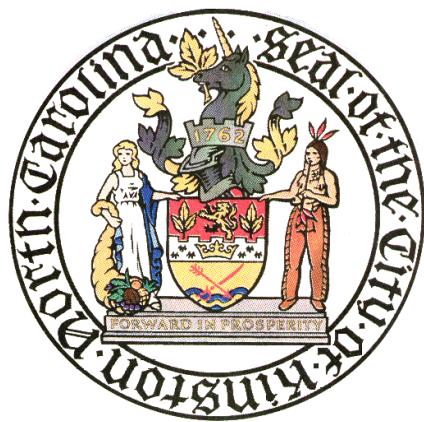


Kinston City Council

AGENDA

TUESDAY, JANUARY 6, 2026

Regular Meeting at 5:30 pm



Mayor Don Hardy

Mayor Pro Tem Antonio Hardy

Councilmembers

Barbara Seaforth

Felicia Solomon

Chris J. Suggs

Robert Swinson

Agenda
Kinston City Council
City Hall · 207 East King Street
Tuesday, January 6, 2026
Regular Meeting at 5:30 pm

**This meeting will be held in person and live-streamed on
YouTube Channel: @thecityofkinston
Available for viewing on KTV, the local government channel 2**

REGULAR MEETING

Call to Order ----- Mayor Don Hardy

Prayer----- Mayor Don Hardy

Pledge of Allegiance

Council Members' Roll Call

CITIZEN COMMENT

Citizens must sign in before the start of the meeting if they wish to address the City Council.
Citizens should state their name and address before beginning their comments and may speak up for a maximum of 3 minutes.
Citizens seeking assistance or asking questions will be contacted by a member of the Governing Body or by appropriate City Staff

Adoption of the Agenda

*If a Councilmember wishes to revise the agenda, the Motion to add or delete an item will be entertained
before the Adoption of the Agenda.*

Motion/Second

MINUTES

Minutes for December 2, 2025, December 16, 2025, and December 23, 2025, will be considered for approval at the next meeting.

Debra Thompson

Motion/Second

PUBLIC HEARING and ACTION

1. Consider Approval of Rezoning a Property from I-1 to RA-5 (Residential Office)-----Elizabeth Blount
Motion/Second

ACTION AGENDA

1. Consider Approval to Amend Section 18.4.1.1. Historic Overlay District Regulations of the City of Kinston Unified Development Ordinance ----- Elizabeth Blount
Motion/Second

2. Demolition Update ----- Elizabeth Blount

3. Consider Acceptance of a NCDOT Multimodal Network Plan Grant in the Amount of \$65,000 and Authorize the Finance Director to Prepare a Budget Amendment for a Future Meeting-----

Elizabeth Blount

[Motion/Second](#)

4. Consider Approval to Establish Historic Preservation Fund Grant (C2127)-----Donna Goodson

[Motion/Second](#)

5. Consider Adoption of Ordinance for FY2025-2026 Operating Budget Amendment-----Donna Goodson

[Motion/Second](#)

6. Consider Adoption of Resolution Appointing Assistant Finance Director for Signing Pre-Audit Certificate and Checks-----Donna Goodson

[Motion/Second](#)

7. Consider Adoption of Resolution Appointing Public Servicers Director for Countersigning Checks

Donna Goodson

[Motion/Second](#)

8. Consider Approval of COPS Grant -FY 25 Community Policing Development: Supporting Agencies Seeking Accreditation Grant in the Amount of \$51,270 ----- Keith Goyette

[Motion/Second](#)

9. Consider Approval of COPS Grant – FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Project in the Amount of \$136,020 ----- Keith Goyette

[Motion/Second](#)

10. Consider Approval of Award of a Bid for Structures and Equipment for POD I Substation to Peak Substation Services in the Amount of \$646,900.00 ----- Steve Miller

[Motion/Second](#)

APPOINTMENTS

Consider NCEMPA Appointments ----- Rhonda Barwick

[Motion/Second](#)

CITY MANAGER'S REPORT

CITY ATTORNEY'S REPORT

MAYOR AND COUNCILMEMBER REPORTS

CLOSED SESSION

ADJOURNMENT

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Public Hearing AND Action

Item Request: Rezoning Request

Agenda Item to be Considered

Presenter: Elizabeth Blount, Planning Director

Subject: Rezoning request for a property from I-1 to RA-5 (Residential Office)

Action Requested: Approve Request

Supporting Documentation: Staff report, Application, List of Illustrated Uses, Adjacent Property Owner and Applicant letters, Adjacent Property Owner List, Survey and Draft Rezoning ordinance

Department Head's Approval _____

City Manager's Approval RB

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation: Staff recommends approval

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK



MAYOR DON HARDY
MAYOR PRO TEM ANTONIO HARDY

COUNCILMEMBERS:
BARBARA SEAFORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV

MEMORANDUM

TO: Mayor and City Council
FROM: Elizabeth Blount, Planning Director
DATE: December 29, 2025
SUBJECT: Rezoning Request from I-1 to RA-5

Background & Site Description:

Staff received a request submitted from Kevin Faison to rezone parcel NC PIN 4525-53-9687 from I-1 (Industrial District) to RA-5 (Residential District). The property currently features a single-family dwelling unit.

The RA-5 zoning district is established to allow a high density of residential land use along with other uses compatible with the residential uses and primarily in older sections of the city.

Zoning and Land Use:

Direction from Site	Zoning District(s)	Adjacent and Nearby Land Uses
North	RA-5	Empty lots and Single Family dwellings
South	I-1	Single family dwellings
East	I-1 & RA-5	Empty lot
West	RA-5	Single family dwellings

Comprehensive Plan:

The property is located within the Mixed Use Future Land Use Sectors. The proposed rezoning is in compliance with the city's comprehensive land use which recommends a mixture of land uses to include residential.

Planning Board Recommendation:

The Planning Board recommended approval of the request and its consistency with the Comprehensive Land Use plan at their regular scheduled meeting on December 9, 2025.

Staff Recommendation:

Planning staff is of the opinion that the rezoning is in compliance with the comprehensive plan and recommends approval.

Action Requested:

Hold a public hearing and provide approval or denial

Motion should include whether the request is consistent or inconsistent with the comprehensive plan.

Attachments:

Application

Adjacent Property Owner and Applicant Letters

Illustrated List of Uses for RA-5

160D-604 & 605 Excerpts

Draft Rezoning Ordinance

MAYOR DON HARDY

Barbara Seaforth

Chris J. Suggs

Mayor Pro Tem Antonio Hardy

Felicia Solomon

Robert Swinson, IV

City of Kinston

Planning Department

P.O. Box 339 ****207 E. King Street
Kinston, North Carolina 28501
Office 252-939-3271****Fax 252-939-3127



RECEIVED
11-7-25

Re-Zoning Application

Applicant

Name: Kevin Faision
Address: 2203 Old Courthouse Dr
City/State/Zip: Greenvill, NC, 27858
Phone: 252-814-0026
Email: Kef0906@yahoo.com

Property Owner(s)

Name: Transitional Support Solutions
Address: 519 Tower Hill Rd
City/State/Zip: Kinston NC
Phone: 252-814-0026
Email: Kef0906@yahoo.com

Requirements: A written legal description of the property giving the full metes and bounds description in addition to a plat reference is required with this petition. A plat showing property lines with lengths & bearings, adjoining street, location of existing buildings, north arrow and scale is also required.

<u>Fees:</u>	<u>Re-zoning to:</u>	RA-7, RA-8, RA-12 RA-5, RA-6, RA-20, RM-5 R0 O&I, B-1, B-2, B-3 I-1, I-2, I-B, SC	= \$200 = \$300 = \$300 plus \$10 per acre = \$350 plus \$10 per acre
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*The Re-Zoning Application fees along with all other required information must be submitted one month prior to the public hearing in order to get on that agenda. Public Hearings are held on the third Tuesday of the month at 7:00 p.m. Also, a Re-Zoning for a proposed special land use requires a Special Use Application.

I hereby petition the Kinston City Council and the Planning Board to re-zone the following referenced tract of land from RA-1 to RA-5. The property is located at 519 Tower Hill Rd and is known in the Lenoir County Register of Deeds office as Map Number: 452515539687

Applicant Signature: Kevin Faision

I hereby authorize the staff of the Kinston Planning Department to inspect the premises of the above referenced property and to place a public notice sign on the premises as required by law. I hereby dispose and say that all statements submitted are true and correct to the best of my knowledge and belief.

Property Owner
Signature: Lebra D.

Thompson
Notary P.

Sworn and subscribed before me this 11th day of November, 2025.

SEAL



Notary Signature: Lebra D. Thompson

My Commission expires Oct 7, 2030

Lenoir County Lenoir County Public Records Search

Lenoir County Public Records Search

7194
519 TOWER HILL RD

TRANSITIONAL SUPPORT SERVICES, -
2203 OLD COURTHOUSE DR
GREENVILLE, NC 27858

Total Assessed Value
\$57,107

KEY INFORMATION

Parcel ID No.	7194
Owner ID	1025170
Map No.	452515539687
Tax District	156 - COUNTY/CITY OF KINSTON
Township	104 - KINSTON
Property Type	RES - IMP
Land Size Acres	0.13
Legal Description	519 TOWERHILL RD
Exemption Code	-
Neighborhood	W of Luther E of Queen
Plat Book & Page	M1 - 183

ASSESSMENT DETAILS

Land Value	\$5,063
Improvement Value	\$52,044
Total Value	\$57,107
Deferred Value	-
Total Taxable Value	\$57,107

BUILDINGS

BUILDINGS

BUILDING - 1 - SINGLE FAMILY RESIDENCE

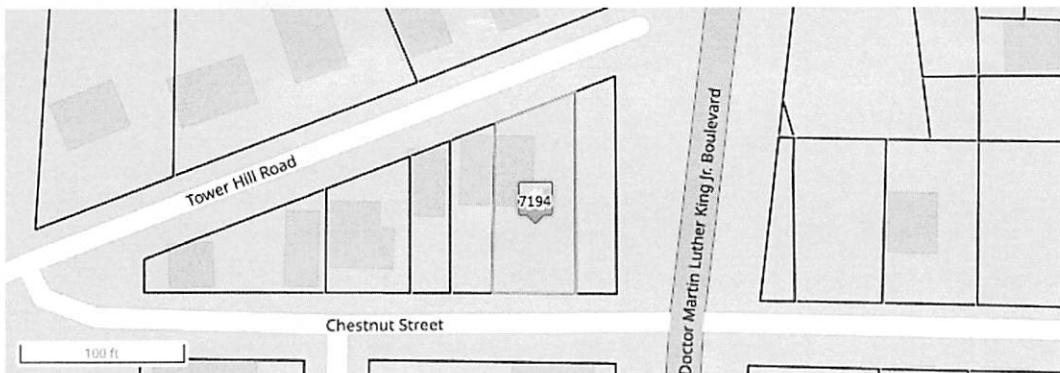
Year Built	1955	Built Use / Style	SINGLE FAMILY RESIDENCE
Grade	C-	Percent Complete	100%
Heated Area	2,625 sqft	Fireplace (Y/N)	Y
Basement (Y/N)	N		
HVAC	SPACEHTR/WINDOWUNIT		
Bathroom(s)	2 Full Bath(s)	Half Bath(s)	2 Half Bath(s)
Bedroom(s)	4		
Stories	1.50		

OWNERS

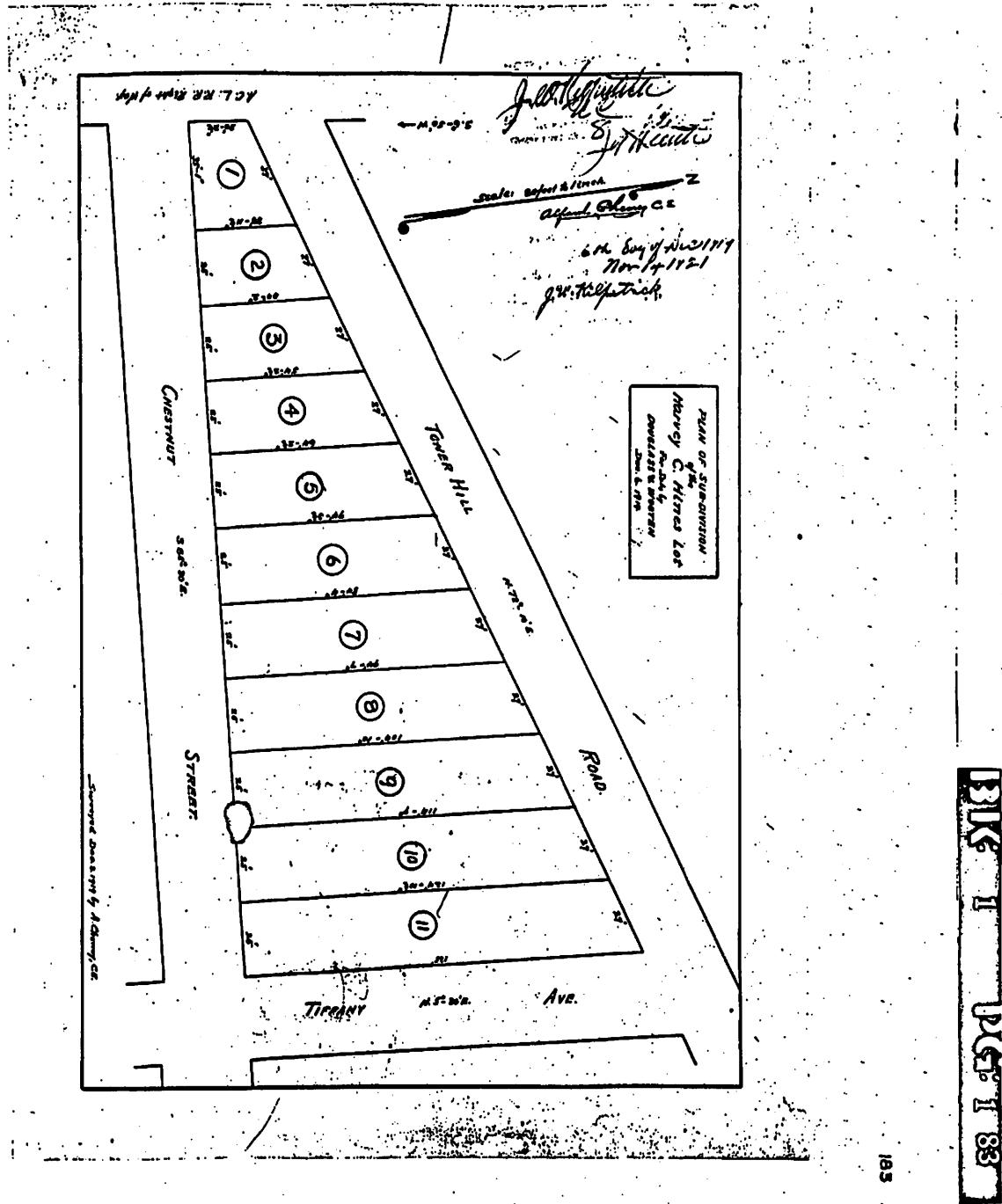
OWNER ID	OWNERS	ADDRESS
1025170	TRANSITIONAL SUPPORT SERVICES	2203 OLD COURTHOUSE DR

SALES HISTORY

SALES DATE	SALE AMOUNT	SALE INSTRUMENT	DEED BOOK & PAGE	DEED YEAR
+ 20251029	\$31,500	WARRANTY DEED	999-194	1994
Grantor	EASTERN HOUSING LLC			



Data last updated: 11/02/2025



BOOK: 1 Page Sequence: 183

Google Maps

519 Tower Hill Rd



Google Maps

Image capture: Jul 2023 © 2025 Google

Jordon St Baptist Church

RA5 Residential District

PERMITTED

Accessory Uses/Buildings

Accessory Structures
Accessory Uses
Cemetery as an accessory use to a church
Home occupations
Retaining walls and fences (*supplemental regulations*)
Satellite dish antennas (*supplemental regulations*)
Temporary construction project buildings
Temporary storage facility (portable storage units) (*supplemental regulations*)

Educational

School, elementary or secondary

Institutional

Church, synagogue, temple, or other religious building, including accessory services
Emergency management operation
Utility facilities
Wireless communication facilities, 60 feet tall or less (*supplemental regulations*)

Residential

Dwelling, manufactured home Class A (on a single lot) (*supplemental regulations*)
Dwelling, manufactured home Class B (on a single lot) (*supplemental regulations*)*
Dwelling, multi-family (less than 1 acre)
Dwelling, single-family
Dwelling, two-family (duplex)
Family care home (*supplemental regulations*)
Family child care home (*supplemental regulations*)
Family foster home (Amended 11/20/17)
First Floor Residential (Amended 1/30/19)
Granny pods (*supplemental regulations*)
Temporary emergency, construction, and repair residences (*supplemental regulations*)
Tiny houses (Amended 11/20/17) (*supplemental regulations*)

Other Uses

Bona fide farms (*supplemental regulations*)
Community gardens
Solar energy generating facility, accessory (*supplemental regulations*)
Wind energy generating facility, accessory (*supplemental regulations*)

SPECIAL USE

Accessory Uses/Buildings

Swimming Pools

* Staff must verify if an approved legislative decision has disallowed this use within city limits

Institutional

Fire Stations
Police Stations
Special events (*supplemental regulations*)
Wireless communication facilities, more than 60 feet tall (*supplemental regulations*)

Recreational

Athletic fields
Golf courses (*supplemental regulations*)
Parks
Publicly-owned and operated outdoor recreational facilities
Tennis courts

Residential

Adult care home (over 6 residents) (Amended 11/20/17)
Dwelling, multi-family (1 acre or more)
Fraternities, sororities, dormitories, and similar housing
Manufactured home parks (*supplemental regulations*)
Multi-unit assisted housing with services
Planned residential developments (*supplemental regulations*)
Rooming and boardinghouse
Tourist homes

Retail Sales & Services

Bed & breakfast (*supplemental regulations*)
Daycare facility, adult (Amended 11/20/17) (*supplemental regulations*)
Nursing home

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
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COUNCILMEMBERS:
BARBARA SEAORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV



December 12, 2025

RE: Rezoning request for 519 Towerhill Road

Dear Petitioner:

This is to inform you that your request for a rezoning has been placed on the City Council agenda for **Tuesday, January 6, 2026 at 5:30 PM or as soon thereafter as may be heard**. The meeting will be held in the City of Kinston Council Chambers located at 207 E. King Street. A copy of the City Council proposed agenda will be available on the City's website no later than Friday, January 2, 2026.

Your presence (or that of your authorized representative) is required at both of these meetings to answer any questions that may arise concerning your request. If you plan to distribute any documents, exhibits and/or any materials the night of the hearing, please make sure you provide at least ten (10) for Council and city staff.

Persons with disabilities who require special accommodations or auxiliary aids for the public hearing should contact the City Clerk by phone at 252-939-3115 at least 48 hours prior to the scheduled meeting so that the necessary arrangements can be made. If you have any questions regarding this matter, please do not hesitate to contact me at elizabeth.blount@kinstonnc.gov or by phone at 252-939-3271.

Regards,

Elizabeth Blount
Planning Director

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK

MAYOR DON HARDY
MAYOR PRO TEM ANTONIO HARDY

COUNCILMEMBERS:
BARBARA SEAFOORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV



December 12, 2025

RE: Consideration of application for Rezoning from I-1 to RA-5

Dear Property Owner,

A request has been submitted by Kevin Faison on behalf of Transitional Support Services to rezone 0.13 acres from I-1 (Industrial District) to RA-5 (Residential). The property is located at 519 Towerhill Road and can be further identified as NC PIN 4525-53-9687. You are receiving this letter because your property is included in the notification process of all property owners within two hundred (200) feet of any site under consideration for this request. The Planning Department encourages interested parties to participate in the public hearing regarding this request.

Notice is hereby given that the City of Kinston City Council will consider this request and hold a public hearing on **January 6, 2026 at 5:30 pm or as soon thereafter as may be heard** in the City of Kinston Council Chambers, located at 207 East King Street. Anyone wishing to speak in support or opposition of this request will be afforded time to do so at this public hearing.

Persons with disabilities who require special accommodations or auxiliary aids for the hearing should contact the City Clerk by phone at 252-939-3115 at least 48 hours before the scheduled meeting so that the necessary arrangements can be made. If you have any questions regarding this matter, please do not hesitate to contact me at elizabeth.blount@kinstonnc.gov or by phone at 252-939-3271.

Regards,

Elizabeth Blount

Elizabeth Blount
Planning Department Director

Rezoning Request From I-1 to RA-5 519 Towerhill Road



MAYOR DON HARDY

Barbara Seaforth

Chris J. Suggs

Mayor Pro Tem Antonio Hardy

Felicia Solomon

Robert Swinson, IV

Name1	Name2	Addr1	City	State	Zip	PhysStrAdd
ETHEL ALEXANDER HEIRS	C/O ADA SMITH	1504 LINCOLN ST	KINSTON	NC	28501	DR MLK JR BL
APOSTOLIC DELIVERANCE CHURCH	OF CHRIST	422 E NORTH ST	KINSTON	NC	28502	422 E NORTH ST
SYLVIA YASMIN R ARREDONDO		503 BEASLEY ST	KINSTON	NC	28501	503 BEASLEY ST
ASKNEWS DAY CARE INC		607 E GORDON ST	KINSTON	NC	28501	604 E GORDON ST
BANNIKER & COMPANY INC	C/O E K BEST JR THELMA	2056 FRED HARRISON RD	SNOW HILL	NC	28580	506 CHESTNUT ST
BIBLE WAY TABERNACLE	C/O ULYSSES G MOYE	5243 KENSTAN DRIVE	CAMP SPRINGS	MD	20748	501 E BLOUNT ST
MATTIE G BLAKE HEIRS	C/O VALORIE ASHLEY	515 TOWERHILL ROAD	KINSTON	NC	28501	515 TOWER HILL RD
BONNIE BASS DISCIPLES OF COTTIE E BORDEN	CHRIST	12 AQUILLA DRIVE	NEW CASTLE	DE	19720	601 E BLOUNT ST
BRINSON GLORIA JEAN		309 C RICHARD GREEN APT	KINSTON	NC	28501	527 DR MLK JR BL
CAREY FARM PROPERTIES LLC		17034 130TH AVE APT 1A	JAMAICA	NY	11434	506 E BLOUNT ST
STEPHEN CARRAWAY III		605 CHESTNUT ST	KINSTON	NC	28501	605 CHESTNUT ST
STEPHEN CARRAWAY SR HEIRS	C/O STEPHEN CARRAWAY JR	7101 BRITTANY LAKES DRIVE	WILMINGTON	NC	28411	516 TOWER HILL RD
CROOM (DEC)	C/O WILL A CROOM III	PO BOX 3481	KINSTON	NC	28501	504 E BLOUNT ST
JOSEPHINE B KEYSER DALY	DAVIS LUCILLE (DEC'D)	509 LIBERTY HILL	KINSTON	NC	28501	501 BEASLEY ST
QUINLEY R DAVIS (DEC'D)	DAWSON MARGO E	5 KEYES RD	WESTFORD	MA	01886-1023	423 E BLOUNT ST
J LIN DAWSON		23718 221ST ST	MIDLAND	SD	57552	E BLOUNT ST
EASTERN HOUSING LLC		P O BOX 455	KINSTON	NC	28502	304 N TRIANON ST
EDDIE EUGENE EDWARDS	C/O SANDRA E CHAMBERS	2326 SILENT STREAM CT	RALEIGH	NC	27607	606 TOWER HILL RD
LEON FIELDS	FIELDS SIMON	1149 BURKETT RD	DOVER	NC	28526	534 DR MLK JR BL
JAMES W FONVILLE & ALFREDA SR		6622 CRAB ORCHARD CT	CHARLOTTE	NC	28212	521 TOWER HILL RD
FREEMANS INVESTMENTS LLC		2803 MURRAY HILL ROAD	KINSTON	NC	28504	409 N DAVIS ST
GOSPEL SPREADING CHURCH INC		1913 TOWER HILL RD	KINSTON	NC	28501	507 CHESTNUT ST
GREEN GEORGE H SR		60 VILLAGE PARK DR	HOOKERTON	NC	28538	215 N TRIANON ST
GREGOR HANNIBAL		2006 GEORGIA AVE NW SUITE 300	WASHINGTON	DC	20001	DR MLK JR BL
KENNETH HARRIS		2016 CROSSWAY DR	FAYETTEVILLE	NC	28304	510 TOWER HILL RD
WILLIAM E HILL HEIRS	C/O KENNETH HILL	PO BOX 924	KINSTON	NC	28502	600 E GORDON ST
MAURICE C & MICHAEL HOOKS	HOOKS NINA C	512 CHESTNUT ST	KINSTON	NC	28501	512 CHESTNUT ST
MILTON L & JACQUELYN D HUNTER		6108 BIG SANDY DR	RALEIGH	NC	27616	702 CHESTNUT ST
JAY BAILEY LLC		PO BOX 2625	KINSTON	NC	28502	601 CHESTNUT ST
ROBERT L & BETTY JOYNER		1204 FALLS CHURCH RD APT E	RALEIGH	NC	27609	519 TOWER HILL RD
DELLA D KOONCE	KOONCE SHAUNTY L	2906 N HERITAGE ST	KINSTON	NC	28501	510 E GORDON ST
RUBY M KORNEGAY		412 DUGGINS DRIVE	KINSTON	NC	28501	514 A/B TOWER HILL RD
JESSICA J LYLES		2207 CAREY ROAD	KINSTON	NC	28504	206 N TRIANON ST
BESSIE M MAXWELL		514 E BLOUNT ST	KINSTON	NC	28501	426 E BLOUNT ST
SHIRLEY MCLOUD ETALS		1601 TOWERHILL ROAD	KINSTON	NC	28501	306 N TRIANON ST
CURTIS MCPHATTER		P O BOX 3836	KINSTON	NC	28502	548 DR MLK JR BL
SHIRLEY MILLER MILLS		2728 ASHTON DR	HEPHZIBAH	GA	30815-2700	509 BEASLEY ST
FRANK MOORE HEIRS	C/O MOORE REALTY INC	1791 NEUSE RD	KINSTON	NC	28501	303 N TRIANON ST
MAGDELINE H MOORE LT	SUGGS TANYA REM	15000 PUFFIN CT	BOWIE	MD	20721	216 N TRIANON ST
KATIE MORGAN	C/O CHARLENE CORNISH	PO BOX 792	KINSTON	NC	28502	546 DR MLK JR BL
MUNOS DAVID RAUDALES	RAMIREZ IRIS Y & DAVID M	609 CHESTNUT ST.	KINSTON	NC	28501	609 CHESTNUT ST
ONE BLUESKY INVESTMENTS LLC		164 W FISHER AVENUE	PHILADELPHIA	PA	19120	301 N TRIANON ST
RAYNER RENTAL INC		212 GRANTHAM ST	CLINTON	NC	28328	212 N TRIANON ST
REGINALD R SMITH	C/O VANDLYN HARRISON	PO BOX 1207	WAKE FOREST	NC	27588	514 E GORDON ST
WILLIAM W SMITH		1808 EMERSON ROAD	KINSTON	NC	28504	507 BEASLEY ST
JOHN D SPARROW RENTALS		637 E LENOIR AVENUE	KINSTON	NC	28501	505 E BLOUNT ST
CHRISTOPHER J. SUGGS		613 GREENMEADE DR	KINSTON	NC	28501	602 CHESTNUT ST
NINA THOMAS		4508 PINE HOLLOW DR	WILMINGTON	NC	28412	305 N TRIANON ST
CALVIN & ROSALIND M THOMPSON		PO BOX 2625	KINSTON	NC	28502	219 N TRIANON ST
MARTHA JENKINS THOMPSON	C/O HERMAN WALTON JR	PO BOX 443	KINSTON	NC	28502	308 N TRIANON ST
TOO CLOSE TO THE MIRROR MINIST		5492 HALFLIGHT GARTH	COLUMBIA	MD	21045	510 E BLOUNT ST
SHMONICA ROCHELLE WALLACE		75430 HWY 1053	KENTWOOD	LA	70444	421 E BLOUNT ST
NEIL C WARREN	KATINA WARREN	PO BOX 1092	KINSTON	NC	28503	516 E GORDON ST
LEROY WAY		3100 OLD CHERRY POINT RD	NEW BERN	NC	28560	211 N TRIANON ST
SHAWNTELLE R WHITE		805 ROSANNE DR APT A	KINSTON	NC	28504-1558	607 TOWER HILL RD
JONATHAN VAN WILLIAMS		805 EAGLE ROAD	KINSTON	NC	28501	604 CHESTNUT ST
		404 ADKIN STREET	KINSTON	NC	28501	214 N TRIANON ST
		1112 HALEY CT	GREENVILLE	NC	27834	500 E GORDON ST

HARRY LEE WILLIS

TERESA H & EMMITT WOOTEN JR

C/O NELL SPELLER
312 N FORBES ST

310 CLAY STREET
312 N FORBES ST

KINSTON
LAGRANGE

NC 28501
NC 28551

517 TOWER HILL RD
512 E GORDON ST

Excerpts from 160D-604 and 160D-605.

Zoning regulations shall be made in accordance with a comprehensive plan.

(a) When adopting or rejecting any zoning text or map amendment, the governing board shall approve one of the following statements which shall not be subject to judicial review:

(1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

(2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.

(c) When adopting or rejecting any petition for a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the governing board. This statement of reasonableness may consider, among other factors, (i) the size, physical conditions, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment; (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP
BY THE CITY COUNCIL OF THE CITY OF KINSTON**

WHEREAS, the City of Kinston received a request from Kevin Faison to rezone parcel identified by NC PIN 4525-53-9687 from I-1 (Industrial District) to RA-5 (Residential District); and

WHEREAS, the Planning Board reviewed this request and voted at their most recent meeting to recommend approval of the rezoning request; and

WHEREAS, this ordinance has been reviewed and adopted in a manner consistent with NCGS 160D-604, 160D-605 and 160D-701; and

WHEREAS, the City Council heard all evidence and arguments presented and reports from the City officials pertaining to said application; and approved that the rezoning is consistent to the Comprehensive Land Use Plan.

THEREFORE, the City of Kinston Official Zoning Map is hereby amended to rezone the parcels identified by NC PIN 4525-53-9687 from I-1 (Industrial District) to RA-5 (Residential District).

Adopted this 6th day of January, 2026.

ATTEST:

Debra Thompson, City Clerk

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Approval

Agenda Item to be Considered

Presenter: Elizabeth Blount, Planning Director

Subject: Text Amendment

Action Requested: Amend Section 18.4.1.1. Historic Overlay District Regulations of the City of Kinston Unified Development Ordinance.

Supporting Documentation: Memo, Application, Draft Ordinance, Public notice ad

Department Head's Approval _____

City Manager's Approval RB _____

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation: Approval

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK



MAYOR DON HARDY
MAYOR PRO TEM ANTONIO HARDY

COUNCILMEMBERS:
BARBARA SEAFORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV

MEMORANDUM

TO: Mayor and City Council
FROM: Elizabeth Blount, Planning Director
DATE: December 29, 2025
SUBJECT: Text Amendment

Background:

Staff is currently updating the Rules of Procedures for the Historic Preservation Commission. In doing so, staff realized Section 18.4.1.1 concerning the submission of a certificate of appropriateness does not give staff enough time to review the application and fulfill the 160D General Statutes about notice.

Current language

SECTION 18.4 PROCEDURES FOR APPROVAL OF CERTIFICATES OF APPROPRIATENESS.

18.4.1. Application Submittal Requirements.

18.4.1.1. Applications for certificates of appropriateness shall be filed with the UDO Administrator ten (10) working days prior to the next regularly scheduled meeting of the commission in order to be considered at the meeting.

160D General Statute

§ 160D-406. Quasi-judicial procedure.

- (a) **Process Required.** - Boards shall follow quasi-judicial procedures in determining appeals of administrative decisions, special use permits, certificates of appropriateness, variances, or any other quasi-judicial decision.
- (b) **Notice of Hearing.** - Notice of evidentiary hearings conducted pursuant to this Chapter shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provided by the local development regulation. In the absence of evidence to the contrary, the local government may rely on the county tax listing to determine owners of property entitled to mailed notice. **The notice must be deposited in the mail at**

least 10 days, but not more than 25 days, prior to the date of the hearing. Within that same time period, the local government shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way. The board may continue an evidentiary hearing that has been convened without further advertisement. If an evidentiary hearing is set for a given date and a quorum of the board is not then present, the hearing shall be continued until the next regular board meeting without further advertisement.

Staff Recommendation:

Planning staff recommends the following revision to Section 18.4.1.1

18.4.1.1. Applications for certificates of appropriateness shall be filed with the UDO Administrator **twenty (20)** working days prior to the next regularly scheduled meeting of the commission in order to be considered at the meeting.

Action Requested:

Hold a public hearing and provide approval or denial

MAYOR DON HARDY

Barbara Seaforth

Chris J. Suggs

Mayor Pro Tem Antonio Hardy

Felicia Solomon

Robert Swinson, IV

City of Kinston
Notice of Public Hearing of the Kinston City Council

Notice is hereby given that the Kinston City Council will hold a Public Hearing at **5:30 pm on Tuesday, January 6, 2026 or as soon thereafter as may be heard**, in City Hall Council Chambers, 207 East King Street, Kinston, NC. The following items will be heard:

1. A request to amend Section 18.4.1.1. Historic Overlay District Regulations of the City of Kinston Unified Development Ordinance.

The aforementioned item may be changed or amended at the public hearing. Citizens are encouraged to attend the hearing. Copies of agenda materials may be obtained from the address below. Persons with special needs should contact the City Clerk at 252-939-3115 at least two working days prior to the date of the hearing.

Elizabeth Blount
Planning Director
207 E King St, P.O. Drawer 339, Kinston, NC 28502-0339
252-939-3271 or planning@kinstonnc.gov

Please Advertise: **Thursday, December 25, 2025 and January 1, 2026**

Send Affidavit of publication and invoice to:

Elizabeth Blount- Planning Director
City of Kinston Planning Department
PO Drawer 339
Kinston, NC 28502-0339

ORDINANCE NO.
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE CITY OF KINSTON, NORTH CAROLINA

WHEREAS, the City Council of the City of Kinston, North Carolina, in accordance with 160D-601, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Kinston Free Press setting forth that the City Council would, on the 6th day of January, 2026 at 5:30 pm, conduct a public hearing on the adoption of an ordinance amending the Unified Development Ordinance;

WHEREAS, the North Carolina General Statute 160D-406 requires notice of public hearings to be deposited in the mail at least ten (10) days but not more than twenty-five (25) days, prior to the date of the hearing. Certificates of Appropriateness for Major works require the Historic Preservation Commission to hold a public hearing. The current ordinance language does not provide staff with sufficient time to review the application and mail letters to adjoining property owners.

WHEREAS, in accordance with the provisions of North Carolina General Statute 160D-605, the City Council of the City of Kinston does hereby find and determine that the adoption of the ordinance involving the text amendment is consistent with the adopted comprehensive plan and other officially adopted plans that are applicable;

WHEREAS, as a further description as to why the action taken is consistent with the comprehensive plan and other officially adopted plans that are applicable in compliance with the provisions of North Carolina General Statute 160jD-605, the City Council of the City of Kinston does hereby find and determine that the adoption of this ordinance is consistent with provisions of the comprehensive plan including, but not limited to Plan Kinston: Enhancing Perceptions, Promoting Growth, and Moving Forward, Section 6. Goals, Policies, and Strategies, Goal 7: Support efforts to make Downtown Kinston and its immediate vicinity a vibrant City Center with a critical mass of residential population, an array of local businesses, and a supporting network of professional services and offices. Policy 2: Ensure that development regulations support a framework for the creation of a vibrant City Center.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KINSTON, NORTH CAROLINA, DOES HEREBY ORDAIN:

Section 1: That Section 18.4.1.1 of the City of Kinston Unified Development Ordinance is hereby amended by inserting the following:

18.4.1.1. “Applications for certificates of appropriateness shall be filed with the UDO Administrator, twenty (20) working days prior to the next regularly scheduled meeting of the commission in order to be considered at the meeting.”

Section 2: That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 3: Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Section 4: That this ordinance shall become effective upon its adoption.

ADOPTED this 6th day of January, 2026.

Mayor

ATTEST:

Debra Thompson, City Clerk

DRAFT

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Information and Updates

Item Request: Information Only

Agenda Item to be Considered

Presenter: Elizabeth Blount, Planning Director

Subject: Demolition Update

Action Requested: None

Supporting Documentation: Memo, maps

Department Head's Approval _____

City Manager's Approval _____ *RB*

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation:

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK



MAYOR DON HARDY
MAYOR PRO TEM ANTONIO HARDY

COUNCILMEMBERS:
BARBARA SEAFORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV

MEMORANDUM

TO: Mayor and City Council
FROM: Elizabeth Blount, Planning Director
DATE: December 29, 2025
SUBJECT: Demolition Update

Background:

Council approved the demolition of six (6) condemned properties in July 2025. The original contractor that was awarded to demo three properties did not accept the award; therefore, staff readvertised the bid for those properties. The initial solicitation did not receive bids from three contractors; therefore, the project was re-advertised on November 14, 2025. As a reminder, condemned means an inspector has deemed the structures as unsafe and unfit for habitation and occupancy is prohibited until the problems are resolved. Every condemned property is not slated to be demoed – some can be repaired. Staff received prior approval to demo these properties:

- 910/912 Tower Hill Road
- 1015 Hicks Street
- 1510 Parker Street

The bid opening was held on December 2, 2025 at 9 am. Staff received bids from the following companies: Carolina Earth Movers, T&C Construction and Pinam Co, Inc. The following demos will be awarded as follows:

Carolina Earth Movers – 910/912 Tower Hill - \$23,200
T&C Construction- 1015 Hicks Street and 1510 Parker Street - \$18,000

Total Demo Amount = **\$41,200**

Once the demolition of the homes is complete, staff proposes to place a lien against the property and look into possible foreclosure. The attorney's office is still working on researching the ownership of the remaining 118 properties we have left on the condemnation list.

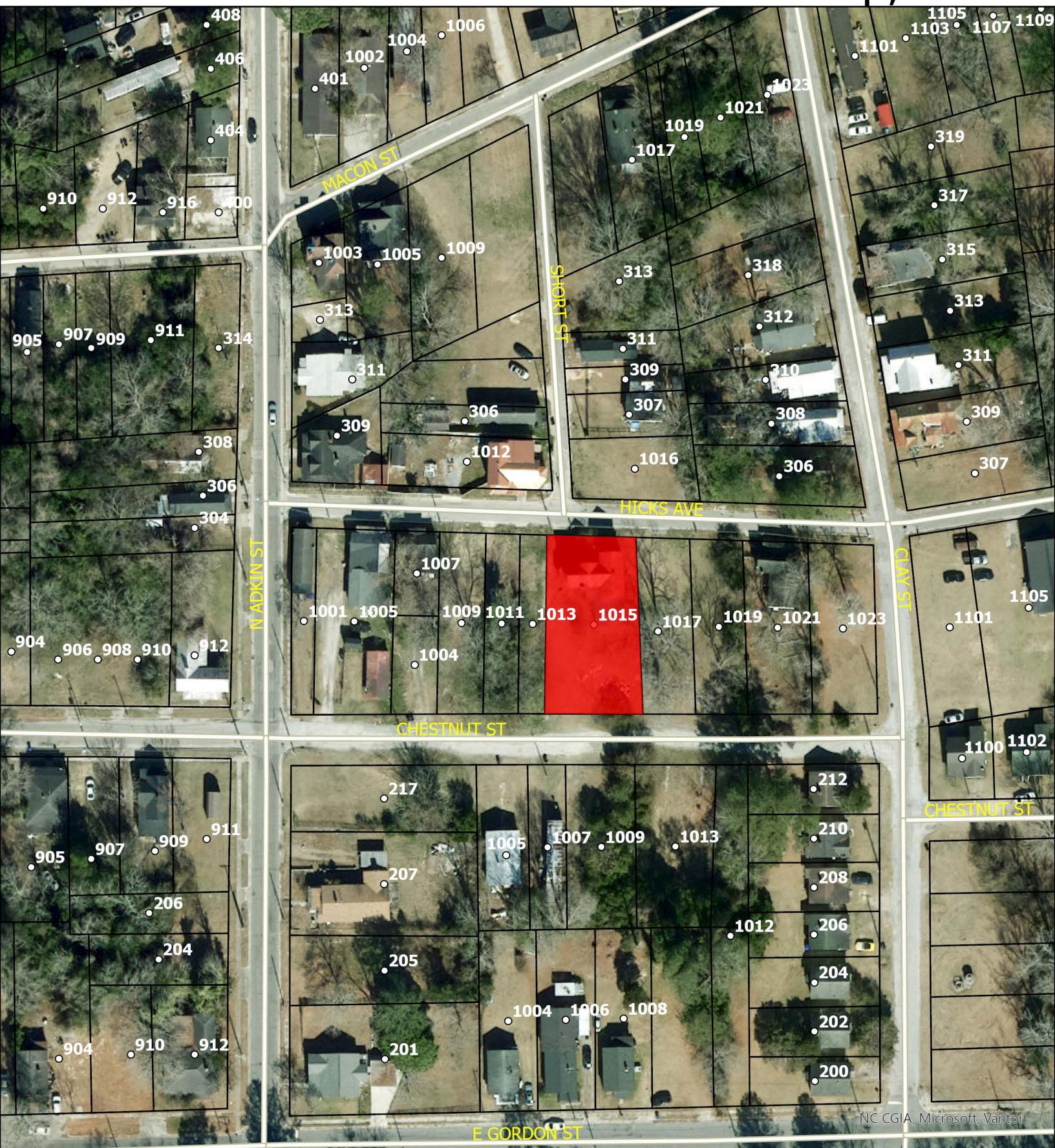
910/912 Towerhill Road Demolition

Contractor: Carolina Earth Movers



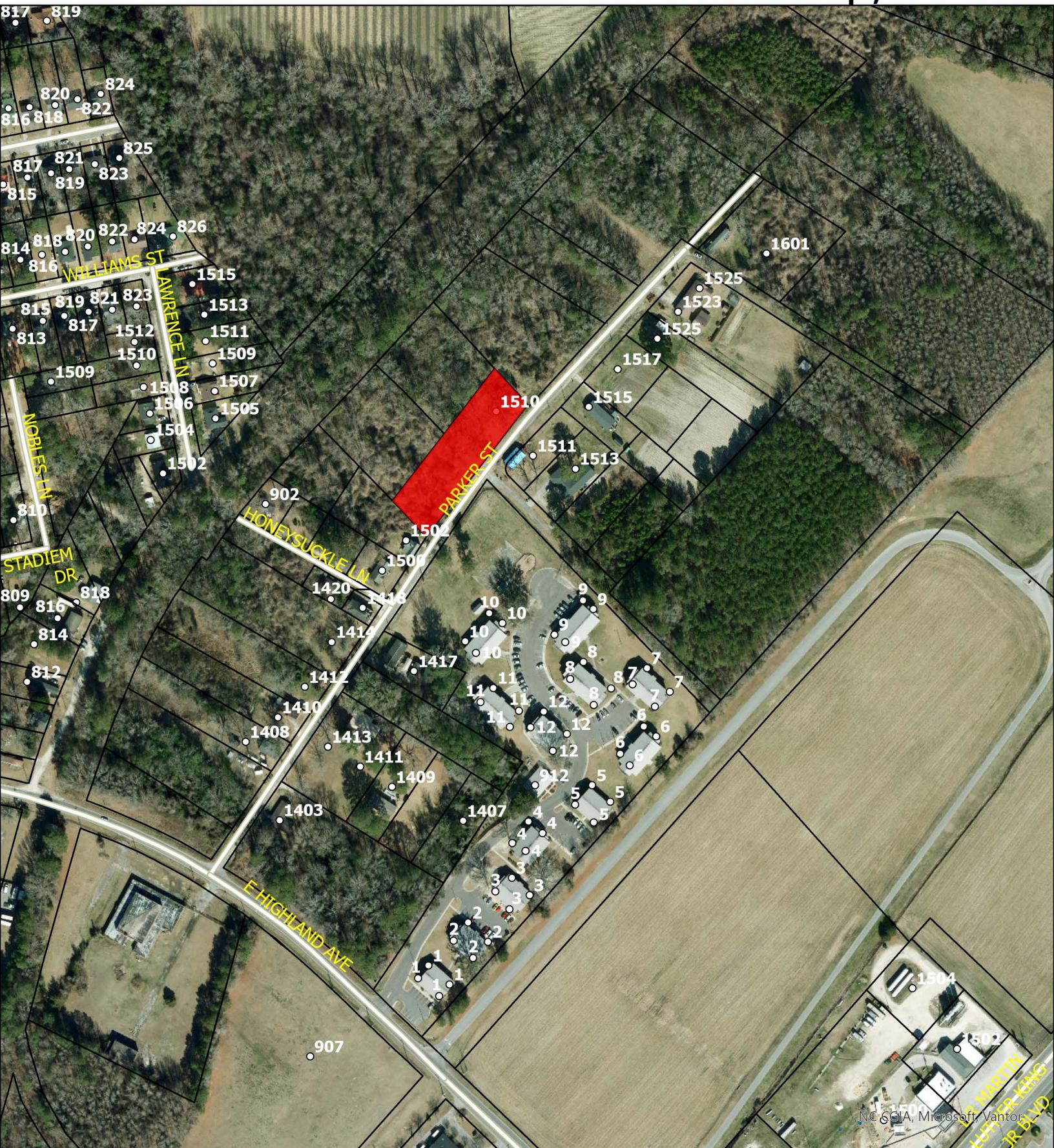
1015 Hicks Ave Demolition

Contractor: T& C Construction Group, LLC



1510 Parker Demolition

Contractor: T&C Construction Group, LLC



City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Approval

Agenda Item to be Considered

Presenter: Elizabeth Blount, Planning Director

Subject: NCDOT Multimodal Network Grant

Action Requested: Consider acceptance of a NCDOT Multimodal Network Plan Grant in the amount of \$65,000 and authorize the Finance Director to prepare a Budget Amendment for a future meeting.

Supporting Documentation: Memo, Agreement and Signed Resolution

Department Head's Approval _____

City Manager's Approval _____ *RB*

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation: Approval

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK



MAYOR DON HARDY
MAYOR PRO TEM ANTONIO HARDY

COUNCILMEMBERS:
BARBARA SEAFORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV

MEMORANDUM

TO: Mayor and City Council
FROM: Elizabeth Blount, Planning Director
DATE: December 15, 2025
SUBJECT: Acceptance of NCDOT Multimodal Network Grant

The City of Kinston Planning Department has been awarded a NCDOT Multimodal Network Planning Grant through the NCDOT Integrated Mobility Division. This program provides federal funding to municipalities to develop comprehensive bicycle and pedestrian plans. The grant covers 80 percent of the project cost, with the City responsible for the remaining 20 percent match.

City Council approved the submission of the grant application at its May 6, 2025 meeting, and the City received official notice of the award on July 31, 2025. Because the funds are federally generated, there was a delay in receiving the municipal agreement, which was finalized on December 12, 2025.

This grant will allow the Planning Department to identify areas with the greatest need for sidewalks, bike lanes, and safe crossings, while improving connections between neighborhoods, schools, parks, businesses, and downtown. An updated plan will provide a clear framework for future projects and strengthen the City's ability to compete for additional funding for infrastructure improvements.

With support from NCDOT, the City will engage professional planning services, collect community input, and develop an actionable plan to guide investments in sidewalks, trails, crosswalks, and other multimodal connections. The plan will also align with initiatives from the City's Safer Streets project and Lenoir County's Riverwalk project.

The total grant award is \$65,000, which includes a \$13,000 local match provided by the City.

Action Requested: Formally accept the award and instruct the Finance Director to prepare a budget amendment for a future council meeting

Attachment:
Agreement
Resolution

CITY OF KINSTON, NORTH CAROLINA

RESOLUTION IN SUPPORT OF A GRANT APPLICATION TO THE NCDOT INTEGRATED MOBILITY DIVISION MULTIMODAL PLANNING PROGRAM

WHEREAS, the City of Kinston recognizes the importance of providing safe, accessible, and connected bicycle and pedestrian infrastructure for all residents and visitors; and

WHEREAS, the City's existing Comprehensive Pedestrian Plan was adopted in 2012, and while a plan update was initiated in 2020, it was not completed due to staffing transitions; and

WHEREAS, the City seeks to create a modern, community-informed Bicycle and Pedestrian Plan that reflects current needs, identifies infrastructure priorities, promotes safety, supports revitalization, and encourages multimodal transportation options; and

WHEREAS, the North Carolina Department of Transportation's Integrated Mobility Division (IMD) Multimodal Planning Program offers competitive funding to assist municipalities in developing or updating bicycle and pedestrian plans; and

WHEREAS, the total cost of the proposed planning effort is estimated at \$65,000, of which the NCDOT IMD program would provide 80% (\$52,000), and the City of Kinston is committed to providing the required 20% local match (\$13,000); and

WHEREAS, the City of Kinston has already taken meaningful steps toward multimodal improvements through the award of a Safer Streets grant, and the region is also advancing walkability through Lenoir County's recent Multimodal Planning Grant for a Neuse Riverwalk project;

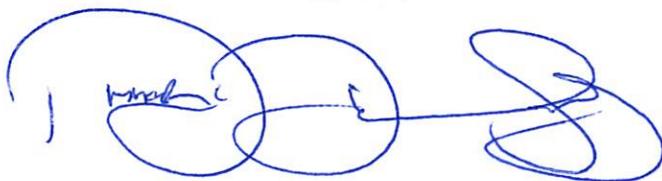
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kinston:

The City fully supports the submission of a grant application to the NCDOT Integrated Mobility Division Multimodal Planning Program; and

The City commits to providing the required 20% local match in the amount of \$13,000; and

The City authorizes the City Manager and/or designated staff to execute any and all necessary documents in connection with the grant application and implementation of the project.

Adopted this 6th day of May, 2025.



Don Hardy, Mayor

ATTEST:



Debra Thompson, City Clerk

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Ordinance

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: Establish Historic Preservation Fund Grant (C2127)

Action Requested: Council Approval

Supporting Documentation: Ordinance, Memo, Contract

Department Head's Approval *dlg*

City Manager's Approval *RB*

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation: Approval

**AN ORDINANCE TO ESTABLISH A SPECIAL REVENUE
PROJECT FUND FOR THE HISTORIC PRESERVATION FUND
KINSTON DESIGN STANDARDS UPDATE PROJECT (C2127)**

WHEREAS, there is a need to establish a fund to administer the Historic Preservation Fund CLG Subgrant Project for the Kinston Design Standards Update Project grant awarded on November 12, 2025 to the City of Kinston, and

WHEREAS, the project will consist of hiring a consultant to revise and update the City's design standards for alterations, additions, new materials, new construction, moving, demolition, and disaster preparedness in local designated historic districts and/or landmarks, and

WHEREAS, the project will be funded through a 2024 federal Historic Preservation Fund (HPF) grant from the National Park Service, U.S. Department of the Interior and administered by the State Historic Preservation Office. The total amount of the grant is \$32,000 with \$22,000 from the federal Historic Preservation Fund and a required \$10,000 match from the City of Kinston.

THEREFORE BE IT ORDAINED by the City Council of the City of Kinston, North Carolina that the following special revenue project budget ordinance is adopted:

Historic Preservation Fund Kinston Design Standards Update (C2127)

Revenues:

Federal Grant	\$ 22,000.00
Transer from General Fund	10,000.00
Total Revenues	<u>\$ 32,000.00</u>

Expenditures:

Professional Services - Consultant	\$ 32,000.00
Total Expenditures	<u>\$ 32,000.00</u>

Adopted this 6th day of January, 2026

Debra Thompson, City Clerk

City of Kinston

RHONDA BARWICK
CITY MANAGER

JAMES P. CAULEY
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK



MAYOR DON HARDY
MAYOR PRO TEM ANTONIO HARDY

COUNCILMEMBERS:
BARBARA SEAFORTH
FELICIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV

Date: December 10, 2025

To: Donna Goodson, Finance Director
City of Kinston

From: Elizabeth Blount, Planning Director
Planning & Development Services Department

Ref: Certified Local Government Project

The City of Kinston has been awarded \$22,000 from the NC Department of Natural and Cultural Resources. Funds were made available through a federal Historic Preservation Fund grant to Certified Local Governments and will be administered by the State Historic Preservation Office. The City of Kinston has a matching requirement of \$10,000. The total project amount is \$32,000. The primary intent for this grant is for an update to the Kinston Design Standards for historical properties located in local historic districts.

The grant payment is on a reimbursement basis. Contracts for this grant must be completed by March 31, 2027. We are prepared to move forward with the program and expending funds. In order to do so, the Planning and Development Services Department requests that a project budget ordinance be set up for this program for \$32,000, which includes the matching amount of \$10,000 from the city.

Regards,

Elizabeth Blount

Elizabeth Blount

NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF ARCHIVES AND HISTORY
STATE HISTORIC PRESERVATION OFFICE
FY 2025 Historic Preservation Fund Grant to Certified Local Governments

GRANT CONTRACT

This Grant Contract is hereby entered into by and between the North Carolina Office of Archives and History (the "Agency") and the City of Kinston (the "Grantee") (referred to collectively as the "Parties") for Kinston Design Standards Update. The Grantee's federal tax identification number is 56-6001259.

Grant funds for this project are made available through a 2024 federal Historic Preservation Fund (HPF) grant to Certified Local Governments from the National Park Service, U.S. Department of the Interior and administered by the State Historic Preservation Office. The CFDA number for this program is 15.904. The HPF grant number is P25AF01202.

1. Grant Contract Documents: This Grant Contract consists of the following documents:

- (1) This Grant Contract
- (2) General Terms and Conditions (Attachment A)
- (3) Appendix for Contracts (Attachment B)
- (4) Grant Project Outline and Budget (Attachment C)
- (5) Services To Be Provided and Standards To Be Followed (Attachment D)
- (6) Certification of Matching Share (Attachment E)
- (7) State Grant Certification - No Overdue Tax Debts (Attachment F)
- (8) Assurances - Non-Construction Programs (Attachment G)
- (9) Grantee's Affirmation of Receipt of Title VI, Section 504, Nondiscrimination Information Poster (Attachment H)
- (10) Federal Certification Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements, and Lobbying (Attachment I)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

- 2. Precedence Among Grant Contract Documents:** In the event of a conflict between or among the terms of the Grant Contract Documents, the terms in the Grant Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Grant Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.
- 3. Effective Period:** This Grant Contract shall be effective on the date of signing by the Agency and shall terminate on May 31, 2027. Project contracts with consultants under this Grant Contract should be completed by March 31, 2027.

4. Grantee's Duties:

Grantee Performance and Eligibility: The Grantee agrees to have a satisfactory record of performance; comply with the required completion schedule for the project; comply with debarment requirements; and otherwise be qualified and eligible to receive a grant award under applicable laws and regulations.

Services and Goods To Be Provided and Standards To Be Followed: The Grantee shall provide the services as described in Attachment D, Services To Be Provided and Standards To Be Followed, in accordance with the approved project outline and budget in Attachment C, Grant Project Outline and Budget. Project activities shall be performed according to the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, incorporated in this Grant Contract as if fully set forth herein, under the guidelines and professional supervision of the State Historic Preservation Office (HPO).

Project Description and Contract with Qualified Consultant: The Grantee agrees to enter into a detailed Project Description and Contract, using the Agency's standard contract template, with a qualified consultant, who is openly selected according to federal and state procurement requirements, to carry out objectives for non-construction projects, including architectural surveys, survey manuscripts, archaeological investigations, preservation planning, design standards, and the preparation of nominations to the National Register of Historic Places. The Grantee will determine the final Scope of Work to be set forth in the Project Description and Contract in consultation with the HPO. The Project Description and Contract is subject to the approval of the HPO. No project activities may begin and no reimbursements from grant funds will be available until the Project Description and Contract has been approved by the HPO and signed by the Grantee and the consultant. The Grantee shall ensure that the consultant provides all goods and services and follows all standards and procedures consistent with the terms of this Grant Contract and all attachments and with the Project Description and Contract and all attachments.

Attachments to Contracts: The Grantee agrees to incorporate reference to and attach a copy of Attachment A, General Terms and Conditions, and Attachment B, Appendix for Contracts, to all contracts involving project activities.

Federal Compliance Requirements: In addition to the terms detailed in this Contract, all federal requirements governing grants are applicable. (2 CFR, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)

5. Services and Goods To Be Provided by the Agency: In order to ensure consistent application of the *Secretary of the Interior's (SOI) Standards*, compliance with North Carolina laws, and to provide support and guidance to Grantees and the consultant, the Agency will provide the following services and goods as budget and staff permit:

- a. Orientation, professional guidance, and technical assistance for the Grantee and consultant to ensure familiarity with standards and procedures and resources of the Office of Archives and History.

- b. Professional instruction and guidance with the *SOI's Standards*, as applicable. A staff member of the HPO (project specialist) will be assigned to work directly with the consultant to serve as liaison with the Agency and to provide assistance, guidance throughout the project, support in conducting the work, and assistance in evaluation according to *SOI Standards*.
 - c. Professional assistance from the HPO in defining the content, reviewing drafts, editing for form and content, and making suggestions for assuring the quality of the standards. The Consultant shall obtain the required review and approval by the HPO of all project products to assure compliance with North Carolina laws and adherence to accepted professional preservation standards and practices
 - d. Printing of digital photographs at Agency prices, if desired by the consultant. A cost list will be provided to the consultant for various photography items.
- 6. **Conflict of Interest Policy:** The Grantee shall file with the Agency a copy of Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and members of its boards, commissions, and governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its boards, commissions, or governing body, from the Grantee's disbursing of grant funds and local matching funds and shall include actions to be taken by the Grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before Agency may disburse the grant funds, unless the Grantee is covered by the provisions of N.C.G.S. 160A-479.11 and 14-234. (N.C.G.S. 143C-6-23(b)(2007))
- 7. **Statement of No Overdue Tax Debts:** Grantee's sworn written statement pursuant to N.C.G.S. 143C-6-23(c), stating that the Grantee does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal State, or local level, is attached as Attachment F. Grantee acknowledges that the written statement must be filed before Agency may disburse the grant funds.
- 8. **Reversion of Unexpended Grant Funds:** Any unexpended grant funds shall revert to the Agency upon termination of this Grant Contract.
- 9. **Reporting Requirements:** The Agency has determined that this contract is subject to the reporting requirements described on the attached Notice of Certain Reporting and Audit Requirements, Attachment G, but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. If subject to single audit requirements, the grantee shall submit copies of their single audit report to the HPO within 90 days of issuance.
- 10. **Use of Funds and Payment of Grant Funds:** The Grantee agrees to match the grant with funds from nonfederal sources (except that Community Development Block Grant funds may be used to match the grant) within the grant period, to use grant and matching funds or services for the purpose specified in this Grant Contract, and to furnish such reports and documentation, financial or otherwise, as may be specified by the Agency and state and federal law.

The total amount paid by the Agency to the Grantee under this Grant Contract shall not exceed \$22,000. This amount consists of \$-0- in State funds and \$22,000 in federal Historic Preservation Fund grant funds (CFDA # 15.904).

**The Grantee's matching requirement is \$10,000, which shall consist of:
Cash: \$10,000**

The total Grant Contract amount, comprising federal grant funds plus Grantee's matching contribution, is \$32,000.

The Agency agrees to payment of grant funds on a reimbursement basis. Reimbursements will consist of a maximum of the grant amount percent of allowable project costs, in accordance with the actual grant/match ratio. Each time the Grantee requests reimbursement from the Agency, project expenditures, both federal grant and matching share, shall be documented by copies of signed contracts, front and back of canceled (or certified) checks or documentation of electron deposits, invoices approved by the HPO project specialist and marked paid by the Grantee, attached to a cover letter addressed to the Agency's Contract Administrator. Upon request the Agency may advance the Grantee up to twenty-five percent of the grant funds. After satisfactory documentation of this advance, along with the required matching share, the Grantee may request additional advances for up to seventy-five percent of the grant award. The remaining twenty-five percent of grant award will be payable only after satisfactory project completion. All payments are contingent upon fund availability.

The Grantee shall complete a final accounting report and submit a final request for reimbursement to the Agency within thirty (30) days of the expiration of the Grant Contract period. If this Grant Contract is terminated prior to the expiration of the Grant Contract period, the Grantee shall complete a final accounting report, submit a final request for reimbursement, and return any unearned advanced funds to the Agency within thirty (30) days of the Grant Contract termination date. A check for any unearned advanced funds must be attached to the report. The Agency shall have no obligation for payments based on expenditure reports submitted later than thirty (30) days after expiration or termination of the Grant Contract period.

Further details on administration of grant funds, reimbursement, and financial documentation are found in the *Grantee Handbook for Federal Historic Preservation Fund Grant Projects*, which is incorporated by reference in this Grant Contract as if fully set forth herein.

11. Contract Administrators: All notices permitted or required to be given by one Party to the other and all questions about the Grant Contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the Agency:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Michele Patterson McCabe, Grants Coordinator State Historic Preservation Office 4617 Mail Service Center Raleigh, NC 27699-4617 Telephone: 919-814-6582 Email: michele.patterson.mccabe@dnrcr.nc.gov	Michele Patterson McCabe, Grants Coordinator State Historic Preservation Office Archives and State Library Building 109 E. Jones St., Room 264 Raleigh, NC 27601

For the Grantee:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Jordan Kearney, Community Development Planner City of Kinston 207 E. King Street Kinston, NC 28501 Telephone: 252-939-4021 Email: jordan.kearney@kinstonnc.gov	Jordan Kearney, Community Development Planner City of Kinston 207 E. King Street Kinston, NC 28501

12. Disbursements:

As a condition of this Grant Contract, Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- a. Implement adequate internal controls over disbursements;
- b. Pre-audit all vouchers presented for payment to determine
 - i. Validity and accuracy of payment
 - ii. Payment due date
 - iii. Adequacy of documentation supporting payment
 - iv. Legality of disbursement;
- c. Assure adequate control of signature stamps/plates;
- d. Assure adequate control of negotiable instruments; and
- e. Implement procedures to ensure that account balance is solvent.

13. Outsourcing: The Grantee certifies that it has identified to the Agency all jobs related to the Grant Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Grant Contract without providing notice to the Agency.

14. Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Grant Contract.

In Witness Whereof, the Grantee and the Agency have executed this Grant Contract in duplicate originals, with one original being retained by each Party.

GRANTEE:

CITY OF KINSTON

Rhonda Barwick Nov 12 2025
Signature Date

Rhonda Barwick City Manager
Printed Name Title

WITNESS:

Elizabeth Blount 11-12-2005
Signature Date

Elizabeth Blount Planning Director
Printed Name Title

AGENCY:

NORTH CAROLINA OFFICE OF ARCHIVES AND HISTORY

Signature Date

Darin J. Waters, Ph.D. State Historic Preservation Officer

Printed Name Title

ATTACHMENT E

NORTH CAROLINA STATE HISTORIC PRESERVATION OFFICE
CERTIFICATION OF MATCHING SHARE FORM
for
FY 2025 HISTORIC PRESERVATION FUND GRANTS to CERTIFIED LOCAL GOVERNMENTS

PROJECT: Kinston Design Standards Update

GRANTEE: City of Kinston

CERTIFYING OFFICIAL & TITLE: DONNA GOODSON, DIRECTOR OF FINANCE

ADDRESS: _____

PHONE: _____

EMAIL: _____

CERTIFICATION STATEMENT:

As the official representative of the GRANTEE listed above, I certify that the required nonfederal funds, consisting of \$10,000 in cash are available to match the Historic Preservation Fund grant which is reserved for the project noted above.

I further certify that this matching share has not been designated for any other purpose.

I understand that all costs charged to the grant project will be in payment of budget items approved by the State Historic Preservation Office, and which occur during the project period. An adequate financial management system (and audit procedure when deemed applicable) will be maintained which provides efficient and effective accountability and control of all property, funds and assets.

K. Donna Goodson

Signature

12/1/25

Date

DONNA GOODSON

Printed Name

DIRECTOR OF FINANCE

Title

ATTACHMENT H

STATE HISTORIC PRESERVATION OFFICE
NORTH CAROLINA OFFICE OF ARCHIVES AND HISTORY
AFFIRMATION OF RECEIPT
TITLE VI, SECTION 504 NONDISCRIMINATION INFORMATION

The signature below affirms receipt of an Equal Opportunity is the Law Poster. Because this program receives Federal funds from the National Park Service, regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by the recipient of Federal assistance should contact:

U. S. Equal Employment Opportunity Commission (EEOC)
131 M Street, NE
Washington, DC 20507
<https://www.eeoc.gov>
202-663-4900 / (TTY) 202-663-4494

or

Locate a field office at: <https://www.eeoc.gov/field-office>

In receiving a federal historic preservation grant administered by the Historic Preservation Office, the local government or organization named below agrees to abide by those nondiscrimination requirements. The poster received will be placed in a visible location where it will remain throughout the grant period.

Rhonda Barwick
Signature

Dec. 1, 2025
Date

Rhonda Barwick, City Manager
Typed or Printed Name and Title

Grantee: City of Kinston

Project Title: Kinston Design Standards Update (FY2025)

ATTACHMENT I

U.S. Department of the Interior Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, 'Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,' provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form for certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate 1. (Grantees Other Than Individuals) and Alternate 11. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL. Alternate 1. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f)-

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

207 E. King Street

Liniston, Lenoir County

NC, 28501

Check if there are workplaces on file that are not identified here

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant .

PART E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK IF CERTIFICATION IS FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Rhonda Darwick

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Rhonda Darwick City Manager

TYPED NAME AND TITLE

Dec. 1 2025

DATE

City of Kinston

RHONDA BARWICK
CITY MANGER

JAMES P. CAULEY III
CITY ATTORNEY

DEBRA THOMPSON
CITY CLERK

ANTONIO HARDY
MAYOR PRO TEM

COUNCILMEMBERS:
BARABARA SEAFORTH
FELECIA SOLOMON
CHRIS J. SUGGS
ROBERT SWINSON, IV



MAYOR DON HARDY

November 25, 2025

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the City of Kinston does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1 Collection of Tax Debts, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143-34(b).

Sworn Statement:

Donna Goodson and Rhonda Barwick being duly sworn, say that we are the Finance Director and City Manager, respectively, of the City of Kinston in the State of North Carolina and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Donna Goodson

Finance Director

Rhonda Barwick

City Manager



Sworn to and subscribed before me on the day of the date of said certification.

Althea Simmons

(Notary Signature and Seal)



My Commission Expires:

June 10, 2029

If there are any questions, please contact the North Carolina Office of the State Auditor:
(919) 807-7500, toll free (800) 730-8477, or <https://www.auditor.nc.gov>.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Approval

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: FY2025-2026 Operating Budget Amendment

Action Requested: Adoption

Supporting Documentation: Ordinance, Memo, Supporting Documents

Department Head's Approval dhg

City Manager's Approval RB

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation: **Approve Operating Budget Amendment**

**AN ORDINANCE AMENDING THE ANNUAL
OPERATING BUDGET**

WHEREAS, the City Council adopted the annual operating budget on June 17, 2025 authorizing appropriations for the General Fund and Water Fund, and

WHEREAS, amendments by the City Council may become necessary during the year as conditions change, and

WHEREAS, it is necessary to appropriate funds in the Professional Service - Lobbyist line item of the City Council organization of the General Fund for professional lobbying services. This will be funded with an Appropriation of Fund Balance of the General Fund, and

WHEREAS, it is necessary to appropriate funds in the Costs of Issuance of Debt and Capital Outlay – Motor Vehicles line items of the Cemetery, Law Enforcement, Fire and Rescue, and Recreation - Parks organizations of the General Fund for costs of issuance of debt and capital outlay associated with rolling stock debt proceeds. This will be funded with an increase in Debt Issued revenue of the General Fund, and

WHEREAS, it is necessary to appropriate funds in the Transfers to Special Revenue Funds line item of the Transfers to Other Funds organization of the General Fund for required matching funds for the Historic Preservation Fund Kinston Design Standards Update Project. This will be funded with an increase an Appropriation of Fund Balance of the General Fund, and,

WHEREAS, it is necessary to appropriate funds in the Costs of Issuance of Debt and Capital Outlay – Motor Vehicles line items of the Water Production and Water Operations organizations of the Water Fund for costs of issuance of debt and capital outlay associated with rolling stock debt proceeds. This will be funded with an increase in Debt Issued revenue of the Water Fund.

THEREFORE BE IT ORDAINED by the City Council of the City of Kinston, North Carolina that the annual operating budget ordinance be amended as follows:

General Fund	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Debt Issued	\$ 1,494,230.00	\$ 1,508,530.00	\$ 14,300.00
Appropriated Fund Balance	784,701.00	834,701.00	50,000.00
Total Other General Fund Revenues	<u>32,729,282.00</u>	<u>32,729,282.00</u>	-
Total Revenues	<u>\$ 35,008,213.00</u>	<u>\$ 35,072,513.00</u>	<u>\$ 64,300.00</u>
Expenditures:			
City Council			
Professional Service - Lobbyist	\$ -	\$ 40,000.00	\$ 40,000.00
Other City Council Expenses	275,572.00	275,572.00	-
Cemetery			
Costs of Issuance of Debt	-	1,265.00	1,265.00
Capital Outlay - Motor Vehicles	105,210.00	105,715.00	505.00
Other Cemetery Expenses	876,190.00	876,190.00	-
Law Enforcement			
Costs of Issuance of Debt	-	6,983.00	6,983.00
Capital Outlay - Motor Vehicles	581,086.00	583,876.00	2,790.00
Other Law Enforcement Expenses	9,644,038.00	9,644,038.00	-
Fire and Rescue			
Costs of Issuance of Debt	-	708.00	708.00
Capital Outlay - Motor Vehicles	58,934.00	59,217.00	283.00
Other Fire and Rescue Expenses	5,897,085.00	5,897,085.00	-
Recreation-Parks			
Costs of Issuance of Debt	-	1,262.00	1,262.00
Capital Outlay - Motor Vehicles	105,000.00	105,504.00	504.00
Other Recreation-Parks Expenses	2,214,674.00	2,214,674.00	-
Transfers to Other Funds			
Transfers to Special Revenue Funds	-	10,000.00	10,000.00
Other Transfers to Other Funds Expenses	1,928,713.00	1,928,713.00	-
Total Other General Fund Expenses	<u>13,321,711.00</u>	<u>13,321,711.00</u>	<u>-</u>
Total Expenditures	<u>\$ 35,008,213.00</u>	<u>\$ 35,072,513.00</u>	<u>\$ 64,300.00</u>

Water Fund	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Debt Issued	\$ 955,401.00	\$ 971,470.00	\$ 16,069.00
Total Other Water Fund Revenues	<u>12,306,568.00</u>	<u>12,306,568.00</u>	-
Total Revenues	<u>\$ 13,261,969.00</u>	<u>\$ 13,278,038.00</u>	<u>\$ 16,069.00</u>
Expenditures:			
Water Production			
Costs of Issuance of Debt	\$ -	\$ 557.00	\$ 557.00
Capital Outlay - Motor Vehicles	46,356.00	46,579.00	223.00
Other Water Production Expenses	1,789,078.00	1,789,078.00	-
Water Operations			
Costs of Issuance of Debt	\$ -	\$ 10,925.00	\$ 10,925.00
Capital Outlay - Motor Vehicles	905,642.00	910,006.00	4,364.00
Other Water Production Expenses	3,729,676.00	3,729,676.00	-
Total Other Water Fund Expenses	<u>6,791,217.00</u>	<u>6,791,217.00</u>	<u>-</u>
Total Expenditures	<u>\$ 13,261,969.00</u>	<u>\$ 13,278,038.00</u>	<u>\$ 16,069.00</u>

Adopted this 6th day of January, 2026

Debra Thompson, City Clerk



City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3147



FINANCE OFFICE

DON HARDY III
Mayor

RHONDA BARWICK
City Manager

JAMES P. CAULEY
City Attorney

DEBRA THOMPSON
City Clerk

Date: December 28, 2025

To: Rhonda Barwick, City Manager

From: Donna Goodson, Director of Finance *dhg*

Subject: FY 25-26 Operating Budget Amendment

Rolling Stock Installment Purchase Contract

At the November 3, 2025 City Council meeting, the Council adopted a resolution to execute an installment purchase contract in the amount of \$1,850,000 with First Citizens Bank & Trust Company to purchase rolling stock and cover any closing costs associated with the installment purchase contract. The Annual Budget Ordinance for Fiscal Year 2025-2026 included Proceeds from Borrowing in the General Fund in the amount of \$1,494,230 and in the Water Fund in the amount of \$955,401 for a total of \$1,805,631 to purchase Capital Outlay – Vehicles. The additional funds of \$30,369 was the projected amount related to costs of issuance of the debt for consulting and attorney services. The entire \$1,850,000 has been received and the actual costs of issuance of debt have been calculated for payment. I am requesting an increase in appropriation to the Costs of Issuance of Debt and Capital Outlay – Motor Vehicles line items of the Cemetery (4111); Law Enforcement (4371); Fire and Rescue (4372); and Recreation-Parks (6122) organizations in the General Fund. The appropriation will be funded with \$14,300 additional Debt Issued Revenue of the General Fund. I am also requesting an increase in appropriation to the Costs of Issuance of Debt and Capital Outlay – Motor Vehicle line items of the Water Production (7101); and Water Operations (7103) organizations of the Water Fund. The appropriation will be funded with \$16,069 additional Debt Issued Revenue in the Water Fund.

General Fund (1100)

City Council (4111)

At the December 2, 2025 council meeting, Council approved a contract between the City of Kinston and Checkmate Government Relations where CGR has been retained to represent the

interests of the City of Kinston before the North Carolina General Assembly and applicable government entities of the State of North Carolina. The agreement will commence on February 1, 2026. The contract indicates a monthly fixed fee of \$7,500 per month, an annual lobbyist registration fee and reimbursable expenses related to representation by CGR on behalf of the City. I am requesting an increase in appropriation in the amount of \$40,000 to the Professional Service – Lobbyist line item of the City Council organization of the General Fund. The appropriation will be funded with Appropriated Fund Balance of the General Fund.

Transfers to Other Funds (8000)

An ordinance to establish a special revenue project fund is being presented to City Council at the January 6, 2026 City Council Meeting for the Historic Preservation Fund Kinston Design Standards Update Project (C2127). The project will consist of hiring a consultant to revise and update the City's design standards for local designated historic districts and/or landmarks. The project will be funded from the National Park Service, U.S. Department of the Interior. The total amount of the grant is \$32,000 with \$22,000 from the federal Historic Preservation Fund and a required \$10,000 match from the City of Kinston. Elizabeth Blount, Planning Director is requesting an increase in appropriation in the amount of \$10,000 to the Transfers to Special Revenue Funds line item of the Transfers to Other Funds organization of the General Fund. The appropriation will be funded with Appropriated Fund Balance of the General Fund.

Please find below an analysis of Appropriated Fund Balance – General Fund for FY2025-2026:

City of Kinston
Fund Balance - General Fund
2026

	Description	Adopted
6/17/2025	FY2025-2026 Adopted Budget - Appropriated Fund Balance General Fund	\$ -
8/5/2025	PO Rollover FY25 to FY26	439,217.00
	Property, vehicle, liability insurance reallocation	(18,261.00)
	Council chamber chair replacement	7,000.00
	Fire education/program supplies from FY2025 donation received	5,000.00
	Recreation/program supplies from FY2025 grant received	20,000.00
10/7/2025	PO Rollover Correction	(18,367.00)
	Insurance Reallocation Correction	1,281.00
11/18/2025	Complete Fire Training Facility (Unspent ARPA Funding)	11,500.00
	Matching Grant for Riverwalk Project	334,950.00
	Additional Cost for Library Boiler and HVAC	2,381.00
	Current Year Appropriations	<u>784,701.00</u>
1/6/2026	Professional Service - Lobbyist	40,000.00
	Matching Grant for Historic Preservation Fund Kinston Design Standards	10,000.00
	Current Year with Proposed	<u>\$ 834,701.00</u>
6/17/2025	FY2025-2026 Adopted Budget - Transfer to Fund Balance General Fund	\$ 149,414
11/18/2025	Closing of Capital Project Funds	38,633
	Current Year with Proposed	<u>\$ 188,047</u>

General Fund	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Debt Issued	\$ 1,494,230.00	\$ 1,508,530.00	\$ 14,300.00
Appropriated Fund Balance	784,701.00	834,701.00	50,000.00
Total Other General Fund Revenues	<u>32,729,282.00</u>	<u>32,729,282.00</u>	-
Total Revenues	<u><u>\$ 35,008,213.00</u></u>	<u><u>\$ 35,072,513.00</u></u>	<u><u>\$ 64,300.00</u></u>
Expenditures:			
City Council			
Professional Service - Lobbyist	\$ -	\$ 40,000.00	\$ 40,000.00
Other City Council Expenses	275,572.00	275,572.00	-
Cemetery			
Costs of Issuance of Debt	-	1,265.00	1,265.00
Capital Outlay - Motor Vehicles	105,210.00	105,715.00	505.00
Other Cemetery Expenses	876,190.00	876,190.00	-
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Costs of Issuance of Debt	-	6,983.00	6,983.00
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Capital Outlay - Motor Vehicles	58,934.00	59,217.00	283.00
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Recreation-Parks			
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Capital Outlay - Motor Vehicles	105,000.00	105,504.00	504.00
Other Recreation-Parks Expenses	2,214,674.00	2,214,674.00	-
Transfers to Other Funds			
Transfers to Special Revenue Funds	-	10,000.00	10,000.00
Other Transfers to Other Funds Expenses	1,928,713.00	1,928,713.00	-
Total Other General Fund Expenses	<u>13,321,711.00</u>	<u>13,321,711.00</u>	-
Total Expenditures	<u><u>\$ 35,008,213.00</u></u>	<u><u>\$ 35,072,513.00</u></u>	<u><u>\$ 64,300.00</u></u>

Water Fund	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Debt Issued	\$ 955,401.00	\$ 971,470.00	\$ 16,069.00
Total Other Water Fund Revenues	<u>12,306,568.00</u>	<u>12,306,568.00</u>	-
Total Revenues	<u><u>\$ 13,261,969.00</u></u>	<u><u>\$ 13,278,038.00</u></u>	<u><u>\$ 16,069.00</u></u>
Expenditures:			
Water Production			
Costs of Issuance of Debt	\$ -	\$ 557.00	\$ 557.00
Capital Outlay - Motor Vehicles	46,356.00	46,579.00	223.00
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Water Operations			
Costs of Issuance of Debt	\$ -	\$ 10,925.00	\$ 10,925.00
Capital Outlay - Motor Vehicles	905,642.00	910,006.00	4,364.00
Other Water Production Expenses	3,729,676.00	3,729,676.00	-
Total Other Water Fund Expenses	<u>6,791,217.00</u>	<u>6,791,217.00</u>	-
Total Expenditures	<u><u>\$ 13,261,969.00</u></u>	<u><u>\$ 13,278,038.00</u></u>	<u><u>\$ 16,069.00</u></u>

Requested Action

City Council approval of the attached FY25-26 Operating Funds ordinance amendment at the January 6, 2026 City Council meeting.

**A RESOLUTION AUTHORIZING THE CITY OF KINSTON
TO EXECUTE AN INSTALLMENT PURCHASE CONTRACT**

WHEREAS, the City of Kinston (“City”) desires to finance the purchase to purchase of rolling stock (“Collateral”) with the total amount financed not to exceed \$1,836,000.00;

WHEREAS, the City solicited and received competitive proposals from financial institutions to purchase the Collateral with the total amount financed not to exceed \$1,836,000.00;

WHEREAS, First-Citizens Bank & Trust Company offers the best overall terms including a fixed interest rate of not to exceed 3.67% for a 59 month term for this purchase;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kinston, that the City Council authorizes the City to enter into a contract with First-Citizens Bank & Trust Company on behalf of the City to purchase the Collateral with the total amount financed not to exceed \$1,836,000.00; and the execution of such documents as may be required to consummate this transaction is hereby approved.

BE IT FURTHER RESOLVED that the aforesaid contracts by and between the City, various State contracts and other vendors, and First-Citizens Bank & Trust Company, together with the amounts to be paid thereunder, be and the same are hereby designated as qualified tax-exempt obligations of the City for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BE IT FURTHER RESOLVED that the City Council does not reasonably expect that the Purchaser (and any subordinate entities) will issue more than \$10,000,000 in qualified tax-exempt obligations pursuant to such Sections 265(b)(3)(ii) during the current calendar year.

This resolution is effective upon its adoption this 3rd day of November, 2025. The motion to adopt this resolution was made by _____, seconded by _____, and was passed by a vote of _____ to _____.

(Affix Seal of Government Unit)

Debra Thompson City Clerk

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Resolution

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: Resolution Appointing Assistant Finance Director for Signing Pre-Audit Certificate and Checks

Action Requested: Adoption

Supporting Documentation: Resolution, Memo

Department Head's Approval *dlg*

City Manager's Approval *RB*

Budgetary Impact: **None** **Budgeted** **Needs Budget Ordinance**

Staff Recommendation: Adopt Resolution

**RESOLUTION DESIGNATING ASSISTANT FINANCE DIRECTOR
FOR THE PURPOSE OF SIGNING PREAUDIT CERTIFICATES AND CHECKS**

WHEREAS, the City Council of the City of Kinston, pursuant to North Carolina General Statute (NCGS) §159-24 of the Local Government Budget and Fiscal Control Act, appointed a Finance Director who currently serves the City with the powers and duties enumerated in §159-25; and

WHEREAS, §159-25(b) states: “Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board”; and

WHEREAS, it has been recommended that the Board properly designate and duly appoint the Assistant Finance Director to sign checks or preaudit certificates when the Finance Director is unavailable.

NOW, THEREFORE, BE IT RESOLVED BY THE KINSTON CITY COUNCIL:

Section 1. The Assistant Finance Director is hereby designated to serve the City with the power to sign checks and preaudit certificates only in the absence of the Finance Director.

Section 2. This resolution shall become effective immediately upon its adoption and shall remain in full force and effect until rescinded or modified by resolution of the City Council.

ADOPTED this 6th day of January, 2026

Debra Thompson, City Clerk



City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3147



FINANCE OFFICE

DON HARDY
Mayor

RHONDA BARWICK
City Manager

JAMES P. CAULEY III
City Attorney

DEBRA THOMPSON
City Clerk

Date: December 9, 2025

To: Rhonda Barwick, City Manager

From: Donna Goodson, Finance Director

Subject: Resolution Appointing Assistant Finance Director for signing pre-audit certification and checks

Per North Carolina General Statute §159-25(b), “Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board.”

In addition, per North Carolina General Statute §159-28(a1), “If an obligation is reduced to a written contract or written agreement requiring the payment of money, or is evidenced by a written purchase order for supplies and materials, the written contract, agreement, or purchase order shall include on its face a certificate stating that the instrument has been preaudited to assure compliance with subsection (a) of this section. The certificate, which shall be signed by the finance officer, or any deputy finance officer approved for this purpose by the governing board...”

At the January 22, 2013 City Council meeting, council members approved a resolution designating the Purchasing and Warehouse Manager as a Deputy Finance Officer for the sole purpose of signing City of Kinston Purchase Orders. That designation still remains in force and streamlines the purchase order processing and the ability to seamlessly provide services to the citizens and community.

In January of 2020, the City Manager approved the reclassification of the Senior Accounting Manager Position to Assistant Finance Director. The Assistant Finance Director assists the Finance Director in planning, directing and supervising accounting processes including accounts payable, payroll, cashier and cash management functions to include the approving of disbursement and drafts of City funds as well as overseeing the City’s purchasing programs including approving various purchase orders and ensuring compliance with policy guidelines.

It is my recommendation that the City Council officially adopt the attached resolution appointing the Assistant Finance Director for signing pre-audit certifications and checks in the absence of the Finance Director.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Resolution

Agenda Item to be Considered

Presenter: Donna Goodson, Finance Director

Subject: Resolution Appointing Public Servicers Director for Countersigning Checks

Action Requested: Adoption

Supporting Documentation: Resolution, Memo

Department Head's Approval dlg

City Manager's Approval RB

Budgetary Impact: None Budgeted Needs Budget Ordinance

Staff Recommendation: Adopt Resolution

**RESOLUTION DESIGNATING PUBLIC SERVICES DIRECTOR
FOR THE PURPOSE OF SIGNING CHECKS**

WHEREAS, §159-25(b) states: "Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. If the board makes no other designation, the chairman of the board or chief executive officer of the local government or public authority shall countersign these checks and drafts"; and

WHEREAS, the City Manager is the official with the duty to countersign checks and drafts on behalf of the City, and

WHEREAS, the City Manager's facsimile signature is utilized for checks and drafts less than \$50,000 and the City's Manager's actual signature is utilized for checks and drafts in excess of \$50,000, and

WHEREAS, it has been recommended that the Board properly designate and duly appoint the public Services Director to countersign checks in excess of \$50,000 when the City Manager is unavailable.

NOW, THEREFORE, BE IT RESOLVED BY THE KINSTON CITY COUNCIL:

Section 1. The Assistant Finance Director is hereby designated to serve the City with the power to countersign checks in excess of \$50,000 only in the absence of the City Manager.

ADOPTED this 6th day of January, 2026

Debra Thompson, City Clerk



City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3147



FINANCE OFFICE

DON HARDY
Mayor

RHONDA BARWICK
City Manager

JAMES P. CAULEY III
City Attorney

DEBRA THOMPSON
City Clerk

Date: December 29, 2025

To: Rhonda Barwick, City Manager

From: Donna Goodson, Finance Director

Subject: Resolution Appointing Public Services Director for countersigning checks

Per North Carolina General Statute §159-25(b), “Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. If the board makes no other designation, the chairman of the board or chief executive officer of the local government or public authority shall countersign these checks and drafts.”

Currently, the City Manager is the official with the duty to countersign checks and drafts on behalf of the City. Checks disbursed for amounts less than \$50,000 are signed by the City Manager via the use of a facsimile signature. Checks disbursed for amounts in excess of \$50,000 require an actual signature of the City Manager. There are occurrences in which an actual signature may be required to countersign checks and the City Manager is not available.

It is my recommendation that the City Council officially adopt the attached resolution appointing the Public Services Director for countersigning checks in the absence of the City Manager.

City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Public Hearing AND Action

Item Request: Approval

Agenda Item to be Considered

Presenter: Keith Goyette, Police Chief

Subject: COPS Grant - FY25 Community Policing Development: Supporting Agencies Seeking Accreditation Grant in the amount of \$51,270

Action Requested: Approval

Accept Grant Award

Supporting Documentation: KPD Memo, DOJ Award Letter

Department Head's Approval

A handwritten signature in blue ink, appearing to read "Keith Goyette".

City Manager's Approval

RB

Budgetary Impact: None Budgeted Needs Budget Ordinance

Staff Recommendation:

October 10, 2025

Dear KEITH GOYETTE,

On behalf of Attorney General Pamela Bondi, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by CITY OF KINSTON for an award under the funding opportunity entitled 2025 FY25 Community Policing Development: Supporting Agencies Seeking Accreditation. The approved award amount is \$51,270.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Cory D. Randolph

COPS Acting Director



Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF KINSTON 205 E KING ST
City, State and Zip:	KINSTON, NC 28501
Recipient UEI:	LN4TR4S7GLF5
Project Title: FY25 CPD LEA Accrd - CITY OF KINSTON, NC	Award Number: 15JCOPS-25-GG-00704-PPSE
Solicitation Title: FY25 Community Policing Development: Supporting Agencies Seeking Accreditation	
Federal Award Amount: \$51,270.00	Federal Award Date: 10/10/25
Awarding Agency:	Office of Community Oriented Policing Services
Funding Instrument Type:	Grant
Opportunity Category: D	
Assistance Listing:	
16.710 - Public Safety Partnership and Community Policing Grants	
Project Period Start Date: 10/1/25	Project Period End Date: 9/30/27
Budget Period Start Date: 10/1/25	Budget Period End Date: 9/30/27
Project Description:	
Kinston PD is currently in the second of third year seeking accreditation through CALEA and the NCLEA. The additional funding from this grant will help offset costs associated with becoming an accredited agency. Kinston PD is currently committed to continuing the accreditation process, and will utilize funding to continue the mission of strengthening the law enforcement agency's commitment to community-oriented policing by fostering collaboration, transparency, and proactive engagement.	



Kinston Police Department

MEMORANDUM



Date:	Monday, December 15, 2025	From:	Chief Keith Goyette
To:	Rhonda Barwick, City Manager	CC:	
Re:	FY25 Community Policing Development: Supporting Agencies Seeking Accreditation	Via:	

Dear Mrs. Barwick

The City of Kinston Police Department has received notice of eligibility and preapproval from the Office of Community Oriented Policing Services (the COPS Office) for an award under the funding opportunity entitled 2025 FY25 Community Policing Development: Supporting Agencies Seeking Accreditation Grant. The approved award amount is \$51,270. This grant does not require a match from the City of Kinston.

This grant will assist our agency with achieving the goal of seeking accreditation through two different accreditation agencies; the Commission on Accreditation for Law Enforcement Agencies (CALEA) as well as the North Carolina Law Enforcement Accreditation (NCLEA). Law enforcement accreditation is a self-initiated, voluntary process based on standards reflective of best practices in law enforcement. Accreditation standards cover roles and responsibilities; relationships with other agencies; organization, management, administration; law enforcement operations, operational support, traffic law enforcement; detainee and court-related services; and auxiliary and technical services.

Kinston is the county-seat of Lenoir County, a Tier-1 County, which indicates that it is among the most economically distressed areas in North Carolina. This classification underscores the unique challenges our community faces, including higher rates of unemployment, poverty, and limited access to resources compared to more affluent regions. As a result, it is crucial for us to be mindful of these factors in our efforts to serve and support the residents of Kinston. Being a Tier-1 community also presents us with significant opportunities to make a positive impact. We are eligible for various state and federal grants, programs, and resources designed to stimulate economic development, improve public services, and enhance the quality of life for our residents. It is imperative that we leverage these opportunities to address the needs of our community effectively, which is a main factor in applying for this grant. Enhancing community outreach efforts and improving our agency will further strengthen our efforts to support Kinston's growth and resilience.

Accreditation helps police departments operate more professionally, justify their operations, and promote trust in their community. Most accrediting programs require agencies to assess high-liability areas of their operations, provide officers more training, and hold officers accountable to policy and training compliance. Accreditation also promotes transparency and self-reflection

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



Kinston Police Department

MEMORANDUM



within an agency, which fosters a culture of accountability. When an agency enrolls in an accreditation process, they are committing to excellence in leadership, resource management, and delivery of services. We feel our agency and our community would benefit tremendously with the proceeds we receive from this grant.

Our agency is currently in the second of third year seeking accreditation through CALEA and the NCLEA. The additional funding from this grant will help offset costs associated with becoming an accredited agency. Funding will be utilized to assist with attending training seminars and conferences, as well as upgrading our evidence storage facility and assisting with policy standards. The agency has already set aside annual budget costs to pay for items such as, CALEA and NCLEA site preparation and assessor cost, as well as Power DMS software and has already placed a member in the organization to fill the role as agency accreditation manager. Due to the agency's current commitment to becoming an accredited agency, the funds we are requesting with this grant is limited compared to what it costs for an agency to become an accredited agency.

Project Abstract

The Kinston Police Department is comprised of sixty-eight full-time sworn officers who are responsible for providing a full range of police services covering over seventeen square miles and approximately 19,900 citizens. The Kinston Police Department has the primary responsibility of protecting the life and property of our citizens as well as addressing the fear and perception of crime. As an agency that practices community policing, we also work with our community partners known as "stakeholders" to address quality of life issues. A universal approach to creating a safe, lively community is the desired goal.

The Kinston Police Department (KPD) requested and received funding through the 2025 FY25 Community Policing Development: Supporting Agencies Seeking Accreditation Grant. This grant will assist our agency with fulfilling the desire to become accredited in both, CALEA and the NCLEA.

Public Safety Need

Accreditation for the Kinston Police Department is a vital public safety measure because it ensures that the agency operates under nationally recognized standards of excellence. By meeting accreditation requirements, the department establishes consistent policies and procedures that guide officers in fair and effective enforcement, reducing the risk of inconsistency or misconduct. Accreditation also strengthens accountability, as the department must regularly demonstrate compliance with rigorous standards, which builds transparency and trust with the community. In addition, it enhances officer training and preparedness, equipping personnel with modern skills to respond to emergencies, de-escalate conflicts, and use technology responsibly. This not only improves officer safety but also directly benefits the public.

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Kinston Police Department

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Accreditation further positions the department to secure grants and funding for advanced equipment, crime prevention initiatives, and community engagement programs, which are essential for addressing evolving threats. Without accreditation, the department risks losing public confidence, facing greater liability, and missing opportunities for resources that improve safety. In short, accreditation is a cornerstone of professionalism, accountability, and trust, all of which are critical to protecting and serving the people of Kinston.

Community Oriented Policing

Accreditation for the Kinston Police Department is more than just a professional milestone, it's a promise to the community. When a police department earns accreditation, it means they have met strict national standards designed to keep both residents and officers safe. For the people of Kinston, this translates into consistent and fair policing practices, stronger accountability, and a department that is regularly evaluated to ensure it is serving with integrity. Accreditation also ensures that officers receive the best training available, preparing them to respond effectively to emergencies, resolve conflicts peacefully, and use modern tools responsibly.

Beyond daily operations, accreditation opens doors to grants and funding that bring in new equipment, crime prevention programs, and community outreach initiatives. All of these resources directly benefit residents by making neighborhoods safer and strengthening trust between the police and the public. In short, accreditation is the department's way of showing Kinston that it is committed to excellence, transparency, and protecting the community with the highest standards of service.

Partnerships

Accreditation and community partnerships go hand in hand in strengthening public safety and building trust between a police department and the citizens it serves. Accreditation ensures that a department like the Kinston Police Department operates under nationally recognized standards, which emphasize accountability, transparency, and professionalism. These standards require not only internal improvements, such as consistent policies, officer training, and risk management, but also active engagement with the community. Accreditation encourages departments to develop partnerships with local organizations, schools, businesses, and neighborhood groups, creating a collaborative approach to safety.

When the police work side by side with residents, they gain valuable insights into community needs, foster mutual respect, and build confidence that law enforcement is committed to fairness and integrity. In turn, these partnerships help prevent crime, resolve conflicts, and promote initiatives that improve quality of life. Together, accreditation and community collaboration create a cycle of trust and effectiveness: accreditation sets the framework for excellence, and partnerships bring those standards to life in the daily relationship between officers and the public.

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Partners/Stakeholders

Accreditation and community partnerships come together most clearly when we look at specific examples of how police departments collaborate with stakeholders. For instance, accredited agencies often work closely with neighborhood watch groups, where residents and officers share information about local concerns and crime trends. Accreditation standards emphasize community engagement, so these partnerships demonstrate the department's commitment to transparency and responsiveness. Another example is collaboration with schools through school resource officer programs, which not only provide safety in educational settings but also build positive relationships between young people and law enforcement.

Accredited departments also partner with local businesses to improve security practices, such as installing better lighting or surveillance systems, which helps prevent theft and creates safer commercial areas. Faith-based organizations and civic groups are frequently involved as well, offering spaces for dialogue and joint initiatives that strengthen trust. Each of these partnerships reflects the accreditation framework's focus on accountability and professionalism, while showing the community that the police are not working in isolation but alongside stakeholders to achieve shared safety goals.

KPD Management Plan

The overall management and implementation plan for the KPD accreditation project is designed to ensure a structured, efficient, and sustainable process. The plan consists of several key phases:

1. Project Oversight & Governance: A dedicated project management team will oversee implementation, including designated personnel responsible for accreditation tasks, compliance monitoring, and stakeholder coordination.
2. Planning & Policy Development: The agency will conduct a thorough gap analysis to assess current policies against accreditation standards. Necessary revisions and new policies will be developed to ensure compliance.
3. Training & Capacity Building: Officers and staff will undergo structured training programs focused on accreditation requirements, operational improvements, and professional development.
4. Technology & Data Integration: Advanced tracking tools and performance monitoring systems will be implemented to streamline reporting, ensure compliance, and enhance efficiency.

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5. Community Engagement & Transparency: Public involvement through forums, surveys, and feedback mechanisms will foster trust, ensure accountability, and align the accreditation process with community expectations.
6. Continuous Evaluation & Adjustments: Regular audits and performance reviews will identify improvement areas, ensuring sustained progress toward accreditation objectives.
7. Post-Grant Sustainability: A long-term sustainability plan will secure funding, maintain standards, and integrate best practices beyond the grant period.

By following this structured approach, the agency will successfully implement accreditation while establishing lasting improvements in police operations and community relations.

KPD Implementation Time-Line

This time-line outlines the management, execution, and sustainability plan for the police accreditation project. The objective is to enhance law enforcement professionalism, improve operational efficiency, and strengthen community trust through compliance with accreditation standards.

Project Overview

The accreditation initiative focuses on policy standardization, training enhancement, technology integration, and long-term sustainability. A phased approach ensures a structured and effective implementation.

Implementation Timeline & Action Plan

Phase 1: Project Initiation (Month 1–2)

- Formation of Project Management Team to oversee accreditation tasks.
- Gap analysis conducted to assess existing policies against accreditation standards.
- Development of a strategic roadmap detailing objectives, resources, and milestones.

Phase 2: Policy & Compliance Development (Month 3–6)

- Revision and implementation of Standard Operating Procedures (SOPs) to align with accreditation requirements.
- Internal audits initiated to ensure compliance with updated policies.
- Initial training programs launched to familiarize officers with revised standards.

Phase 3: Training & Capacity Building (Month 7–9)

- Deployment of officer certification programs covering accreditation requirements.
- Leadership training sessions conducted to strengthen accountability.

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- Community engagement efforts expanded, including town hall meetings and feedback collection.

Phase 4: Technology & Process Optimization (Month 10–12)

- Implementation of data tracking systems to monitor accreditation metrics.
- Performance evaluation tools introduced for officer assessments.
- Administrative procedures refined to improve efficiency and compliance reporting.

Phase 5: Accreditation Submission & Review (Month 13–15)

- Preparation and submission of documentation to accreditation authorities.
- Self-assessments conducted to verify adherence to accreditation body guidelines.
- Adjustments made based on feedback from accreditation reviewers.

Phase 6: Post-Accreditation Sustainability Plan (Month 16+)

- Establishment of an Accreditation Monitoring Committee for ongoing oversight.
- Integration of accreditation-related expenses into annual budgeting to ensure financial sustainability.
- Continued staff development through training programs and policy refreshers.
- Regular compliance audits scheduled to maintain accreditation status.

Project Evaluation & Key Performance Indicators (KPIs)

To gauge the effectiveness of the accreditation project, the following KPIs will be monitored:

- Accreditation compliance rate (percentage of standards met).
- Reduction in policy violations post-training implementation.
- Improvements in response times, case resolutions, and officer performance.
- Community satisfaction scores based on feedback surveys.
- Operational efficiency metrics (audit reports, workflow improvements).

This implementation Plan provides a structured framework for achieving police accreditation while ensuring long-term compliance and sustainability. Continued monitoring and adaptation will reinforce professional excellence and strengthen community relationships.

Project Management Team

The grant funded team will include the following:

Project Director – Keith Goyette, Chief of Police

- Role: Oversees the entire accreditation initiative, ensuring alignment with agency objectives.
- Experience: 20+ years in law enforcement leadership, specializing in compliance, policy development, and accreditation management.

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- Responsibilities: Strategic planning, stakeholder coordination, and resource allocation.

Accreditation Manager – Josh Poole, Captain

- Role: Serves as the primary liaison for accreditation processes and documentation.
- Experience: Extensive experience in law enforcement administration, policy evaluation, and accreditation procedures.
- Responsibilities: Policy revisions, audit coordination, and accreditation submission.

Training & Development Officer – Seth Harrison, Training Division Sergeant

- Role: Manages officer education, certification programs, and continuous professional development.
- Experience: Certified instructor with a background in law enforcement training, curriculum design, and skills assessment.
- Responsibilities: Conducts training sessions, tracks certification progress, and ensures compliance with accreditation training standards.

Compliance & Audit Specialist – Donna Goodson, City of Kinston Finance Director

- Role: Ensures adherence to accreditation requirements through periodic audits and reporting.
- Experience: Expertise in regulatory compliance, risk management, and internal auditing within City government.
- Responsibilities: Conducts self-assessments, identifies gaps, and implements corrective actions.

Community Engagement Manager – Kevin Jenkins, Major (Community Services)

- Role: Builds relationships between law enforcement and the public, ensuring transparency and accountability.
- Experience: Background in public relations, conflict resolution, and community partnership development.
- Responsibilities: Organizes outreach programs, gathers community feedback, and promotes public trust.

IT & Data Management Specialist – Emma Slabbert, KPD Data Analyst

- Role: Implements and maintains accreditation tracking systems and performance evaluation tools.
- Experience: Expertise in law enforcement technology integration, data security, and performance monitoring software.
- Responsibilities: Manages reporting tools, ensures data accuracy, and supports operational efficiency.

Grant Items

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



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Mandatory Training/Conferences

CALEA Annual Conference

Attending the CALEA Annual Conference is essential for members of the Kinston Police Department to strengthen their commitment to professional excellence and accreditation. The conference provides access to critical training sessions, policy updates, and best practices that ensure compliance with national law enforcement standards. Officers and administrators can engage in networking opportunities, exchanging ideas with agencies across the country to refine their accreditation processes. Additionally, attending will allow Kinston PD to gain firsthand knowledge from accreditation experts, ensuring long-term sustainability beyond initial certification. By participating, department leaders can enhance operational efficiency, improve public trust, and implement innovative strategies that align with modern policing standards. The insights and resources gained at the conference will be invaluable in maintaining accreditation and advancing the department's community-focused mission.

Power DMS Annual Conference

Attending the Power DMS Annual Conference is a crucial opportunity for members of the Kinston Police Department to enhance their accreditation efforts through innovative policy management, training solutions, and compliance strategies. The conference provides hands-on workshops, expert-led discussions, and networking sessions that equip attendees with the latest tools for streamlining document management, improving audit readiness, and maintaining accreditation standards. By participating, officers and administrators can gain insights on how to leverage technology-driven solutions to ensure efficiency, transparency, and continuous adherence to best practices. Additionally, this event allows Kinston PD to connect with industry leaders, exchange ideas with fellow accredited agencies, and explore advancements that will support long-term success. Attending the Power DMS Annual Conference will empower department members to optimize accreditation processes, strengthen operational efficiency, and reinforce their commitment to professional policing.

North Carolina Police Executive Association Annual Conference

Attending the North Carolina Police Executive Association (NCPEA) Annual Conference is a valuable opportunity for Kinston Police Department members to advance their accreditation efforts and strengthen professional policing standards. This conference provides access to leadership development sessions, policy discussions, and accreditation-specific workshops that enhance operational effectiveness and compliance with industry best practices. Officers and administrators can engage with statewide law enforcement leaders, exchanging ideas on innovative strategies for policy implementation, community engagement, and organizational excellence. Additionally, participation will allow Kinston PD to stay informed about state-specific policing trends, legislative updates, and accreditation advancements, ensuring continued alignment with evolving law enforcement standards. By attending, department members will reinforce their commitment to

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Kinston Police Department

MEMORANDUM



professional growth, accountability, and community-oriented policing, driving long-term success in maintaining accreditation.

North Carolina Law Enforcement Accreditation Network Annual Conference

Attending the North Carolina Law Enforcement Accreditation Network (NCLEAN) Annual Conference is an invaluable opportunity for Kinston Police Department members to enhance their accreditation efforts and stay ahead of evolving policing standards. This conference offers specialized training sessions, accreditation-focused workshops, and networking opportunities with law enforcement professionals statewide. By participating, Kinston PD can gain insight into best practices for maintaining accreditation, ensuring long-term compliance and operational efficiency. Additionally, attendees can engage with experts in policy development, community relations, and law enforcement innovation, strengthening their department's commitment to professional excellence. The conference also provides access to new resources, regulatory updates, and collaborative initiatives, allowing Kinston PD to refine accreditation processes and further align with industry standards. Participation in NCLEAN reinforces the agency's dedication to transparency, accountability, and community-focused policing, ensuring continued success in accreditation and public trust.

Equipment

The Kinston Police Department will utilize grant funding to enhance the security and efficiency of its evidence room by incorporating a key-pad entry system that tracks access and regulates personnel entry. This system will ensure that only authorized individuals can access the evidence room, significantly reducing the risk of unauthorized handling or tampering. Each time an officer or staff member enters or exits, the system will log the event, creating an auditable record for accountability and compliance with accreditation standards. This upgrade will strengthen chain-of-custody procedures, reinforcing the integrity of criminal investigations and court proceedings. The key-pad system will also allow for customizable access levels, ensuring that only designated personnel can manage or review evidence, enhancing transparency and security.

In addition to the key-pad system, the grant will be used to improve the storage infrastructure within the evidence room by installing heavy-duty metal shelving and new plastic bins for proper evidence organization. The new shelving will provide durability and increased storage capacity, allowing for the systematic arrangement of evidence based on case priority and classification. The addition of labeled plastic bins will streamline the evidence-handling process, reducing the risk of misplaced or damaged items. With this upgraded storage system, officers and staff will have a more efficient workflow, improving retrieval times and maintaining strict compliance with regulatory standards. These improvements will modernize the department's evidence management, ensuring that Kinston PD operates with professionalism, security, and operational efficiency while maintaining accreditation requirements.

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The Kinston Police Department will utilize IACP Net as a powerful resource to continuously update its policies and procedures while advancing its accreditation efforts. By accessing IACP Net's extensive database of law enforcement best practices, model policies, and research reports, the department can stay informed on the latest developments in policing standards. This platform will enable streamlined policy revisions by providing templates and comparative analyses of procedures used by accredited agencies nationwide. Additionally, officers and administrators can use IACP Net's expert forums and case studies to enhance policy effectiveness, ensuring compliance with accreditation requirements. Through ongoing engagement with IACP Net, the department will strengthen its operational transparency, accountability, and professional development, ultimately reinforcing its commitment to community-oriented policing and modern law enforcement excellence.

FY25 Supporting Law Enforcement Agencies in Seeking Accreditation - COPS BUDGET NARRATIVE & TIME LINE: O-COPS-2025-172406

ITEM	DESCRIPTION/JUSTIFICATION	YEAR 1	YEAR 2	TOTAL
SOFTWARE & EQUIPMENT				
IACPnet	Software database for up-to-date policies, procedures, and bulletins from different agencies (7 licenses)	\$1,225	\$1,225	\$2,450
Evidence Room Upgrade	Replace out of date evidence storage bins with new up-to-date storage bins and upgrade evidence room shelving.	\$20,000	\$0	\$20,000
		Software & Equipment Total	\$21,225	\$1,225
ASSOCIATION FEES				
Network of Accreditation professionals sharing information and offering support to achieve accreditation goals and maintain up-to-date policies and procedures.				
ITEM	DESCRIPTION/JUSTIFICATION	YEAR 1	YEAR 2	TOTAL
NCLEAN Association fee	North Carolina Law Enforcement Accreditation Network (\$35x2 employees)	Included in KPD budget		\$0
		Association Total	\$0	\$0
CONFERENCES/MEETINGS				
Training on latest accreditation and planning strategies. Technical support for accreditation software. Information sharing and support regarding current policies, procedures, and legal updates.				
ITEM	DESCRIPTION/JUSTIFICATION	YEAR 1	YEAR 2	TOTAL
CALEA Conference <i>(Out of State)</i>	Number of Attendees = 2 Registration \$800 x 2 Lodging x 2 rooms x 4 nights x \$170 Travel by plane x 2 x \$600 Car rental/Uber x 5 days x \$40/day Meals x 2 ppl x 5 days @ \$51 per diem	\$1,600 \$1,360 \$1,200 \$200 \$510	\$1,600 \$1,360 \$1,200 \$200 \$510	\$3,200 \$2,720 \$2,400 \$400 \$1,020
		Total	\$4,870	\$4,870
Power DMS Conference <i>(Out of State)</i>	Number of Attendees = 2 Registration \$800 x 2 Lodging x 2 rooms x 4 nights x \$170 Travel by plane x 2 x \$600 Car rental/Uber x 5 days x \$40/day Meals x 2 ppl x 5 days @ \$51 per diem	\$1,600 \$1,360 \$1,200 \$200 \$510	\$1,600 \$1,360 \$1,200 \$200 \$510	\$3,200 \$2,720 \$2,400 \$400 \$1,020
		Total	\$4,870	\$4,870
NCPEA Annual Conference <i>(In State)</i>	Number of Attendees = 2 Registration \$225 x 2	\$450	\$450	\$900

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Kinston Police Department

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	Lodging x 2 rooms x 5 nights x \$130	\$1,300	\$1,300	\$2,600
	Car rental/Uber x 5 days x \$40/day	\$200	\$200	\$400
	Meals x 2 ppl x 5 days @ \$51 per diem	\$510	\$510	\$1,020
		Total	\$2,460	\$4,920
NCLEAN Annual Conference <i>(In State)</i>	Number of Attendees = 2			
	Registration \$100 x 2	\$200	\$200	\$400
	Lodging x 2 rooms x 5 nights x \$130	\$1,300	\$1,300	\$2,600
	Car rental/Uber x 5 days x \$40/day	\$200	\$200	\$400
	Meals x 2 ppl x 5 days @ \$51 per diem	\$510	\$510	\$1,020
		Total	\$2,210	\$4,420
		Total for Conferences/Training	\$14,410	\$28,820
ACCREDITATION FEES				
Fees related to accreditation activities to include CALEA annual fee and anticipated on-site assessment fees.				
CALEA Initial Set-up fee	One-time fee; continuation fee will follow after this grant is complete		Included in KPD budget	\$0
		Total	\$0	\$0
		Grand Total	\$35,635	\$15,635
				\$51,270

Public Hearing

On Thursday, December 18, 2025, Neuse News published an advertisement for this grant, which included:

Notice is hereby given that the Kinston City Council will hold a Public Hearing at **5:30 pm on Tuesday, January 6, 2026, or as soon thereafter as may be heard**, in City Hall Council Chambers, 207 East King Street, Kinston, NC and/or by virtual format. The following item will be heard:

1. The City of Kinston Police Department has received notice of eligibility and preapproval from the Office of Community Oriented Policing Services (the COPS Office) for an award under the funding opportunity entitled 2025 FY25 Community Policing Development: Supporting Agencies Seeking Accreditation. The approved award amount is \$51,270. This grant does not require a match from the City of Kinston.

The aforementioned item(s) may be changed or amended at the public hearing. Citizens are encouraged to attend and express opinions at the hearing. Copies may be obtained from the address below. Persons with special needs should contact the City Clerk at 252-939-3115 at least two work days prior to the date of the hearing.

Keith Goyette
Chief of Police

205 East King Street, PO Drawer 339, Kinston, NC 25802-0339
252-939-3144 or keith.goyette@kinstonnc.gov

Mission Statement

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Budget Impact

This grant does not require any matching funding.

Request from City Council

The council agree to accept the FY25 Community Policing Development: Supporting Agencies Seeking Accreditation Grant for approval, and delegate responsibility to execute any necessary agreements to the City Manager and Director of Finance at a future City Council meeting.

Sincerely,

Keith Goyette, Police Chief

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City of Kinston
City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Public Hearing AND Action

Item Request: Approval

Agenda Item to be Considered

Presenter: Keith Goyette, Police Chief

Subject: COPS Grant - FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Project in the amount of \$136,020

Action Requested: Approval

Accept Grant Award

Supporting Documentation: KPD Memo, DOJ Award Letter

Department Head's Approval

A handwritten signature in blue ink, appearing to read "Keith Goyette".

City Manager's Approval

RB

Budgetary Impact: None Budgeted Needs Budget Ordinance

Staff Recommendation:

October 10, 2025

Dear KEITH GOYETTE,

On behalf of Attorney General Pamela Bondi, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by CITY OF KINSTON for an award under the funding opportunity entitled 2025 FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects. The approved award amount is \$136,020.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process. Congratulations, and we look forward to working with you.

Cory D. Randolph
COPS Acting Director



Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF KINSTON 205 E KING ST
City, State and Zip:	KINSTON, NC 28501
Recipient UEI:	LN4TR4S7GLF5
Project Title: FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects - CITY OF KINSTON, NC	Award Number: 15JCOPS-25-GG-00460-LEMH
Solicitation Title: FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects	
Federal Award Amount: \$136,020.00	Federal Award Date: 10/10/25
Awarding Agency:	Office of Community Oriented Policing Services
Funding Instrument Type:	Grant
Opportunity Category: D	
Assistance Listing: 16.070 - Law Enforcement Mental Health and Wellness Act	
Project Period Start Date: 10/1/25	Project Period End Date: 9/30/27
Budget Period Start Date: 10/1/25	Budget Period End Date: 9/30/27
Project Description: The Kinston Police Department (KPD) will implement a comprehensive initiative aimed at improving the psychological health, emotional resilience, and overall well-being of its sworn officers and civilian personnel. KPD proposes a three-pronged approach: (1) establish an in-house Peer Support Team trained in crisis response and emotional first aid; (2) partner with licensed mental health professionals to deliver confidential counseling, trauma-informed care, and early intervention services; and (3) launch ongoing wellness education programs that include mindfulness training, stress management workshops, and resilience-building curricula customized for frontline staff.	



Kinston Police Department

MEMORANDUM



Date:	Monday, December 15, 2025	From:	Chief Keith Goyette
To:	Rhonda Barwick, City Manager	CC:	
Re:	FY25 Law Enforcement Mental Health & Wellness Act Grant	Via:	

Dear Mrs. Barwick

The City of Kinston Police Department has received notice of eligibility and preapproval from the Office of Community Oriented Policing Services (the COPS Office) for an award under the funding opportunity entitled 2025 FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects. The approved award amount is \$136,020. This grant does not require a match from local governments.

The Kinston Police Department will utilize the grant to:

- Establish an in-house Peer Support Team trained in crisis response and emotional first aid as well as incorporate suicide awareness training.
- Partner with licensed mental health professionals to deliver confidential counseling, trauma-informed care, and early intervention services.
- Launch ongoing wellness education programs that include mindfulness training, stress management workshops, and resilience-building curricula customized for frontline staff.

This initiative will be guided by evidence-based practices and will include data collection, analysis, and performance metrics to assess impact and outcomes. A designated Wellness Coordinator will oversee implementation and ensure alignment with national officer wellness standards. Grant funds will support staffing, training, outreach, and program evaluation over a two-year period.

Ultimately, KPD's proposed program aims to reduce officer burnout, improve morale, and enhance the department's capacity to serve the citizens of Kinston with professionalism, empathy, and community trust.

Project Abstract

The Kinston Police Department is comprised of sixty-eight full-time sworn officers who are responsible for providing a full range of police services covering over seventeen square miles and approximately 19,900 citizens. The Kinston Police Department has the primary responsibility of protecting the life and property of our citizens as well as addressing the fear and perception of crime. As an agency that practices community policing, we also work with our community partners

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knows as “stakeholders” to address quality of life issues. A universal approach to creating a safe, lively community is the desired goal.

The Kinston Police Department (KPD) requested and received funding through the FY25 Law Enforcement Mental Health and Wellness Act Grant to implement a comprehensive initiative aimed at improving the psychological health, emotional resilience, and overall well-being of its sworn officers and civilian personnel. Recognizing the increased stressors and occupational hazards associated with law enforcement in a rapidly changing social climate, this project is designed to proactively address officer wellness through a sustainable and culturally competent framework.

Public Safety Need

The proposed officer mental health and wellness initiative directly addresses a critical public safety need in the Kinston jurisdiction: ensuring law enforcement personnel are psychologically equipped to serve the community effectively and compassionately. Officers facing unchecked stress, trauma, and burnout are more likely to experience impaired judgment, reduced productivity, and strained community interactions, which can negatively affect public trust and safety. By providing access to mental health professionals, resilience training, and peer support systems, the initiative enhances officer readiness and morale—thereby improving response quality and decision-making in high-pressure situations.

Community support plays a vital role in this effort. The program will engage local stakeholders, including healthcare providers, faith leaders, and civic organizations, to foster an environment of shared responsibility for officer wellness. This collaborative model not only demonstrates transparency but also strengthens bonds between the police and the public they serve. The program’s alignment with community policing principles—through open communication, proactive engagement, and culturally competent wellness education—reinforces public confidence and supports a safer, more connected Kinston. In sum, investing in the well-being of those who protect and serve ultimately benefits the broader community through improved safety outcomes and deeper mutual respect.

Community Oriented Policing

The proposed officer wellness initiative is a strategic catalyst for deepening the Kinston Police Department’s commitment to community-oriented policing. By prioritizing mental health and emotional resilience, the program empowers officers to engage with the community from a place of stability, empathy, and trust. When law enforcement personnel are mentally well and supported, they are more capable of forming positive relationships with residents, navigating complex social dynamics, and resolving conflicts without escalation.

Embedding wellness as a core agency value also shifts internal culture toward a more human-

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centered mission—one that values transparency, proactive communication, and shared responsibility. Activities like mindfulness workshops, peer support programs, and partnerships with community-based mental health professionals create regular, non-enforcement points of contact between officers and the public. These connections build mutual understanding, reduce stigma around mental health, and foster collaboration around public safety goals.

In essence, by strengthening officer wellness, the department simultaneously strengthens its capacity for compassionate service and meaningful community engagement—hallmarks of true community-oriented policing.

Partnerships

The proposed officer wellness initiative aligns closely with several ongoing efforts within the Kinston Police Department and the broader community. Notably, the department's 2022–2027 Strategic Plan emphasizes community engagement, officer development, and quality-of-life improvements for both residents and personnel—creating a natural foundation for integrating wellness programming. Additionally, the launch of Kinston's first-ever Citizen's Police Academy in 2023 reflects a growing commitment to transparency, education, and relationship-building between law enforcement and the public. This academy not only fosters trust but also serves as a platform for introducing wellness concepts and mental health awareness to both officers and community members.

These initiatives demonstrate a shared vision of proactive, community-oriented policing and provide valuable infrastructure for coordinating outreach, training, and evaluation efforts tied to the wellness program. Together, they reinforce a culture of care, accountability, and collaboration—ensuring the proposed activities are not only impactful but also sustainable within Kinston's evolving public safety landscape.

Community Group Strategy

The Kinston Police Department (KPD) will implement a structured, inclusive consultation strategy to ensure community groups and partner agencies are actively engaged throughout the wellness initiative. This strategy begins with the formation of a Wellness Advisory Committee, composed of representatives from key stakeholders such as the Lenoir County Health Department, UNC Lenoir Health Care, local faith-based organizations, and civic groups. This committee will meet quarterly to provide feedback, share resources, and guide program development.

KPD's Community Services Unit, which already maintains strong ties with neighborhood watch groups, schools, and nonprofit organizations, will serve as the primary liaison for outreach and coordination. The department will host listening sessions and town hall-style forums to gather input from residents and frontline officers, ensuring the program reflects both internal and community priorities. Additionally, KPD will collaborate with Lenoir Community College and

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local mental health providers to co-develop training modules and wellness workshops tailored to the needs of law enforcement personnel.

This consultative approach not only fosters transparency and trust but also ensures the program is culturally competent, community-informed, and aligned with broader public safety goals. If you'd like, I can help draft a timeline or stakeholder engagement plan to include in your grant narrative!

Partners/Stakeholders

To support the successful implementation of the proposed officer wellness initiative, the Kinston Police Department will initiate or enhance partnerships with the following key organizations:

1. UNC Lenoir Health Care – As a regional healthcare provider, UNC Lenoir will offer access to licensed mental health professionals, trauma-informed care, and wellness education tailored to law enforcement personnel.
2. Lenoir County Health Department – This agency will collaborate on public health outreach, provide behavioral health resources, and assist in developing culturally competent wellness programming.
3. Lenoir Community College – The college will support training and professional development by co-hosting workshops, offering classroom space, and integrating wellness topics into continuing education for officers.

These partnerships are central to ensuring the program is community-informed, evidence-based, and sustainable beyond the grant period.

Proposed LEMHWA Program

PROGRAM FOCUS

If awarded funding through the Law Enforcement Mental Health and Wellness Act (LEMHWA) program, the Kinston Police Department (KPD) will implement a multi-faceted suite of activities and services designed to proactively support the psychological well-being, emotional resilience, and professional readiness of its law enforcement personnel. Key components include:

1. Establishment of a Peer Support Team – KPD will identify, train, and equip a cohort of officers to serve as peer counselors, offering confidential, on-demand emotional support and acting as bridges to formal mental health services.

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2. Partnerships with Mental Health Professionals – The department will contract with licensed clinicians to provide regular, confidential counseling services, psychological assessments, and crisis intervention sessions tailored to the needs of first responders.
3. Wellness Training & Resilience Workshops – Officers and civilian staff will participate in ongoing, evidence-based wellness education including topics such as stress management, mindfulness, post-traumatic growth, nutrition, and work-life balance.
4. Wellness Check-In System – KPD will implement a structured system for periodic mental health check-ins and referrals, helping to normalize support-seeking behavior and provide early identification of risk factors.
5. Family Outreach & Support Programming – Recognizing the role of family in officer wellness, KPD will offer resources and periodic workshops for spouses, partners, and families to foster resilience at home and strengthen overall support networks.
6. Designated Wellness Coordinator Role – A part-time position will be created to oversee all wellness programming, track participation and outcomes, manage partnerships, and serve as an internal wellness advocate.
7. Evaluation & Sustainability Planning – Throughout the grant period, data will be collected to assess the program's impact and guide the development of long-term sustainability strategies, including integration into department policy and pursuit of supplemental funding.

These activities are designed not only to improve individual officer wellness but also to enhance organizational culture, reduce burnout, and strengthen community engagement through healthier, more connected public servants.

PROGRAM IMPACT

The Kinston Police Department (KPD) anticipates several key deliverables and measurable outcomes through the implementation of its officer wellness initiative supported by LEMHWA funding. The core program deliverables include: (1) a fully trained and operational Peer Support Team; (2) access to licensed mental health professionals for counseling and early intervention services; (3) delivery of at least eight wellness and resilience workshops annually; (4) creation of a Wellness Check-In system and internal referral protocol; and (5) establishment of a part-time Wellness Coordinator role to oversee, evaluate, and sustain program activities.

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Expected outcomes include improved officer mental health, increased job satisfaction, reduced absenteeism, and enhanced community interactions. To measure success and inform long-term planning, KPD will employ a data-driven evaluation strategy. This includes:

- Quarterly internal surveys assessing officer stress levels, morale, job satisfaction, and perceived access to mental health resources.
- Utilization metrics such as the number of officers participating in counseling services, workshops, and peer support sessions.
- Community perception surveys to gauge public trust, officer approachability, and satisfaction with the department's responsiveness and professionalism.
- Performance indicators such as reduction in complaints against officers, decrease in use-of-force incidents, and improved retention rates.

This multi-pronged evaluation approach will not only demonstrate the initiative's immediate impact but also highlight the continued need for sustained investment in officer wellness and community trust.

PROGRAM IMPLEMENTATION

The Kinston Police Department (KPD) will implement the proposed officer wellness initiative through a structured, collaborative management plan that leverages internal leadership and trusted community partnerships. Oversight will be provided by the Wellness Coordinator, a part-time position funded through the grant, who will be responsible for day-to-day program management, coordination with partners, and data collection. The Chief of Police and Major of Support Services will provide executive oversight, ensuring alignment with departmental goals and integration into KPD's broader strategic plan. The Community Services Unit will support outreach, engagement, and liaison efforts with external stakeholders.

Key implementation partners include UNC Lenoir Health Care, which will provide licensed mental health professionals certified in trauma-informed care and crisis intervention; the Lenoir County Health Department, which will assist with behavioral health education and culturally competent programming; and Lenoir Community College, which will support training logistics and continuing education. All clinicians contracted through the program will be required to hold current licensure in North Carolina (e.g., LCMHC, LCSW, or equivalent) and demonstrate experience working with first responders.

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To ensure confidentiality, KPD will adopt strict protocols modeled after HIPAA standards. Counseling services will be delivered off-site or in private, secure spaces, and no identifying information will be shared with department leadership without the participant's written consent. Peer Support Team members will be trained in confidentiality and ethical boundaries, and all data collected for evaluation purposes will be anonymized.

KPD's capacity to carry out this initiative is reinforced by its existing infrastructure, including a well-established policy and procedure framework, a history of successful community collaboration, and a commitment to officer development as outlined in its Strategic Plan 2022–2027. This foundation ensures the department is well-positioned to implement, evaluate, and sustain the proposed wellness program with integrity and impact.

PROGRAM SUSTAINABILITY

To ensure long-term sustainability beyond the LEMHWA grant period, the Kinston Police Department (KPD) will integrate the wellness initiative into its core operational and strategic framework. First, the department will embed wellness programming into its 2022–2027 Strategic Plan goals, ensuring continued prioritization and institutional support. The part-time Wellness Coordinator position, initially funded through the grant, will transition into a permanent role supported by the city's general fund or through reallocation of internal resources.

KPD will also pursue cost-sharing agreements with key partners such as UNC Lenoir Health Care and the Lenoir County Health Department to maintain access to licensed clinicians and training resources. Additionally, the department will explore state-level grants, philanthropic funding, and partnerships with local businesses and civic organizations to support ongoing programming and outreach.

To demonstrate impact and justify continued investment, KPD will maintain a robust evaluation system that tracks officer participation, mental health outcomes, and community trust indicators. These data will be used to advocate for sustained funding from city leadership and external stakeholders. By embedding wellness into policy, culture, and community collaboration, KPD aims to ensure the program's longevity and continued benefit to both officers and the public they serve.

Budget Justification (Sustainability Focused Excerpt)

- Wellness Coordinator (Part-Time, Year 1–2): Grant-funded during the project period. Post-grant, this role will be absorbed by KPD through existing personnel budget, demonstrating local commitment to continuity.

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- Mental Health Services (Clinical Contracts): KPD will negotiate reduced-rate contracts for counseling sessions and group workshops. Beyond the grant, these services will be supported through cost-sharing agreements with UNC Lenoir and integrated into recurring departmental training budgets.
- Training and Workshop Materials: Initial investment funded by the grant. KPD will maintain these materials for future use and collaborate with Lenoir Community College to co-facilitate trainings at low or no cost.
- Evaluation Tools and Surveys: Developed with grant support and maintained internally thereafter to track participation, outcomes, and inform program improvement.

Budget Justification

Utilizing grant funds to support mental health training and Trauma-Informed Leadership Training is a strategic investment in the long-term effectiveness, resilience, and community trust of the Kinston Police Department (KPD). Law enforcement officers routinely encounter high-stress, high-stakes situations that can lead to cumulative trauma, burnout, and impaired decision-making if left unaddressed. By funding mental health support training, KPD ensures its personnel are equipped with the tools to recognize signs of stress, seek help early, and foster a culture where psychological well-being is prioritized—not stigmatized.

Trauma-Informed Leadership Training, in particular, empowers supervisors and command staff to lead with empathy, emotional intelligence, and awareness of how trauma impacts behavior and performance. This approach not only improves internal morale and retention but also enhances external interactions with the public—especially in communities that have experienced historical trauma or strained relationships with law enforcement. Leaders trained in trauma-informed practices are better positioned to create psychologically safe environments, reduce re-traumatization, and model compassionate, community-centered policing.

Together, these trainings lay the foundation for a healthier, more connected department—one that is better prepared to serve with professionalism, empathy, and resilience. If you'd like, I can help you frame this into a grant justification or impact statement!

Budget Justification Excerpt: Subscription-Based Support Services

Subrecipient – FMRT Group

Using The FMRT Group for annual police officer wellness check-ups can significantly enhance both the physical and mental well-being of officers by providing structured, confidential, and

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proactive care tailored to the unique demands of law enforcement. Police officers operate in high-stress environments where hypervigilance, trauma exposure, and physical strain are part of the daily routine. FMRT's approach—offering annual, confidential sessions with licensed psychologists—creates a safe space for officers to process stress, build resilience, and normalize mental health care. These check-ups aren't about diagnosing or evaluating performance; they're about preventative care, helping officers stay mentally fit before issues escalate.

The benefits go beyond mental health. FMRT also supports agencies with medical evaluations, ensuring officers are physically prepared for duty. This holistic model reduces burnout, improves job satisfaction, and fosters a culture where seeking help is seen as strength, not weakness. Departments that partner with FMRT, like High Point PD, have seen positive outcomes: officers report feeling more supported, and leadership gains peace of mind knowing their teams are cared for. It's a win-win—healthier officers mean safer communities.

The FMRT Group for annual police officer wellness check-up program is confident and will cost \$400 for 75 employees, for a total of \$30,000 per year, for two years.

Subrecipient – FIRSTGEVITY Yoga

As part of KPD's commitment to holistic officer wellness, the department proposes investing in a department-wide subscription to FIRSTGEVITY Yoga, a virtual wellness platform tailored specifically to law enforcement. This subscription will provide officers and civilian staff with on-demand access to trauma-informed yoga, breathwork, and mindfulness sessions designed to mitigate the physical and psychological stressors inherent in police work. Officers will be able to participate individually or in small groups during shift breaks or at home, providing flexible, stigma-free access to wellness practices proven to support emotional regulation, reduce injury, and improve sleep and concentration.

Integrating FIRSTGEVITY into the KPD wellness plan complements traditional mental health services by offering proactive, preventative programming that strengthens resilience and reinforces a culture of self-care and peer support. This platform also includes family-friendly content, allowing officers and their loved ones to engage in wellness activities together—broadening the program's impact beyond the workplace.

FIRSTGEVITY Virtual Yoga & Wellness Platform (\$9,000 annual subscription for two years): Grant funds will be used to purchase a department-wide subscription to this evidence-based platform for law enforcement-specific wellness and mobility programming. The subscription supports flexible, remote access and will be available to all KPD personnel and their families. FIRSTGEVITY serves as a cost-effective, scalable resource to prevent burnout, support physical readiness, and enhance emotional well-being. It is an essential supplement to the department's broader trauma-informed training and peer support systems.

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FY25 Law Enforcement Mental Health and Wellness Act Grant - COPS

BUDGET NARRATIVE: O-COPS-2025-172386

ITEM	DESCRIPTION/JUSTIFICATION	YEAR 1	YEAR 2	TOTAL
SUBRECIPIENT				
FIRSTGEVITY Yoga Training	Yoga subsection training for all KPD personnel	\$9,000	\$9,000	\$18,000
The FMRT Group	Officer Wellness Check-ups – mandatory annually	\$30,000	\$30,000	\$60,000
	Software & Equipment Total	\$39,000	\$39,000	\$78,000
PART-TIME WELLNESS COORDINATOR				
ITEM	DESCRIPTION/JUSTIFICATION	YEAR 1	YEAR 2	TOTAL
Part-time Wellness Coordinator	A part-time position will be created to oversee all wellness programming, track participation and outcomes, manage partnerships, and serve as an internal wellness advocate.	\$20,000	\$20,000	\$40,000
	Association Total	\$20,000	\$20,000	\$40,000
CONFERENCES/MEETINGS				
Training on latest accreditation and planning strategies. Technical support for accreditation software. Information sharing and support regarding current policies, procedures, and legal updates.				
ITEM	DESCRIPTION/JUSTIFICATION	YEAR 1	YEAR 2	TOTAL
Trauma Informed Leadership Training (Out of State)	Number of Attendees = 2 Registration \$600 x 2 Lodging x 2 rooms x 4 nights x \$170 Travel by plane x 2 x \$400 Meals x 2 ppl x 5 days @ \$51 per diem	\$1,200 \$1,360 \$800 \$510	\$1,200 \$1,360 \$800 \$510	\$2,400 \$2,720 \$1,600 \$1,020
		Total	\$3,870	\$3,870
Mental Health Support Training (Out of State)	Number of Attendees = 5 Registration \$500 x 5 Lodging x 5 rooms x 4 nights x \$170 Travel by plane x 5 x \$400 Meals x 5 ppl x 6 days @ \$51 per diem	\$2,500 \$4,250 \$2,000 \$1,530	\$0 \$0 \$0 \$0	\$2,500 \$4,250 \$2,000 \$1,530
		Total	\$10,280	\$0
Family Support Training	Guest expert/speaker to train all KPD personnel	\$0	\$0	\$0
Suicide Awareness Training	Guest expert/speaker to train all KPD personnel	\$0	\$0	\$0
Financial Training	Guest expert/speaker to train all KPD personnel	\$0	\$0	\$0
Veteran Awareness & Assistance Training	Guest expert/speaker to train all KPD personnel	\$0	\$0	\$0
		Total	\$0	\$0
	Total for Conferences/Training	\$14,150	\$3,870	\$18,020
Total Cost for Grant		Grand Total	\$73,150	\$62,870
				\$136,020

KPD Management Plan

October 1, 2025 – September 30, 2027

Project Leadership & Governance

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- Grant Administrator: Oversees compliance, performance reporting, and fiscal management.
- Wellness Program Coordinator: Leads program design, vendor engagement, and internal coordination.
- Wellness Advisory Committee: Provides cross-functional leadership with members from command staff, mental health professionals, peer support team, and officer representatives.

Program Goals & Initiatives

1. Annual Mental Health Check-Ins
 - Partner with FMRT or similar provider for confidential evaluations focused on resilience and early intervention.
 - Ensure every officer completes a check-in once per fiscal year.
2. Peer Support Expansion
 - Recruit and train additional peer support officers by leveraging nationally certified programs like ICISF or VALOR.
 - Schedule quarterly debriefings for team members and host wellness roundtables.
3. Preventative Wellness Training
 - Provide mandatory annual training on stress management, trauma-informed leadership, and suicide prevention (e.g., QPR or Safe Call Now).
 - Offer electives in mindfulness, nutrition, and sleep hygiene.
4. Family Engagement and Education
 - Launch "Behind the Badge" workshops every spring and fall for officers' spouses and families.
5. Wellness Resource Ecosystem
 - Launch a secure online wellness portal in early 2026.
 - Maintain an internal library of mental health and fitness resources.

Project Management Team

The grant funded team will include the following:

Project Director – Keith Goyette, Chief of Police

- Role: Oversees the entire accreditation initiative, ensuring alignment with agency objectives.
- Experience: 20+ years in law enforcement leadership, specializing in compliance, policy development, and accreditation management.
- Responsibilities: Strategic planning, stakeholder coordination, and resource allocation.

Wellness Coordinator – TBD

- Role: Serves as the primary liaison for accreditation processes and documentation.

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- Experience:
- Responsibilities: plays a central role in designing, implementing, and managing programs that support the physical, mental, and emotional well-being of an organization's personnel—in this case, law enforcement officers.

Training & Development Officer – Seth Harrison, Training Division Sergeant

- Role: Manages officer education, certification programs, and continuous professional development.
- Experience: Certified instructor with a background in law enforcement training, curriculum design, and skills assessment.
- Responsibilities: Conducts training sessions, tracks certification progress, and ensures compliance with accreditation training standards.

Compliance & Audit Specialist – Donna Goodson, City of Kinston Finance Director

- Role: Ensures adherence to accreditation requirements through periodic audits and reporting.
- Experience: Expertise in regulatory compliance, risk management, and internal auditing within City government.
- Responsibilities: Conducts self-assessments, identifies gaps, and implements corrective actions.

Community Engagement Manager – Kevin Jenkins, Major (Community Services)

- Role: Builds relationships between law enforcement and the public, ensuring transparency and accountability.
- Experience: Background in public relations, conflict resolution, and community partnership development.
- Responsibilities: Organizes outreach programs, gathers community feedback, and promotes public trust.

IT & Data Management Specialist – Emma Slabbert, KPD Data Analyst

- Role: Implements and maintains wellness tracking systems and performance evaluation tools.
- Experience: Expertise in law enforcement technology integration, data security, and performance monitoring software.
- Responsibilities: Manages reporting tools, ensures data accuracy, and supports operational efficiency.

FY25 Law Enforcement Mental Health and Wellness Act Grant - COPS

Time Line: O-COPS-2025-172386

Implementation Timeline

Mission Statement

The Kinston Police Department pledges to serve our community, to safeguard lives and property, and to preserve order all while respecting the constitutional rights of everyone to liberty, equality and justice.



Kinston Police Department

MEMORANDUM



Phase	Timeline	Milestones
Phase 1: Foundation	Oct–Dec 2025	Vendor contracting, steering committee launch, officer survey
Phase 2: Year 1 Rollout	Jan–Sept 2026	Mental health check-ins year one, first family workshop, peer training, train new peer members
Phase 3: Midpoint Evaluation	Oct–Dec 2026	Analyze participation, survey feedback, adjust programming
Phase 4: Year 2 Expansion	Jan–Sept 2027	Broaden outreach, enhance digital access, Mental health check-ins year two.
Phase 5: Sustainability Planning	July–Sept 2027	Prepare final report, develop future funding strategies

Evaluation & Report Plan

- Key Metrics:
 - Number and percentage of officers completing annual check-ins
 - Peer support utilization and feedback
 - Attendance in trainings and family sessions
 - Shifts in attitudes on wellness (pre-/post-surveys)
- Reporting Schedule:
 - Submit semi-annual performance and financial reports per COPS Office guidelines
 - Final performance report due December 2027

Public Hearing

On Thursday, December 18, 2025, Neuse News published an advertisement for this grant, which included:

Notice is hereby given that the Kinston City Council will hold a Public Hearing at **5:30 pm on Tuesday, January 6, 2026, or as soon thereafter as may be heard**, in City Hall Council Chambers, 207 East King Street, Kinston, NC and/or by virtual format. The following item will be heard:

1. The City of Kinston Police Department has received notice of eligibility and preapproval from the Office of Community Oriented Policing Services (the COPS Office) for an award under the funding opportunity entitled 2025 FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects. The approved award amount is \$136,020. This grant does not require a match from the City of Kinston.

The aforementioned item(s) may be changed or amended at the public hearing. Citizens are encouraged to attend and express opinions at the hearing. Copies may be obtained from the address

Mission Statement

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Kinston Police Department

MEMORANDUM



below. Persons with special needs should contact the City Clerk at 252-939-3115 at least two work days prior to the date of the hearing.

Keith Goyette
Chief of Police
205 East King Street, PO Drawer 339, Kinston, NC 25802-0339
252-939-3144 or keith.goyette@kinstonnc.gov

Budget Impact

This grant does not require any matching funding.

Request from City Council

The council agree to accept the FY25 Law Enforcement Mental Health and Wellness Act Grant for approval, and delegate responsibility to execute any necessary agreements to the City Manager and Director of Finance at a future City Council meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Goyette".

Keith Goyette, Police Chief

Mission Statement

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City of Kinston

City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Action Agenda

Item Request: Bid Award

Agenda Item to be Considered

Presenter: Steve Miller, Public Services Director

Subject: Consider award of a bid for Structures and Equipment for the POD 1 Substation to Peak Substation Services in the amount of \$646,900.00.

Action Requested: Approval

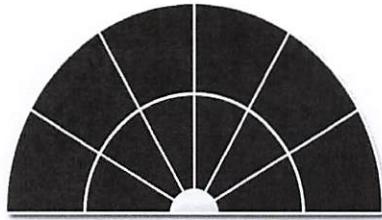
Supporting Documentation: memo, bid tabulation

Department Head's Approval

City Manager's Approval

Budgetary Impact: None Budgeted Needs Budget Ordinance

Staff Recommendation: award bid



KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water



Kinston, the right place ... Kinston Public Services, the right choice.

M E M O R A N D U M

TO: Rhonda Barwick, City Manager

FROM: Steve Miller, Public Services Director *SM*

DATE: December 29, 2025

RE: Bid Award – Electric POD 1 Substation Upgrades
Structures & Equipment Only

Kinston's POD #1 is the original connection Kinston has with Duke Energy to receive power for distribution to our customers. Until POD #2 was constructed in 2020, it was the only source of power for our system and had to be kept in operation 24/7. It has been in service since the 1970's without any major improvements. This project has been prepared to replace major components of the substation, including circuit switchers, group-operated switches, surge arrestors, and other components.

Bids for the purchase of the structures and equipment needed for the upgrade were initially accepted on December 2, 2025. However, insufficient bids were received to open the bids for this formal project (a minimum of 3 bids were required. The project was re-bid with a deadline of December 17, 2025. There is no minimum bid quantity for a re-bid due to insufficient bids, and the following two bids were received for the re-bid:

Peak Substation Services	\$646,900.00
MD Henry	\$673,431.95

After a full review of the bids by our consultant engineer, Booth & Associates, award of the bid is recommended to Peak Substation Services in the amount of \$646,900.00. This is for the fabrication and delivery of the specified structures and equipment only. Labor for installation will be bid separately at a later date. Some components included in this bid are not expected to be delivered until 12 months after execution of the contract.

In August, 2025, City Council established a capital project budget for this project (E9141), with a budget of \$690,000. This award will be within the project budget.

I recommend City Council consider award of the bid for Structures and Equipment for the POD 1 Substation to Peak Substation Services in the amount of \$646,900.00. No contingency is requested for this award.



December 23, 2025

Mr. Steve Miller
Public Services Director
City of Kinston
207 E King Street
Kinston, NC 28502

Subject: Structures & Equipment for the POD 1 Substation
Bid Evaluation and Recommendations

Dear Mr. Miller:

On Wednesday, December 17, 2025, beginning at 2:00 p.m., quotations were received and opened for the furnishing of Structures & Equipment for the POD 1 Substation. Each quotation was reviewed for accuracy, completeness, and manufacturing capabilities. Based on our review, we feel all of the bid quotations received should be considered valid offerings. Enclosed is a bid tabulation for your review.

The low bidder is Peak Substation Services, LLC, represented by Lekson Associates, Inc. Their quotation meets the requirements of our specifications. We have worked with Peak Substation Services many times in the past and have found them to be a very reputable and professional manufacturer.

We recommend that City of Kinston issue a purchase order to Peak Substation, LLC, represented by Lekson Associates, Inc., for the purchase of Structures & Equipment as per Bid Schedule No. 1, for a total amount of \$646,900.00.

Enclosed are the original proposals and the Bid Tab for your files. If I can provide any additional information, or if you have any questions, please call.

Sincerely,

BOOTH & ASSOCIATES, LLC


Michael Winkler, PE



MJW/CWK

Enclosures

P.0752180.D.TM.8005

BID TABULATION STRUCTURES & EQUIPMENT		City of Kinston Structures & Equipment for the Pod 1 Substation P.0752180.D.TM.8005 Wednesday, December 17, 2025							
BID SCHEDULE	Qty.	Lekson Associates, Inc. ***	Energy Reps	Substation Enterprises, Inc.	Tatman Associates, Inc.	Utility Service Agency, Inc.	Jake Rudisill Associates, Inc.	V&S Schuler Engineering, Inc.	
Bid Security	Included								
Bid Schedule No. 1 - POD 1 SUBSTATION									
Furnish and Deliver Complete the Structures and Equipment for the POD 1 Substation as per the Plans and Specifications for a Station Utilizing Steel Structures, with unloading by others.	1	\$646,900.00							
Delivery Charge	Included								
Sales Tax	Not Included								
Base Bid	\$646,900.00								
Bid Schedule No. 1 - Proportionate Prices (Base Bid)									
Structural Steel	\$6,200.00								
Bus, Connectors, Insulators, Fuses, and all other misc. equipment	\$13,000.00								
Grounding System - Connectors and Tails	\$3,600.00								
Group-Operated Switches	\$272,100.00								
Hookstick-Operated Switches	\$62,400.00								
Instrument Transformers	\$23,500.00								
Surge Arresters	\$41,900.00								
Circuit Switcher	\$224,200.00								
Bid Schedule No. 1 - Field Engineering Services (Optional)									
Rate per day:	1,000								
One Round Trip:	1,000								
Bid Schedule No. 1 - Delivery Schedule									
Steel Fabrication Drawings:	12-14 weeks								
Anchor Bolts:	12-14 weeks								
Group-Operated Switches:	50-52 weeks								
Circuit Switcher	59-60 weeks								
Regular Materials:	38-40 weeks								
Steel Materials:	20-22 weeks								
TOTAL BASE BID	\$646,900.00								
MANUFACTURER	Peak Substation Services, LLC	Dis-Tran Packaged Substations, LLC	Substation Enterprises, Inc.	Tatman Associates, Inc.	Wilson Iron Works	MD Henry	V&S Schuler Engineering, Inc.		

This is to certify that at 2:00 pm on Wednesday, December 17, 2025 the bids tabulated herein were publicly opened, read, checked, and the above totals are correct. All recognized bids were accompanied by an acceptable check or bid bond. Any irregularities are noted under "Remarks."

Remarks: Please note MD Henry notes and clarifications and equipment list at end of scanned in bid

*** recommended low evaluated bidder


Michael Winkler, PE



City of Kinston

City Council Agenda



Meeting Date: Tuesday, January 06, 2026

Agenda Section: Appointments

Item Request: Board/Commission Appointment

Agenda Item to be Considered

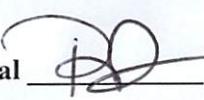
Presenter: Rhonda Barwick, City Manager

Subject: NCEMPA Commission Appointments

Action Requested: Consider appointing Steve Miller to the NCEMPA Board of Commissioners and Henry McLean as Alternate Commissioner and Alternate Rate Committee Member.

Supporting Documentation: Memo

Department Head's Approval _____

City Manager's Approval 

Budgetary Impact: None Budgeted Needs Budget Ordinance

Staff Recommendation:



City Manager's Office

City of Kinston

Post Office Box 339
Kinston, North Carolina 28502
Phone: 252.939.3111 Fax: 252.939.3388

RHONDA BARWICK
City Manager

ALTHEA SIMMONS
Administrative Manager

SHARON MERVIN
Public Information
Officer

MEMORANDUM

TO: Mayor and City Council

FROM: Rhonda Barwick, City Manager

RE: Appointment to the NCEMPA Board of Commissioners

DATE: December 19, 2025

Background:

As you are aware Kinston is a member of the North Carolina Eastern Municipal Power Agency. NCEMPA is the power supplier for Kinston. Currently I serve on the NCEMPA Board of Commissioners and as Alternate NCEMPA Rate Committee member. I have continued to serve on these committees since my tenure in the Public Services Department. Preparing for my upcoming retirement, the City needs to appoint my replacement.

Steve Miller, Public Services Director has served in similar capacity on both committees. Recently Henry McLean was promoted to Assistant Director of Public Services. To provide representation should Mr. Miller be unable to attend meetings and to consider succession planning, it is my recommendation the City consider the following appointments to fill my current positions:

1. Appoint Steve Miller, Public Services Director to fill my position as NCEMPA Commissioner
2. Appoint Henry McLean, Assistant Public Services Director to serve as NCEMPA Alternate Commissioner and Alternate Rate Committee Member

Requested Action:

Consider appointments to the NCEMPA Board of Commissioners and NCEMPA Rate Committee as requested above.