 2021	\$ -	\$ -	\$ 9,467,870.92	n/a
NCCMT - MM - Regular	\$ 4,936,155.01	\$ 4,919,907.72	\$ 4,700,231.83	n/a
Truist MMA	\$ 28,075,467.09	\$ 28,018,238.25	\$ 30,494,695.92	2.66%
Truist (BB&T) - Escrow FY23 Rolling Stock	\$ 2,380,680.60	\$ 2,380,662.34	\$ 2,380,443.12	0.01%
Webster (Sterling National Bank) - Escrow	\$ 344,074.94	\$ 344,008.92	\$ 343,217.34	0.25%
Totals	\$ 75,403,272.97	\$ 74,252,781.40	\$ 66,906,011.48	

Report of Budget Funds Transfers - July, 2024 through June, 2025

Budget Transfers

As per the Adopted Annual Budget Ordinance the Budget Officer or his/her designee shall be authorized to reallocate departmental appropriations among the various objects of expenditures.

The Budget Officer or his/her designee shall be authorized to effect interdepartmental transfers in the same fund not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. A report of all such transfers shall be made to the City Council in the month following such transfer.

Department	Department Head	Account Name	Transfers In	Transfers Out
Paramount	Adam Twiss	Building Maintenance	\$ -	\$ (2,700)
Paramount	Adam Twiss	Advertising	\$ 2,700	\$ -
		Transfers - Feb 2025 - Paramount	\$ 2,700	\$ (2,700)
GEC	Felicia Brown	Machine/Equipment Maintenance	\$ -	\$ (80)
GEC	Felicia Brown	Tree Service	\$ -	\$ (1,000)
GEC	Felicia Brown	Vacation Pay Out	\$ 1,380	\$ -
GEC	Felicia Brown	Printing	\$ -	\$ (300)
		Transfers - Feb 2025 - GEC	\$ 1,380	\$ (1,380)
Downtown Development	Erin Fonseca	Salaries & Wages Regular	\$ 2,769	\$ -
Downtown Development	Erin Fonseca	Downtown Projects	\$ -	\$ (769)
Downtown Development	Erin Fonseca	Communications and Marketing	\$ -	\$ (2,000)
		Transfers - Feb 2025 - Downtown Development	\$ 2,769	\$ (2,769)
PW Streets	Rick Fletcher	Operational Supplies	\$ -	\$ (2,500)
PW Streets	Rick Fletcher	Travel	\$ -	\$ (1,500)
PW Streets	Rick Fletcher	Machine/Equipment Maintenance	\$ -	\$ (5,000)
PW Streets	Rick Fletcher	Equipment Expense	\$ -	\$ (2,500)
PW Streets	Rick Fletcher	Street Repairs	\$ -	\$ (4,710)
PW Streets	Rick Fletcher	Vehicle Maintenance-Fleet Charges	\$ 16,210	\$ -
		Transfers - Feb 2025 - PW Streets	\$ 16,210	\$ (16,210)
PW Solid Waste	Rick Fletcher	Medical Exams	\$ 258	\$ -
PW Solid Waste	Rick Fletcher	Operational Supplies	\$ -	\$ (600)
PW Solid Waste	Rick Fletcher	Vehicle Fuel	\$ 342	\$ -
		Transfers - Feb 2025 - PW Solid Waste	\$ 600	\$ (600)
Fire	Ron Stempien	Operational Supplies	\$ -	\$ (83)
Fire	Ron Stempien	Tools	\$ 83	\$ -
		Transfers - Feb 2025 - Fire	\$ 83	\$ (83)
Police	Mike West	Repairs (Insurance Claims)	\$ -	\$ (675)
Police	Mike West	Insurance Deductible Claims	\$ 675	\$ -
		Transfers - Feb 2025 - Police	\$ 675	\$ (675)
Stormwater	Rick Fletcher	Salaries & Wages Regular	\$ 1,481	\$ -
Stormwater	Rick Fletcher	Travel	\$ -	\$ (1,481)
		Transfers - Feb 2025 - Stormwater	\$ 1,481	\$ (1,481)
Water Reclamation	Bert Sherman	Machine/Equipment Maintenance	\$ -	\$ (11,000)
Water Reclamation	Bert Sherman	Equipment Rent	\$ 1,000	\$ -
Water Reclamation	Bert Sherman	Generator Contract	\$ 10,000	\$ -
		Transfers - Feb 2025 - Water Reclamation	\$ 11,000	\$ (11,000)



Report of Budget Funds Transfers - July, 2024 through June, 2025

Budget Transfers

As per the Adopted Annual Budget Ordinance the Budget Officer or his/her designee shall be authorized to reallocate departmental appropriations among the various objects of expenditures.

The Budget Officer or his/her designee shall be authorized to effect interdepartmental transfers in the same fund not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. A report of all such transfers shall be made to the City Council in the month following such transfer.

Department	Department Head	Account Name	Transfers In	Transfers Out
		Transfers - ALL FUNDS - Feb 2025	\$ 36,898	\$ (36,898)
		Transfers - ALL FUNDS - Jul 2024-Jun 2025	\$ 552,240	\$ (552,240)
		Control Totals	\$ 662,934	\$ (662,934)

Grant Project Budgets Monthly Report -Feb 2025

Prepared: tlw 3/7/2025 11:02 AM

Reviewed: cfg 3/9/2025 9:31 AM

Granting Agency		Granting Agency (Full)	Grant Description	Source (Full)	S	Date Received	Grant Portion Budget Amount	Budget Total	x	Current Amount Rec'd	Amount Rec'd Project to Date	x2	Current Amount Spent	Amount Spent to Project to Date	x3	Positive (Negative) Cash Flow
HUD	CDBG		FY16-17 Entitlement	Federal	F		\$ 976	\$ 976		\$ -	\$ 976		\$ -	\$ 976		\$ -
HUD	CDBG		FY17-18 Entitlement	Federal	F		\$ 3,626	\$ 3,626		\$ -	\$ 3,626		\$ -	\$ 3,626		\$ -
HUD	CDBG		FY18-19 Entitlement	Federal	F		\$ 19,705	\$ 19,705		\$ -	\$ 19,705		\$ -	\$ 19,705		\$ (0)
HUD	CDBG		FY19-20 Entitlement	Federal	F	8/27/2019	\$ 328,479	\$ 353,346		\$ -	\$ 219,747		\$ -	\$ 219,747		\$ (0)
HUD	CDBG		FY20-21 Entitlement	Federal	F	10/7/2020	\$ 351,137	\$ 351,643		\$ -	\$ 187,259		\$ -	\$ 220,214		\$ (32,955)
HUD	CDBG		FY21-22 Entitlement	Federal	F		\$ 354,122	\$ 354,302		\$ -	\$ 87,559		\$ 5,674	\$ 113,382		\$ (25,823)
HUD	CDBG		FY22-23 Entitlement	Federal	F		\$ 358,697	\$ 359,449		\$ -	\$ 25,150		\$ -	\$ 25,150		\$ -
HUD	CDBG		FY23-24 Entitlement	Federal	F		\$ 361,561	\$ 362,029		\$ -	\$ 26,347		\$ -	\$ 25,371		\$ 976
HUD	CDBG		FY20-21 Entitlement CV Funding (Round 2 & 3)	Federal	F	10/7/2020	\$ 427,303	\$ 427,303		\$ -	\$ 134,188		\$ -	\$ 134,924		\$ (736)
HUD	HOME		FY16-17 Entitlement	Federal	F		\$ 22,201	\$ 22,201		\$ -	\$ 22,201		\$ -	\$ 22,201		\$ -
HUD	HOME		FY17-18 Entitlement	Federal	F		\$ 77,995	\$ 77,995		\$ -	\$ 77,480		\$ -	\$ 87,995		\$ (10,515)
HUD	HOME		FY18-19 Entitlement	Federal	F		\$ 22,910	\$ 22,910		\$ -	\$ 22,910		\$ -	\$ 22,910		\$ -
HUD	HOME		FY19-20 Entitlement	Federal	F	8/27/2019	\$ 214,732	\$ 214,732		\$ -	\$ 53,683		\$ -	\$ 53,683		\$ -
HUD	HOME		FY20-21 Entitlement	Federal	F	10/7/2020	\$ 237,076	\$ 245,548		\$ -	\$ 59,252		\$ 3,466	\$ 75,792		\$ (16,540)
HUD	HOME		FY21-22 Entitlement	Federal	F		\$ 250,738	\$ 252,710		\$ -	\$ 59,002		\$ -	\$ 59,002		\$ (0)
HUD	HOME		FY22-23 Entitlement	Federal	F		\$ 280,171	\$ 287,303		\$ -	\$ 27,467		\$ -	\$ 27,467		\$ -
HUD	HOME		FY23-24 Entitlement	Federal	F		\$ 293,636	\$ 293,636		\$ -	\$ 39,248		\$ -	\$ 39,248		\$ -
HUD	HOME		ARP Funding (M21-MP370209)	Federal	F		\$ 907,913	\$ 907,913		\$ -	\$ 43,758		\$ 176	\$ 44,494		\$ (737)
Donation/Gr	Private Donations, Grants and City		Fire Other Restricted Special Revenue Fund	Private	P	Ongoing	\$ 17,500	\$ 26,155		\$ -	\$ 26,461		\$ -	\$ 13,697		\$ 12,764
Debt	Debt Funded		Smeal Aerial Fire Truck	Debt	D	9/2022	\$ -	\$ 2,043,052		\$ -	\$ 1,151,600		\$ 845,952	\$ 1,997,552		\$ (845,952)
Debt	Debt Funded		Herman Park Center	Debt	D	Not Issued yet	\$ -	\$ 11,150,000		\$ -	\$ 376,000		\$ -	\$ 376,000		\$ -
Donation	Private Donations		1919 LaFrance Fire Truck Restoration	Private	P	Ongoing	\$ -	\$ 80,000		\$ -	\$ 32,691		\$ -	\$ -		\$ 32,691
Donation/Gr	Private Donations and Grants		Parks & Rec Capital Project Fund FY19-FY28	Private	P	Ongoing	\$ 56,893	\$ 632,943		\$ -	\$ 567,943		\$ -	\$ 251,072		\$ 316,871
Donation/Gr	Private Donations and Grants		Parks & Rec Special Revenue Fund	Private	P	Ongoing	\$ -	\$ 59,615		\$ -	\$ 63,695		\$ 500	\$ 53,847		\$ 9,848
Donation/Gr	Private Donations, Grants and City		Community Relations Special Revenue Fund	Private	P	Ongoing	\$ -	\$ 34,181		\$ 100	\$ 36,981		\$ -	\$ 34,609		\$ 2,372
NC OSBM	NC Office State Mgmt & Budget		State Grants Misc-OSBM FY23 St Approp	State	S	2/2/2023	\$ 2,150,000	\$ 2,152,338		\$ -	\$ 2,221,767		\$ 120	\$ 92,079		\$ 2,129,688
DOJ	Dept. of Justice		Federal Forfeiture	Federal	F	Ongoing	\$ 180,716	\$ 180,716		\$ -	\$ 184,374		\$ -	\$ 160,697		\$ 23,677
DOJ	Dept. of Justice		2023 JAG Equipment Grant	Federal	F	9/26/2023	\$ 47,702	\$ 47,702		\$ -	\$ 44,683		\$ -	\$ 44,683		\$ -
Donation/Gr	Private Donations, Grants and City		Police Other Restricted Special Revenue Fund	Private	P	Ongoing	\$ -	\$ 69,919		\$ 50	\$ 75,681		\$ -	\$ 25,164		\$ 50,517
FEMA	FEMA		Hurricane Florence	Federal	F	6/1/2019	\$ 2,340,773	\$ 4,604,077		\$ -	\$ 4,982,838		\$ -	\$ 4,179,246		\$ 803,592
FTA	Federal Transportation Admin.		FY2016 TIGER VIII Center Street & Streetscape	Federal	F	10/1/2018	\$ 5,100,000	\$ 7,189,383		\$ -	\$ 7,312,277		\$ -	\$ 6,527,315		\$ 784,962
DWI	NC Dept of Env. Quality DWI		VUR (AIA) Project AIA-D-VUR-0004 & AIA-W-VUR-0004	State	S	1/24/2022	\$ 300,000	\$ 304,500		\$ -	\$ 302,300		\$ -	\$ 302,300		\$ -
DWI	NC Dept of Env. Quality DWI		VUR MRF Project MRF-M-VUR-0001	State	S	1/24/2022	\$ 100,000	\$ 101,500		\$ -	\$ 101,500		\$ -	\$ 101,500		\$ -
City Fees	Utility Fees		Water Reclamation Facility (WRF) Expansion Project (3.4 MGD)	Debt	D		\$ -	\$ 600,000		\$ -	\$ 600,000		\$ -	\$ 5,285		\$ 594,715
DWI	NC Dept of Env. Quality DWI		MOPCO Phill Sewer SRP-W-134-0214	State	S		\$ 4,925,000	\$ 6,125,000		\$ -	\$ 1,200,000		\$ 417,244	\$ 1,621,480		\$ (421,480)
City Fees	Stormwater Fees		Stormwater Drainage Projects	City Fees	C	Ongoing	\$ -	\$ 1,861,258		\$ -	\$ 1,861,258		\$ 2,450	\$ 1,726,825		\$ 134,433
NCDPS	NC Dept Public Safety		Big Ditch Stream Restoration	State	S	2/23/2024	\$ 2,000,000	\$ 2,000,000		\$ -	\$ 2,000,000		\$ 11,760	\$ 11,760		\$ 1,988,240
SRF/DWI	EPA/NCDENR		CWSRF-Waterline Repl. & Booster Pump Station Install.	Federal	F	6/6/2019	\$ 32,400	\$ 265,513		\$ -	\$ 265,513		\$ -	\$ 265,513		\$ 0
SRF/DWI	EPA/NCDENR		CWSRF-2" Galvanized Water Line Replacement	Federal	F	8/18/2022	\$ 5,999,395	\$ 6,029,395		\$ -	\$ 30,000		\$ -	\$ 25,400		\$ 4,600
City Fees	None		Lead and Copper Rule Revisions (LCRR) (EPA)	Private	C	10/2/2003	\$ -	\$ 2,037,500		\$ -	\$ 2,037,500		\$ -	\$ 1,717,265		\$ 320,235
DWI	NC Dept of Env. Quality DWI		PFAS Treatment & Evaluation Study	State	S	8/23/2024	\$ 500,000	\$ 510,000		\$ -	\$ 10,000		\$ -	\$ -		\$ 10,000
Total							\$ 28,263,357	\$ 52,662,072		\$ 150	\$ 26,594,618		\$ 1,287,342	\$ 20,729,176		\$ 5,865,442

Grant Source Legend:
F = Federal S= State D = Debt P = Private C = City Fees

Grants listed above represent awards that have been officially awarded by the Grantor, and officially accepted by the Grantee (City), unless noted in red font. Those items in red, the Finance Department has received some formal award letter from the Grantor but the City has not formally accepted the award. The list above does not take into account grants that may have been applied for and the City may have received tentative award. If I did not have an official award, I did not place it on this list.

- The cause of fire incidents was determined 92% of the time. 8% of fire incidents were classified as undetermined or still under investigation.
- The average response time of the first arriving unit was 4:16.
- A full response within 8 minutes occurred for 98% of all calls.
- 29% of Inspection Violations were cleared within 90 days.
- There were 3 Civilian injuries, 0 Civilian deaths, 0 Fire Service injuries and 0 Fire Service deaths.
- The American Red Cross assisted 9 individuals due to displacement because of fire damage.
- Fire prevention and community service activities included: Car Seat Safety Checks with Safe Kids of Wayne County, Smoke Alarm Installs, School Visits, Station Tours, and Truck Displays. We reached 62 Adults and 33 Children with fire prevention materials.

2025	<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>	<u>Total</u>
Total Incidents:	445	422											434	867
Structure Fires:	3	9											6	12
EMS Calls:	262	261											262	523
Vehicle Accidents:	44	36											40	80
Fire Alarms:	42	35											39	77
Other:	94	81											88	175
Training Hours:	2,765	2,965											2865	5,730
Safety Car Seat Checks:	1	0											1	1
Inspections:	103	106											105	209
2024	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Jul.</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Avg.</u>	<u>Total</u>
Total Incidents:	412	369	427	420	428	417	466	465	461	471	474	437	437	5247
Structure Fires:	4	6	5	0	1	2	1	4	1	7	3	6	3	40
EMS Calls:	236	202	249	243	217	224	264	240	262	224	251	226	237	2838
Vehicle Accidents:	27	33	49	40	46	38	41	57	53	70	56	63	48	573
Fire Alarms:	50	44	49	58	66	47	65	75	56	63	59	45	56	677
Other:	95	80	75	79	95	106	95	89	89	107	105	97	93	1112
Training Hours:	3307	3887	2958	2815	2239	2125	2029	1940	1985	2166	1559	1317	2361	28327
Safety Car Seat Checks:	1	6	1	2	2	1	4	1	2	4	2	0	2	20
Inspections:	131	150	169	157	150	128	151	155	136	198	147	129	152	1824

Note: Other Fire Calls include 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

- Budget Preparation
- Citizens Academy
- Reviewing part-time salaries with department heads
- Pierce Insurance Annual Review meeting
- January Monthly CES Statistical Data submitted
- Review of Fire Department Incentive SOP
- Social Committee Meeting
- Meeting with CM and ACM regarding Organizational Study
- SECU Board of Directors meeting on 2-18
- United Way Board of Directors meeting on 2/19
- Heart Health and interactive “Hands Only” CPR presentation scheduled for City Hall and Public Works
- **Special Events Committee:**
 - Discussed the Air Show event and employee appreciation ideas from committee members, including:
 - Employee Appreciation Day Off
 - Grab & Go Breakfast
 - T-shirt
- **Wellness Committee:**

Upcoming Events:

 - Diabetes Management – March 20th & 25th.
 - Buckets & Boards at Paramount Theatre – March 28th.
 - Pickleball Lessons through Parks & Recreation beginning March 10th.
 - Summer Grilling Break at the Hub on June 6th.
 - Added initiative to encourage active employees to join the Facebook page (03/05/2025).
- **Reports & Data Requested**
 - Compiling turnover rates for past 10 years requested by CM
 - Finalized and submitted data for salary survey request for Johnston County
- Two City Council Agenda Items
- Employee Relations - Two positive Employee Drug Test results
- **Personnel Policy Manual Updates**
 - Updated Fire Department Career Progression to include Incentive Policy
 - Revised Telework/Flex work Policy & Request Forms
- Neogov Onboarding Updates - Added 2 additional policies on New Hire Checklist (Travel Policy & Fleet/Fuel Policy)
- Preparing and implemented draft job descriptions and classification paperwork for Budget 25/26
- Receiving and processing 2024 Annual Evaluations for employees
- Updated job descriptions for posting
- Department of Labor Safety Award Luncheon 4/16/25 - Location TBA
- Planning for Administrative Professional Day on 4/23/25 – Location GEC

Safety

- February City Hall Fire and Defibrillator Inspections.
- Budget for the new year
- Inspected Berkley Park
- Investigated and filed with Travelers a citizen who fell in City Hall Lobby
- Jeff Mazingo meeting reference floor mats in City Hall
- Department of Labor awarded the city 27 Safety awards for 2024.
- Investigated a Light Pole hit by solid waste vehicle
- Hazcom safety meeting with solid waste division
- Inspected Fire Station 2 for possible mildew/mold in AC/Heat closet
- Social Committee Meeting
- Finalized all 2024 claims for Travelers
- Committee meeting for Wings over Wayne in May 2025
- Researching ADA certification classes
- Teleconference with ALLSTATE insurance reference a fire hydrant damaged by their insured motorist
- Completed 2 ADA courses for certification
- Safety Training at Public Utilities
- Installed 4 new fire and mist extinguishers at Technology modular at Public Works
- Teleconference with Katrina Howell reference her claim on her house hit by Police Officer
- Research NIMS certifications
- Scheduling Public Utilities Facilities for Spring Safety Inspections
- Field Safety for private contractors.
- Field Safety with crews.
- Daily office duties.

Occupational Health

The Occupational Health Nurse continues to provide guidance regarding CDC guidelines and COVID protocols. There were 143 visits this month.

DRUG SCREENS = 16 TOTAL	Breath Alcohol Test =2 TOTAL
New Hire CDL: 0 New Hire non- CDL: 2 Promotion CDL: 0 Promotion non-CDL: 3	Post-Accident DOT: 0 Post-Accident Non- DOT: 0
Instant Drug Screens: 1	
Random Safety Sensitive Drug Screen: 6 Random Safety Sensitive Breath Alcohol Test: 0	Random DOT Drug Screens: 4 Random DOT Breath Alcohol Test: 0

Health Training Sessions:

- Vital signs= 18
- Random, Promotion, and New Hire Drug screens
- Hepatitis vaccines for Solid Waste at Public Works 2/10
- Hands Only CPR presentation and practice session 2/25 @ Public Works 19 participants
- Annual required Hearing Screens: Compost 2/4, Park and Rec. Maint. 2/7, Solid Waste 2/18 (T. Sutton's group), Cemetery 2/26, and Streets/Storm 2/28. (41 audiograms performed)

Meetings:

- 2/4 Training on Quantisal swab collection for drug screening
- 2/5 Spoke at Mayors Youth Council for their career day meeting
- 2/6 Attended and presented at Citizen Academy
- 2/26 Wellness Committee meeting

Other health-related information pertinent to employees include:

- No reported COVID positive case
- 2 WC injuries
- 0 Employees began FMLA
- 2 Employee RTW from FMLA
- 2/7 National Wear Red Day in honor of Heart Health Month. Encouraged employees to participate.
- 2/7 Wellness Walk around Center Street
- 2/11 February Nurse Newsletter sent to all employees and departments on "Heart Health Tips"

MONTHLY STATISTICS

2025	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Employees – FT & PPT	455	450											453
Employees – Part Time	108	108											108
Total Employees	563	558											561
Male	429	426											428
Female	134	132											133
Ethnicity – White (Not Hisp or Latino)	339	344											342
Ethnicity – Black or African American	185	177											181
Ethnicity – Hispanic or Latino	24	23											24
Ethnicity – Asian	6	5											6
Ethnicity – Other	10	9											10
Vacancies	27	19											23
Applications	151	283											217
Applicant Notices	375	261											318
New Hires	13	4											9
Promotions	4	0											2
Resignations	2	3											3
Retirements	2	0											1
Terminations - Involuntary	0	0											0
Turnover Rate	.01%	.01%											0.01%
Vehicle Accidents	2	1											2
Workers' Comp	2	2											2
Covid Related	0	0											0
Telework	15	15											15

Note: Hiring and separation statistics (resignations, retirements, and terminations) represent full-time and permanent part-time personnel.

MONTHLY STATISTICS

2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Employees – FT & PPT	432	422	422	429	432	425	427	439	444	437	436	445	433
Employees – Part Time	106	109	112	114	134	145	145	147	154	157	124	114	130
Total Employees	538	531	534	543	566	570	572	586	598	594	560	559	563
Male	413	407	408	413	422	422	423	431	443	441	421	424	422
Female	125	124	126	130	144	148	149	155	155	153	139	135	140
Ethnicity – White (Not Hisp or Latino)	339	319	319	326	334	334	335	345	351	349	332	335	335
Ethnicity – Black or African American	182	181	184	186	196	199	201	203	208	207	192	188	194
Ethnicity – Hispanic or Latino	17	18	18	18	21	21	20	22	23	22	20	21	20
Ethnicity – Asian	4	4	4	4	4	5	5	5	5	5	5	5	5
Ethnicity – Other	8	9	9	9	11	11	11	11	11	11	11	10	10
Vacancies	32	32	31	33	31	33	34	29	29	29	22	23	30
Applications	240	289	303	502	381	481	466	290	339	367	404	365	369
Applicant Notices	97	216	179	168	352	471	355	536	325	220	333	169	285
New Hires	1	2	1	2	12	1	5	11	3	7	5	9	5
Promotions	1	5	1	1	1	3	1	4	2	2	3	1	2
Resignations	5	5	2	7	5	1	4	2	1	7	2	1	4
Retirements	3	0	0	0	1	2	0	1	1	0	1	2	1
Terminations - Involuntary	2	2	1	1	0	0	2	0	1	2	2	1	1
Turnover Rate	2.3%	1.7%	.01%	1.9%	1.4%	.005%	.005%	.01%	.01%	.02%	.01%	.01%	0.6%
Vehicle Accidents	2	2	1	1	0	5	2	3	3	3	6	6	3
Workers' Comp	2	4	1	1	3	4	2	3	2	4	2	2	3
Covid Related	9	2	1	0	0	0	1	7	5	1	1	0	2
Telework	14	14	14	14	14	14	14	14	14	14	15	15	14

Note: Hiring and separation statistics (resignations, retirements, and terminations) represent full-time and permanent part-time personnel.

Information Technology

February 2025

Prepared By: Angela Price

Date Prepared: March 5, 2025

- Migrated Excel and Word documents to SharePoint for Public Works and Public Utilities.
- Resolved Wetlands PLC issue for Public Utilities.
- Setup/configured a new copier for the Cemetery and IT.
- Configured Police for Citizen Server in the DMZ; verified configuration with vendor.
- Configured Axon Taser Docking Stations for the Police Department.
- Installed camera at the GEC bar room.
- Programmed gate at WRF after power issues.
- Staff attended Axon Taser 10 Training.
- Updated Microsoft Exchange Certificate.
- Reviewed new Fleet Management Software demos.
- Installed cameras at Historic City Hall.
- Resolved access issues for Budget Folders.
- Configured Monday.com for Engineering.
- Installed Monday.com app on Engineering devices.
- Completed camera install at GEC.
- Installed cameras at Historic City Hall & City Hall Addition.
- Relocated Revenue area due to a building issue; moved them back to their normal location.
- Updated Exchange Server.
- Resolved Exchange Server issues causing mail delays.
- Submitted budget documents.
- Presented at the Citizens' Academy.
- Tested and verified uploads for Axon Taser 10 at the PD.
- Completed Idemia Fingerprint Analysis System install and configuration.
- Upgraded Cityworks.
- One staff member attended Server+ and one attended A+ training courses.
- Completed call accounting setup for phone system.
- Updated workflows in Energov.
- Replaced failed switch at Fire Station 3 to resolve network issues.
- Verified all JOC IT equipment was ready in case of storm issues.
- Tested UPS units and generators in case of outage due to storm.
- Labeled cables in wiring closets for Network Replacement Project.
- Received network equipment pallets.
- Upgraded City Hall Addition Network Equipment.
- Resolved SharePoint issue for WRF.

- Completed IT Budget Meeting with management.
- Resolved printer errors caused by Microsoft Update.
- Trained new Server Administrator on Nutanix.
- Attended State IT Advisory Board meeting.
- Finalized MDT and UPS order.

2025	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	767	557											662	1324
Tickets Closed	775	564											670	1339
Open Tickets	482	475												

2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	801	817	708	965	592	499	633	651	650	705	626	593	687	8240
Tickets Closed	819	838	714	963	580	523	602	686	601	688	517	613	679	8144
Open Tickets	374	353	347	349	361	337	368	335	384	401	510	490	384	

INSPECTIONS

FEB 2025

Prepared By: Allen Anderson, Jr. *AAJr*

Date Prepared 03.05.2025

The valuation of all permits issued (Residential, Commercial, & Miscellaneous) for February totaled \$10,051,191. New Residential permits are included in this valuation. Significant projects this month: Adams Dental Office at \$2.4M and a Self-Storage Facility at \$ 1.2M plus 14 new single-family dwellings at \$2.9M.

The valuation of all buildings (Residential & Commercial) permits totaled \$8,081,317. Miscellaneous permits (plumbing, mechanical, electrical, fire, etc.) are not included.

All permit fees collected for the month totaled \$19,168. Of the permit fees collected for the month, \$3240 was collected in technology fees. Plan review fees collected during the month totaled \$4090. Business Registration fees collected totaled \$1130.

The Inspectors did a total of 586 inspections for the month. During the month of February, five (5) business inspections were completed. A total of 262 permits were issued for the month. Twenty-four (24) plan reviews were completed for February.

2025	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	avg
All Permit Value \$(M)	\$7.8	\$10.1											
All Bldgs Value \$(M)	\$4.8	\$8.1											
New Residential \$(M)	\$1.4	\$2.9											
Misc \$(M)	\$3.0	\$1.9											
Permit Fee \$(K)	\$39.0	\$36.0											
Inspections (#)	676	592											
Permits (#)	304	262											
Plan Reviews (#)	50	24											

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. \$ (M)	\$21.3	\$7.5	\$5.7	\$17.5	\$10.3	\$12.9	\$11.9	\$7.9	\$10.9	\$7.7	\$5.0	\$11.8	\$10.9
All Bldgs Valu. \$ (M)	\$11.4	\$3.8	\$2.5	\$11.7	\$7.7	\$9.7	\$5.7	\$3.4	\$9.0	\$5.2	\$3.1	\$9.5	\$6.9
New Residential \$ (M)	\$3.0	\$898K	\$624K	\$870K	\$1.1	\$2.3	\$1.9	\$1.5	\$4.0	\$3.0	\$2.0	\$3.3	\$2.0
Misc \$ (M)	\$10.0	\$3.6	\$3.2	\$5.8	\$2.6	\$3.2	\$6.1	\$4.5	\$2.0	\$2.5	\$1.9	\$2.3	\$4.0
Permit Fee \$ (K)	\$53	\$65	\$38	\$43	\$48	\$36	\$63	\$32	\$45	\$44	\$30	\$34	\$44
Inspections	798	741	918	738	735	740	875	834	891	691	649	763	781
Permits Issued	361	295	301	383	337	319	781	315	300	375	272	337	365
Plan Reviews	68	68	45	24	45	64	90	54	63	74	20	58	56

PARAMOUNT
February 2025
Prepared by: Adam Twiss
Date Prepared 03/09/2025

-----PARAMOUNT THEATRE-----

- **February activity included 17 rental/use days, including 6 public performances.**
 - Notable Activity:
 - Epsilon Phi Omega fundraiser event
 - PPAS performance- Broadway in Love
 - PPAS performance, the coasters
 - United Way Fill the Theatre food drive
 - Artistry in Motion dance performance
 - Night of Southern Soul
 - Third Annual Goldsboro FanFest
 - StageStruck Phantom of the Opera tech rehearsals
- **February cancelled/rescheduled programming includes 4 days, 5 public performances (weather).**
- **Repairs, Maintenance, Issues:**
 - New Sound System performed exceedingly well with the variety of performances.
 - Rigging Inspection delayed due to scheduling conflicts.
 - HVAC and Roofing continue to hold, no issues reported.
 - Wheelchair lift replacement to be requested in 2026 budget.
 - HVAC controls upgrade to be requested in 2026 budget.

-----FINANCIAL-----

Expenses: \$43,539: Labor: \$27,914 / Operations: \$7875 /Artist and Renter box office Payout: \$7750

Revenues: \$25,173: Tickets: \$11,176 / Building Rentals: \$13,252/ Concession: \$745

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	FY 25 Total	Average
Exp	\$26,909	\$40,311	\$44,811	\$75,226	\$78,041	\$100,534	\$98,615	\$43,539					\$507,986	\$63,498
Rev	\$1,331	\$4,162	\$28,283	\$35,245	\$47,073	\$78,220	\$81,970	\$25,173					\$301,457	\$37,682
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	FY 24 Total	Average
Exp	\$25,165	\$64,018	\$37,664	\$62,732	\$102,055	\$124,902	\$48,590	\$77,450	\$151,532	\$62,388	\$64,071	\$145,359	\$965,926	\$80,494
Rev	\$15,366	\$13,492	\$19,419	\$31,322	\$67,792	\$98,965	\$43,947	\$71,743	\$52,220	\$53,068	\$38,650	\$136,803	\$642,787	\$53,566

- Line Dance Party Night held on February 11th – **46 participants**
- Golden Agers Luncheon held on February 12th – **41 participants**
- Goldsboro Event Center (GEC) hosted ten (10) events – **1030 guests** and six (6) City of Goldsboro events – **694 guests**
- GEC had to turn away 21 events due to date wanted already being booked
- **953 rounds of Golf this month even with the frigid temperatures and the Golf Course being closed for several days this month**
- Arts/Crafts with Specialized Recreation held on February 18th – **15 participants**
- Black History Month Bingo held in February at T.C. Coley Community Center - **15 participants**
- Bingo with Specialized Recreation held on February 28th – **13 participants** (54 registered)
- Neighborhood Watch Meeting in the Recreation Room at T.C. Coley Community Center on February 5th
- Senior Card Group Play at T.C. Coley Community Center – **92 participants**
- Line Dancing is held on Mondays and Thursdays at T.C. Coley Community Center – **197 participants**
- Senior Cornhole activity at WA Foster Center Gym in February – **16 participants**
- Pickleball Open Play at WA Foster Center Gym in February – **96 participants**
- Attendance in our Youth and Adult Game Rooms at WA Foster Center – **100 visitors**
- Gym Open Play at WA Foster Center for Adults and Youth during February – **382 participants**
- Park Maintenance Staff continue to clean park restrooms and the restrooms at the HUB daily
- Park Maintenance Staff continue to tend to the landscaping on Center Street
- As of July 2021, expenditures at all locations on the following report now reflect ALL STAFF associated with/assigned to that location – Full-time staff, Part-time staff, and Seasonal staff.

2025	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Goldsboro Event Center													
Rental Revenue	\$19,331	\$10,325											\$14,828
Facility Usage	1119	1724											1422
Expenditures	\$25,597	\$16,803											\$21,200
W. A. Foster Recreation Center													
Program Revenue	\$660	\$265											\$463
Rental Revenue	\$1,950	\$4,370											\$3,160
Facility Usage	986	950											968
Expenditures	\$12,871	\$13,000											\$12,936
T. C. Coley Community Center													
Program Revenue	\$1,649	\$1,030											\$1,340
Rental Revenue	\$835	\$1,115											\$975
Facility Usage	400	477											439
Expenditures	\$5,773	\$6,555											\$6,164
Specialized Recreation													
Program Revenue	\$0	\$54											\$27
Rental Revenue	\$0	\$0											\$0
Facility Usage	101	122											112
Expenditures	\$1,144	\$2,851											\$1,998
Senior Programs & Pools													
Program Revenue	\$0	\$0											\$0
Rental Revenue	\$0	\$0											\$0
Facility Usage	155	330											243
Expenditures	\$1,144	\$3,142											\$2,143
Athletics, Field & Picnic Shelters, Bryan MSCX													
Program Revenue	\$4,010	\$10,540											\$7,275
Rental Revenue	\$6,971	\$300											\$3,636
Facility Usage	65563	67211											66387
Expenditures	\$12,946	\$16,354											\$14,650
Golf Course													
Revenues	\$35,478	\$39,602											\$37,540
Expenditures	\$42,873	\$68,106											\$55,490
Rounds of Golf	632	953											793
Net	\$7,395	\$28,504											\$17,950
Special Events													
Revenues / Sponsorships	\$0	\$1,500											\$750
Participation	0	100											50
Expenditures	\$0	\$1,440											\$720
TOTAL REVENUE	\$70,884	\$69,101											\$69,993
TOTAL EXPENSES	\$102,348	\$128,251											\$115,300
TOTAL REVENUE FOR THE YEAR			\$139,985										
TOTAL EXPENSES FOR THE YEAR			\$230,599										

2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Goldsboro Event Center													
Rental Revenue	\$6,484	\$26,818	\$10,194	\$15,938	\$19,325	\$13,629	\$9,052	\$15447	\$10649	\$9,633	\$6,592	\$19,704	\$13,622
Facility Usage	1488	1788	2,072	1850	2210	2412	1384	1885	1020	1648	1574	2050	1782
Expenditures	\$14,632	\$34,260	\$19,026	\$12,484	\$18,058	\$13,457	\$8,469	\$12770	\$14153	\$18594	\$31,190	\$15,675	\$17,731
WA Foster Recreation Center													
Program Revenue	\$710	\$380	\$570	\$490	\$430	\$7,725	\$3,775	\$1,535	\$540	\$575	\$225	\$320	\$1,440
Rental Revenue	\$425	\$1,050	\$1,190	\$1,475	\$3,462	\$1,763	\$1,900	\$3,060	\$1,690	\$2,076	\$813	\$1,480	\$1,699
Facility Usage	3368	2166	2305	2383	2708	2159	2528	802	1238	1528	1541	1326	2004
Expenditures	\$14,075	\$14,460	\$14,225	\$14,470	\$14,980	\$22,610	30,791	\$28,361	\$12792	\$12276	\$14,394	\$12858	\$17,191
T.C. Coley Community Center													
Program Revenue	\$1,742	\$1,271	\$787	\$433	\$586	\$130	\$515	\$360	\$270	\$290	\$561	\$307	\$604
Rental Revenue	\$570	\$1,150	\$835	\$530	\$490	\$550	\$590	\$480	\$130	\$150	\$120	\$160	\$479
Facility Usage	343	750	537	542	407	394	451	547	433	195	255	335	432
Expenditures	\$5,662	\$5,866	\$5,780	\$5,905	\$5,205	\$5,540	\$5,755	\$5,970	\$7,200	\$7,327	\$6,451	\$6,353	\$6,085
Specialized Recreation													
Program Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Usage	168	144	126	138	527	155	147	197	54	208	156	147	181
Expenditures	\$2,364	\$2,952	\$3,298	\$3,116	\$5,160	\$4,482	\$2,184	\$826	\$740	\$538	\$1,204	\$486	\$2,279
Senior Programs & Pools													
Program Revenue	\$0	\$0	\$125	\$0	\$50	\$8,491	\$7,787	\$3,070	\$820	\$306	\$525	\$0	\$1,765
Rental Revenue	\$0	\$0	\$0	\$0	\$0	\$525	\$525	\$0	\$0	\$0	\$0	\$0	\$88
Facility Usage	113	170	211	142	289	3967	2993	1324	102	306	313	162	841
Expenditures	\$2,475	\$2,594	\$3,685	\$3,980	\$4,140	\$15,135	20,996	\$10743	\$3,004	\$1,051	\$1,261	\$792	\$5,821
Athletics, Field & Picnic Shelters, Bryan MSCX													
Program Revenue	\$14,100	\$15,090	\$19,807	\$60	\$6,500	\$4,760	\$8,225	\$20890	\$6,550	\$1,945	\$3,445	\$6,650	\$9,002
Rental Revenue	\$0	\$0	\$1,325	\$0	\$375	\$600	\$0	\$0	\$0	\$50	\$0	\$300	\$221
Facility Usage	36489	37080	37195	39417	41484	44287	49860	51309	53489	59822	62942	64450	48152
Expenditures	\$16,198	\$16,363	\$16,420	\$16,865	\$17,676	\$37,716	15,703	\$16067	\$23481	\$15,466	\$14,506	\$15,930	\$18,533
Golf Course													
Revenues	\$36,586	\$53,758	\$62,463	\$80,212	\$81,257	\$86,468	67,129	\$72447	\$62,016	\$73,177	\$54,040	\$42,082	\$64,303
Expenditures	\$48,038	\$52,214	\$52,886	\$47,582	\$78,744	\$63,177	40,986	\$54,790	\$84,275	\$52,545	\$94,803	\$52,071	\$60,176
Rounds of Golf	938	1487	1493	2675	2343	2345	2127	2100	1851	2310	1538	1077	1857
Net	\$11,452	\$1,544	\$9,577	\$32,629	\$2,512	\$23,291	26,143	19,657	\$22,259	\$20,632	\$40,763	\$9,989	\$4,294
Special Events													
Revenues / Sponsorships	\$0	\$2,430	\$0	\$0	\$1,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$340
Participation	0	454	1606	1094	110	0	0	0	0	45	0	4500	651
Expenditures	\$0	\$4,080	\$536	\$760	\$1,700	\$0	\$0	\$0	\$0	\$71	\$0	\$1,639	\$732
TOTAL REVENUE													
TOTAL REVENUE	\$60,617	\$101,947	\$97,296	\$99,138	\$109,798	\$124,641	\$99,498	\$117289	\$82665	\$88202	\$66321	\$71003	\$93,201
TOTAL EXPENSES													
TOTAL EXPENSES	\$103,444	\$132,789	\$115,856	105,162	\$145,663	\$162,117	124,884	129527	\$145645	\$107868	\$163809	\$105804	\$128,547
TOTAL REVENUE FOR THE YEAR			\$1,118,415										
TOTAL EXPENSES FOR THE YEAR			\$1,542,568										

Planning Department

Planning Department

February Monthly Report

MPO Division Activities

- Prepared for upcoming TCC /TAC, and regularly scheduled committee meetings
- 5307 STIP modifications/UPWP + 5-year planning calendar/MPO self-certification and associated checklist
- DRAFT State Transportation Improvement Plan (STIP) under public comment period (until April 2025)

Planning Division Activities

- Comprehensive development plan approved.
- Technical Review Committee meeting set for March 27th

New Arrivals

- SU-01-25 - Automobile Sales 905 North Willams Street
- SU-02-25 - Automobile Sales 1800 South US 17 Highway
- SU-3-25 - Carter Lumber - 3715 Central Heights Rd
- CZ-01-25 - Subdivision 134 lot Subdivision on Harding Driver
- SP-03-2025 - SRM Concrete Plant – 501 Patetown Rd – Awaiting complete application packet
- BOA-01-25 - Corner Side Setback Variance 125 Line Ridge Lane

Board of Adjustment for March 31, 2025

- BOA-01-25 Corner Side Setback Variance 125 Line Ridge Lane

Planning Commission for March 31, 2025

- CZ-01-25 - Subdivision 134 lot Subdivision on Harding Driver
- RZ-01-25 - Riddle & Smith O&I-1 to GB

City Council meeting for March 17, 2025

- ANX-01-24 - Set Date of Public Hearing - Contiguous Annexation J & J Daniels Farming Enterprises, LLC.US Hwy. 111

City Council meeting for April 7, 2025

- SU-20-24 - Jupiter Blue Tattoo studio, Epark, LLC, 1210 Parkway Drive - (Requested to be postponed until March 3, 2025)
- SU-01-25 - Automobile Sales 905 North Willams Street
- SU-02-25 - Automobile Sales 1800 South US 17 Highway
- ANX-01-24 - Public Hearing - Contiguous Annexation J & J Daniels Farming Enterprises, LLC.US Hwy. 111

Planning Department

Ongoing site plan cases

- SP-27-24 JRRA Tire Shop 206 Corporate Drive TRC - waiting on revised plans
- SP-28-24 Yessen Investment 1805 Bill Lane Blvd - waiting on revised plans
- SP-29-24 Monte De Los Olivos Church 805 S George St - waiting on revised plans
- SP-30-24 The Butchers Corner 615 E Ash St - waiting on revised plans
- SP-31-24 Tractor Supply South NC 111 Hwy - In second review
- SUB-08-24 McNair Heights - 99 lot subdivision located at Berry St. and McNair St. waiting for revised plans
- SP-24-24 Handy Mart Cuyler Best Road and New Hope Road ROW - closure map
- SP-01-25 Family Fare Convenience Store with fuel – 2425 E. Ash St – In first review
- SP-03-2025 SRM Concrete Plant – 501 Patetown Rd – Awaiting complete application packet
- S-16 -23 Seymour Village Phase 2 – Final plat in first review

Enforcement Division

	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Signs Removed	141	62	33										
Bags Of Trash Removed	21	28	29										
Bulk Trash Pickups	X	14	17										
Complaints Addressed	22	24	29										
Calls Answered	55	47	31										
Nuisance Vehicles Tagged	X	16	15										
Vehicles Removed Voluntarily	8	8	5										
Vehicles Towed	2	1	1										
Trash Fines Collected (\$)	0	0	0										

GOLDSBORO POLICE DEPARTMENT

February 2025

Prepared By: Michael D. West

Date Prepared: March 3, 2025

Total Part I Crimes (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for February 2024 was 157, compared to 131 for February 2025.

Property with an estimated value of \$244,926 was reported stolen, while property with an estimated value of \$129,040 was recovered and property damaged was \$33,220.

Officers arrested 86 people and issued 239 citations during the month. There were 26 drug-related charges.

There were 2 report(s) of assault(s) on officer(s).

Revenue collected for February 2025 included:

Police Reports	694.00
Parking Tickets	\$ 200.00
Fingerprints	\$ 80.00
Special Events	\$ 0.00
Total	\$ 974.00

PART I CRIME COMPARISON & TREND														
2025	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total	
OFFENSE														
Homicide	0	1											1	
Rape	2	2											4	
Robbery	7	1											8	
Aggravated Assault	8	17											25	
Breaking & Entering	22	24											46	
Larceny	79	77											156	
Motor Vehicle Theft	6	8											14	
Arson	0	1											1	
TOTALS	124	131											255	
2024	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total	
OFFENSE														
Homicide	1	0	0	3	1	3	0	2	1	1	0	1	13	
Rape	3	0	0	1	1	1	2	1	0	0	0	0	9	
Robbery	3	2	6	1	0	10	6	7	3	12	7	5	62	
Aggravated Assault	21	15	20	13	21	24	9	12	9	20	13	18	195	
Breaking & Entering	22	38	23	21	33	27	33	23	31	28	16	23	318	
Larceny	159	96	145	114	156	111	128	166	155	110	99	102	1541	
Motor Vehicle Theft	10	6	13	8	14	14	5	10	9	5	12	8	114	
Arson	0	0	2	0	0	0	0	2	0	0	1	1	6	
TOTALS	219	157	209	161	226	190	183	223	208	176	148	158	2258	

PUBLIC UTILITIES DEPARTMENT

February 2025

Prepared By: Robert Sherman

Date Prepared: March 07, 2025

Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly. Currently at 41% capacity.
- Capital Projects: Recoating Clearwell #1 bids have been reviewed, and selection has been made ,WTP Structure Repairs, Replacements of the ATs at the WTP and at the NRPS. Replace flow meters at WTP.
- The Water Treatment Plant is fully staffed and certified.
- Installation of the Intake structure scree has been completed. The air blast system will be reinstalled when river levels return to lower levels.

Water Reclamation Facility

- The Water Reclamation Facility (WRF) has been operating efficiently, with an average daily flow of 7.78 million gallons per day (MGD) in February. The yearly average flow for the WRF is 7.27 MGD, indicating that the facility is currently operating at 51% of its capacity.
- The Water Reclamation Facility is pleased to report that all 25 of the city's pump stations are currently operating efficiently with no major issues to report.
- Capital projects: Generator at Westbrook L/S, Operation Building Roof Replacement, Dewatering Roof replacement, Remove Big Cherry Lift Station Bar Screen and place it at Pecan Lift Station.
- Working with the Design Build Team of Crowder and Hazen on contracts for the WRF upgrade expansion.

Compost Facility

- Four hundred and eighty-nine cubic yards of compost and mulch were sold in February 2025.
- Staff are currently fully staffed at this time.
- Staff are currently on fire watch this time of year, due to the fluctuating cooler weather causing fires in the compost piles. This issue should subside once temperatures stabilize.

Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month. *Water permit- 14.0 MGD; **Wastewater permit- 14.2 MGD

2025 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Average
Water*	5.62	5.76											5.69
Sewer**	6.75	7.78											7.27
Compost	258	489											374

*Water permit- 14.0 MGD; **Wastewater permit- 14.2 MGD

2024 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Average
Water*	5.95	5.88	5.84	5.97	6.05	7.19	6.09	5.99	5.65	5.35	5.11	4.97	5.84
Sewer**	10.63	8.17	8.91	7.91	8.11	5.74	8.15	13.31	11.52	9.60	6.69	6.30	8.75
Compost	161	866	970	1156	542	785	325	215	225	239	200	349	503

*Water permit- 14.0 MGD; **Wastewater permit- 14.2 MGD

Public Works Department

February 2025

Prepared by: Jamie Stanley

Date Prepared: March 7, 2025

Monthly Highlights

Buildings & Grounds: Buildings & Grounds: 2 bathroom renovations at PW Complex were completed this month, LED conversions completed at several facilities. Several plumbing issues were repaired also. Ground's focused on ehancement area and lot clean up and tractor/bush hog training.

Distribution & Collections: Call duty responded to 16 after hour calls--total of 23 hours. Completed 89 work orders. Cleaned 5 lift stations.

Streets & Stormwater: Poured 55 LF of sidewalk and 10'x20' driveway apron, 239 Potholes repaired, salted streets and WCC, cleaned easement between Carolina St. and Virginia St., Graded 4 dirt roads, 4 trees removed, Musgrave Manor Project final grading; Repaired 2 Catch basins cave-ins, swept 188.3 curb miles, Jet Vac rodded 460 LF of pipe, 7 CB/MH repaired, and 31 hours of overtime.

Departments		2025												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	2	11.3											6.7
	Lines Camera'd (1000-ft)	1	1											1.0
	Water Repairs	51	18											34.5
	Sewer Repairs	17	10											13.5
	Hydrants Replaced/Fixed	7	3											5.0
	Meter Install/Changed	5	3											4.0
Bldg & Grounds	Radio, Electrical, Bldg	13	32											22.5
	ROW Mowing (ac)	0	10											5.0
	City-Owned Lots Mowing (ac)	20	6											13.0
Garage	Total Work Orders	191	139											165.0
Solid Waste	Refuse (x1000 tons)	1.06	0.92											1.0
	Recyclables (tons)	98	72											85.0
	Leaf-n-Limbs (x1000 tons)	0.6	0.5											0.6
Cemetery Funerals		5	8											6.5
Street & Storm	Utility Cut Repairs	0	0											0.0
	Pot Hole Repairs	101	239											170.0
	Streets Swept (miles)	188.3	182											185.2
	Pipe&Open Ditch Maint(1000-ft)	0.38	0.46											0.4
	Ditch mowing (1000-ft)	0	0											0.0
	Storm Pipe Repairs	2	7											4.5
2024														
Distribution & Collections	Utility Line Maint (1000-ft)	17.5	8.5	18.7	16.9	62.4	14.7	12.4	9.3	14.7	15.3	2	4.6	16.4
	Lines Camera'd (1000-ft)	1.8	2.4	1.1	1.8	2.7	1.0	1.0	1.0	1.9	2.6	1.2	1	1.6
	Water Repairs	52	25	18	22	22	24	20	18	26	27	20	24	24.8
	Sewer Repairs	21	16	13	20	19	21	20	14	19	18	13	8	16.8
	Hydrants Replaced/Fixed	1	3	1	2	3	1	1	2	6	5	3	2	2.5
	Meter Install/Changed	5	5	1	7	5	4	11	5	4	8	5	5	5.4
Bldg & Grounds	Radio, Electrical, Bldg	33	37	29	30	13	22	29	25	28	41	29	20	28.0
	ROW Mowing (ac)	0	0	0	20	21	50	89	53.4	80	57	0	0	30.9
	City-Owned Lots Mowing (ac)	15	10	35	25	10	20	30	27	72	85	0	0	27.4
Garage	Total Work Orders	248	255	235	207	248	189	175	190	151	171	159	176	200.3
Solid Waste	Refuse (x1000 tons)	1.11	1.03	1.02	1.18	1.25	1.10	1.20	1.18	1.16	1.11	1.01	1.12	1.1
	Recyclables (tons)	19	15	16	0	0	0	9	15	12	15	13	22	11.3
	Leaf-n-Limbs (x1000 tons)	0.8	0.8	0.5	0.5	0.7	0.6	0.6	0.4	0.4	0.6	0.6	0.7	0.6
Cemetery Funerals		6	2	3	1	6	3	10	3	4	4	2	5	4.1
Street & Storm	Utility Cut Repairs	2	15	51	40	14	26	16	22	16	18	18	1	19.9
	Pot Hole Repairs	73	62	100	188	74	59	71	110	56	177	52	103	93.8
	Streets Swept (miles)	270.4	300	310	356.1	369.9	314.3	305.2	358.5	379	283	121.9	12.3	281.7
	Pipe&Open Ditch Maint(1000-ft)	0.35	8.30	4.03	8.46	0.77	1.18	1.41	2.79	6.07	0.56	0.536	0.86	2.9
	Ditch mowing (1000-ft)	0.00	0.00	0.00	5.08	7.81	1.15	12.37	5.40	16.17	0.00	0.00	0.00	4.0
	Storm Pipe Repairs	6	4	4	7	2	2	4	3	3	5	1	2	3.6

- Total hotel revenue generated in January was \$1,988,609 which is up 26.6% YOY. February totals have not yet been released.
- “50 things to do in Wayne County” continues to be our top landing page with 395 pageviews in January. “things to do” and “downtown Goldsboro nc” maintained number 1 and 2 respectively in keyword performance. The February SEO report is not yet available.
- Attended the February 4th Downtown Merchants Meeting to promote Cycle NC
- Amanda and Candace had a call on 2/14 with 57 Marketing to discuss new Visit Goldsboro website.
- Visit NC webinar – Visit NC 101
- 2/20- Amanda had a zoom call with Maggie Bizzell from Anna Stein’s Office to discuss the First Lady’s possible visit to Goldsboro.
- 2/24 – Amanda and Candace attended the FY 25/26 Budget Meeting
- 2/26- Monthly GTC/TDA Meeting

City Occupancy Tax Collections

February tax collections have not been released

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2024-25	\$85,920	\$85,921	\$122,575	\$84,785	\$103,718	\$63,096	\$102,434							\$92,637
2023-24	\$90,771	96,122	\$82,030	\$83,980	\$88,871	\$64,393	\$92,315	\$69,845	\$72,017	\$78,978	\$97,744	\$89,288	\$1,006,354	\$83,863

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Downtown Restricted (2-hour) Parking Discussion

DEPARTMENT: City Manager's Office

BACKGROUND:

In December, City Council approved a pause on two-hour parking on Center Street,. The motion included that the pause would be addressed by the City Council within sixty (60) days after the City Council January retreat. The purpose of this item is for the City Council to meet their imposed sixty-day timeline to address the 2-hour parking ordinance on Center Street.

DISCUSSION:

During the January retreat, the Council reviewed a survey and discussed possible parking options. Included in the discussion were options continuing the two-hour parking; consider some limited residential parking on public streets in downtown; and limited short-term loading parking. No formal or informal action was taken by Council during the retreat.

The staff Parking Committee has met twice since the retreat to consider the options discussed. No significant results were generated from the meetings because there is no clear indication of support for restricted parking on Center Street. In addition, the Parking Committee determined that an on-street residential parking program would be an administrative permitting and enforcement burden. Finally, the option of short-term parking could be a viable program but needs further study and support by the City Council. A review of our existing parking ordinances and current inventory of loading zone parking spaces need to be reviewed to provide efficiency and equity for businesses. Input from businesses is advised if Council is interested in further exploring this option.

BUDGET RELATIONSHIP:

Over the six-month period when the 2-hour parking was in effect, an average of \$2,500 was collected in parking ticket revenue. The cost of enforcement is one full-time employee monitoring and issuing tickets from 8:00 am to 5:00 pm Monday through Friday.

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is the Parking Committee's recommendation to place a permanent pause on 2-hour parking. There has been limited input directly to most of the Parking Committee members. During the pause, public complaints have decreased considerably.

MANAGER'S RECOMMENDATION:

APPROVERS

Laura Getz

Laura Getz

Matthew Livingston

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: History, Purpose & Value of Goldsboro's Main Street Partnership

DEPARTMENT: Downtown Development

BACKGROUND:

Downtown Goldsboro is a designated Main Street Community, maximizing a partnership between the City of Goldsboro's Downtown Development Department and the Downtown Goldsboro Development Corporation, a dedicated non-profit arm, to revitalize the heart of our City. Goldsboro's Main Street program provides leadership dedicated to the improvement of Downtown Goldsboro by creating and facilitating downtown development, promotion and preservation activities. Together, we enhance the appearance, desirability and vitality of Downtown Goldsboro.

DGDC leadership and the Downtown Development Director will present the history, purpose, and value of Goldsboro's Main Street partnership, as well as the Annual Impact Report for 2024.

DISCUSSION:

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

MANAGER'S RECOMMENDATION:

APPROVERS

Erin Fonseca
Laura Getz
Matthew Livingston

WHO IS DGDC?

DOWNTOWN GOLDSBORO DEVELOPMENT CORPORATION



WHO WE ARE



OUR ROLE



OUR PROJECTS



WHY?



UNIQUENESS

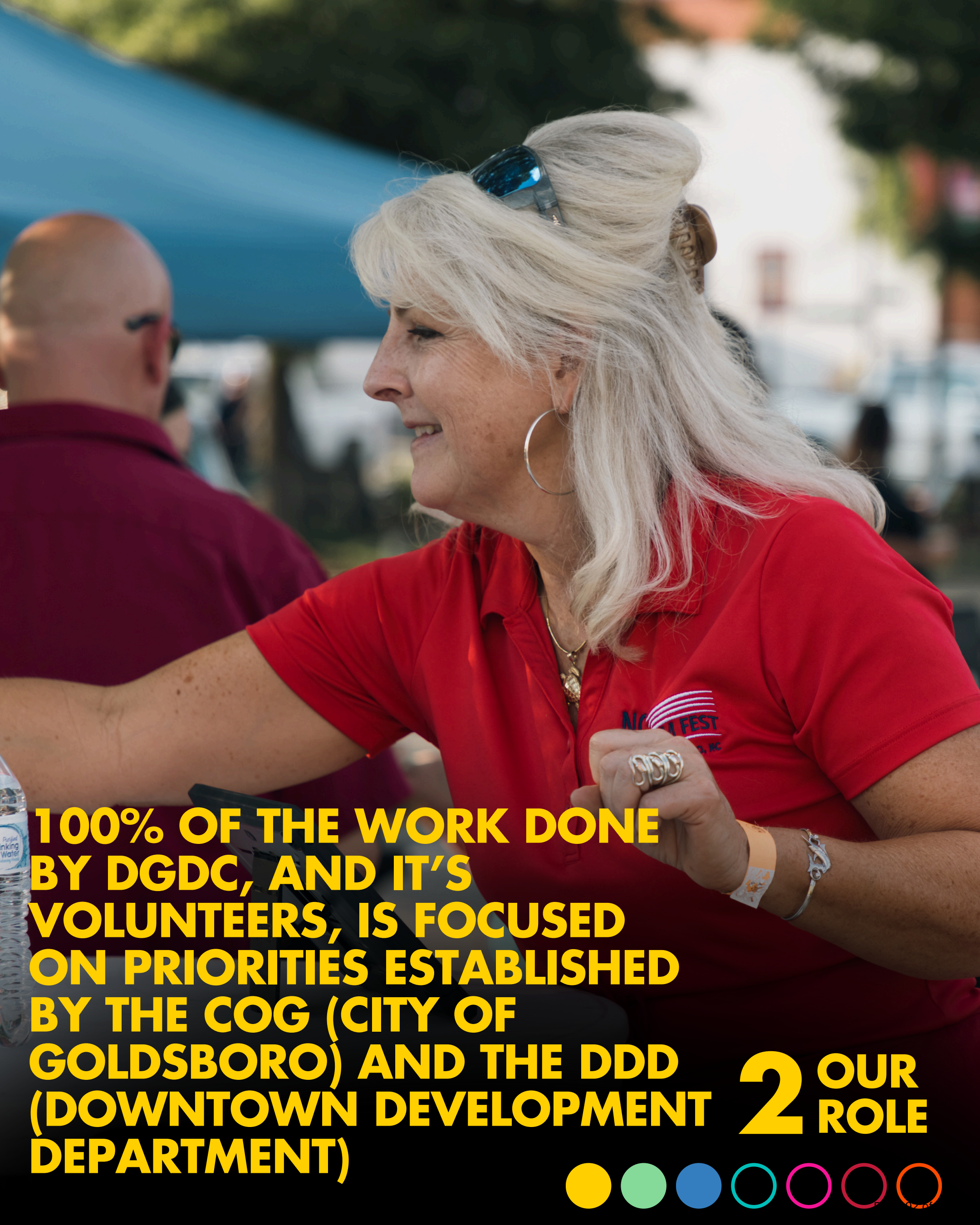


CONCLUSION



**1 WHO A 40 YEAR OLD NON-PROFIT
WE ARE MADE UP OF DIVERSE LOCAL
COMMUNITY LEADERS WHO
VOLUNTEER THEIR TIME,
RESOURCES, AND MONEY.**





**100% OF THE WORK DONE
BY DGDC, AND IT'S
VOLUNTEERS, IS FOCUSED
ON PRIORITIES ESTABLISHED
BY THE COG (CITY OF
GOLDSBORO) AND THE DDD
(DOWNTOWN DEVELOPMENT
DEPARTMENT)**

**2 OUR
ROLE**



3 OUR PROJECTS

**WHERE SHOULD WE START?
ECONOMIC & BUSINESS
DEVELOPMENT, 40+ EVENTS
ANNUALLY DOWNTOWN, HISTORIC
PROPERTY PRESERVATION,
PUTTING VACANT BUILDINGS BACK
INTO USE, LANDSCAPING, ARTS
DISTRICT, BLACK BUSINESS
DISTRICT, THE LIST GOES ON.**





**TO IMPROVE DOWNTOWN,
BRING THE COMMUNITY
TOGETHER, IMPROVE THE
SAFETY, APPEARANCE, &
FINANCIAL SUCCESS OF
DOWNTOWN, WHICH
BENEFITS THE REST OF THE
CITY.**

**4 OUR
WHY**





5 UNIQUE
-NESS

**THE ONLY NON-PROFIT
DEDICATED TO SUPPORT THE
CITY & THE DOWNTOWN
DEVELOPMENT
DEPARTMENT, COMMITTING
6,000+ MAN HOURS &
RAISING APPROXIMATELY
\$100K TO HELP IMPROVE
DOWNTOWN.**



DGDC WORKS IN PARTNERSHIP WITH THE CITY OF GOLDSBORO AND THE DOWNTOWN DEVELOPMENT DEPARTMENT. DGDC ADDS CAPACITY AND HELPS IN AREAS THAT THE CITY PRIORITIZES. BECAUSE OF THIS PARTNERSHIP, DOWNTOWN GOLDSBORO IS A THRIVING ECOSYSTEM THAT EVERYONE CAN BE PROUD OF.

**6 CONCL
-USION**





Downtown Goldsboro Development

2023-2024 ANNUAL IMPACT REPORT



VISION/MISSION/GOALS

GOLDSBORO MAIN STREET IMPACT REPORT

VISION & MISSION

Vision: Downtown Goldsboro is beautiful, historic, lively and full of economic opportunity and gusto. We honor our past while developing diversity and vibrancy to create a cultural arts, entertainment and urban lifestyle center.

Mission: We work to make downtown Goldsboro better so, whatever you do, you can do it downtown.

VALUE STATEMENT

We value asset-based economic development, our historic structures, partnerships, diversity, quality, and people that desire to work with us and our public sector partners to implement the Main Street™ approach to downtown development. We value the creation of a unique, distinctive place that helps distinguish Goldsboro as a premiere, desirable and livable city. .

ECONOMIC STRATEGY & GOAL

Downtown is the center for cultural arts and entertainment, and a thriving small business ecosystem. Our goals are to protect and enhance our assets, promote quality of life, encourage property investment, and increase residential density to support small business development.

blocks	21
parcels	202
parcel owners	138
public parking spots	1929
1st floor storefronts	168
upper story residential units	268
lodging units	8
restaurants	20
retail	33
vacancy rate	14%
property value increase 2020-2025	20%



INVESTMENT STATS

2023-2024

PUBLIC

\$139,617

PRIVATE

\$6,971,340

5 FACADE IMPROVEMENTS

7 BUILDING IMPROVEMENTS

10 NET NEW BUSINESSES

26 NET GAIN JOBS

*VOLUNTEER SPOTLIGHT

\$200K VOLUNTEER VALUE

6309 VOLUNTEER HOURS

10 YEAR INVESTMENT IMPACT STATS

	Bldg. Renovations	New Jobs	Job Lost	Net Job Gain	New Business	Business Closed	Net Business Gain	Business Expansion	\$ Value of New Investment PUBLIC	\$ Value of New Investment PRIVATE
2013-2014	15	42	17	25	12	7	5	0	\$1,504,393	\$1,026,589
2014-2015	14	73	25	48	15	7	8	1	\$10,635,878	\$415,731
2015-2016	41	90	14	76	16	8	8	2	\$6,327,519	\$6,381,283
2016-2017	19	57	10	47	19	7	12	2	\$1,727,888	\$5,007,273
2017-2018	35	29	14	15	11	5	6	0	\$960,245	\$4,799,785
2018-2019	23	131	16	115	25	11	14	3	\$3,055,885	\$2,611,850
2019-2020	16	58	12	46	10	5	5	1	\$9,540,063	\$2,393,557
2020-2021	4	31	4	27	12	2	10	1	\$794,519	\$9,430,000
2021-2022	20	34	10	24	10	7	3	0	\$184,000	\$11,889,500
2022-2023	6	103	35	68	17	11	6	1	\$209,999	\$1,496,130
2023-2024	7	55	19	34	15	5	10	1	\$295,676	\$6,971,340
TOTALS	200	703	176	525	162	75	87	11	\$ 35,236,065	\$ 50,926,908



HELPING BUSINESSES THRIVE

- facade grants
- marketing assistance
- design help
- building grants

We help businesses in many ways. DGDC's committees like Design, Economic Vitality and Promotions provide tailored assistance to downtown businesses. The Merchants committee works directly with downtown merchants to collaborate and share knowledge, marketing strategies & more.

REDEVELOPMENT PROJECTS UNDERWAY!

We value asset-based economic development, our historic structures, partnerships, diversity and, quality.

We strive to be experts in the field of downtown development and bring best practices to Goldsboro.

Current efforts include:

- Saving Union Station - Union Station has a long and important history, but now finds itself needing help. If stabilization is not applied soon, we could lose it and all the opportunities it provides forever.
- Creating a Black Business District parklet to honor the local history of African American entrepreneurs
- Residential development around South Center Street and adjoining neighborhoods
- Expanding development of the Arts District bridging Center Street west towards Union Station
- Addressing property vacancy and redevelopment of downtown properties

PROMOTIONAL ACTIVITIES FOR ALL

In 2024 DGDC, the City of Goldsboro & other organizers collaborated to offer over 40 individual downtown events to over 30,000 attendees this year. None of this would be possible without our volunteers and sponsors' support.





**NORTH CAROLINA
MAIN STREET**

Goldsboro has been a Main Street community for 40 years. NC Main Street is a Main Street America™ Coordinating Program. It helps to lead a powerful, grassroots network consisting of over 1,200 communities across the country committed to creating high-quality places and building stronger communities through preservation-based economic development.

Goldsboro's Main Street broke another attendance record this year by hosting the state's Annual conference for over 800 participants!



THE IMPACT OF MAIN STREET OVER THE YEARS

ACROSS NC COMMUNITIES

THE RESULTS ARE IN...

Each year in July, North Carolina Main Street communities report the impact of their work to the North Carolina Department of Commerce. Main Street is the most impactful downtown economic development program in the state of North Carolina.

PUBLIC/PRIVATE INVESTMENT

\$5.5B

1980-2024

\$377.5M

2023-2024

NET NEW BUSINESSES

8,230

1980-2024

375

2023-2024

NET NEW JOBS

37,605

1980-2024

2,461

2023-2024

BUILDING IMPROVEMENTS

8,126

1980-2024

293

2023-2024

FACADE IMPROVEMENTS

9,076

1980-2024

360

2023-2024

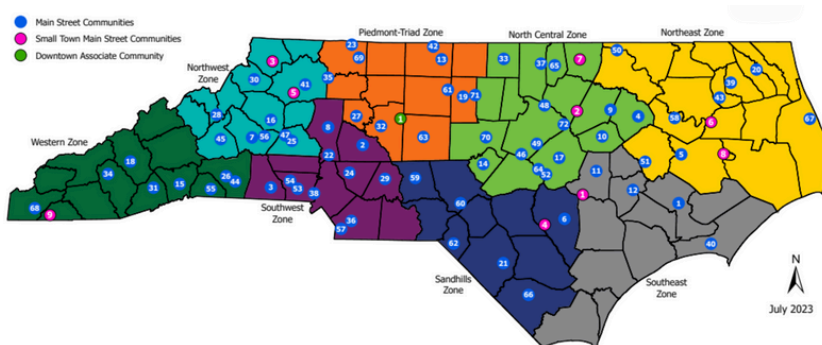
VOLUNTEER HOURS

131,986

2023-2024

\$4.2M

Time Value



**LEARN ABOUT
NC MAIN STREET**

CLICK LOGO TO VIEW
WEBSITE



**LEARN ABOUT OUR
MAIN-TO-MAIN TRAIL**

CLICK LOGO TO VIEW
WEBSITE



**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: City of Goldsboro/DGDC Memorandum of Understanding

DEPARTMENT: City Manager's Office

BACKGROUND:

The Downtown Development Department (DDD) has been a department of the City since 1993, when it was created by the City of Goldsboro to form a quasi public-private partnership with the existing Downtown Goldsboro Development Corporation (DGDC). The two entities have worked successfully together for more than 30 years, carrying out our downtown development efforts as a North Carolina Main Street Community for more than 40 years. Main Street utilizes an approach to preservation-based economic development to drive growth in over 1600 historic downtowns across the country. Using the Main Street approach, the DGDC and DDD have spurred a significant amount of economic development, resulting in more than \$86M in public and private investment, 200 building renovations, 525 net new jobs and 87 net new businesses just since 2013.

The Main Street approach prompts the DGDC and DDD to work closely together, as they have done since 1993. The DGDC is comprised of a private non-profit board, with 24 volunteer members, and four volunteer-led committees – Design, Economic Vitality, Promotions and Merchants. The Board and Committees add capacity to the City's resources, and work alongside DDD staff, including the Downtown Development Director, Business and Property Development Specialist and a Marketing and Event Specialist.

Goldsboro's Main Street program has held state and national accreditation through NC Main Street and Main Street America for more than 20 years. Each program requires a high standard of work, assessing Goldsboro's Main Street on 6 benchmarks and multiple sub-categories, including broad-based community commitment, inclusive leadership, sustainable funding, strategy-driven programming, preservation-based economic development, and demonstrated impact. Goldsboro has successfully demonstrated a high standard, with consistently positive feedback from NC Main Street program leaders each year. Upon completion of the annual assessment process, an Annual Main Street Agreement document is presented to the program director and the City Manager for execution. This agreement outlines the requirements and expectations of both parties in the quasi public-private partnership, as an accredited Main Street program.

In addition to the Annual Main Street Agreement, the DGDC and City of Goldsboro have a lease agreement for use of office space at no cost to the City on the first floor of 116 N Center Street. The DDD staff occupy 3 offices, with use of a conference room, break room and storage. The City provides basic provisions for city staff, including power, water/refuse, custodial support, Wi-Fi, phone and copier services, as they would other City departments. The DGDC covers building maintenance, insurance, pest control, power/water on the 2nd floor, and property taxes,

including Municipal Service District, which are optional for non-profit organizations.

DISCUSSION:

A recent request was made of the Downtown Development Department director to produce a Memorandum of Understanding between the DGDC and City of Goldsboro, mirroring the language provided by NC Main Street and Main Street America in the Annual Main Street Agreement. The director worked with the Mayor to produce a draft MOU for review by City Council. The MOU has been reviewed by the DGDC Executive Committee, and will be presented to the full Board for adoption once reviewed by Council.

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

Upon review and discussion, it is recommended that, by motion, Council enters into a Memorandum of Understanding for the Goldsboro Main Street program, between the City of Goldsboro and Downtown Goldsboro Development Corporation.

MANAGER'S RECOMMENDATION:

APPROVERS

Laura Getz
Laura Getz
Matthew Livingston

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CITY OF GOLDSBORO AND
THE DOWNTOWN GOLDSBORO DEVELOPMENT CORPORATION**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is entered into on this the 17th day of March, 2025, by and between the City of Goldsboro, North Carolina (the "City"), and the Downtown Goldsboro Development Corporation, a North Carolina non-profit corporation (the "DGDC") (each a "Party" and collectively the "Parties").

WHEREAS, the City is a duly incorporated municipality recognized by the State of North Carolina seeking to increase the quality of life for its residents through a vibrant residential and commercial core, (the "Historic Downtown" or "Historic Downtown Area"), flush with activities for residents of every background, class, demographic, and income level, and

WHEREAS, the DGDC was formed in 1977 by a group of concerned citizens, in partnership with the City of Goldsboro, for the purpose of developing and administering a comprehensive downtown revitalization program, promoting the economic health of the City of Goldsboro, through revitalization of the Historic Downtown Area and,

WHEREAS, in 1984, the City of Goldsboro and DGDC worked with the NC Department of Commerce to form a designated Main Street program, following the four-point approach to economic development for downtown revitalization, with comprehensive efforts in organization, design, economic restructuring, and promotion, and,

WHEREAS, in 1993, the City formed the Downtown Development Department as a department of the City to officially form a quasi public-private partnership to continue carrying out the Main Street model of preservation-based economic development through revitalization efforts in the Historic Downtown Area noting the value of funds and projected return on investment of funds invested in these densely developed blocks of the City, and partnering with the dedicated citizens supporting the DGDC who brought to life these efforts through 6,309 volunteer hours, at an estimated value of \$199,617 in FY2024 alone, and

WHEREAS, since beginning the partnered efforts the City and its residents have benefitted from 470 of new businesses, 2493 new jobs, 224 new residential units, 548 building rehabilitations by private parties, all culminating in an estimated amount of \$96,557,552 of private dollars being invested for rehabilitation and improvements in the City, and

WHEREAS, the City began its participation in the NC Main Street as an affiliated program in 1984, now reaffirmed annually through the execution of a NC Main Street Participation Agreement, and

WHEREAS, the citizens in and around the Historic Downtown Area in 1977 voted to levy an additional layer of taxation on themselves in the form of a Municipal Service District tax, managed by the DGDC, currently set at .235 and with a tax valuation that has grown from \$32,365,957 in 2014, to \$44,155,319 in 2024, generating property tax revenues of \$103,765 in fiscal year 2024, and

WHEREAS, the Parties desire to commit to writing the expectations of each Party with respect to the maintenance, development, and vibrancy of the Historic Downtown Area of the City.

WITNESSETH

NOW THEREFORE, in recognition of the good and valuable consideration the sufficiency of which is hereby acknowledged, and the mutual promises and conditions set forth below the City and DGDC to hereby agree to the following roles and responsibilities:

1. **INCORPORATION OF THE NC MAIN STREET AGREEMENT:** The Parties agree to reference and incorporate the 2023-2024 NC Main Street Participation Agreement (the "Main Street Agreement" and attached as "Attachment A") in its entirety and agree to be beholden to the terms therein, not inconsistent with the specific requirements outlined herein.
2. **PURPOSE OF THE MOU:** The Purposes of this Memorandum of Understanding are the following:
 - a. Express the Parties' mutual understanding regarding roles and responsibilities of managing the partnership between the City and the DGDC in furtherance of their mutual goals and objectives and in the management of the Main Street program.
 - b. Express the Parties' mutual understanding regarding priority activities, tasks, and decisions to be achieved in managing the Main Street program.
 - c. Express the Parties' mutual intention to work collaboratively to further the revitalization of the Historic Downtown Area, to spur economic development in the context of historic preservation, and to see a vibrant diverse community enjoying the benefits of the Historic Downtown Area when managed in accordance with Main Street America™ as administered by NC Department of Commerce, NC Main Street & Rural Planning Center.
3. **PRIORITY GOALS AND TASKS:** The Parties have identified the following as priority goals and tasks for revitalization of downtown through the management of their Main Street program:
 - a. Implement the Main Street America™ Four-Point Approach to downtown revitalization.
 - b. Create a positive image for downtown that spurs investment, business and residential development, jobs, and volunteerism.
 - c. Identify and convey practical, valuable, and implemental tools for downtown economic development.
4. **DUTIES OF THE CITY:** The City agrees to:
 - a. Employ a full-time Downtown Development Director to direct the Main Street Program efforts in accordance with the NC Main Street Agreement. The Director shall also serve as Executive Director of the DGDC, in order

to maintain structure, communication, and collaboration between the City and DGDC consistent with the Main Street structure.

- b. Should a vacancy in this position occur, advertise and recruit for applicants for the Director.
- c. Involve the Chairman of the Board of Directors of DGDC, or his designee, in the interview and selection process for the Director.
- d. Partner with the DGDC to meet the annual requirements as outlined in the NC Main Street Annual Agreement.
- e. Partner with the DGDC and provide resources and information that may be pertinent in carrying out its charge.
- f. Provide a representative from the City Manager's Office to serve on the DGDC Board of Directors.
- g. Utilize the Main Street® philosophy to partner with the Nonprofit in the development of a strategic economic development plan for downtown and an implementation workplan based on the Main Street America™ Four Point Approach® to Downtown Revitalization that includes: Economic Vitality, Design, Promotion and Organization, for downtown Goldsboro in order to enhance and preserve its status as a North Carolina Main Street community.

- i. Economic Vitality

- 1. Examine and correct as necessary current zoning, codes, licensing and any other applicable municipal regulatory requirements or processes in order to facilitate economic development in the downtown business district in accordance with best practices for historic preservation.
 - 2. Partner with the Nonprofit to develop and implement incentives to spur investment, business and residential development and to create jobs.
 - 3. In partnership with the Nonprofit, track changes in downtown property inventory and vacancy for accurate data retention and collection.
 - 4. In collaboration with the county, provide tax base and tax records information for downtown.
 - 5. In partnership with the Nonprofit, measure the impact of the Main Street program.

- ii. Design

- 1. Plan, contract for and oversee in partnership with the Nonprofit and relevant City Departments, the public physical improvements along Main Street, such as sidewalks, streetscape, parking, beautification projects.
 - 2. Enforce state and local ordinances in downtown.
 - 3. In partnership with the Nonprofit, develop design guidelines for downtown.
 - 4. In partnership with the Nonprofit, Planning Department and Historic District Commission, establish or manage Local Historic District and historic resources with best practices.
 - 5. In partnership with the Nonprofit and relevant City Departments, maintain and improve the public property and public space of downtown to promote a clean and safe environment.

- iii. Promotion

1. Assist with and facilitate the logistics of basic city services. (permits, street closings, etc.) as they relate to the events held in downtown.
 2. Partner with the Nonprofit to establish a brand for downtown, including brand guidelines and improvements to the downtown district following said guidelines.
 3. Partner with the Nonprofit to carry out an existing calendar of community events, and advise on future events that benefit the downtown district.
- iv. Organization
1. Direct the Downtown Development Director to act as a liaison between the City and the Nonprofit in order to better coordinate downtown revitalization efforts for the City of Goldsboro. The NC Main Street Annual Agreement and the requirements within (attached) shall serve as the basis for the partnership.
 2. The City will annually review the performance of the Downtown Development Director in accordance with city human resources policy.
 3. The city will receive input from the Executive Committee of the Nonprofit as to overall performance of the duties as outlined below as part of the Main Street Director's annual evaluation.
 4. Direct employee to attend all Main Street training as required in the Main Street Agreement.
- h. The City shall undertake to support DGDC in hosting events, festivals, concerts, and the like to promote the Historic Downtown Area as a whole.
- i. The City shall be responsible for providing support services such as policing, setup and breakdown labor, electricity at outdoor venues, and restroom facility maintenance before, during, and after these events.
 - ii. The City agrees to waive any permitting fees under its control and lawfully waivable associated with these events.
 - iii. The City agrees to support these events through its staff within the Downtown Development Department. Staff shall assist with the administration of these events to the extent necessary to ensure the community benefits from a robust slate of well publicized events.
- i. The City shall maintain a Downtown Development Office with sufficient staff to effectively assist the community with revitalization efforts of downtown properties, to effectively market the Historic Downtown Area in partnership with DGDC, and to meet the stated objectives of the NC Main Street program.
- i. Staff shall assist DGDC with the administration of ad campaigns, event administration, fundraising campaigns, and building rehabilitation efforts as approved by the DGDC Board of Directors, not inconsistent with the directives of the Goldsboro City Manager.
5. DUTIES OF THE DGDC: The DGDC agrees to:
- a. Bring the resources of the City, the DGDC, and the downtown community together, with the understanding that the DGDC's role is to build and

- promote the Historic Downtown Area as a thriving small business ecosystem and the center for cultural arts and entertainment in the City.
- b. Partner with the City to meet the annual requirements as outlined in the NC Main Street Annual Agreement.
 - c. Maintain, in full accordance with GAAP, any and all separate financial statements, accounts, and budgets derived from fundraising, investments, development, or the like, which are or may be separated from the City's Downtown Development Office departmental budget.
 - d. Partner with the City and provide resources and information that may be pertinent in carrying out its charge.
 - e. Provide a monthly report to the City on the DGDC's downtown revitalization activities.
 - f. Utilize the Main Street® philosophy to partner with the city in the development of a strategic economic development plan for downtown and an implementation workplan based on the Main Street America™ Four Point Approach® to Downtown Revitalization that includes: Economic Vitality, Design, Promotion and Organization, for the Historic Downtown Area , in order to enhance and preserve its status as a North Carolina Main Street community.
 - g. NC Main Street and Main Street America logos must appear on the Main Street website and can be used in other media as well as stipulated in the brand guidelines. Logos/Artwork will be provided by NC Main Street program.

i. Economic Vitality

- 1. Create and maintain a comprehensive downtown property inventory database including building images, owner contact information, building condition, past-current-potential uses, etc.
- 2. Create and maintain a comprehensive downtown business and use inventory database including business owner contact information, goods and services and hours of operation, etc.
- 3. Partner with the City to develop and implement incentives to spur investment, business and residential development and to create jobs.
- 4. Partner with the City to develop and conduct surveys of downtown stakeholders to determine what would better facilitate business development in downtown.
- 5. Create a business retention, expansion and recruitment program.
- 6. In partnership with the City, measure the impact of the Main Street program and maintain impact and tax base data to demonstrate benchmarks

ii. Design

- 1. In partnership with the City, develop design guidelines for downtown, and promote the value of, and educate property owners on, appropriate design improvements for a historic downtown business district.

2. Assist City as needed with public physical improvement projects, and make recommendations for use of MSD beautification budget for improvement projects.
3. Provide façade improvement assistance to downtown business and property owners using the downtown design guidelines and with assistance from the NC Main Street & Rural Planning Center.

iii. Promotion

1. Partner with the Nonprofit to establish a brand for downtown, including brand guidelines and improvements to the downtown district following said guidelines.
2. Work with downtown stakeholders to develop and implement retail promotion activities.
3. Develop and manage downtown events (current schedule attached), to take place in downtown Goldsboro.
4. In partnership with Main Street staff, Develop and maintain a comprehensive marketing campaign for downtown.
5. Promote downtown as a mixed-use center of activity.

iv. Organization

1. Maintain a viable Nonprofit in accordance to the organization's articles of incorporation as filed with the Secretary of State.
2. Maintain a viable organization composed of the downtown stakeholders, and in accordance with Nonprofit bylaws.
3. Maintain a Board of Directors in accordance with the Nonprofit bylaws.
4. Partner with the City to ensure the completion of the annual program assessment in accordance with the NC Main Street Annual Agreement.
5. Partner with the City to ensure the completion of the annual program statistics in accordance with the NC Main Street Annual Agreement.
6. Develop and coordinate opportunities to spur volunteerism for downtown and to become involved in the downtown revitalization efforts.
7. Attend NC Main Street trainings in accordance with the NC Main Street Annual Agreement.

- h. The DGDC shall undertake to hold events, festivals, concerts, and the like to promote the Historic Downtown Area as a whole, in partnership with Main Street staff.

- i. DGDC shall be the named applicant for any required street closures, ABC Permits, fire permits, and the like, during events with the sale of alcohol.
- ii. DGDC shall maintain sufficient insurance to appropriately manage the risk of such events, and shall agree to indemnify and hold harmless the City for incidences that happen as a direct result of these events.

- iii. DGDC shall be responsible for the selection, recruitment, negotiation, payment, and licensing for all acts, musicians, or the like to be featured during these events.
 - iv. DGDC shall be responsible for the recruitment, training, and oversight of all volunteers needed to successfully host these events.
 - i. The DGDC shall undertake annual fundraising efforts sufficient to cover costs associated with events, functions of the Board of Directors, and other activities, as may be deemed necessary by the Board of Directors to enable DGDC to best pursue its mission to improve downtown Goldsboro, in support of Main Street staff.
6. Each party shall appoint a person to serve as the official contact and coordinate the activities of each party in carrying out this MOU. The initial appointees are:
- a. DGDC: Erin Fonseca, Downtown Development Director, City of Goldsboro and Executive Director, DGDC
 - b. Matt Livingston, Interim City Manager, City of Goldsboro
7. Amendments: This Agreement may be amended, in writing, by mutual agreement of the city and the Nonprofit.
8. Termination: The term of this MOU is for a period of 5 (five) years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually by the documented points-of-contact to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon ninety (90) days written notice without penalties or liabilities.
9. Non-Discrimination: In matters of employment, provision of services and contracting, the Nonprofit agrees to act without regard to race, color, sex, religion, age, national origin, sexual orientation or handicapped status.

IN WITNESS WHEREOF, the parties hereunto cause this Agreement to be executed in their respective names.

DOWNTOWN GOLDSBORO DEVELOPMENT CORPORATION

SIGNATURE

BOARD CHAIRMAN

ATTEST

TITLE

CITY OF GOLDSBORO

MAYOR

ATTEST BY CITY CLERK:

CITY CLERK

TOWN SEAL

CITY CLERK attests date this the ____ day of _____, 20__.

CITY ATTORNEY

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

FINANCE DIRECTOR



NC MAIN STREET
Designated Community

Name of City/Town: Goldsboro

Date: 04/17/2024

2024-2025 Annual Agreement

North Carolina Main Street® Designation

Designated Main Street communities (Main Street Director and the City/Town Manager) must sign this document and return to the NC Main Street & Rural Planning Center no later than June 28, 2024, to remain active in the program.

A signed document confirms that the local Main Street program has a thorough understanding of the benefits and requirements of active participation in the NC Main Street program. We highly recommend that the Main Street Director share a copy of the signed document with the Main Street Board of Directors.

Program Background

Nationally:

Main Street America™ has been helping revitalize older and historic commercial districts for more than 40 years. Today it is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. Since 1980, over 2,000 communities have been part of Main Street, bringing renewed energy and activity to America's downtowns and commercial districts, securing more than \$101.6 billion in new investment, creating 168,693 net new businesses and 746,897 net new jobs, and rehabilitating 326,119 buildings.

Main Street America is a time-tested strategy. Main Street America communities are encouraged to make use of a time-tested approach, known as the Main Street Approach. The Main Street Approach is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that impact the quality of life in a community, and

strategic focus on the core principles of downtown and neighborhood revitalization: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. For more information, visit www.mainstreet.org.

In North Carolina:

The NC Main Street & Rural Planning Center within the N.C. Department of Commerce is the licensed agency that is charged with administering the Main Street program throughout the state. The Center is committed to following the program guidelines and licensing agreement as outlined by the National Main Street Center and signed by the N.C. Department of Commerce. Since 1980, over 117 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing over \$5 billion in new investment creating more than 35,143 net new jobs and rehabilitating 7,833 buildings.

The N.C. Department of Commerce designates communities as a "North Carolina Main Street community". When designated, **the local city or town government, and specifically the chief elected official, is notified of the designation.** The city or town government determines who will administer the Main Street program at the local level and the city or town manager communicates that information to the N.C. Main Street & Rural Planning Center. However, **even if the city designates a non-profit to manage or administer the program the expectation is that the city is a partner with the administering organization as they are charged with facilitating an economic development program for the downtown district. This expectation of involvement from the city includes monetary as well as in-kind contributions to the entity who is administering the program.**

From time-to-time, that administration may change. If there is a change, this document outlines the steps that must be followed for a change in local administration to occur.

Benefits for NC Main Street Communities

North Carolina Main Street communities' benefit from the following:

Partnership:

- Communities selected to participate in the Main Street program become partners with the North Carolina Department of Commerce, NC Main Street & Rural Planning Center in a long-term, asset-based economic development effort that has proven to have a positive impact on investment and job creation.
- Main Street communities are limited in number and therefore receive focused and personal attention from NC Main Street staff.
- North Carolina communities are selected through a competitive process and only a few are designated; therefore, Main Street designation is an honor bestowed upon only a few special communities.
- In the first several years of a local Main Street program, the state of North Carolina invests approximately \$100,000 in on-site visits, training, and technical assistance. After the initial start-up phase, the state annually invests approximately \$5,000 in each Main Street community in the form of ongoing town-specific technical assistance, and statewide and on-site training for directors and volunteers.

Training:

- Main Street communities are eligible to attend and participate in the NC Main Street Conference, NC Main Street Basic Training, Board and Committee Training, NC Main Street Directors' Meetings, Biannual Regional Meetings, and subject specific workshops.
- Designated North Carolina Main Street communities receive two free registrations to the North Carolina Main Street Conference held in March.

Technical Assistance:

- The North Carolina Main Street program staff guides designated communities through a strategic planning process which helps communities create a vision, develop economic development strategies that will transform downtown, and produce action plans so that limited resources are focused, and results are magnified.
- The North Carolina Main Street staff guide participating communities through board development, volunteer development and downtown director training.
- The North Carolina Main Street staff provide guidance and support to communities on ways to find and develop financial resources.
- Property and business owners in Main Street cities receive upon request building exterior design recommendations from design specialists at the UNC-Greensboro Department of Interior Architecture, in collaboration with the NC Main Street & Rural Planning Center staff.
- The North Carolina Main Street staff can provide upon request, retail market analysis for Main Street & Small-Town Main Street programs.
- The North Carolina Main Street staff provides guidance and training on the best practices for leveraging tourism based economic development in association with the NC Main-to-Main Trail, an initiative of the NC Main Street & Rural Planning Center.
- North Carolina Main Street staff has extensive experience in organizational development and nonprofit management, historic preservation, building rehabilitation, investment tax credits, incentive programs, tourism development, marketing, image building, special event development, communications, and a range of other pertinent areas.
- The North Carolina Main Street staff is among the nation's leading authorities on downtown development with experience helping North Carolina towns with revitalization challenges.
- The North Carolina Main Street staff assists communities with Main Street Director recruitment process.
- The North Carolina Main Street staff conducts an annual program assessment and review of each Main Street program.
- The North Carolina Main Street staff conducts an annual budget and salary analysis of Main Street programs.
- The North Carolina Main Street staff conducts an annual statistical data collection and analysis.

Network:

- North Carolina Main Street communities may use the Main Street trademarks on materials designed to promote the work of their program in collaboration with the State of North Carolina and the National Main Street Center.
- The North Carolina Main Street network possesses some of the most experienced downtown development professionals in the country.
- Main Street communities may take advantage of and participate in a special network of Main Street cities statewide and nationally, with over 1,200 communities across the nation, and 45 city, state, and regional

Coordinating Programs, that participate in the Main Street program. This allows them to learn best practices, techniques, and strategies for downtown development.

Funding:

- When available, Main Street communities are eligible to apply for downtown revitalization funding programs to assist small business development and property rehabilitation, as well as funding to support public building and infrastructure improvements.
- When available, Nationally Accredited Main Street communities are eligible to apply for funding programs through the National Main Street Center.
- The NC Main Street & Rural Planning Center maintains and distributes a funding guide of federal, state, corporate and foundation sources commonly used for funding downtown projects.

Resources:

- Through the North Carolina Main Street program, communities can identify resource people, consultants, and specialists on topics of interest to the community.

Economic Impact:

- Since 1980, over 117 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing over **\$5 billion in new investment**, creating more than **35,143 net new jobs**, and **rehabilitating 7,833 buildings**.
- The North Carolina Main Street staff facilitate statewide economic impact studies and collects data to determine trends in Main Street and Small-Town Main Street communities.

Marketing & Recognition:

- Designated North Carolina Main Street communities are eligible to receive statewide recognition through the North Carolina Main Street Awards and Main Street Champions programs.
- In addition, designated communities are eligible for recognition by the National Main Street Center as a Nationally Accredited or Affiliate Main Street community.
- North Carolina Main Street communities receive marketing and recognition offered through the NC Main-to-Main Trail, an initiative of the NC Main Street & Rural Planning Center.
- Nationally Accredited Main Street communities are eligible to apply for national recognition through the Great American Main Street Awards® (GAMSA), a program of the National Main Street Center.
- North Carolina Main Street communities receive publicity about their programs through press releases distributed through the N.C. Department of Commerce, NC Main Street & Rural Planning Center updates and annual reports, Main Street presentations, and the NC Main Street social media sites.

*Note – in the event of a natural disaster or pandemic event, programs and services may be changed, conducted virtually, or cancelled in accordance to recommended guidelines from the Center for Disease Control and NC State Emergency Management.

Requirements of Designated N.C Main Street Communities

Main Street communities must be 50,000 and under in population at the time of designation. These requirements incorporate the Main Street America™ National Standards.

1. **Participate in all services** provided to the local community by the NC Main Street & Rural Planning Center.
2. **Staffing Requirements:** Employ a full-time - 40 hours/week paid professional Main Street Director, who is dedicated to downtown and will coordinate and facilitate the work of the program. Communities with a population of 5,001-9,999 **MAY** employ two or more persons that equal one or more full-time equivalent position(s). One of the positions must be designated as the director. Communities with a population of 5,000 or less **MAY** employ a part-time - 20+ hours/week position paid professional Main Street Director.
 - The Main Street Director should be paid a salary consistent with those of other community development professionals within the city, state, or region in which the program operates.
 - The Director should be adequately trained — and should continue learning about revitalization techniques and about issues affecting traditional commercial districts.
 - The Director should have a written job description that correlates with the roles and responsibilities of a Main Street Director.
 - There should be a formal system in place for evaluating the performance of the Director on an annual basis.
 - Adequate staff management policies and procedures should be in place.
3. Obtain a 501(c) 3, 4, or 6 nonprofit designation **OR** be designated as a department of the local municipal government.
4. Establish **broad-based community commitment** to revitalization for the commercial district with strong support from both the public and private sectors. This includes:
 - **Partnerships and Collaborations** with local governments as well as with both nonprofit organizations and private sector entities that demonstrate shared responsibilities for the district's revitalization and its program. Examples:
 - Participation in strategy development and planning.
 - Collaboration in the implementation of programming or work plans.
 - Monetary and non-monetary resources for the Main Street program.
 - Engagement of elected officials and/or staff in the Main Street program Board and committees.
 - Promoting the district revitalization and their partnership with Main Street.
 - ****It is required by Main Street America™ and the expectation of the NC Main Street program that the city contribute monetarily to the Main Street program.** Contributions should be enough to cover at minimum the director's salary and benefits.
 - **Community Outreach** to connect and engage with ALL sectors of the community such as businesses, property owners, workforce, other organizations, and residents. Examples include:
 - The program's external marketing, online, printed, social media, etc. clearly promotes the role and impact of the Main Street program.
 - Main Street's leadership and staff are actively engaged in public relations activities that educate, build awareness, and promote the Main Street program.
 - Main Street highlights positive stories about the district through a variety of media tools.

- Main Street has **maintained communication and implemented public relations** that inform and educate the public sector or local government about the district and the Main Street program.
 - Main Street has **promoted the district's positive image, brand identity, and assets**. Examples of this include:
 - A distinctive brand has been created and implemented for **the district**.
 - A distinctive brand has been created and implemented for **the organization**.
 - Social media platforms are used to promote the value of the district and the Main Street program.
 - An annual report is produced noting success across the Four Points.
5. **Inclusive Leadership and Organizational Capacity.** Main Street's greatest resource are PEOPLE and a belief that everyone in the community has a place in Main Street. Main Street places a strong priority on human capital and developing a clear operational structure and practices that increase the organization's capacity to engage **ALL sectors of the community** and leverage their participation in their revitalization efforts. This includes:
- Having an **inclusive organizational structure and diverse volunteer engagement** demonstrating commitment to diverse, inclusive, and equitable district and community engagement. Examples of this include:
 - The organization's **stated mission and core values show a commitment to engaging ALL sectors** of the community it serves.
 - Internal and external messaging promotes that **Main Street has a place for everyone in the community and that diverse engagement is welcomed and valued**. Communication tools address language barriers as appropriate.
 - Work plans and programming activities **address accessibility and inclusive design** for all community members.
 - The organization's policies address **equitable access** for all district and community stakeholders in the organization's leadership structure (Board and committees) as well as in specific projects and activities.
 - The Main Street organization has **implemented an inclusive volunteer program that demonstrates the capacity to implement approved annual work plans and programming for the district**. Examples:
 - Clearly outlined volunteer needs for approved work plans or programming activities are in place and promoted broadly.
 - A proactive effort to recruit diverse volunteers representing the entire community in a culturally competent way.
 - Active volunteer coordination throughout the year that ensures attention to thoughtful placement, rotation, and retention of new and existing volunteers.
 - Volunteers at all levels have access to and receive appropriate orientation, trainings, and leadership development throughout the year.
 - **The Main Street Board of Directors is formed with a diverse and balanced representation** of district and community stakeholders. The following are recommended: district business and property owners, district and community residents, community businesses/corporations and institutions such as schools, universities, foundations, nonprofit organizations, and government.
 - **The Main Street organization has developed a leadership base (board, staff, committee members, and volunteers) that reflects the district and community**, considering a broad range of dimensions of diversity, including race, ethnicity, gender, education, physical and mental ability, veteran status, and

income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.

- **Active board leadership and supporting volunteer base.** Board members have demonstrated active engagement in the Main Street program throughout the year. Ideally, **100 percent but no less than 75 percent of Board members have attended board meetings 75 percent of the time throughout the year, New Board members have participated in board orientation and existing Board members participated in at least one training offered by the Coordinating program.** Board members have played an active role in on the board by leading a committee, a task force or key initiative. Board members have advocated for the program and the district within the community, in coordination with Main Street staff and the rest of the board.
- **Professional staff management.** The Main Street organization has maintained the level of professional staff necessary to achieve its mission, goals, and annual work. This includes meeting the minimum staffing requirements as noted above in #2.
- **Effective Operational Structure.** The Main Street organization has developed appropriate operational and organizational practices to manager effectively and must include:
 - **Clearly defined mission statement** that confirms the purpose of the organization.
 - **Established by-laws**, which are reviewed annually and revised appropriately to carry out the program's mission for the district.
 - **Operating policies and procedures** that outline internal and external communication practices, conflicts of interest, personnel management, leadership selections, elections and terms, Board roles and responsibilities, etc.
 - **Appropriate insurance** for the organization, Board/staff, and its programming.
 - **Legal and fiscal requirements** are met and maintained as required with its tax status or operation structure.

6. **Diversified Funding and Sustainable Program Operations.** A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations. Program sustainability relies on diversity of revenue streams as dependency on one primary or only source could jeopardize the program's operations. This includes having a **Balanced Funding Structure** with a **diverse mix of public and private** sector sources, **Strategic Revenue Development and Fundraising** and **Financial Management and Best Practices**.
7. **Strategy-Driven Programming.** Change is an important guiding principle for Main Street. Main Street programs should define, and manage change from one year to the next through a **strategy-driven work plan and an aligned implementation process**. Planning is guided by **Inclusive Community and Market-Informed Inputs**. Main Street organizations must:
 - Have an appropriate written **mission statement** which is **reviewed annually and updated as appropriate**.
 - Have an appropriate **vision statement** for downtown that is **reviewed annually and updated as appropriate**. The vision statement should define the economic potential of downtown.
 - Establish an annual work plan/planning process for downtown. A comprehensive annual work plan provides a detailed blueprint for the Main Street program's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress.

- Have a **work plan with a balance of activities in each of the four broad program** areas that comprise the Main Street approach: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization.
- The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
- The work plan should be reviewed and updated annually.
- **Involve, ideally, the full board in developing the annual work plan.** At a minimum, the full board should adopt/approve the annual work plan which includes Transformation/Economic Development Strategies.
- **Distribute work activities and tasks** to a broad range of volunteers and program participants.
- Have significant progress in each of the four points based on the work plan submitted for the previous year.
- Maintain an updated building and business inventory list.
- Maintain an asset map recognizing distinctive place-based assets within the district that highlight unique and competitive advantages and market opportunities.
- Have strategies that reflect opportunities driven by local and national trends.
- Have annual fund-development goals and allocations that are guided by the Transformation or Economic Development Strategies.

8. **Preservation-Based Economic Development.** A Main Street organization must adopt and exhibit a Historic Preservation Ethic and Design Management Program. A Main Street organization will focus on, **Preservation Ethics and Education on Historic and Cultural Assets, Standards and Best Practices for Place-based, People – focused Design and Promotion of Historic, Heritage and Cultural Assets.** Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Additionally:

- Advocates for preservation, re-use over demolition.
- When faced with a potential demolition or substantial structural alteration of a significant, historic, or traditional building in the Main Street district, the **program actively works to prevent the demolition or alteration, including working with appropriate partners at the state, local, or national level to attempt to stay or alter the proposed activity;** developing alternative strategies for the building's use; and/or educating local leaders about the importance of retaining existing buildings and maintaining their architectural integrity.
- The program has, or is working toward putting in place, an active and effective design management program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- The program encourages appropriate building renovation, restoration, and rehabilitation projects.
- The program works to find creative adaptive use, financing, and physical rehabilitation solutions for preserving old buildings.
- The program recognizes the importance of planning and land-use policies that support the revitalization of existing commercial centers and works toward putting planning and land-use policies in place that make it as easy (if not easier) to develop property within the commercial district as it is outside the commercial district. Similarly, it ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- The program builds public awareness for the commercial district's historic buildings and for good design.

9. **Demonstrate Impact and Results.** As a part of a national network, Main Street America™, with a proven record for generating strong economic returns and strengthening the district's position within a highly competitive marketplace the local Main Street organization **Demonstrate the Value of Main Street, Measure and Package Quantitative and Qualitative Outcomes and Promote Progress and Demonstrate Impact and Results.**

10. Training & Education Requirements:

- **Orientation:** is required for a **New Main Street Director**. These are held virtually each month and new directors are required to attend a virtual orientation within three months of start date (if not previously attended as a MS Director in another MS Town).
- **Basic Training:** is required for a **NEW Main Street Director** each time there is a change at the local level if said NEW director has not previously attended in Main Street Director attendance at Main Street Basic Training each time there is a change in management (if not previously attended).
- **Directors Meeting:** Main Street Director's attendance at Main Street Directors' Meeting held once a year in August. (In the case of a vacancy or illness/emergency, a substitution for the director may be made for this meeting).
- **Regional Meetings:** Main Street Director (or Volunteer if Director cannot) attendance at a minimum of one of two bi-annual regional meetings each year. (Held in May and November.) *It is recommended that the Director attend both meetings, not just one.
- **NC Main Street Conference:** Main Street Director and a minimum of one volunteer attendance at the annual NC Main Street Conference - (NCMS provides each designated MS community with two complimentary registrations).
- **Main to Main Trail:** Maintain and update as appropriate your community's Main to Main Trail information on your website which is linked to the ncmainstreetandplanning.com website.
- ****NEW required training as of 2024:**
 - **Small Scale Development Workshop (attend ONE out of 8)**
 - Tryon – April 24, 2024
 - New Bern – June 12, 2024
 - Washington – July 17, 2024
 - Lenoir – August 21, 2024
 - Mount Airy – Oct. 2, 2024
 - Salisbury – Nov. 13, 2024
 - Clinton – Jan. 8, 2025
 - Oxford – Feb. 12, 2025
 - **Destination Creation Training** – dates and locations TBD (these will be held in regions)
 - **Storytelling Training** – dates and locations TBD (these will be held in regions)

- 11. Reporting:** Submit annual statistical data in July and Budget & Salary information and Program Assessment Survey in January, as requested, to the NCMS&RP Center.
- 12. Maintain an annual membership** with the National Main Street Center at the [Main Street America Community Member](#) level.
- 13. Reimbursement of NC Main Street & Rural Planning Center's travel expenses**, when traveling to the local community, at the IRS state rate plus meals at the state per diem rate and lodging in accordance with the NC Main Street & Rural Planning Center Travel Policy.
- 14. Sublicense & Logo Placement.** The local Main Street Program **must also sign and follow the National Main Street sublicense agreement and must comply with all Accredited or Affiliate community requirements** including placing the *Designated NC Main Street Community* logo on the Main Street program website and use the logo when appropriate on social media, email, and marketing materials **Logos and website language will be sent in June by Main Street America following receipt of signed agreements.**

Documents Needed for a Change in Administration of the Local Main Street Program, including if the organization changes from a nonprofit, government, or quasi-public-private structure to a different structure:

- The City/Town Council has the authority to designate another agency/entity to administer the Main Street program.
 - North Carolina Main Street Center requires:
 - A resolution from the City/Town Council that authorizes this change.
 - Minutes of the City/Town Council Meeting clearly demonstrating the majority vote.
 - Documentation demonstrating how the entity that will be administering the Main Street Program will address the items listed under the requirements section of this document.

***These documents must be emailed to the Director of the NC Main Street & Rural Planning Center within two months of a change in administration.**

Benefits of Membership with The National Main Street Center

Designated Main Street Member

(Required for all active, designated N.C. Main Street and Small-Town Main Street communities)

As a designated Main Street Member, your program, is a recognized leader among the largest network of commercial district organizations in the world. Tap into the expertise of our large network of Main Street Programs, BIDs, CDC's, planners, local government agencies, consultants, and others to learn, research and share useful experience with each other. This guide explains the benefits of membership and how to access these tools.

We want you to get as much out of your membership as possible! Please contact us if you require any assistance with your benefits.

- Access to The Point, our exclusive online member networking platform.
- Access to *Main Street News*, a weekly newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field.
- Members-only rates at the annual Main Street Now Conference, and the Main Street America Institute.
- Access to our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach and full archives.
- Free online training opportunities.
- Full access to the Main Street Knowledge Hub with sample documents, articles, reports, and more from your peers and experts in the field — all at your fingertips.
- Access to tailored insurance products from the National Trust Insurance Services, LLC.
- Family level membership with the National Trust for Historic Preservation including a subscription to *Preservation* magazine.
- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program.

- Exclusive eligibility to enter into a Licensing Agreement with the NMSC, or your Coordinating Program, to use Main Street America™ name and logo.
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.
- Up to six free sub-memberships to share access to resources with your team.
- And more!

Your benefits include:

Annual Dues: \$375

Information from: <https://www.mainstreet.org/join>

Signature Page

1. Designated Main Street City/Town: Goldsboro

2. Name of Local Main Street Administrating Organization: Downtown Goldsboro Development Corporation

3. Check Which One Applies:

Public (City/Town) Administered ☐

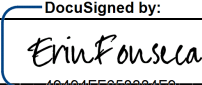
Private (Non-Profit) Administered ☐

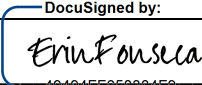
Quasi-Public-Private (Town/Non-Profit) Administered ☒

4. Name of Main Street Director: Erin Fonseca

Title: Executive Director

DocuSigned by:



Signature: 

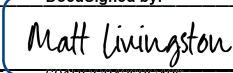
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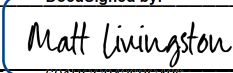
Date: 17-Apr-2024

5. Name of City/Town Manager: Matt Livingston

Title: Interim City Manager

DocuSigned by:



Signature of City/Town Manager: 

601BCC04260C406...

Date: 04-Jun-2024

NORTH CAROLINA

WAYNE COUNTY

THIS LEASE AGREEMENT, is made this the 18 day of April, 2022, by and between the Downtown Goldsboro Development Corporation, a N.C. non-profit corporation, hereinafter called "Landlord", and City of Goldsboro for its Downtown Development Department, hereinafter called "Tenant";

W I T N E S S E T H:

The parties hereto agree for themselves, their successors and assigns as follows:

1. PREMISES. Landlord hereby leases to Tenant, and Tenant hereby accepts and leases from Landlord, the first floor of 116 N. Center Street, Goldsboro, NC, together with the nonexclusive right to use all entranceways, conference room, and other common facilities, all subject to such reasonable and uniform rules and regulations as may be prescribed by Landlord. The premises leased herein consist of approximately 600 square feet of office space for Tenant's exclusive use and approximately 1800 square feet of space for common use.

TO HAVE AND TO HOLD, the said demised premises and appurtenances upon the terms and conditions hereinafter set forth:

2. TERM. The commencement date of this lease shall begin on May 1, 2022, on an open-ended term, continuing on a month-to-month tenancy. The Landlord or Tenant must give the other party a written 30-day notice of Lease non-renewal.

3. RENTAL. Tenant shall be entitled to occupy the demised premises free of charge, in exchange for utilities, janitorial and other services listed herein.

4. TAXES. Landlord agrees to pay all taxes and assessments upon the demised premises, except as otherwise expressly provided herein. Tenant shall pay all taxes or assessments assessed upon its fixtures, equipment, or other property installed in the demised premises or brought thereon by the Tenant.

5. INSURANCE. Landlord will maintain and pay for adequate fire insurance, with extended hazards coverage on the demised premises. Tenant will provide and pay for all insurance on its own contents in the demised premises.

6. USE OF THE DEMISED PREMISES. Tenant shall use the demised premises only as an office for its Downtown Development Department and for other such purposes as the Landlord may agree. Tenant shall comply with all laws, ordinances, orders or regulations of any lawful authority having jurisdiction over the demised premises. The Tenant shall not do any act or follow any practice in or about the demised premises which shall constitute a nuisance or detract from or impair the reputation of the building or which may increase the Landlord's cost of insurance or create the potential for uninsured losses. Tenant shall at all times keep the demised premises and all adjoining entryways, sidewalks and delivery areas in a neat and orderly condition. Tenant shall not cause any noxious, disturbing or offensive odors, fumes or gases, or any smoke, dust, steam, or vapors, or any loud or disturbing noise or vibrations to originate in or be emitted from the demised premises.

7. LANDLORD'S COVENANT TO MAINTAIN. Tenant agrees that it will be responsible for all

repairs within the demised premises with a per repair cost (valued at the time of its discovery) of \$100 or less AND such other repairs that may be required as a result of misuse, abuse, intentional damage or negligence of the Tenant or Tenant's or its employees and agents family, guests and invitees. Except those repairs that are described as the responsibility of the Tenant, the Landlord will, at its own expense, keep and maintain in good order and repair during the full term of this lease those areas of the demised premises exclusively leased to the Tenant, including without limitation all window glass, interior and exterior doors, wiring and electrical system. The Landlord shall also be equally responsible for the maintenance of the areas of the demised premises which are is common space. Finally, the Landlord will keep and maintain in good order and repair during the term of this lease the heating and air conditioning system. It is specifically provided that at the end of the term of this lease, the Tenant will deliver the demised premises to the Landlord in as good condition as they were in when received by Tenant, excepting only normal wear and tear and repairs required to be made by the Landlord under the terms hereof. Landlord agrees that it will be responsible for changing light bulbs and/or tubes as necessary. However, Landlord shall in no event be liable for any incidental or consequential damages resulting from its failure to perform repairs on a timely basis or in a good and workmanlike manner.

8. DAMAGE OR DESTRUCTION BY CASUALTY. If the demised premises are damaged or destroyed during the term of this lease by fire or other casualty covered by an ordinary fire insurance policy with extended coverage, Landlord will reconstruct the demised premises or repair such damage as promptly as is reasonably practicable, however, that if the demised premises shall be damaged or destroyed by casualty to the extent of fifty percent (50%) or more of their replacement value, Landlord shall thereupon have an option to terminate this lease.

9. UTILITIES, JANITORIAL AND OTHER SERVICE. During the term of this lease, the total cost of all light, heat, water, and other utilities shall be paid by the Tenant. The Tenant shall also bear the expense of routine janitorial service and supplies, which will be provided by the City of Goldsboro. Additionally, the City of Goldsboro will cover costs related to phone, Wi-Fi, pest control, and fire/alarm system.

10. FIXTURES AND PERSONAL PROPERTY. Any trade fixtures, equipment and other personal property, installed or attached to the demised premises by or at the expense of the Tenant shall remain the property of the Tenant. The Tenant at the end of the lease, shall restore the demised premises to the same condition in which they were at the time Tenant took possession, ordinary wear and tear excepted.

11. LANDLORD'S ENTRY. The Landlord shall have the right to enter upon the Tenant's premises at all reasonable times during the term of this lease for the purposes of inspection, maintenance, repair and alteration.

12. REASONABLE USE: Tenant certifies and agrees that it has made inspection prior to the lease inception and that the utilities including the electrical service into the leased premises are fully adequate for the Tenant's purposes. Tenant agrees that it shall not overload the electrical service available, and will use all utilities in a conservative and reasonable manner. Except with the prior written consent, space heaters or additional air conditioning systems shall not be used on the premises.

13. ASSIGNMENT AND SUBLEASE. Tenant may not assign this lease or sublet the demised premises or any portion thereof without the prior written consent of the Landlord which shall not be unreasonably withheld.

14. TENANT'S RIGHT TO ALTER AND IMPROVE. The Tenant shall have the right, from

time to time, to make all such alterations and improvements to and decoration of, the interior of the demised premises exclusively leased to the Tenant that shall be reasonably necessary or appropriate in the Tenant's judgment, subject to the approval of Landlord.

15. NOTICES. All notices provided for in this lease shall be in writing and shall be deemed to be given when sent by prepaid registered or certified mail to the parties as follows:

If to Landlord: DGDC
116 N Center Street
Goldsboro, NC 27530

If to Tenant: City of Goldsboro – Downtown Development Department
PO Drawer A
Goldsboro, NC 27533

Either party may, from time to time, by notice as herein provided designate a different address to which notices to it shall be sent.

16. SUBORDINATION. Tenant will, upon request by Landlord, subject and subordinate all of its rights under this lease to any and all mortgages and deeds of trust now existing or hereafter placed on the property of which the demised premises are a part; provided, however, the Tenant will not be disturbed in the use or enjoyment of the demised premises. Tenant agrees that this lease shall remain in full force and effect notwithstanding any default or foreclosure under any such mortgage or deed of trust and that it will attorn to the mortgagee, trustee, or beneficiary of such mortgage or deed of trust, and their successors and assigns, and to the purchaser or assignee under any such foreclosure. Tenant will, upon request by Landlord, execute and deliver to Landlord, or to any other person designated by Landlord, any instrument or instruments required to give effect to the provisions of this article.

17. WARRANTY. Landlord covenants and represents that it has a leasehold interest in the demised premises and that Tenant shall peacefully and quietly hold and enjoy the demised premises for the full term hereof so long as he does not default in the performance of any of his covenants hereunder.

18. NATURE AND EXTENT OF AGREEMENT. This instrument contains the complete agreement of the parties regarding the terms and conditions of the lease of the demised premises, and there are no oral or written conditions, terms, understandings, or other agreements pertaining thereto which have not been incorporated herein. This instrument creates only the relationship of Landlord and Tenant between the parties hereto as to the demised premises; and nothing herein shall in any way be construed to impose upon either party hereto any obligations or restrictions not herein expressly set forth.

19. BINDING EFFECT. This lease shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

20. USE OF COMMON AREAS. As additional consideration for this lease, the Tenant will be entitled to use shared facilities including shared bathroom, conference rooms, kitchen, storage spaces, and hallways. All use of the common areas must be with full recognition of the fact that these are shared facilities, and they must be used in a manner not to unreasonably interfere with enjoyment of the same by others entitled thereto.

IN WITNESS WHEREOF, the Landlord has caused duplicate originals of this instrument to be executed in its name by its President by authority of the Board of Directors duly given, and the Tenant has caused duplicate originals of this instrument to be executed by its Mayor by authority of the Goldsboro City Council duly given, or where not independently incorporated, the Tenant's duly authorized representative has executed this instrument on behalf of his organization, with a fully executed original being retained by each party hereto, this day and year first above written.

Landlord: Downtown Goldsboro Development Corporation

By: Doug McNeil (Seal)
President

Tenant: City of Goldsboro

By: [Signature] (Seal)

Title: Mayor

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act." G.S. §159-28

Catherine J. Gynn

(Signature of Finance Officer)

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Creating a Hydrant Meter Rental Policy

DEPARTMENT: Public Works

BACKGROUND:

Fire hydrants are a readily available source of water for many businesses on a temporary basis.

To accommodate those businesses, the City has hydrant meters that are currently loaned out to obtain water for non-drinking use in a safe and legal manner. On average, the meters cost \$2,500 to \$3,500. Although water usage is tracked and billed, no fees or deposits are currently required to obtain a meter. More importantly, there is no policy in place to outline any fundamental requirements or responsibilities related to obtaining or using a meter.

DISCUSSION:

Most municipalities that provide hydrant meters to gain access to water for non-drinking purposes typically have a written policy and charge both refundable and non-refundable fees to cover the cost of managing the program, as well as repairing or replacing the meters as needed.

Following suit, the Public Works Water Distribution Section has written a Hydrant Meter Assembly Rental Policy. The policy effectively outlines the rental process and sets specific rates and fees to better safeguard the water distribution system and provides an improved management and accountability process for the meters. The policy is attached for your review.

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is recommended that Council adopt the attached resolution approving the new Hydrant Meter Assembly Rental Policy.

MANAGER'S RECOMMENDATION:

APPROVERS

Rick Fletcher

Laura Getz

Matthew Livingston

RESOLUTION CREATING A HYDRANT METER ASSEMBLY RENTAL POLICY

WHEREAS, fire hydrants are a readily available source of water for many businesses on a temporary basis; and

WHEREAS, the City has hydrant meters that are currently loaned out to obtain water for non-drinking use in a safe and legal manner; and

WHEREAS, on average, the meters cost \$2,500 to \$3,500; and

WHEREAS, although water usage is tracked and billed, no fees or deposits are currently required to obtain a meter; and

WHEREAS, no policy in place to outline any fundamental requirements or responsibilities related to obtaining or using a hydrant meter; and

WHEREAS, most municipalities that provide hydrant meters to gain access to water for non-drinking purposes typically have a written policy and charge both refundable and non-refundable fees to cover the cost of managing the program; and

WHEREAS, the Public Works Water Distribution Section has written a Hydrant Meter Assembly Rental Policy; and

WHEREAS, the policy effectively outlines the rental process and sets specific rates and fees to better safeguard the water distribution system and provides an improved management and accountability process for the meters.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that the new Hydrant Meter Assembly Rental Policy is hereby approved as presented and attached.

This Resolution shall be in full force and effect from and after this March 17, 2025.

Charles Gaylor, IV
Mayor

Attested by:

Laura Getz
City Clerk

City of Goldsboro Hydrant Meter Assembly Rental Policy

FIRE HYDRANT METER PROGRAM FOR TEMPORARY WATER SERVICE

The fire hydrant meter program provides service for customers within the City of Goldsboro and outlines specific procedures to follow for authorized use of public fire hydrants. According to Section 52.03 of the City's Code of Ordinances, it shall be unlawful for any person not employed by the City to open any fire hydrant, curb stop or gate valve, or to interfere in any part of the water system. Private contractors and individuals must apply for access to public fire hydrants.

Fire hydrants are a readily available source of water for many businesses on a temporary basis. To accommodate those businesses, the City offers a rental option for a Hydrant Meter Assembly to obtain water for non-drinking use in a safe and legal manner.

FIRE HYDRANT METER ASSEMBLY RENTAL

The City will provide temporary water service by means of a public fire hydrant to customers who qualify for services at locations within the service area. The two types of fire hydrant meter assemblies available to rent are a 2.5" NST Fire Hose and ¾" MIPT garden hose. They can be rented on a daily or monthly basis. Applicants must provide their desired fire hydrant location which shall include unobstructed access to the job site. The fire hydrant's location and condition may affect the availability of service. If the desired fire hydrant is deemed unsatisfactory for a temporary water connection, Public Works Distribution and Collection staff will suggest the next best fire hydrant location for providing temporary water.

The Distribution and Collection Division will grant access to a Fire Hydrant Meter Assembly for temporary water service only to customers who have satisfied the requirements for obtaining such services. Additionally, the City reserves the right to deny rental to any customer based on equipment availability, water use restrictions, weather conditions or system capabilities.

PROCEDURE FOR OBTAINING A FIRE HYDRANT METER ASSEMBLY

A two-business day notification is required for all Fire Hydrant Meter Assembly Rental Requests.

Call 919-739-7437 to inquire about a temporary Fire Hydrant Connection Service and Meter Assembly availability.

A Fire Hydrant Meter Application must be filled out at the Public Works Department located at 1601 Clingman Street, Goldsboro, NC. Additionally, a non-refundable \$250 service fee and refundable \$500 deposit must be paid in the Revenue Department at City Hall to initiate the rental process.

INSTALLATION AND OPERATION GUIDELINES FOR A FIRE HYDRANT METER ASSEMBLY

Distribution and Collection staff will contact the customer to schedule installation of the Fire Hydrant Meter Assembly. Installation is available between 7:00 a.m. and 3:00 p.m. Monday through Thursday. Although the City typically only offers secured Fire Hydrant Meter Assemblies for temporary water service, exceptions may be made on a case-by-case basis in lieu of extenuating circumstances.

Distribution and Collection staff will install and secure the Fire Hydrant Meter Assembly on the requested fire hydrant and ensure all equipment is working properly before leaving the sight. The hydrant will be turned off after all testing is complete. The completed Fire Hydrant Meter Assembly Rental Application authorizes the customer to operate the fire hydrant with their specific meter assembly only.

The City offers two Fire Hydrant Meter Assembly Connections:

- 2.5" NST Fire Hose
- ¾" MIPT garden hose

The City will complete an inspection and obtain a water consumption reading 3 days prior to the 1st of the month for customers that are in possession of Hydrant Meter Assemblies for an extended period.

If a customer wishes to have their Fire Hydrant Meter Assembly relocated, an advance notice of two business days must be provided to the Distribution and Collection staff. Hydrant Meter customers are not permitted to relocate the Fire Hydrant Meter Assembly.

When the customer is finished with the Fire Hydrant Meter Assembly, they must contact Public Works Distribution and Collections staff at 919-739-7437 at least two business days in advance to schedule retrieval of the equipment. Retrieval of equipment can be scheduled Monday through Thursday between 7:00 a.m. and 3:00 p.m.

The customer is responsible for immediately reporting any Hydrant Meter Assembly damage or concerns to the Public Works Distribution and Collection Division at 919-739-7437.

Customers are responsible for ANY damage to the fire hydrant meter assemblies, including vandalism or freeze damage. To avoid freeze damage, turn off the fire hydrant valve and empty the meter assembly of any water prior to freezing weather conditions.

FIRE HYDRANT METER ASSEMBLY FEE SCHEDULE

- Deposit: \$500 (Refundable upon return of Meter Assembly)
- Service Fee (Non-Refundable): \$250 (Must be paid before installation)
- Rental Fee: \$15 per day, \$250 per month
- Hydrant Wrench Rental: \$15 per month
- Consumption Rate: \$25 + \$4.29/1,000 gallons (Billed Monthly)

NOTE: Fees are reviewed annually with the most recent fees approved and maintained in the City's Manual of Fees and Charges.

FIRE HYDRANT METER ASSEMBLY RENTAL BILLING, PAYMENTS AND REFUND PROCEDURES

All billing, payment and refund transactions regarding deposits, fees and water consumption will be processed through the City's Water Department located at 200 North Center Street. AS previously stated, all deposits and service fees must be paid prior to receiving a hydrant meter. All other pertinent rental fees identified on the Fire Hydrant Meter Assembly Rental Application, including water consumption, will be billed monthly on a miscellaneous bill.

After receiving your miscellaneous bill, you may mail your check and payment stub to PO Box 88, Goldsboro, NC 27533 or pay in person at the Water Department located in the City Hall Addition. If paying in person, please check in with the Receptionist at the Front Information Desk before proceeding to the Water Department, which is just past the Information Desk, to the right and around the corner.

Once all rented equipment is returned and inspected, and the final miscellaneous bill is paid, a check will be cut for the \$500 refundable deposit and mailed to the billing address identified on the Fire Hydrant Meter Assembly Rental Application.

ADDITIONAL INFORMATION

If a customer violates any portion of the Hydrant Meter Assembly Rental Policy, Distribution and Collection staff will **IMMEDIATELY** remove the equipment. The customer's account will be put on hold pending an investigation to determine if additional fees or penalties are warranted.

Policy Effective Date: March 17, 2025

FIRE HYDRANT METER ASSEMBLY RENTAL APPLICATION

Forward Your Completed Application to Public Works:

Email: HydrantMeterRental@goldsboronc.gov

Fax: 919-739-7442

For inquires please contact Matthew Langley at 919-739-7437

The application can also be completed in person at 1601 Clingman St, Goldsboro, NC 27530

(PLEASE PRINT)

Company Name: _____ Date: _____

Email Address: _____

Office Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

Billing Address: _____

Deposit and Fees

\$500 Refundable Deposit

\$250 Non-refundable Service Fee

Meter Rental Period: Daily (\$15) ____ Monthly (\$250) ____

Hydrant Wrench Rental: Monthly (\$15): ____

Meter Size (Please Select)

3" meter with 2.5" connection _____ 5/8" meter with garden hose connection _____

The undersigned applicant/guarantor personally and individually guarantees unconditionally full and prompt payment of all rental, service and consumption fees and obligations due under this contract.

Applicant/Guarantor Full Name: _____

Applicant/Guarantor Signature: _____

Office Use Only

Meter #: _____ **Location:** _____

Meter Reading: _____ **Fire Hydrant Number:** _____

Company Name: _____ **Date Issued:** _____

Daily Reading		Monthly Reading	
Date	Reading	Date	Reading

Close Out Information

Date Closed: _____ **Meter Reading:** _____

Total Days: _____

Equipment Returned:

3" Meter with 2.5" Connection _____

5/8" Meter with Garden Hose Connection _____

Hydrant Wrench: _____

Sent to Utility Billing: _____

Applicant Name: _____

Applicant Signature: _____

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Delegation of the acquisition of temporary construction easements to the City Manager

DEPARTMENT: Public Works

BACKGROUND:

The city frequently has the need to negotiate and enter into easement agreements for various reasons, including running utility lines (stormwater, water, sewer), building roads, creating pedestrian pathways, etc. Over the last few years, the City has entered into construction easement agreements with various entities, including the railroad, NCDOT and even private property owners. There are often occasions when the easements are for temporary purposes and at a low cost, but the approval process is the same regardless.

DISCUSSION:

Delegating the authority to negotiate and enter temporary construction easements to the City Manager, especially those that are for less than a year and under \$5,000, would allow for more flexibility when acquiring easements and expedite the overall process.

BUDGET RELATIONSHIP:

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is recommended that Council adopt the attached resolution delegating authority to negotiate and enter temporary construction easements that are for less than one year and under \$5,000 to the City Manager.

MANAGER'S RECOMMENDATION:

APPROVERS

Rick Fletcher
Laura Getz
Matthew Livingston

**RESOLUTION TO DELEGATE THE ACQUISITION OF TEMPORARY
CONSTRUCTION EASEMENTS TO THE CITY MANAGER**

WHEREAS, the city frequently has the need to negotiate and enter into construction easement agreements; and

WHEREAS, those easements are typically for running utility lines (stormwater, water, sewer), building roads, creating pedestrian pathways, etc.; and

WHEREAS, the City has entered into construction easement agreements with various entities, including the railroad, NCDOT and even private property owners; and

WHEREAS, there are often occasions when the easements are for temporary purposes and at a low cost; and

WHEREAS, the approval process is the same regardless of the easement duration or cost; and

WHEREAS, delegating the authority to negotiate and enter temporary construction easements that are for less than a year and under \$5,000 to the City Manager would allow for more flexibility when acquiring easements and expedite the overall process.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that the authority to negotiate and enter temporary construction easements that are for less than one year and under \$5,000 has been delegated to the City Manager.

This Resolution shall be in full force and effect from and after this March 17, 2025.

Charles Gaylor, IV
Mayor

Attested by:

Laura Getz
City Clerk

**CITY OF GOLDSBORO
AGENDA MEMORANDUM
MARCH 17, 2025 CITY COUNCIL MEETING**

TITLE: Resolution Approving Change Order No. 1 and Additional Rental Equipment Required for the Emergency Removal and Replacement of 200 Linear Feet of 30-Inch PVC for Stoney Creek Sanitary Sewer Outfall Line

DEPARTMENT: Engineering

BACKGROUND:

On October 21, 2024, the City Council approved a contract for the emergency removal and replacement of 200 linear feet of 30-inch PVC for Stoney Creek Sanitary Sewer Outfall Line. During recent inspections to check the progress of ongoing construction, it was discovered that additional work and equipment is required to facilitate this construction project.

DISCUSSION:

Due to the potential seriousness of the situation and the possibility of sanitary sewer overflow, staff requested the contractor, Ralph Hodge Construction Company, to provide an additional scope of work and cost increase for this project.

Additional Scope of Work by Ralph Hodge Construction Company: \$52,840

Replacement of additional downstream manholes with reinforced concrete pipe for each connection and Fernco couplings.

Rental Equipment-Xylem Dewatering Services-d/b/a/ Godwin Pumps of America: \$107,480

Bypass and backup pumps are required due to the flow conditions at this location. This cost is based on using the pumps for the duration of the project with a completion date of November 9, 2025. The pumps may not be used for the entire project and the cost may be reduced by the actual time used.

Funds for the additional scope of work and rental equipment for the emergency removal and replacement will require a budget allocation for FY24-25 from the Utility Fund.

BUDGET RELATIONSHIP:

Budget ordinance to be submitted by the Finance Department.

STRATEGIC PLAN RELATIONSHIP:

STAFF RECOMMENDATION:

It is recommended that the Council adopt the attached resolution authorizing the City Manager to execute Change Order No. 1 with Ralph Hodge Construction Company for the amount of

\$52,840 and approval of rental equipment at a cost of \$107,480 for bypass and backup pumps that are needed for the emergency removal and replacement of a section of Stoney Creek Sanitary Sewer Outfall Line.

MANAGER'S RECOMMENDATION:

APPROVERS

Jestine McLamb

Jonathan Perry

Laura Getz

Matthew Livingston

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE
ORDER NO. 1 WITH RALPH HODGE CONSTRUCTION FOR THE EMERGENCY
REMOVAL AND REPLACEMENT OF 200 LINEAR FEET OF 30-INCH PVC FOR
STONEY CREEK SANITARY SEWER OUTFALL LINE AND APPROVAL OF
ADDITIONAL RENTAL EQUIPMENT**

WHEREAS, the City Council of the City of Goldsboro awarded a contract on October 21, 2024, to Ralph Hodge Construction Company for the emergency removal and replacement of 200 linear feet of 30-inch PVC for Stoney Creek Sanitary Sewer Outfall Line; and

WHEREAS, the City Council of the City of Goldsboro recommends additional scope of work and rental equipment for the emergency repair of the Stoney Creek Sanitary Sewer Outfall Line; and

WHEREAS, Ralph Hodge Construction Company submitted a cost of \$52,840 for the additional scope of work; and

WHEREAS, Xylem Dewatering Services, Inc. d/b/a Godwin Pumps of America submitted a cost of \$107,480 for rental equipment required for bypass and backup pumps; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to issue a change order to Ralph Hodge Construction Company for \$52,840, and approval of rental equipment for \$107,480;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that the City Manager is hereby authorized and directed to execute a change order for \$52,840 with Ralph Hodge Construction Company and approval of additional rental equipment in the amount of \$107,480 for bypass and backup pumps required for Stoney Creek Sanitary Sewer Outfall Line.

This Resolution shall be in full force and effect from and after this 17th day of March 2025.

Charles Gaylor, IV
Mayor

Attested by:

Laura Getz
City Clerk