### CITY OF NEW BERN BOARD OF ALDERMEN MEETING APRIL 23, 2019 – 6:00 P.M. CITY HALL COURTROOM 300 POLLOCK STREET

- 1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderwoman Harris. Pledge of Allegiance.
- 2. Roll Call.

### Consent Agenda

- 3. Consider Adopting a Resolution Calling for a Public Hearing on the Proposed Budget for Fiscal Year 2019-20.
- 4. Consider Approving a Proclamation for MumFest 2019.
- 5. Consider Approving a Proclamation for the 2019 National Day of Prayer.
- 6. Approve Minutes.

\*\*\*\*\*\*

- 7. City Manager's Presentation of Fiscal Year 2019-20 Budget.
- 8. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex Property at 846 Highway 55 West.
- 9. Discussion of Duffest 2019.
- 10. Consider Adopting a Resolution Approving a Substantial Amendment to the 2018 CDBG Program.
- 11. Consider Adopting a Resolution Indicating Intent to Consider an Ordinance Amending the Election Method from Nonpartisan with Runoff to a Nonpartisan Plurality Method and Calling for a Public Hearing on the Proposed Change.
- 12. Consider Adopting a Budget Ordinance Amendment for the FY2018-19 Operating Budget.
- 13. Discussion of Water Resources Capital Item.
- 14. Appointment(s).
- 15. Attorney's Report.

- 16. City Manager's Report.
- 17. New Business.
- 18. Closed Session.
- 19. Adjourn.

### Aldermen

Sabrina Bengel Jameesha Harris Robert V. Aster Johnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000

Meat 4/18/19

Dana E. Outlaw Mayor

Mark A. Stephens City Manager

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager

Date: April 18, 2019

Re: April 23, 2019 Agenda Explanations

1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderwoman Harris. Pledge of Allegiance.

2. Roll Call.

### **Consent Agenda**

 Consider Adopting a Resolution Calling for a Public Hearing on the Proposed Budget for Fiscal Year 2019-20.

At this meeting, the City Manager will present the proposed budget for Fiscal Year 2019-2020. Budget workshops are scheduled for April 30<sup>th</sup> and May 1<sup>st</sup> beginning at 1 p.m. each day. Following those workshops, a public hearing will be held as required by state statute. The proposed date of the hearing is May 14, 2019. A memo from J.R. Sabatelli, Director of Finance, is attached.

4. Consider Approving a Proclamation for MumFest 2019.

(Ward 1) Charlene Harvell, Promotions Coordinator with Swiss Bear, has requested a proclamation in honor of MumFest 2019. This represents the festival's 39th year.

5. Consider Approving a Proclamation for the 2019 National Day of Prayer.

In conjunction with the 68th Annual National Day of Prayer, Tharesa Lee has requested a proclamation observing May 2, 2019 as a day of prayer in New Bern.

### 6. Approve Minutes.

Minutes from the May 4, 2019 special meeting and May 9, 2019 regular meeting are provided for review and approval.

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### 7. City Manager's Presentation of Fiscal Year 2019-20 Budget.

Mark Stephens, City Manager, will distribute copies of the proposed budget for Fiscal Year 2019-2020 and will share a PowerPoint presentation to spotlight significant areas within the budget.

### 8. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex Property at 846 Highway 55 West.

Othella Clarence Best and Shelia Best petitioned for their property at 846 NC Highway 55 West to be annexed into the city limits, and the Board accepted the petition at its May 9, 2019 meeting. The property is further identified as Tax Parcel ID 8-222-169. After conducting a public hearing on the request, the Board is asked to consider adopting an ordinance to annex the property. A memo from Morgan Potts, City Planner, is attached.

### 9. Discussion of Duffest 2019.

Duffest, a city-sponsored event, is held annually in May. This year, the Duffyfield Residents Council would like to have the event in June. This will allow the event to coincide with activities planned for a Juneteenth celebration. The Board is asked to consider allowing this change in schedule. Carol Williams, on behalf of the Duffyfield Residents Council, will be in attendance to share information and answer questions the Board may have.

### 10. Consider Adopting a Resolution Approving a Substantial Amendment to the 2018 CDBG Program.

At its March 26, 2019 meeting, the Board adopted a resolution approving a substantial amendment to the FY2018 CDBG program. After that, staff realized the adoption of the amendment was sought too early and should have been delayed until a public hearing was held at the Office of Development Services. That public hearing was conducted on April 9, 2019, and no questions or comments were received. The Board is now asked to again consider adopting the resolution approving the substantial amendment. As a reminder, the amendment authorizes reallocation of funds that will be used to construct up to four units of affordable housing that will be available for rent. A memo from D'Aja Fulmore, Community Development Coordinator, is attached.

# 11. Consider Adopting a Resolution Indicating Intent to Consider an Ordinance Amending the Election Method from Nonpartisan with Runoff to a Nonpartisan Plurality Method and Calling for a Public Hearing on the Proposed Change.

As recently directed by the Board, the City Attorney drafted a resolution to change the municipal election method from a nonpartisan election with a runoff to a nonpartisan plurality method. Since North Carolina has a state statute that authorizes municipalities to amend their charters to change the election method from one of the four basic options (all of which are in odd years), the Board can proceed with a charter amendment by following the statute, or by seeking a local bill from the General Assembly. The Board also has the option to call for a special election for the purpose of submitting the ordinance to a vote. Mr. Davis can further explain these options, if desired.

Presuming the Board wants to amend the charter consistent with the statutory authority, a resolution has been prepared to indicate the Board's intent to consider an ordinance that will amend the charter. The resolution also calls for a public hearing to be held on May 14, 2019. Following that hearing, the Board can consider adopting the amended ordinance at its May 28, 2019 meeting. A memo from Attorney Scott Davis is attached.

### 12. Consider Adopting a Budget Ordinance Amendment for the FY2018-19 Operating Budget.

This budget ordinance amendment recognizes \$17,500 from the Governors Highway Safety Grant to purchase a police patrol vehicle. It also amends the FY2019 budget to advance repayment of the installment purchase debt for the ERP Phase I project. A memo from Joseph Sabatelli, Director of Finance, is attached.

### 13. Discussion of Water Resources Capital Item.

The FY2018-19 budget included \$60,000 in Water Resources to convert the ammonia system at the water treatment plant from a gas to a liquid system. This figure included \$20,000 for materials and \$40,000 for installation and transition. Staff has determined they can complete the conversion without utilizing outside assistance, which will save \$40,000. It is requested that the Board authorize staff to implement a budget revision to allow for the \$40,000 to be spent on the installation of a much-needed generator at the Industrial Park tank. The cost of installing the generator is estimated at \$53,000. The additional \$13,000 in funds need for the generator can be taken from the amount budgeted for the installation of a generator at the Cove City standpipe. A memo from Jordan Hughes, City Engineer, is provided with additional detail.

### 14. Appointment(s).

- (a) Carol Williams' second term on the Planning and Zoning Board has expired, and she is ineligible for reappointment. Alderwoman Harris is requested to make a new appointment to fill this vacancy. The new appointee shall serve a three-year term.
- (b) Rose Williams' appointment on the New Bern Appearance Commission expired February 8, 2019. She is eligible for reappointment, or a new appointment can be made to allow others an opportunity to serve. Mayor Outlaw is asked to make an appointment to serve a three-year term. The ordinance provides appointees shall be residents of the City's planning and zoning jurisdiction and shall, when possible, have had special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or a closelyrelated field.
- (c) Mattie Tatum's appointment on the New Bern Appearance Commission will expire February 22, 2019. She is eligible for reappointment, or a new appointment can be made to allow others an opportunity to serve. Alderman Bengel is asked to make an appointment to serve a three-year term. The ordinance provides appointees shall be residents of the City's planning and zoning jurisdiction and shall, when possible, have had special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or a closely-related field.
- (d) Anne Schout resigned from her seat as an alternate on the Board of Adjustment effective March 1, 2019. Alderman Kinsey is asked to make an appointment to fill the remainder of Mrs. Schout's term, which will expire on November 12, 2021.
- (e) Mike Markham's seat on the Friends of the Firemen's Museum Board will expire on April 22, 2019. Mr. Markham has expressed interest in being reappointed. Alderwoman Harris is requested to reappoint him or to make a new appointment to serve a three-year term.
- 15. Attorney's Report.
- 16. City Manager's Report.
- 17. New Business.
- 18. Closed Session.
- 19. Adjourn.

### Agenda Item Title:

Consider Adopting a Resolution Calling for a Public Hearing on the Proposed Fiscal Year 2019/20 Budget

Date of Meeting 4/23/19	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA Director of Finance
Call for Public Hearing Ves No	Date of Public Hearing 5/14/2019
Explanation of Item:	
A public hearing must be held on the	proposed budget for Fiscal Year 2019/20
Actions Needed by Board:	
Adopt resolution	
Is item time sensitive? ✓ Yes ☐ No	0
Will there be advocates/opponents a	at the meeting? Tes No
Backup Attached:	
Memo, Resolution	
Cost of Agenda Item:	
If this item requires an expenditure, certified by the Finance Director :	has it been budgeted and are funds available and Yes No
Additional notes:	



Office of the Director of Finance

TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: JR Sabatelli - Director of Finance

DATE: April 11, 2019

RE: Call for Public Hearing for the FY2019-20 Proposed Budget

### **Background**

The proposed budget for FY2019-20 has been prepared, will be delivered to the Board on April 23, 2019 and will be made available for public inspection on the same date. A public hearing needs to be scheduled for May 14, 2019 on the proposed budget.

### Requested Action

It is recommended that the Board adopt the enclosed resolution to Call for a Public Hearing on the FY2019-20 proposed budget at its meeting on May 14, 2019.

### RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN

WHEREAS, the City of New Bern is required to hold a public hearing to receive public comments on the proposed fiscal year 2019-2020 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

That a public hearing will be conducted by the Board of Aldermen of the City of New Bern at 6:00 p.m., or as soon thereafter as the matter may be reached, on the 14<sup>th</sup> day of May, 2019, in the City Hall Courtroom in said City for public discussion on the proposed fiscal year 2019-2020 budget.

ADOPTED THIS THE 23rd DAY OF APRIL, 2019.

	DANA E. OUTLAW, MAYOR	
BRENDA E. BLANCO, CITY CLERK		

### Agenda Item Title:

Consider Approving a Proclamation for MumFest 2019

in



- WHEREAS, Swiss Bear Downtown Development Corp. and the City of New Bern are pleased to host the 39<sup>th</sup> Annual MUMFEST; and
- WHEREAS, this proud North Carolina tradition continually grows and attracts visitors to the colonial capitol city to enjoy entertainment, a street fair, and riverfront attractions; and
- WHEREAS, MUMFEST is proclaimed as one of the finest award-winning festivals in the State of North Carolina; and
- WHEREAS, MUMFEST supports cultural diversity, the arts, commercial and nonprofit communities of Eastern North Carolina; and
- WHEREAS, MUMFEST promotes our tourism industry by encouraging visitors to explore everything that makes New Bern and Eastern North Carolina a wonderful place to live, work, and play.
- NOW, THEREFORE, I, Dana E. Outlaw, Mayor of the City of New Bern, North Carolina, on behalf of the New Bern Board of Aldermen, do hereby encourage all citizens to participate in the

### 39th Annual MUMFEST

event to be held October 11-13, 2019, and I hereby proclaim it will be a grand weekend full of fun and entertainment for all those in attendance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of New Bern this the 23<sup>rd</sup> day of April in the year of our Lord Two Thousand and Nineteen.



### Agenda Item Title: Consider Approving a Proclamation for the 2019 Day of Prayer Date of Meeting 04/23/19 lacksquareWard # if applicable N/A Person Submitting Item: Brenda Blanco **Department** City Clerk Call for Public Hearing Yes No **Date of Public Hearing Explanation of Item:** In conjunction with the 68th Annual National Day of Prayer, Tharesa Lee has requested a proclamation observing May 2, 2019 as a day of prayer in New Bern. **Actions Needed by Board:** Consider approving proclamation Is item time sensitive? ☐ Yes ✓ No Will there be advocates/opponents at the meeting? ☐ Yes ✓ No **Backup Attached:** Proclamation

### Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director :  $\square$ Yes  $\square$ No

Additional notes:



### MAYOR'S OFFICE PROCLAMATION

- WHEREAS, this year marks the 68<sup>th</sup> Annual National Day of Prayer; civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and
- WHEREAS, the Declaration of Independence, our first statement as Americans of national purpose and identity, made "the Laws of Nature and Nature's God" the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and
- WHEREAS, the Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the U.S. Congress themselves begin each day with prayer; and
- WHEREAS, in 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and
- WHEREAS, the National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens.
- NOW, THEREFORE, I, Dana E. Outlaw, Mayor of the City of New Bern, on behalf of the New Bern Board of Aldermen, do hereby proclaim May 2, 2019, to be designated as

### A DAY OF PRAYER IN THE CITY OF NEW BERN, NC

and encourage the citizens of New Bern to observe the day in ways appropriate to its importance and significance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of New Bern this 23<sup>rd</sup> day of April in the Year of Our Lord Two Thousand and Nineteen.

Dana E. Outlaw, Mayor

## THE NATIONAL DAY OF PRAYER | MAY 2, 2019

**★ PRAY FOR AMERICA ★** 

# LOVE ONE ANOTHER

LOVE ONE ANOTHER. JUST AS I HAVE LOVED YOU JOHN 13:34



### **Agenda Item Title:**

City Manager's Presentation of Fiscal Year 2019-20 Budget

Date of Meeting $4/23/19$	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA Director of Finance
Call for Public Hearing Yes No	Date of Public Hearing
Explanation of Item:	
The recommended Fiscal Year 2019- brief overview by the City Manager.	20 Budget will be provided at the meeting along with a
Actions Needed by Board: None	
Is item time sensitive? ✓ Yes ☐ N Will there be advocates/opponents	
Backup Attached:	
Cost of Agenda Item:	
If this item requires an expenditure certified by the Finance Director :	, has it been budgeted and are funds available and Yes No
Additional notes:	

Agenda item title:					
Ordinance annex	ring property own	ned by Othella and Sh	heila Best		
Date of Meeting/W	ork Session	Wa	rd # if app	olicable	5
Department <u>Dev.</u>	Services	Person submitting	item	Scott Davis	
Call for Public Hear	ing	Date of Public Hea	aring	April 23, 2019	9
Explanation of the	item:				
	•	operty owned by Otl nately 1.14 acres in I			ocated at 846 West No p
Actions needed by	Board:				
Adopt ordinance					
Is item time sensiti	ve? Yes				
Will there be advoc	cates/opponents	at the meeting?			
Backup attached:					
Ordinance					
Cost of Agenda Iter	m <u>N/A</u>				
If this item requires the Finance Directo	· · · · · · · · · · · · · · · · · · ·		ed and ar	e funds availa	able and certified by
Additional notes:					



Development Services 303 First Street, P.O. Box 1129 New Bern, NC 28563 (252)639-7581

### **MEMORANDUM**

**TO:** Mayor Outlaw and Board of Aldermen

**FROM:** Morgan Potts, AICP

City Planner

**DATE:** April 12, 2019

**SUBJECT:** Public Hearing Regarding Annexation Petition for 846 West NC Highway 55

The Board of Aldermen is requested to consider holding a public hearing at their April 23, 2019 meeting to hear public comment and consider a request for the annexation of 1.14 acres, owned by Othella Clarence Best and wife, Shelia Deborah Best, located at 846 West NC Highway 55 in Number Eight (8) Township, which is further identified as Craven County Tax Parcel Identification Number #8-222-169. The property has approximately 80 liner feat of road frontage on NC Highway 55 East, and is located to the west of Pleasant Hill Road. City Utilities and Services will be provided upon annexation.

Please contact me at 639-7583 should you have any questions or need additional information.

### Prepared by:

Michael Scott Davis DAVIS HARTMAN WRIGHT PLLC 209 Pollock Street New Bern, NC 28560

AN ORDINANCE ANNEXING TO THE CITY OF NEW BERN PROPERTY OF OTHELLA CLARENCE BEST AND WIFE, SHELIA DEBORAH BEST, CONSISTING OF 1.14 ACRES, MORE OR LESS, LOCATED AT 846 WEST NC HIGHWAY 55 IN NUMBER EIGHT (8) TOWNSHIP

THAT WHEREAS, Othella Clarence Best and wife, Shelia Deborah Best, filed a petition requesting the annexation to the City of New Bern of property they own, which is more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 1.14 acres, more or less, which said parcel is located at 846 West NC Highway 55 in Number Eight (8) Township, Craven County, North Carolina, the boundaries of which are shown on a map prepared by City of New Bern Development Services staff, a copy of which is attached hereto as Exhibit B, and incorporated herein by reference; and

WHEREAS, said petition was referred to the City Clerk for an investigation as to the sufficiency thereof; and

WHEREAS, the City Clerk certified the sufficiency of the petition in writing to the Board of Aldermen; and

WHEREAS, the Board of Aldermen called for a public hearing on the question of annexation of said territory; and

WHEREAS, pursuant thereto, notice of a public hearing to be held at 6:00 p.m. on April 23, 2019, in the City Hall Courtroom was duly caused to be published as required by law in the *Sun Journal*, a newspaper having general circulation in the City; and

WHEREAS, on April 23, 2019, at 6:00 p.m., a public hearing on the question of annexation of the subject area was held by the Board of Aldermen of the City of New Bern, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, it was then determined by the Board of Aldermen that the petition filed met the requirements of the General Statutes of North Carolina, and that the area described in the petition should be annexed; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

Section 1. That the subject petition meets the requirements of §160A-31 of the General Statutes of North Carolina.

Section 2. That the property owned by Othella Clarence Best and wife, Shelia Deborah Best, more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 1.14 acres, more or less, which said parcel is located at 846 West NC Highway 55 in Number Eight (8) Township, Craven County, North Carolina, the boundaries of which are as shown on a map prepared by City of New Bern Development Services staff, a copy of which is attached hereto and incorporated herein by reference as Exhibit B, be and the same is hereby annexed to the City of New Bern.

Section 3. That the effective date of annexation shall be midnight on April 23, 2019.

Section 4. That the area to be annexed be and the same is hereby made a part of Ward Five of the City of New Bern.

<u>Section 5</u>. That this ordinance, together with a plat reflecting the area being annexed, shall be recorded forthwith in the Office of the Register of Deeds of Craven County.

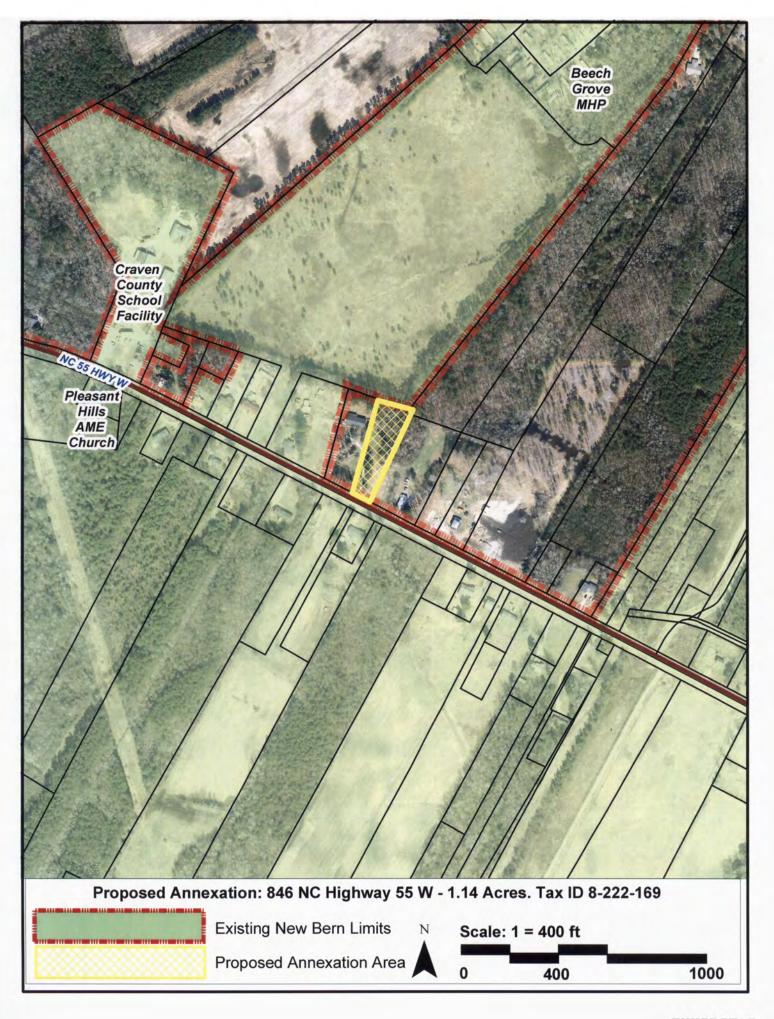
ADOPTED THIS 23rd DAY OF APRIL, 2019.

BRENDA E. BLANCO, CITY CLERK

DANA E. OUTLAW, MAYOR	
	DANA E. OUTLAW, MAYOR

### EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and bearing Craven County parcel identification number 8-222-169.



Agenda Item Title:

Discussion of Duffest 2019

Date of Meeting 4/23/19 Ward # if applicable Ward 2
Department City Clerk  Person Submitting Item: Brenda Blanco
Call for Public Hearing Yes No Date of Public Hearing
Explanation of Item:  Duffest, a city-sponsored event, is held annually in May. This year, the Duffyfield Residents Council would like to have the event in June. This will allow for the event to coincide with activities planned for a Juneteenth celebration. The Board is asked to consider allowing this change in schedule. Carol Williams, representing the Duffyfield Residents Council, will be in attendance to share information and answer any potential questions.  Actions Needed by Board:  None
Is item time sensitive?  Yes  No
Will there be advocates/opponents at the meeting? ☐ Yes ✓ No
Backup Attached:
Cost of Agenda Item:
If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : $\square$ Yes $\square$ No
Additional notes:

### Agenda Item Title:

To consider adopting a resolution to approve the amendment to the City's fiscal year 2018 CDBG allocation of funds

Date of Meeting April 23, 2019	Ward # if applicable N/A
<b>Department</b> Development Services	Person Submitting Item: D'Aja Fulmore
Call for Public Hearing  Yes  No	Date of Public Hearing 4/23/2019
Explanation of Item:	
The Mayor and Board of Aldermen are amending the City of New Bern's fisca	e requested to consider adopting a resolution to approve al year 2018 CDBG allocation of funds.
Actions Needed by Board:	
To consider adopting a resolution to a funds.	mend the city's fiscal year 2018 CDBG allocation of
Is item time sensitive?  Yes  No	
Will there be advocates/opponents a	at the meeting? ✓ Yes □ No
Backup Attached:	
Staff memo, executive summary, reso	olution, and amendment
Cost of Agenda Item: 0	
If this item requires an expenditure, certified by the Finance Director :	has it been budgeted and are funds available and ]Yes   No
Additional notes:	
City Council must approve to amend 0	CDBG funding allocation.

### Aldermen

Sabrina Bengel Jameesha Harris Robert V. Aster Johnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw Mayor

Mark A. Stephens City Manager

### **MEMORANDUM**

**TO:** Mayor Outlaw and Board of Aldermen

FROM: D'Aja Fulmore

Community Development Coordinator

**DATE:** April 4, 2019

**SUBJECT:** Consideration of a request by the City of New Bern to adopt the proposed substantial amendment to city's fiscal year 2018 CDBG allocation.

### **Background**

City staff have proposed the adoption of the substantial amendment to city's fiscal year 2018 CDBG fund allocations. On Tuesday, April 9, 2019, a public hearing was held for public input. No questions or comments were received.

The purpose of the amendment is to authorize reallocation of funds for the construction of up to four (4) units of affordable housing for rent.

### Recommendation

To adopt a resolution to approve the amendment to the City's fiscal year 2018 CDBG Program for the reallocation of funds for the construction of up to four (4) units of affordable housing for rent.

Please contact me at 252-639-7587 should you have questions or need additional information.

### RESOLUTION

WHEREAS, the City of New Bern in Craven County, NC is a recipient of Federal grant funds under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, there is a need to develop affordable rental housing in the City of New Bern as a result of Hurricane Florence; and

WHEREAS, the U.S. Department of Housing and Urban Development ("HUD") has previously approved the City of New Bern's FY 2018 Community Development Block Grant ("CDBG") Program; and

WHEREAS, HUD permits grant recipients to revise and amend their previously approved budgets and annual action plans; and

WHEREAS, the City of New Bern's Department of Development Services has determined that the proposed changes to the FY 2018 CDBG Program constitute a substantial amendment, and the City has complied with its Citizen Participation Plan.

NOW THEREFORE, BE IT RESOLVED that the document entitled "City of New Bern FY 2018 Substantial Amendment," a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby adopted and approved, as the "City of New Bern FY 2018 Substantial Amendment", and the Mayor is hereby authorized to sign any related documents on behalf of the City and is authorized to submit this document to the U.S. Department of HUD.

ADOPTED this 23rd day of April 2019.

	DANA E. OUTLAW, MAYOR	
BRENDA E. BLANCO, CITY CLERK		

# CITY OF NEW BERN, NORTH CAROLINA



## SUBSTANTIAL AMENDMENT TO THE FY 2018 CDBG PROGRAM

### SUBMITTED BY:

Department of Development Services 303 First Street, New Bern, NC 28560

### **SUBMITTED TO:**

U.S. Department of Housing & Urban Development Greensboro Field Office, Community Planning & Development 1500 Pinecroft Road, Suite 401, Greensboro NC 27407



### CITY OF NEW BERN, NORTH CAROLINA SUBSTANTIAL AMENDMENT FY 2018 CDBG PROGRAM YEAR

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  - 3. Resident Comments
- C. RESOLUTION
- D. FY 2018 CDBG PROGRAM
  - 1. Budget
  - 2. Narrative



### CITY OF NEW BERN, NORTH CAROLINA SUBSTANTIAL AMENDMENT FY 2018 CDBG PROGRAM YEAR

### A. EXECUTIVE SUMMARY –

The City of New Bern was devastated by the flooding and high winds caused by Hurricane Florence in September 2018. The City has been recovering ever since. However, with the destruction of property and loss of housing. There is a need for replacement of affordable rental housing in the City, especially for 3 or more bedroom homes.

The City owns several pieces of property which are out of the 100 year flood plain that it proposes to transfer title to its Redevelopment Commission. The Redevelopment Commission will then develop four (4) new single family homes on this property, utilizing the services of Habitat for Humanity. The houses will have affordable rents and Twin Rivers Opportunities, Inc., the local Section 8 Housing Voucher Administrating Agency, will assign Project Based Section 8 Vouchers to the homes so they will remain affordable.

In order to meet the need for affordable rental housing, the City is proposing to reallocate funds in its FY 2018 CDBG Program Year to the development of affordable housing. Several line item activities will be detected and the funds will be reallocated to this expendable activity, Development of Affordable Rental Housing in the amount of \$200,000. The only other activity under the FY 2018 CDBG Program will be General Administration in the reduced amount of \$42,771.

This is considered a "substantial amendment" since three (3) activities are being eliminated (Public Service Set-Aside, Housing Rehabilitation, and Demolition). The Affordable Housing line item activity will be increased by more than 50% from \$32,000 to \$200,000.

The City has properly advertised the Substantial Amendment, placed the document on public display for a period of 30 days, held a public hearing, and received approval from the City Council.



### CITY OF NEW BERN, NORTH CAROLINA SUBSTANTIAL AMENDMENT FY 2018 CDBG PROGRAM YEAR

### **B.** CITIZEN PARTICIPATION –

The City of New Bern has placed the proposed "Substantial Amendment" on public display for review and comment beginning Saturday, March 16, 2019 for a period of 30 days. The end of the period of public display is Monday, April 15, 2019.

The "Substantial Amendment" to the FY 2018 CDBG Program is on display at the following locations:

- City Clerks' Office City Hall, 303 Pollock Street New Bern, NC 28560
- Office of the Department of Development Services 303 First Street New Bern, NC 28560
- New Bern-Craven County Public Library 400 Johnson Street New Bern, NC 28560

Attached is a copy of the notice that appeared in the newspaper, the "New Bern Sun Journal," a local newspaper of general circulation in the area. The City of New Bern scheduled a Public Hearing at 6:00 PM prevailing time, Tuesday, April 9, 2019, in the Courtroom of the New Bern City Hall.

The Board of Aldermen in their capacity as the City Council of the City of New Bern will consider approving the proposed "Substantial Amendment" at its regularly scheduled Council Meeting on Tuesday, April 23, 2019 at 6:00 PM, prevailing time.

03/12/2019 13:49:03 Page : 1 of 2

Order Number 15500379

PO Number

Customer 89029 City of New Bern - Legals Contact **ACCOUNTS PAYABLE** 

Address1 PO Box 1129

Address2

City St Zip New Bern NC 28563 (252) 639-2717 Phone (252) 636-4108 Fax

Printed By **Gwen Landry Entered By** Gwen Landry

Keywords Notes

Zones

FY 2018 Block Grant

Ad Number : 16977940

Ad Key

Salesperson GL - Gwen Landry Publication New Bern Sun Journal

Section Classifieds Sub Section Classifieds

Category 015 Legal Notices Dates Run 03/16/2019-03/16/2019

Days

Size 2 x 8.44, 76 lines

Words 549 Ad Rate L1 Ad Price 327.98 **Amount Paid** 0.00 **Amount Due** 327,98

### **NOTICE OF PUBLIC HEARING** CITY OF NEW BERN, NORTH CAROLINA FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBSTANTIAL AMENDMENT

Notice is hereby given that the City of New Bern, Craven County, NC will hold a public hearing on Tuesday, April 9, 2019 at 6:00 PM, prevailing time, in the courtroom on the second floor of City Hall, 303 Pollock Street, New Bern, NC 28560. The City Hall and the courtroom are not accessible to persons with physical disabilities. If special arrangements need to be made for residents in order for them to participate in the public hearing, please call Mr. Jeffrey Rugglerl, Director, Department of Development Services, at (252) 639-7587 to make arrangements. Persons with hearing and/or speech impediments may contact the City through 711.

The purpose of this public hearing is to present a substantial amendment to the City of New Bern's FY 2018 Annual Action Plan for the use of Community Development Block Grant funds.

The City of New Bern adopted its FY 2018 Annual Action Plan and Budget for the use of CDBG funds on May 22, 2018. In accordance with CDBG program regulations, the City is allowed to make substantial amendments to its Annual Plan and Budget in accordance with the City's Citizen Participation Plan.

The City has determined that it is necessary to amend the approved CDBG program budget for the previously approved program year for FY 2018. The funds will be reprogrammed from the following projects/activities: Public Services, Affordable Housing, Housing Rehabilitation, and Demolition

This is considered a substantial amendment in accordance with the City's Citizen Participation Plan as the following applies: the deletion of praviously approved project activities and the addition of a new activity.

The amendment to FY 2018 CDBG Annual Action Plan is proposed as follows:

### **PROPOSED FY 2018 ACTIVITIES**

General Administration - reduce the line item budget amount from \$48,500 to \$42,771.

Public Service Set Aside – eliminate this line item amount of \$30,771. Alfordable Housing - revise the activity description from construction of new affordable housing for sale to new affordable rental housing. Increase the budget amount form \$32,000 to \$200,000.

Housing Rehabilitation - eliminate this line Item amount of \$100,000. Demolition - eliminate this line item amount of \$32,000.

Page

:2 of 2

03/12/2019 13:49:03

Order Number :

15500379

**PO Number** 

Customer

89029 City of New Bern - Legals ACCOUNTS PAYABLE

Contact Address1

PO Box 1129

Address2

New Bern NC 28563 City St Zip **Phone** (252) 639-2717 Fax (252) 636-4108

Printed By

Gwen Landry **Entered By** Gwen Landry

Keywords

Notes Zones

FY 2018 Block Grant

Ad Number

: 16977940

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GL - Gwen Landry New Bern Sun Journal

Publication Section Classifieds Classifleds Sub Section

Category Dates Run Days

015 Legal Notices 03/16/2019-03/16/2019

2 x 8.44, 76 lines

Size Words 549 Ad Rate L1 Ad Price 327.98 **Amount Paid Amount Due** 

0.00 : 327.98

Copies of the Substantial Amendment are on public display for a period of 30 days from Monday, March 16, 2019 to Monday, April 15, 2019. Copies are available at the following locations and may be viewed between normal business hours of 8:00 AM to 5:00 PM;

> City Clerks' Office City Hall, 303 Pollock Street, New Bern, NC 28560

> Office of the Department of Development Services 303 First Street, New Bern, NC 28560

**New Bern-Craven County Public Library** 400 Johnson Street, New Bern, NC 28560

All interested residents are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the Substantial Amendment for the FY 2018 CDBG Program. All comments received during the period of display will be presented to the City Council at its Regular Meeting of Tuesday, April 23, 2019 at 6:00 PM. Written comments may be addressed to Mr. Jeffrey Ruggieri, Director, Department of Development Services, 303 First Street, New Bern, NC 28560.

> Dana E. Outlaw, Mayor City of New Bern, NC

March 16, 2019 (adv)

# NOTICE OF PUBLIC HEARING CITY OF NEW BERN, NORTH CAROLINA FY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBSTANTIAL AMENDMENT

Notice is hereby given that the City of New Bern, Craven County, NC will hold a public hearing on Tuesday, April 9, 2019 at 6:00 PM, prevailing time, in the courtroom on the second floor of City Hall, 303 Pollock Street, New Bern, NC 28560. The City Hall and the courtroom are not accessible to persons with physical disabilities. If special arrangements need to be made for residents in order for them to participate in the public hearing, please call Mr. Jeffrey Ruggieri, Director, Department of Development Services, at (252) 639-7587 to make arrangements. Persons with hearing and/or speech impediments may contact the City through 711.

The purpose of this public hearing is to present a substantial amendment to the City of New Bern's FY 2018 Annual Action Plan for the use of Community Development Block Grant funds.

The City of New Bern adopted its FY 2018 Annual Action Plan and Budget for the use of CDBG funds on May 22, 2018. In accordance with CDBG program regulations, the City is allowed to make substantial amendments to its Annual Plan and Budget in accordance with the City's Citizen Participation Plan.

The City has determined that it is necessary to amend the approved CDBG program budget for the previously approved program year for FY 2018. The funds will be reprogrammed from the following projects/activities: Public Services, Affordable Housing, Housing Rehabilitation, and Demolition.

This is considered a substantial amendment in accordance with the City's Citizen Participation Plan as the following applies: the deletion of previously approved project activities and the addition of a new activity.

The amendment to FY 2018 CDBG Annual Action Plan is proposed as follows:

### **Proposed FY 2018 Activities**

- **1. General Administration** reduce the line item budget amount from \$48,500 to \$42,771.
- 2. Public Service Set Aside eliminate this line item amount of \$30,771.
- 3. Affordable Housing revise the activity description from construction of new affordable housing for sale to new affordable rental housing. Increase the budget amount form \$32,000 to \$200,000.
- 4. Housing Rehabilitation eliminate this line item amount of \$100,000.
- **5. Demolition** eliminate this line item amount of \$32,000.

Copies of the Substantial Amendment are on public display for a period of 30 days from Monday, March 16, 2019 to Monday, April 15, 2019. Copies are available at the following locations and may be viewed between normal business hours of 8:00 AM to 5:00 PM:

City Clerks' Office City Hall, 303 Pollock Street, New Bern, NC 28560

Office of the Department of Development Services 303 First Street, New Bern, NC 28560

New Bern-Craven County Public Library 400 Johnson Street, New Bern, NC 28560

All interested residents are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the Substantial Amendment for the FY 2018 CDBG Program. All comments received during the period of display will be presented to the City Council at its Regular Meeting of Tuesday, April 23, 2019 at 6:00 PM. Written comments may be addressed to Mr. Jeffrey Ruggieri, Director, Department of Development Services, 303 First Street, New Bern, NC 28560.

Dana E. Outlaw, Mayor City of New Bern, NC



# City of New Bern, North Carolina FY 2018 Substantial Amendment Development Services, 303 First Street, New Bern, NC 28560 Tuesday, April 9, 2019 at 6:00 P.M.

Organization	Phone Number	Email Address	



# City of New Bern, North Carolina FY 2018 Substantial Amendment Development Services, 303 First Street, New Bern, NC 28560 Tuesday, April 9, 2019 at 6:00 P.M.

Email Address				
Phone Number				
Organization				
Name				



# City of New Bern, North Carolina FY 2018 Substantial Amendment Development Services, 303 First Street, New Bern, NC 28560 Tuesday, April 9, 2019 at 6:00 P.M.

Name	Organization	Phone Number	Email Address	



# City of New Bern, North Carolina FY 2018 Substantial Amendment Development Services, 303 First Street, New Bern, NC 28560 Tuesday, April 9, 2019 at 6:00 P.M.

Email Address				
Phone Number				
Organization				
Name				



# CITY OF NEW BERN, NORTH CAROLINA SUBSTANTIAL AMENDMENT FY 2018 CDBG PROGRAM YEAR

# D. FY 2018 CDBG PROGRAM -

The following items are attached:

- 1. Budget See attached
- 2. Narrative See attached



# CITY OF NEW BERN, NORTH CAROLINA FY 2018 CDBG BUDGET AMENDMENT

The following chart illustrates the FY 2018 projects that are altered by this substantial amendment and the proposed budget amounts for each budget line item.

Activity Number	Activity Name	Project Description	Proposed Budget
	General Administration	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate day-to-day operation of entitlement programs. Activities include program design; develop Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations training; environmental review and labor standards	\$ 42,771.00
S. 1	Affordable Housing	The City proposes to fund the construction of four (4) new single family homes on vacant sites owned by the City. The construction will be done in partnership with the local Habitat for Humanity organization. Habitat for Humanity will construct elevated concrete block foundations on the vacant sites, and install modular homes will on top of the foundations. The sites previously contained single family residential houses with foundations. The houses were demolished and the foundations were removed.	\$ 200,000.00



# CITY OF NEW BERN, NORTH CAROLINA FY 2018 CDBG BUDGET AMENDMENT

budgeted for FY 2018 in the original Annual Action Plan, the amount the budget line item will increase or decrease, and the The following chart shows the FY 2018 projects that are altered by this substantial amendment. It also shows the amount proposed budget for each line item.

Activity	Activity Name	Previous Budget	Adjustment	Proposed Budget
·	General Administration	\$ 48,500.00	(-) \$ 5,729.00	\$ 42,771.00
8	Public Service Set-Aside	\$ 30,771.00	(-) \$ 30,771.00	\$ 0.00
ന	Affordable Housing	\$ 32,000.00	(+) \$168,000.00	\$ 200,000.00
4	Housing Rehabilitation	\$ 100,000.00	(-) \$ 100,000.00	\$ 0.00
9)	Demolition	\$ 32,000.00	(-) \$ 32,000.00	\$ 0.00
	Total Reallocation:	ion:		\$ 242,771.00

# **AGENDA ITEM COVER SHEET**

# Agenda Item Title:

Consider Adopting a Resolution of Intent to Amend Charter to Change Election Method and Call for Public Hearing

Date of Meeting 4/23/19	Ward # if applicable N/A
Department Select	Person Submitting Item: Scott Davis, City Attorney
Call for Public Hearing VYes No	Date of Public Hearing 5/14/2019
change the method of election from a	o consider an ordinance amending the City's Charter to a nonpartisan and runoff method to a nonpartisan plurality r a public hearing on this issue to be held May 14, 2019, and on May 28, 2019.
Actions Needed by Board: Consider adopting resolution	
Is item time sensitive? Yes N	ło
Will there be advocates/opponents	at the meeting? Yes No
Backup Attached: Memo and Resolution	
Cost of Agenda Item:	has it been budgeted and are funds available and
certified by the Finance Director :	e, has it been budgeted and are funds available and Yes No
Additional notes:	

# **MEMORANDUM**

TO: Mayor and Members of the Board

City Manager

FROM: Michael Scott Davis, City Attorney

RE: Amendments to City Charter to Change Election Method

DATE: April 17, 2019

The Board recently directed me to draft a resolution to change the municipal election method from the nonpartisan election and runoff method to the nonpartisan plurality method. Since North Carolina has a state statute that authorizes municipalities to amend their charters to change the election method from one of the four basic options (all on odd years), the Board has the ability to proceed with the charter amendment by following the statute, or by seeking a local bill from the General Assembly. The Board also has the option to call for a special election for the purpose of submitting the ordinance to a vote. Presuming that the Board wants to proceed to amend the charter consistent with the statutory authority, here are the required steps:

- (1) Adopt a resolution of intent to consider an ordinance amending the charter which also includes a call for a public hearing on the proposed charter amendments.
- (2) A notice of the public hearing shall be published at least once not less than 10 days prior to the date fixed for the public hearing, and shall contain a summary of the proposed amendments.
- (3) Following the public hearing, but not earlier than the next regular meeting and not more than 60 days from the public hearing, the Board may adopt an ordinance amending the charter to implement the amendments proposed in the resolution of intent.
- (4) Within 10 days after an ordinance is adopted, the Board shall publish a notice stating that an ordinance amending the charter has been adopted and the notice must summarize the contents and effect of the ordinance.
- (5) City clerk shall file a certified true copy of the charter amendment with the Secretary of State and the Legislative Library.

In order for the ordinance to be effective at the next election, the amendment must be finally adopted and approved at least 90 days prior to election day.

RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF NEW BERN TO CHANGE THE METHOD OF ELECTION FROM THE NONPARTISAN ELECTION AND RUNOFF METHOD TO THE NONPARTISAN PLURALITY METHOD AND SETTING THE DATE FOR A PUBLIC HEARING THEREON

THAT WHEREAS, pursuant to G.S. §160A-101 and §160A-102, the Board of Aldermen of the City of New Bern may adopt an ordinance to amend the Charter of the City of New Bern to implement any of the optional forms set out in G.S. §160A-101; and

WHEREAS, G.S. §160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT:

Section 1. The Board of Aldermen of the City of New Bern hereby intends to consider an ordinance amending the Charter of the City of New Bern, as set forth in Session Law 2016-41 of the General Assembly of North Carolina, to change the method of election from the nonpartisan election and runoff method to the nonpartisan plurality method as authorized by G.S. §160A-101(7)b. It is proposed that at the regular municipal election to be held in 2021, the mayor and members of the Board of Aldermen shall be elected according to the nonpartisan plurality method.

<u>Section 2</u>. A public hearing on the proposed ordinance is hereby called in the City Hall courtroom at 6:00 p.m. on Tuesday, May 14, 2019.

Section 3. Following the public hearing called hereby, the Board of Aldermen shall consider passage of the ordinance at its regular meeting on Tuesday, May 28, 2019 at 6:00 p.m. in the City Hall courtroom.

<u>Section 4</u>. The City Clerk is hereby directed to cause to be published in the Sun Journal a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

ADOPTED THIS 23rd DAY OF APRIL, 2019.

DANA E. OUTLAW, MAYOR	

# **AGENDA ITEM COVER SHEET**

Consider Adopting Ordinance to Amend the FY2018-19 Operating Budget

Agenda Item Title:

Additional notes:

Date of Meeting 4/23/2019	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA Director of Finance
Call for Public Hearing Yes V No	Date of Public Hearing
Explanation of Item:	
refinancing of the Installment Purchas also accepts a \$17,500 GHSP grant to	FY2018-19 Operating Budget for various funds for the see debt for the ERP Phase I Project. This amendment o purchase a patrol vehicle for \$25,000, the trade-indson Motorcycle with cover the \$7,500.
Actions Needed by Board: Adopt Budget Ordinance Amendment	
Is item time sensitive? Ves No	)
Will there be advocates/opponents a	nt the meeting? Yes No
Backup Attached:	
Memo; Budget Ordinance Amendmer	nt
Cost of Agenda Item:	•
If this item requires an expenditure, certified by the Finance Director :	has it been budgeted and are funds available and Yes No



TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: Joseph R. Sabatelli, CPA - Director of Finance

DATE: April 12, 2019

RE: Amendments to the FY2018-19 Operating Budget

I would like to recommend that the Board adopt the following amendments to the Fiscal Year 2018-19 Annual Operating Budget:

# **Advance Debt Repayment**

The attached ordinance amends the operating budget for Fiscal Year 2019 for the amount of appropriations necessary to advance repay the Installment Purchase debt for ERP Phase I. The Fiscal Year 2019 equipment financing approved by the Board on March 26, 2019 included an amount to refinance the remaining \$400,000 of this debt. This budget amendment is required to complete that transaction.

## **GHSP Grant**

On March 12, 2019 the Board of Aldermen adopted a resolution authorizing the Police Department to submit an application for the 2019 Governor's Highway Safety Program (GHSP). The City of New Bern received the GHSP grant award for \$17,500 for the purchase of a patrol vehicle for use in traffic enforcement and education. This budget ordinance amendment accepts the grant and establishes the necessary budget. There is a \$7,500 City match required for combined total of \$25,000. The trade-in value received on an existing 2013 Harley Davidson motorcycle will fulfill the City's match requirement.

### **Requested Action**

It is recommended that the Board adopt the attached budget amendment at its meeting to be held on April 23, 2019.

# CITY OF NEW BERN, NORTH CAROLINA REQUESTED AMEDMENT TO

### **Fiscal Year 2018-2019**

FROM: Joseph R. Sabatelli, Director of Finance

MEETING DATE:

April 23, 2019

EXPLANATION: This Amendment appropriates funds necessary to repay the ERP Phase I Installment Purchases as part of the Fiscal Year 2019 capital financing Installment Purchase approved by the Board on March 26, 2019.

On March 12, 2019 the Board of Aldermen adopted a resolution authorizing the Police Department to submit an application for the 2019 Governor's Highway Safety Program (GHSP). The City of New Bern received the GHSP grant award for \$17,500 for the purchase of a patrol vehicle for use in traffic enforcement and education. This budget ordinance amendment accepts the grant and establishes the necessary budget. There is a \$7,500 City match required for combined total of \$25,000. The trade-in value received on an existing 2013 Harley Davidson motorcycle will fulfill the City's match requirement.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT THE 2018-2019 Annual Budget ORDINANCE IS AMENDED AS FOLLOWS:

### Section 1 - Appropriations

Schedule A	- General Fund			
Increase:	Administration		\$	19,998
	Information Techr	nology		16,962
	Finance:	Accounting		91,966
		Warehouse		32,105
	Human Resource	es		13,066
	Development Ser	vices		12,948
	Public Works:	Administration		18,979
			<u>\$</u>	206,024
			,	
Schedule C	- Water Fund			
Increase:	Water Debt Servi	ce	\$	40,000
			\$	40,000

Schedule D - Sewer Fund	
Increase: Sewer Debt Service	\$ 40,000
	\$ 40,000
Schedule E - Electric Fund	
Increase: Electric Debt Service	\$ 113,976
	\$ 113,976
Schedule K - Grants Fund	
Increase: Police - SRF	\$ 25,000
	\$ 25,000
Section 2 - Estimated Revenues	
Schedule A - General Fund	
Increase: Proceeds from Borrowing	\$ 206,024
	\$ 206,024
Schedule C - Water Fund	
Increase: Proceeds from Borrowing	\$ 40,000
	\$ 40,000
Schedule D - Sewer Fund	
Increase: Fund Balance Appropriated	\$ 40,000
	\$ 40,000
Schedule E - Electric Fund	
Increase: Proceeds from Borrowing	\$ 113,976
	\$ 113,976
Schedule E - Electric Fund	
Increase: Police - SRF	\$ 17,500
City Match	\$ 7,500
	 25,000

 RE OF TRANSACTIONS: _ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION
 _ TRANSFER WITHIN ACCOUNTS OF SAME FUND
_OTHER:
APPROVED BY THE BOARD OF ALDERMEN AND ENTERED ON MINUTES DATED
AGENDA ITEM NUMBER
BRENDA E. BLANCO, CITY CLERK

# **AGENDA ITEM COVER SHEET**

**Agenda Item Title:** 

Cost of Agenda Item:

Additional notes:

certified by the Finance Director :  $\square$ Yes  $\square$ No

Discussion Regarding Capital Purcha	ses in the Water Fund
Date of Meeting 4/23/19	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA Director of Finance
Call for Public Hearing Yes V No	Date of Public Hearing
Explanation of Item:	
Discuss redirecting budgeted funds we purchase a generator for the Industria	vithin the Water Fund in the FY19 Adopted Budget to all Park Water Tank.
Actions Needed by Board:	
Discussion and consent to purchase	capital item.
Is item time sensitive? ☐ Yes ✓ N	0
Will there be advocates/opponents	at the meeting? Yes No
Backup Attached:	
Memo from Director of Finance and N	Memo from City Engineer

If this item requires an expenditure, has it been budgeted and are funds available and



### Office of the Director of Finance

TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: Joseph R. Sabatelli, CPA - Director of Finance

DATE: April 11, 2019

RE: Discussion regarding redirection of capital budget – Water Fund

## **Current**

The FY19 adopted budget includes improvements within the Water Fund. As noted in the attached memo provided by City Engineer Jordan Hughes, \$53,000 is needed to purchase a generator for the Industrial Plant Tank to ensure water utility services continue during storm events or other related power outages. We would like to redirect budgeted operating funds for the purchase of this generator.

# **Requested Action**

The Board discuss and provide consent on the purchase of a generator capital funds at its April 23, 2019 meeting.



Department of Public Utilities Water Resources 527 NC Highway 55 West, P.O. Box 1129 New Bern, NC 28563 (252) 639-7527

### **MEMORANDUM**

TO: J.R. Sabatelli, Director of Finance

FROM: Jordan B. Hughes P.E., City Engineer

**DATE:** April 10, 2019

**SUBJECT:** Water Treatment – Budget Revisions

Our most recent storms have highlighted the need to have back-up power generation with auto transfer in areas that are difficult to reach during adverse conditions, so our operators can restore water production and distribution capacity without leaving the Water Treatment Plant facility. The Industrial Park Tank has been identified as one of these sites, because it is the City's sole source of water to this area.

To cover the cost of installing a generator at the Industrial Park tank, I will need a budget revision completed to transfer \$53,000 from 5111-9202-72566 to 5111-9202-75190.

For FY18-19, \$60,000 was budgeted in 5111-9202-72566 to convert the ammonia system at the water treatment plant, from a gas system to a liquid system. \$20,000 was budgeted for the materials needed for the conversion and \$40,000 was budgeted for the installation and transition. However, the WTP staff have determined that they will be able to complete the conversion without outside help, which will save approximately \$40,000. In addition, \$13,000 was budgeted in 5111-9202-72566 for the installation of a generator at the Cove City standpipe and after discussing with Finance, this cost should have been included with the cost to purchase the generator in 5111-9202-75190.

In order to complete the installation of the new generators before the next hurricane season, I'm requesting that the Water Treatment budget accounts be amended as outlined above.

Please let me know if you have questions or should need any additional information.



Development Services 303 First Street, P.O. Box 1129 New Bern, NC 28563 (252)639-7581

TO

Alderwoman Harris

FROM:

Morgan Potts, AICP

DATE:

February 7, 2019

SUBJECT: Planning and Zoning Board Appointment

### Dear Alderwoman Harris:

Carol Williams' second term on Planning and Zoning Board has ended and is not eligible for reappointment at this time due to term limits. You are requested to nominate an appointee whose term will conclude June 30, 2021. Ms. Williams may continue to serve until an appointment has been made.

The duties of the Planning and Zoning Board are to conduct studies and make recommendations to the Board of Aldermen on matters concerning plans, goals and objectives relating to the growth, development and redevelopment of the City and the surrounding extra-territorial planning area. In addition, the Board makes recommendations on proposed conditional use permits, zoning and rezoning requests, subdivision plan approvals, and changes to the Land Use Ordinance.

The Land Use Ordinance requires that all Planning and Zoning Board members have demonstrated special interest, experience or education in banking, economics, environmental and land use policy, housing or other industry. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the office and must regularly attend meetings lasting 1-3 hours each month.

To appoint a person of your choosing, please provide the contact information to the City Clerk for inclusion on the Board's next meeting agenda. If you have anyone in mind or have any other questions or need information, please contact me at 639-7583.

Ald as as

Morgan/Potts, AICh

Sabrina Bengel Jameesha Harris Robert V. Aster Johnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw Mayor

Mark A. Stephens City Manager

# **Memorandum**

TO:

Mayor Dana Outlaw

FROM:

Brenda Blanco, City Clerk

DATE:

February 8, 2019

SUBJECT:

Appointment to New Bern Appearance Commission

Rose Williams' appointment on the Appearance Commission expires today. She is eligible for reappointment, or a new appointment can be made to allow others an opportunity to serve. The appointee will serve a three-year term.

Appointees shall be residents of the City's planning and zoning jurisdiction and shall, when possible, have had special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or a closely-related field. Members of the Appearance Commission serve a three-year term.

This commission is overseen by the Parks and Recreation Department. Please feel free to reach out to Foster Hughes, Director of Parks and Recreation, regarding any questions about the Commission.

Sabrina Bengel Jameesha Harris Robert V. Aster Johnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw Mayor

Mark A. Stephens City Manager

# Memorandum

TO: Alderman Sabrina Bengel

FROM: Brenda Blanco, City Clerk

DATE: February 8, 2019

SUBJECT: Appointment to New Bern Appearance Commission

Mattie Tatum's appointment on the Appearance Commission will expire February 22, 2019. She is eligible for reappointment, or a new appointment can be made to allow others an opportunity to serve. The appointee will serve a three-year term.

Appointees shall be residents of the City's planning and zoning jurisdiction and shall, when possible, have had special training or experience in a design field such as architecture, landscape design, horticulture, city planning, or a closely-related field. Members of the Appearance Commission serve a three-year term.

This commission is overseen by the Parks and Recreation Department. Please feel free to reach out to Foster Hughes, Director of Parks and Recreation, regarding any questions about the Commission.

Sabrina Bengel Jameesha Harris Robert V. Aster Johnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw Mayor

Mark A. Stephens City Manager

# Memorandum

TO: Alderman Johnnie Ray Kinsey

FROM: Brenda Blanco, City Clerk

DATE: March 15, 2019

SUBJECT: Appointment to Board of Adjustment

On November 13, 2018, you appointed Anne Schout to an alternate seat on the Board of Adjustment. Mrs. Schout has tendered a resignation effective March 1, 2019. You are requested to appoint someone to fill the remainder of her seat, which will expire on November 12, 2021.

Sabrina Bengel Jameesha Harris Robert V. Aster Johnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw Mayor

Mark A. Stephens City Manager

# **Memorandum**

TO: Alderwoman Jameesha Harris

FROM: Brenda Blanco, City Clerk

DATE: March 29, 2019

SUBJECT: Appointment to Friends of Firemen's Museum Board

Mike Markham's term on the Friends of the Firemen's Museum Board will expire on April 22, 2019. Mr. Markham has expressed interest in being reappointed, and the Firemen's Museum Board endorses this request. You are asked to consider reappointing him or to make a new appointment to serve a three-year term.