

**AMENDED AGENDA
CITY OF NEW BERN
BOARD OF ALDERMEN MEETING
JANUARY 14, 2020 – 6:00 P.M.
CITY HALL COURTROOM
300 POLLOCK STREET**

1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Kinsey. Pledge of Allegiance.
2. Roll Call.
3. Request and Petition of Citizens.

Consent Agenda

4. Consider Adopting a Resolution to Close Specific Streets for the Black History Month Parade.
5. Consider Adopting a Resolution Calling for a Public Hearing to Amend the Land Use Ordinance Regarding Vape Shops in C-3/C-3H Zones.
6. Approve Minutes.

7. Presentation on Stormwater Audit.
8. Presentation on Project Safe Neighborhood Operation Fresh Start.
9. Conduct a Public Hearing on a Substantial Amendment to the FY2016, FY2017 and FY2018 CDBG Annual Action Plans.
10. Consider Adopting a Resolution Approving a Memorandum of Understanding with the University of Mount Olive.
11. Consider Adopting a Resolution Accepting a Proposal for Engineering Services from Draper Aden and Associates for the Hurricane Florence Drainage System Project.
12. Consider Adopting a Resolution Authorizing the Addition of Street Lights on Howard Street.
13. Consider Adopting a Resolution Authorizing the Addition of a Street Light on Tryon Road.
14. Consider Adopting an Ordinance Amending Section 30 "Fire Prevention and Protection".

15. Appointment(s).
16. Attorney's Report.
17. City Manager's Report.
18. New Business.
19. Closed Session.
20. 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

Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager

Date: January 9, 2020

Re: January 14, 2020 Agenda Explanations - Amended

A handwritten signature in black ink, appearing to read "M.A. Stephens", is written over the "From:" line of the memo.

- 1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Kinsey. Pledge of Allegiance.**
- 2. Roll Call.**
- 3. Request and Petition of Citizens.**

This section of the Agenda is titled Requests and Petitions of Citizens. This is an opportunity for public comment, and we thank you for coming to the Board of Aldermen meeting tonight to share your views. We value all citizen input.

Speaker comments are limited to a maximum of 4 minutes during the public comment period. At the conclusion of 4 minutes, each speaker shall leave the podium. Comments will be directed to the full board, not to an individual board member or staff member. Although the board is interested in hearing your comments, speakers should not expect any comments, action or deliberation from the board on any issue raised during the public comment period.

In the board's discretion, it may refer issues to the appropriate city officials or staff for further investigation. If an organized group is present to speak on a common issue, please designate one person to present the group's comment, which shall be limited to a maximum of 4 minutes.

Consent Agenda

4. Consider Adopting a Resolution to Close Specific Streets for the Black History Month Parade.

(Wards 1 and 2) Victor Taylor with Vision Forward has requested streets be closed to vehicular traffic on Saturday, February 15, 2020, from 10 a.m. until 2 p.m. for the annual Black History Month Parade, which actually starts at 12 noon. Those streets are the 400-600 blocks of Fort Totten Drive, 1300-1700 blocks of Trent Boulevard, 400 block of First Street, 700-1300 blocks of Broad Street, 400-800 blocks of George Street, and the 700 block of Cedar Street. In the event of inclement weather, a rain date of February 22, 2020 has been requested. A memo from Foster Hughes, Director of Parks and Recreation, is attached along with copies of the application and a map of the parade route.

5. Consider Adopting a Resolution Calling for a Public Hearing to Amend the Land Use Ordinance Regarding Vape Shops in C-3/C-3H Zones.

Interest has been expressed in adding language to the Code of Ordinances to allow for vape shop use in C-3 and C-3H Commercial Districts. The proposed ordinance will add the definition of vape shops, list it in the table of permissible uses, and provide that such shops be allowed in C-3/C3-H Commercial Districts. The proposed tobacco and vape shop use is consistent with the type of commercial uses already permitted within the C-3 zoning district. The Planning and Zoning Board considered this change at their December 3, 2019 and unanimously approved it. A memo from Jeff Ruggieri, Director of Development Services, is attached.

6. Approve Minutes.

Draft minutes from the December 10, 2019 meeting are provided for review and approval.

7. Presentation on Stormwater Audit.

In 2021, the City is scheduled to be audited for compliance with its NPDES Stormwater permit. WithersRevenel, a civil and environmental engineering firm, was retained to perform a gap analysis in anticipation of the audit. Lars Hagen, Vice President/Director of Stormwater for WithersRevenel, will present the findings of their gap analysis and subsequent recommendations. A memo from Matt Montanye, Director of Public Works, is attached.

8. Presentation on Project Safe Neighborhood Operation Fresh Start.

At the December 10, 2019 Board meeting, a budget ordinance amendment was adopted to, in part, recognize grant funds from the Project Safe Neighborhoods

Grant Program. It is the newest initiative implemented by the USA Eastern District of NC in partnership with the NC Gang Association and is designed to inform the community of the restricted rights of felons and their new responsibilities pertaining to firearms and ammunition, and reduce violence and drug crime. Police Captain David Daniels will make a presentation to summarize the expectations associated with Operation Fresh Start.

9. Conduct a Public Hearing on a Substantial Amendment to the FY2016, FY2017 and FY2018 CDBG Annual Action Plans.

A substantial amendment is proposed for the FY2016, FY2017 and FY2018 CDBG Annual Action Plans to move unspent funds in housing rehabilitation and public-service activities to the stormwater system improvement project in Duffyfield. Amendment to the plans require a public hearing be held to receive public comment. Amanda Ohlensehlen, Community & Economic Development Manager, will share a PowerPoint presentation to review the plan amendments and proposed project.

10. Consider Adopting a Resolution Approving a Memorandum of Understanding with the University of Mount Olive.

The University of Mount Olive (“UMO”) would like to assist City of New Bern employees in their pursuit of a higher education. A three-year agreement is proposed that would waive application fees and offer a 10% or 30% tuition scholarship to eligible employees who attend online or onsite classes. The City would provide opportunities for the University to market the scholarship and related programs to employees in an effort to make them aware of opportunities. Dr. Stuart Blount, Regional Director for UMO, will make a brief presentation on the scholarship program. A memo from Sonya Hayes, Director of Human Resources, is attached.

11. Consider Adopting a Resolution Accepting a Proposal for Engineering Services from Draper Aden and Associates for the Hurricane Florence Drainage System Project.

The City has been working with Disaster Recovery Services to have FEMA accept an estimated \$32 million project for repairs to the City’s drainage system as a result of Hurricane Florence. A Request for Qualifications (“RFQ”) was issued for professional engineering services, and Draper Aden and Associates was selected as the most qualified firm. This firm also submitted a proposal for engineering services related to the first phase of the project, which will be invoiced based on time and material at rates identified in the proposal, at a total cost not to exceed \$515,000. It is requested the Board accept the proposal for services. The project is scheduled to begin on or about January 20, 2020 and has a completion time of 90 days.

12. Consider Adopting a Resolution Authorizing the Addition of Street Lights on Howard Street.

(Ward 1) Terry Forney of 866 Howard Street has requested additional street lighting on Howard Street. The Department of Public Utilities evaluated the area and determined the current lighting does not meet the City's light standard and recommends the addition of two lights. The installation of the lights will cost \$1,010.83, and the monthly utility charge for service will be \$16.88. A memo from Charles Bauschard, Director of Public Utilities, is attached along with other supporting documentation.

13. Consider Adopting a Resolution Authorizing the Addition of a Street Light on Tryon Road.

(Ward 1) Cynthia Cannon of 1902 Tryon Road has requested additional street lighting near her residence. The Department of Public Utilities evaluated the area and determined the current lighting does not meet the City's light standard and recommends the addition of one light. The installation of the light will cost \$583.48, and the monthly utility charge for service will be \$8.44. A memo from Charles Bauschard, Director of Public Utilities, is attached along with other supporting documentation.

14. Consider Adopting an Ordinance Amending Section 30 "Fire Prevention and Protection".

(Ward 4) As part of the construction project for the new Highway Patrol facility, the State desires to install above-ground fuel storage tanks. Pursuant to Section 30-40 of Article II "Fire Prevention Code" of Chapter 30 "Fire Prevention and Protection", the ordinance must be amended to add this site as an approved district for above-ground fuel storage. A memo from Danny Hill, Fire Marshal, is attached.

15. Appointment(s).

16. Attorney's Report.

17. City Manager's Report.

18. New Business.

19. Closed Session.

20. Adjourn.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution to close streets for Vision Forward's annual Black History Parade.

Date of Meeting: January 14, 2020	Ward # if applicable: 1 & 2
Department: Parks & Recreation	Person Submitting Item: Foster Hughes, CPRE
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	Vision Forward has made a request to hold the annual Black History Parade on Saturday, February 15, 2020 with a rain date of February 22, 2020. Event set up will begin at 10:00 am. The parade will begin at 12:00 p.m. and will end by 2:00 p.m. The group has requested that the following streets be closed to vehicle traffic during the parade: 400-600 blocks of Fort Totten Dr., 1300-1700 blocks of Trent Blvd., 400 block of First Street, 700-1300 blocks of Broad St., 400-800 blocks of George Street & the 700 block of Cedar Street.
Actions Needed by Board:	Adopt the Resolution
Backup Attached:	Resolution – Memo – Application - Map

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:



PARKS & RECREATION

Family, fitness and fun come together here.

Aldermen

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

Foster Hughes, CPRE
Director of Parks & Recreation

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager



Memo To: Mayor and Board of Aldermen

From: Foster Hughes, CPRE
Director of Parks & Recreation

Re: Adopt the Resolution to close the 400-600 blocks of Fort Totten Drive, 1300-1700 blocks of Trent Boulevard, 400 block of First Street, 700-1300 blocks of Broad Street, 400-800 blocks of George Street, and the 700 block of Cedar Street to vehicle traffic for Vision Forward Black History Parade, from 10:00 a.m. until 2:00 p.m. on Saturday, February 15, 2020 with a rain date of February 22, 2020.

Background Information:

Vision Forward has made a request to hold the annual Black History Parade on Saturday, February 15, 2020 with a rain date of February 22, 2020. Event set up will begin at 10:00 am. The parade will begin at 12:00 p.m. and will end by 2:00 p.m. The group has requested that the following streets be closed to vehicle traffic during the parade: 400-600 blocks of Fort Totten Dr., 1300-1700 blocks of Trent Blvd., 400 block of First Street, 700-1300 blocks of Broad St., 400-800 blocks of George Street and the 700 block of Cedar Street.

Recommendation:

The Parks and Recreation Director recommends approval and request the Board adopt a Resolution approving the request.

1307 Country Club Rd
New Bern, NC 28562
Office 252 639-2901
Fax 252 636-4138

RESOLUTION

THAT WHEREAS, Vision Forward is planning their annual Black History Parade and has requested that specific streets be closed to vehicular traffic from 10:00 a.m. until 2:00 p.m. on Saturday, February 15, 2020, with a rain date of February 22, 2020. Those streets are the 400-600 blocks of Fort Totten Drive, 1300-1700 blocks of Trent Boulevard, 400 block of First Street, 700-1300 blocks of Broad Street, 400-800 blocks of George Street; and the 700 block of Cedar Street; and

WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends the streets be closed as requested.

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

That the 400-600 blocks of Fort Totten Drive, 1300-1600 blocks of Trent Boulevard, 400 block of First Street, 700-1300 blocks of Broad Street, 400-800 blocks of George Street, and the 700 block of Cedar Street be closed to vehicular traffic from 10:00 a.m. until 2:00 p.m. on February 15, 2020 with a rain date of February 22, 2020 for Vision Forward's annual Black History Parade.

ADOPTED THIS 14th DAY OF JANUARY 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution Calling for a Public Hearing to Amend the Land Use Ordinance Regarding Vape Shops in C-3/C-3H Zones.

Date of Meeting: 1/14/2020	Ward # if applicable: N/A
Department: Development Services	Person Submitting Item: Jeff Ruggieri, Dir. of Development Services
Call for Public Hearing: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	Interest was expressed to add the definition of Vape Shops in the Code of Ordinances and "Table of Permissible Uses" to allow for this land use in the C-3/C-3H Commercial Districts. This ordinance will confirm the Board's desire to move forward in amending the land use ordinance in this capacity.
Actions Needed by Board:	Consider adopting a Resolution Calling for a Public Hearing to Amend the Land Use Ordinance Regarding Vape Shops in C-3/C-3H Zones.
Backup Attached:	Memo, Resolution

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:



MEMORANDUM

TO: Mayor Dana Outlaw, City of New Bern Board of Aldermen

FROM: Jeff Ruggieri, Director Development Services

DATE: 12/31/2019

SUBJECT: Consider Adopting a Resolution Calling for a Public Hearing to Amend the Land Use Ordinance Regarding Vape Shops in C-3/C-3H Zones.

At the October 8, 2019 regular meeting, the Governing Board expressed interest in specifying Tobacco and Vape Shops in the Land Use Ordinance. Currently, the definition does not exist in the Code of Ordinances. Pursuant to Section 15-397 (a), the request is to amend Appendix A – “Land Use” Code of Ordinances of the City of New Bern to: (1) add a definition to Section 15-15 “Basic definitions and interpretations.” to include Tobacco and Vape Shops; (2) to add Use 2.240 Tobacco and Vape Shops to Section 15-146 “Table of Permissible Uses”; and (3) to provide that Use 2.240 Tobacco and Vape Shops be allowed in C-3/C-3H Commercial Districts as a permissible use. The proposed Tobacco and Vape Shops use is consistent with the type of commercial uses already permitted within the C-3 zoning district. The request was considered at the Planning and Zoning Board’s December 3, 2019 meeting for their review and was unanimously approved with the amendment of removing the term Tobacco from the definition.

Please contact Jeff Ruggieri at 252.639.7587 should you have questions or need additional information.

RESOLUTION

THAT WHEREAS, the City of New Bern desires to hold a public hearing to receive public comments on a request to amend Appendix A – “Land Use” of the Code of Ordinances of the City of New Bern to: (1) add a definition to Section 15-15 “Basic definitions and interpretations.” to include Vape Shops; (2) to add Use 2.240 Vape Shops to Section 15-146 “Table of Permissible Uses”; and (3) to provide that Use 2.240 Vape Shops be allowed in C-3/C-3H Commercial Districts as a permissible use; and.

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 January 28, 2020 in the City Hall Courtroom in the City of New Bern for public discussion on a request to amend Appendix A – “Land Use” of the Code of Ordinances of the City of New Bern to: (1) add a definition to Section 15-15 “Basic definitions and interpretations.” to include Vape Shops; (2) to add Use 2.240 Vape Shops to Section 15-146 “Table of Permissible Uses”; and (3) to provide that Use 2.240 Vape Shops be allowed in C-3/C-3H Commercial Districts as a permissible use. All interested parties will be given an opportunity to be heard:

ADOPTED THIS 14th DAY OF JANUARY 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET

Agenda Item Title:

Presentation of a pre-audit gap analysis performed for the Stormwater Division in reference to the City of New Bern NPDES Phase II Stormwater Permit.

Date of Meeting: January 14, 2020	Ward # if applicable: All Wards
Department: Public Works	Person Submitting Item: Matt Montanye, Director of Public Works
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	In 2021, the City of New Bern is scheduled to be audited for compliance with its NPDES Stormwater Permit. The Public Works Department has contracted with WithersRevenel to perform a gap analysis in anticipation of the pending Audit. Lars Hagen with WithersRavenel with presenting his finding to the Board along with recommendation for things the City should do in preparation for the 2021 audit.
Actions Needed by Board:	None
Backup Attached:	A copy of the Powerpoint presentation will be sent to the Board of Alderman as soon as it is received from WithersRavenel.

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: N/A
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:



Public Works Department
P.O. Box 1129, 1004 S. Glenburnie Road
New Bern, N.C. 28563-1129
Phone: (252) 639-7501
Fax: (252) 636-1848

January 7, 2020

Memo to: Mayor and Board of Aldermen

From: Matt Montanye, Director of Public Works
George Chiles, Staff Engineer

Re: Presentation by WithersRavenel regarding a pre-audit gap analysis performed for the Public Works Department in reference to the City of New Bern's NPDES Phase II Stormwater Permit.

Background Information:

In July of 2015, the City of New Bern received a NPDES Phase II Stormwater Permit. This permit was federally mandated and is now subject to audits by the State and Federal Government. The City of New Bern has been notified that it will be audited in 2021 to ensure compliance with the forty-four categories of this permit. During a self-performed audit in 2016 City staff rated itself as:

- Good in 15 of the categories
- Fair in 18 of the categories
- Poor in 11 of the categories

Over the past three years staff has worked to improve in some of these areas but felt the need for a third party to perform a detailed gap analysis prior to the audit taking place so that areas of concern could potentially be addressed. Over the past couple of months WithersRavenel has worked with the Public Works Staff to perform this gap analysis and will present to the City of New Bern Board of Aldermen their findings and recommendations for moving forward in preparation for the 2021 audit.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Presentation on Project Safe Neighborhood Grant, Operation Fresh Start

Date of Meeting: January 14, 2020	Ward # if applicable: N/A
Department: Police	Person Submitting Item: Captain David Daniels
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	Summary of expected activities associated with Operation Fresh Start. Budget amendment was completed at December 10, 2019 meeting.
Actions Needed by Board:	None
Backup Attached:	N/A

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: Grant funded, no matching cost
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes: The purpose of the grant is to facilitate partnerships between local, state, and federal agencies with community partners to reduce violence and drug crime in New Bern.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Public hearing for substantial amendment to the City of New Bern's CDBG FY 2016, 2017, and 2018 Annual Action Plans

Date of Meeting: 1/14/2020	Ward # if applicable:
Department: Development Services	Person Submitting Item: Amanda Ohlensehlen, Community & Economic Dev. Mgr
Call for Public Hearing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Public Hearing: 1/14/2020

Explanation of Item:	Staff to present on substantial amendment to the City of New Bern's CDBG FY 2016, 2017, and 2018 Annual Action Plans to receive public comment.
Actions Needed by Board:	Conduct Public Hearing
Backup Attached:	Memo, Amendments, Presentation

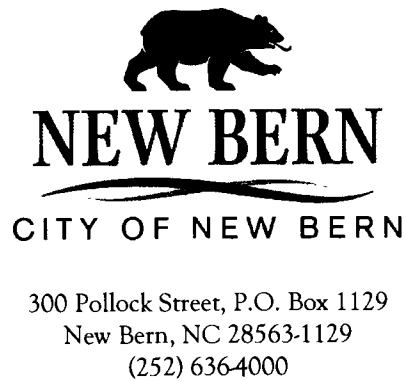
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A

Additional Notes: Board of Aldermen must approve amendments to CDBG funding allocation. Per HUD guidelines, this consideration will occur at the January 28, 2020 Board of Aldermen Meeting.

Aldermen

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



Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk

MEMORANDUM

TO: Mayor Outlaw and Board of Aldermen

FROM: Amanda Ohlensehlen
Community & Economic Development Manger

DATE: January 3, 2020

SUBJECT: Presentation on Substantial Amendment to the City of New Bern's CDBG FY 2016, 2017, and 2018 Annual Action Plans to receive public comment.

Background

The Mayor and Board of Aldermen approved a call to hold a public hearing for the Board to consider adopting a substantial amendment to the City's FY 2016, FY 2017, and FY 2018 CDBG Annual Action Plans. This substantial amendment will move unspent funds in housing rehabilitation and public service activities to the stormwater system improvement project in the Duffyfield Community.

Development Services staff is providing a presentation on the amendment. A public hearing will be conducted to receive public comment.

Please contact Amanda Ohlensehlen at 252-639-7580 or D'Aja Fulmore at 252-639-7586 if you have questions or need additional information.



Duffyfield Stormwater Enhancement Project

Community Development Block Grant

HUD Requirements

- 1.5 Timeliness Test
 - A grantee is considered to be in compliance, if 60 days prior to the end of its program year, there is no more than 1.5 times its annual grant remaining in its line-of-credit.
- Test was conducted on May 2, 2019
- Corrective Action:
 - Submit a workout plan to HUD, addressing reason for excess funding and detailing how money will be spent in the future for compliance
 - Complete substantial amendment to reallocate unspent funds from previous program years

Snapshot of Open CDBG Program Years

FY 2016 Program Year Activities:

• General Administration	=	\$ 7,788.26
• At Risk of Homelessness	=	\$ 15,869.16
• Minor Housing Rehab	=	\$ 78,401.01
• Parks and Recreation	=	<u>\$ 10,000.00</u>
		\$111,858.43

- This leaves the City with an available balance of funds in the amount of \$578,560.43 and an unexpended ratio of 2.46.

FY 2017 Program Year Activities:

• General Administration	=	\$ 44,780.00
• At Risk of Homelessness	=	\$ 25,154.00
• Affordable Housing	=	\$ 16,000.00
• Minor Housing Rehab	=	\$128,000.00
• Capacity Building	=	<u>\$ 10,000.00</u>
		\$223,934.00

- In the process of submitting a drawdown request for \$129,225.58 which will reduce the City's unexpended ratio to 1.91

FY 2018 Program Year Activities:

• General Administration	=	\$ 48,500.00
• At Risk of Homelessness	=	\$ 30,271.00
• Affordable Housing	=	\$ 32,000.00
• Minor Housing Rehab	=	\$100,000.00
• Demolition	=	<u>\$ 32,000.00</u>
		\$242,771.00

City will be brought into compliance in the next 6 months

Contributing Factors to Noncompliance

- Staff turnover
 - Departmental vacancies during FY 17 and 18
- Hurricane Florence
 - Shift to recovery and resilience planning

Addressing Noncompliance

- Workout Plan approved by HUD
- Progress reports to be submitted monthly for 1 year
- First progress submitted on January 5, 2019

NEW BERN
COUNTY

Previous Substantial Amendment

- Construction of up to 5 homes to address housing need
- Unable to locate Community Based Development Organization (CBDO)
 - **Cannot** use CDBG funds for new construction without CDBO
- Limited amount of City-owned houses eligible for rehab

NEW BERN
COUNTY

Urban Design Ventures

- The City contracted with a planning firm specializing in CDBG activities to assist in the process
- Fields of expertise: Community and Economic Development, Housing, Urban Design, Architecture, Historic Preservation, Financing, and Planning services

NEW BERN
COUNTY

Purpose/Overview Of Project

- Complete a substantial amendment to move unspent funds in housing rehabilitation and public service activities to the stormwater system improvement project in Duffyfield.
 - Reduce the risk of flooding
 - Improve public safety
 - Enhance water quality

NEW BERN
COUNTY

Benefit to the Community

- The Duffyfield Community comprises more than one third of the downtown area within the City of New Bern and experiences frequent flooding events
- Utilize existing vacant city-owned parcels previously acquired through FEMA buy-out grant programs
- Create a retention pond that will drain into the existing Biddle Street Pond:
 - Captures approximately a 60-acre sub-basin of untreated urban run-off and diverts it into the Jack Smith Creek Stormwater Wetlands Project
 - Estimated that this measure will reduce the pollutant load by about 50%
 - Handle 5 to 6 inches of rain over a 24-hour period
- Ultimately reduce flood-related damages and claims in the future

Substantial Amendment to FY 2016

- Amendments proposed:
 - Public Assistance-At Risk of Homelessness: reduce line item budget amount from \$37,600 to \$37,000
 - Recreational Facilities: Eliminate this line item amount of \$10,000
 - ***Duffyfield Stormwater Project: Create a new budget line item in the amount of \$10,600***

Substantial Amendment to FY 2017

- Amendments proposed:
 - New Construction: Delete the budget line item in the amount of \$16,000
 - Housing Rehab- Minor: Reduce the budget line item in the amount of \$114,756.01 for a revised amount of \$13,243.99.
 - Public Assistance-At Risk of Homelessness: Reduce budget line item in the amount \$2,475.24 for a revised amount \$22,678.76
 - Capacity Building: Delete budget line item in amount of \$10,000
 - ***Duffyfield Stormwater Project: Create new budget line item in the amount of \$143,231.25***

NEW BERN
COUNTY

Substantial Amendment to FY 2018

- Amendments proposed:
 - Demolition: Delete the budget item in amount of \$32,000
 - Housing Rehab Minor: Delete budget item in amount of \$100,000
 - Public Assistance-At Risk of Homelessness: Delete the budget item in the amount of \$30,271
 - Affordable Housing: Delete budget line item in amount of \$32,000
 - ***Duffyfield Stormwater Project: Create a new budget line item in the amount of \$194,271***

NEW BERN
COUNTY

Pertinent Amendment Details

- Placed on display Friday, Dec 20, 2019 - Wednesday, Jan 22, 2020
- Conduct Public Hearing – Tuesday, Jan 14, 2020
- Board Consider Approval – Tuesday, Jan 28, 2020
- Submission of Amendment in IDIS - Wednesday, Jan 29, 2020
- HUD Approves Amendment – Thursday, February 13, 2020
- Total Budget Amendments - \$348,102.25

Phase I: Biddle Street Pond

- Budget Estimate: \$272,000
- Expansion of the existing Biddle Street Pond
- Upsizing the force main underneath the railroad
- Install new upsized pumps at the Biddle Street Pump Station

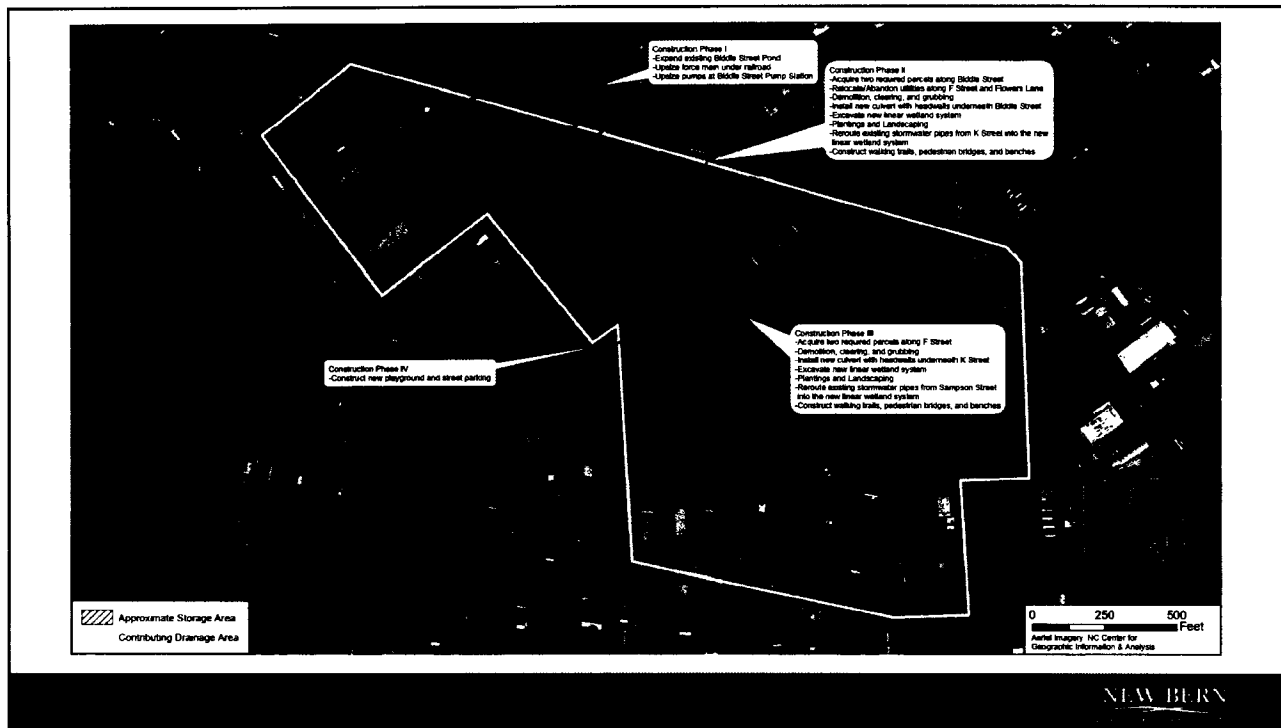
Phase II

- Complete portion of phase with total budget estimation: \$961,060
- Acquisition of two (2) parcels along Biddle Street
- The relocation and abandonment of utilities along F Street and Fowlers Lane
- Demolition, clearing, grubbing
- The installation of a new culvert with headwalls underneath Biddle Street
- The excavation of a new linear wetland system
- Plantings and landscaping
- The rerouting of existing stormwater pipes from K Street into the new linear wetland system, and the construction of walking trails, pedestrian bridges, and benches.

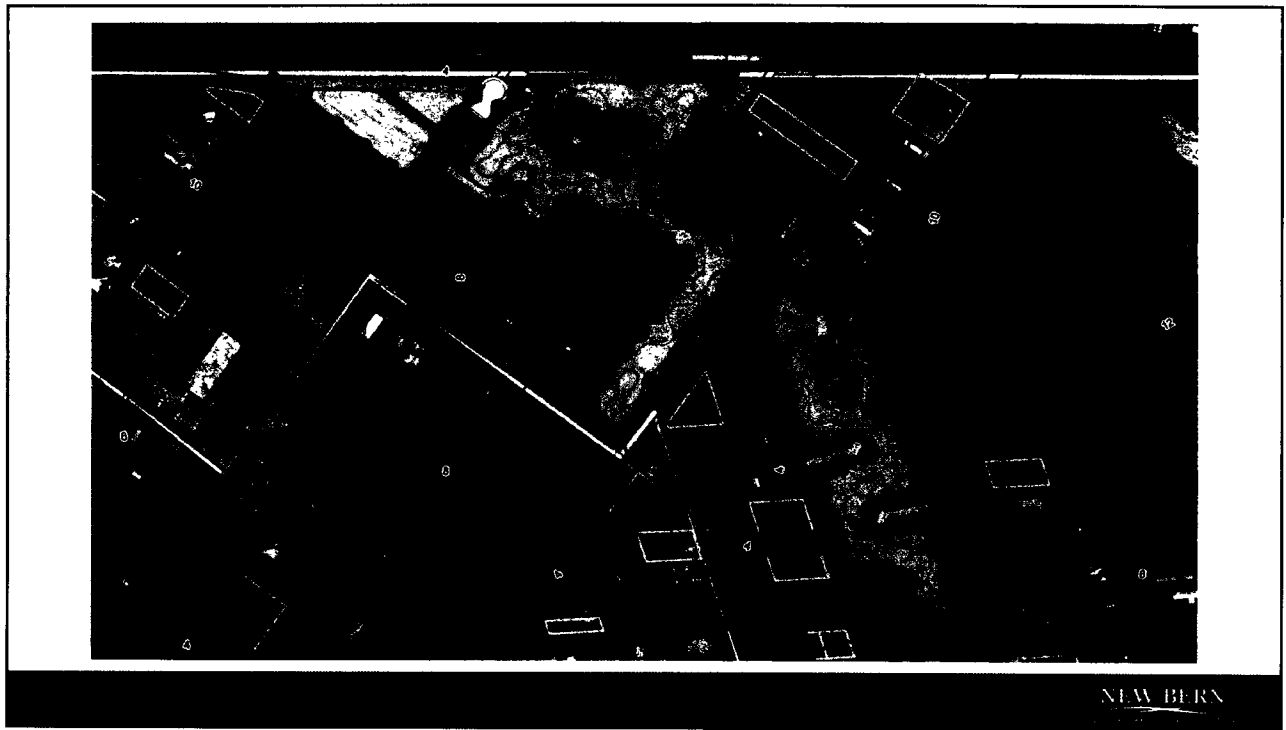
NEW BERN
COUNTY

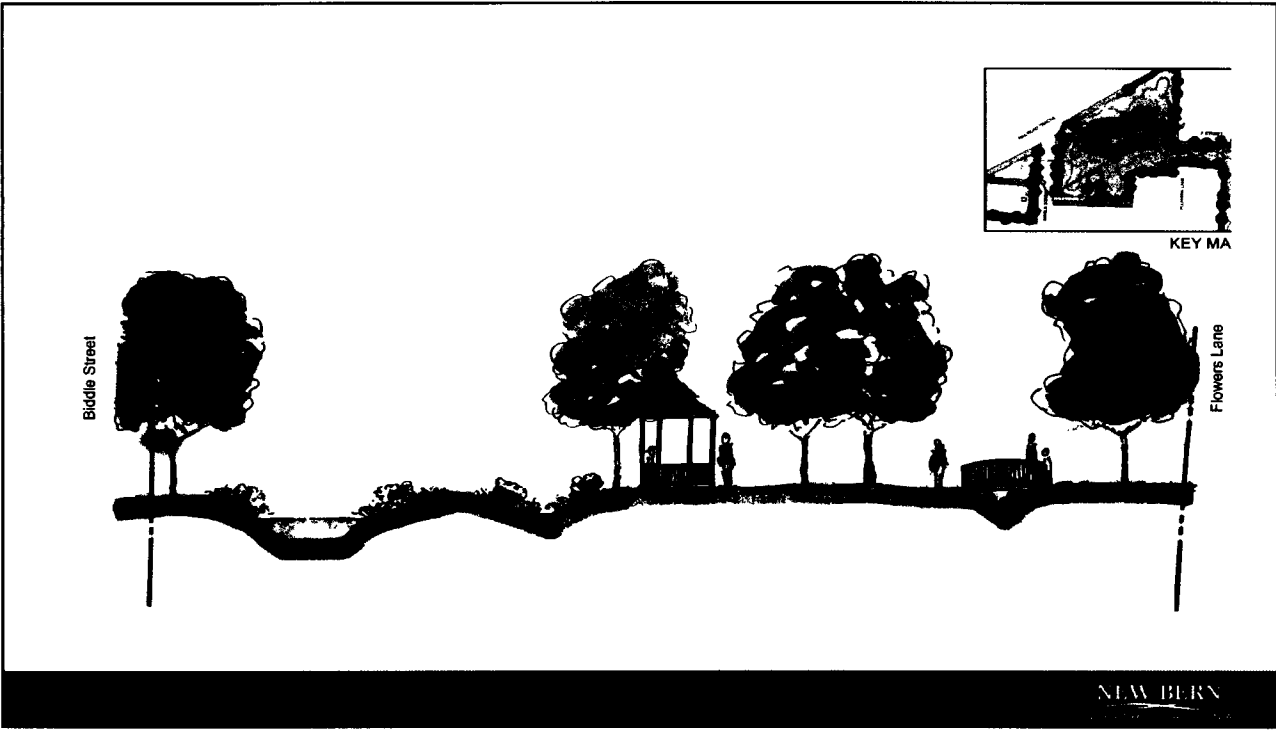
Map of Project Area and Proposed Phases

NEW BERN
COUNTY

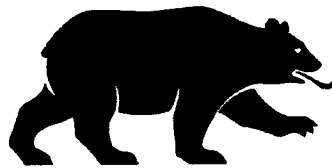


Conceptual Images





**SUBSTANTIAL AMENDMENTS
TO THE FY 2016, FY 2017
AND FY 2018 COMMUNITY
DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM YEARS**



NEW BERN

CITY OF NEW BERN

300 Pollock Street, New Bern, North Carolina 28560

Mayor: Hon. Dana E. Outlaw

City Manager: Mr. Mark A. Stephens

Director of Development: Mr. Jeffrey C. Ruggieri

**URBAN
DESIGN
VENTURES**

Urban Design Ventures, LLC
Community Development Consultants



Duffyfield Stormwater Enhancement Project

Community Development Block Grant

HUD Requirements

- 1.5 Timeliness Test
 - A grantee is considered to be in compliance, if 60 days prior to the end of its program year, there is no more than 1.5 times its annual grant remaining in its line-of-credit.
- Test was conducted on May 2, 2019
- Corrective Action:
 - Submit a workout plan to HUD, addressing reason for excess funding and detailing how money will be spent in the future for compliance
 - Complete substantial amendment to reallocate unspent funds from previous program years

Snapshot of Open CDBG Program Years

FY 2016 Program Year Activities:

• General Administration	=	\$ 7,788.26
• At Risk of Homelessness	=	\$ 15,669.16
• Minor Housing Rehab	=	\$ 78,401.01
• Parks and Recreation	=	\$ 10,000.00
		<u>\$111,858.43</u>

FY 2017 Program Year Activities:

• General Administration	=	\$ 44,780.00
• At Risk of Homelessness	=	\$ 25,154.00
• Affordable Housing	=	\$ 16,000.00
• Minor Housing Rehab	=	\$128,000.00
• Capacity Building	=	\$ 10,000.00
		<u>\$223,934.00</u>

FY 2018 Program Year Activities:

• General Administration	=	\$ 48,500.00
• At Risk of Homelessness	=	\$ 30,271.00
• Affordable Housing	=	\$ 32,000.00
• Minor Housing Rehab	=	\$100,000.00
• Demolition	=	\$ 32,000.00
		<u>\$242,771.00</u>

- This leaves the City with an available balance of funds in the amount of \$578,560.43 and an unexpended ratio of 2.46.

- In the process of submitting a drawdown request for \$129,225.58 which will reduce the City's unexpended ratio to 1.91

City will be brought into compliance in the next 6 months

NEW BERN
NORTH CAROLINA

Contributing Factors to Noncompliance

- Staff turnover
 - Departmental vacancies during FY 17 and 18
- Hurricane Florence
 - Shift to recovery and resilience planning

NEW BERN
NORTH CAROLINA

Addressing Noncompliance

- Workout Plan approved by HUD
- Progress reports to be submitted monthly for 1 year
- First progress submitted on January 5, 2019

Previous Substantial Amendment

- Construction of up to 5 homes to address housing need
- Unable to locate Community Based Development Organization (CBDO)
 - **Cannot** use CDBG funds for new construction without CDBO
- Limited amount of City-owned houses eligible for rehab

Urban Design Ventures

- The City contracted with a planning firm specializing in CDBG activities to assist in the process
- Fields of expertise: Community and Economic Development, Housing, Urban Design, Architecture, Historic Preservation, Financing, and Planning services

Purpose/Overview Of Project

- Complete a substantial amendment to move unspent funds in housing rehabilitation and public service activities to the stormwater system improvement project in Duffyfield.
 - Reduce the risk of flooding
 - Improve public safety
 - Enhance water quality

Benefit to the Community

- The Duffyfield Community comprises more than one third of the downtown area within the City of New Bern and experiences frequent flooding events
- Utilize existing vacant city-owned parcels previously acquired through FEMA buy-out grant programs
- Create a retention pond that will drain into the existing Biddle Street Pond:
 - Captures approximately a 60-acre sub-basin of untreated urban run-off and diverts it into the Jack Smith Creek Stormwater Wetlands Project
 - Estimated that this measure will reduce the pollutant load by about 50%
 - Handle 5 to 6 inches of rain over a 24-hour period
- Ultimately reduce flood-related damages and claims in the future

Substantial Amendment to FY 2016

- Amendments proposed:
 - Public Assistance-At Risk of Homelessness: reduce line item budget amount from \$37,600 to \$37,000
 - Recreational Facilities: Eliminate this line item amount of \$10,000
 - ***Duffyfield Stormwater Project: Create a new budget line item in the amount of \$10,600***

Substantial Amendment to FY 2017

- Amendments proposed:
 - New Construction: Delete the budget line item in the amount of \$16,000
 - Housing Rehab- Minor: Reduce the budget line item in the amount of \$114,756.01 for a revised amount of \$13,243.99.
 - Public Assistance-At Risk of Homelessness: Reduce budget line item in the amount \$2,475.24 for a revised amount \$22,678.76
 - Capacity Building: Delete budget line item in amount of \$10,000
 - ***Duffyfield Stormwater Project: Create new budget line item in the amount of \$143,231.25***

Substantial Amendment to FY 2018

- Amendments proposed:
 - Demolition: Delete the budget item in amount of \$32,000
 - Housing Rehab Minor: Delete budget item in amount of \$100,000
 - Public Assistance-At Risk of Homelessness: Delete the budget item in the amount of \$30,271
 - Affordable Housing: Delete budget line item in amount of \$32,000
 - ***Duffyfield Stormwater Project: Create a new budget line item in the amount of \$194,271***

Pertinent Amendment Details

- Placed on display Friday, Dec 20, 2019 - Wednesday, Jan 22, 2020
- Conduct Public Hearing – Tuesday, Jan 14, 2020
- Board Consider Approval – Tuesday, Jan 28, 2020
- Submission of Amendment in IDIS - Wednesday, Jan 29, 2020
- HUD Approves Amendment – Thursday, February 13, 2020
- Total Budget Amendments - \$348,102.25

NEW BERN
NORTH CAROLINA



Phase I: Biddle Street Pond

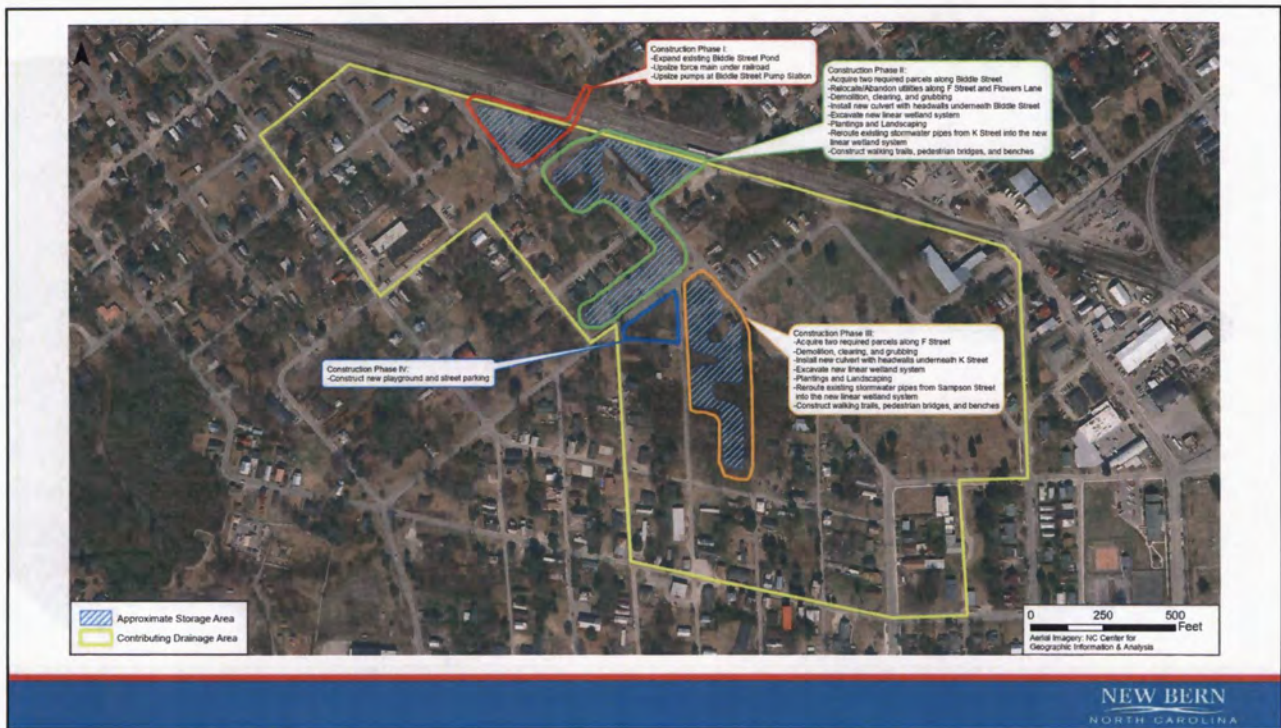
- Budget Estimate: \$272,000
- Expansion of the existing Biddle Street Pond
- Upsizing the force main underneath the railroad
- Install new upsized pumps at the Biddle Street Pump Station

NEW BERN
NORTH CAROLINA

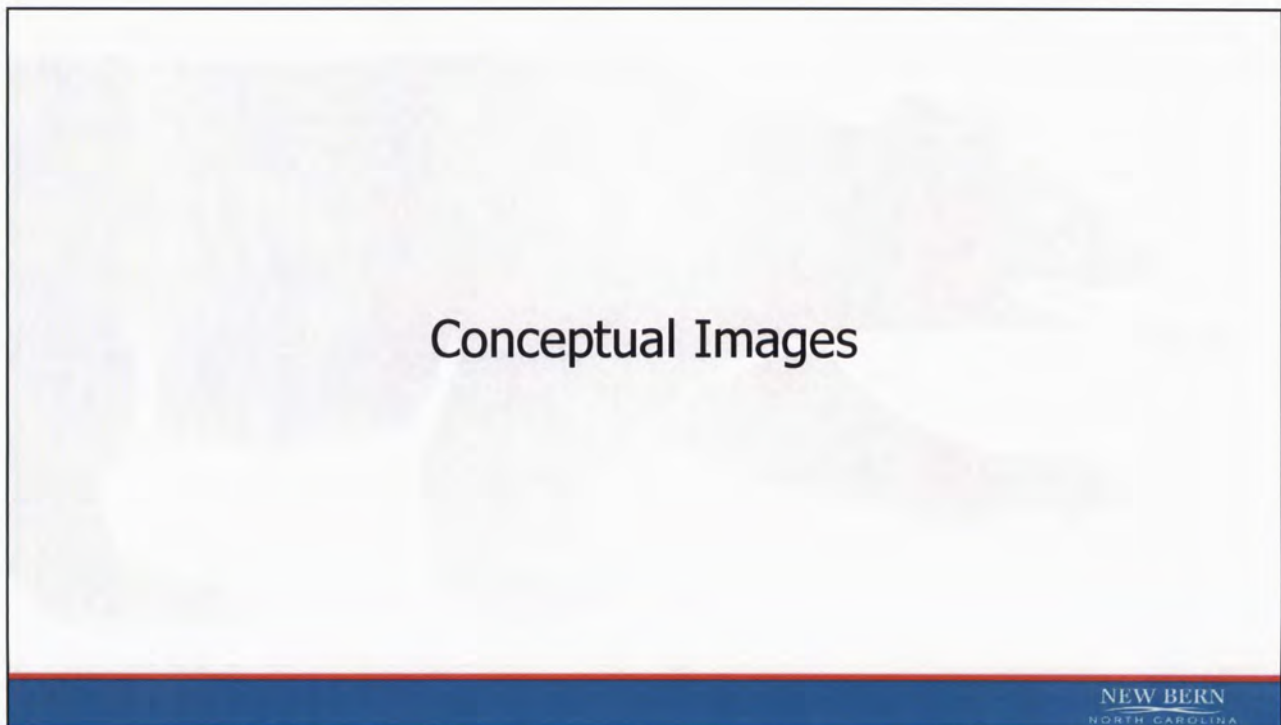
Phase II

- Complete portion of phase with total budget estimation: \$961,060
- Acquisition of two (2) parcels along Biddle Street
- The relocation and abandonment of utilities along F Street and Fowlers Lane
- Demolition, clearing, grubbing
- The installation of a new culvert with headwalls underneath Biddle Street
- The excavation of a new linear wetland system
- Plantings and landscaping
- The rerouting of existing stormwater pipes from K Street into the new linear wetland system, and the construction of walking trails, pedestrian bridges, and benches.

Map of Project Area and Proposed Phases



Conceptual Images







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Urban Design Ventures, LLC
Community Development Consultants

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PART IV. APPENDIX

SF 424 Form

FY 2016 Annual Action Plan - Citizen Participation Substantial Amendment

FY 2016 Annual Action Plan - Substantial Amendment - Resolution



The City of New Bern proposes to amend its FY 2016 Annual Action Plan by making the following amendments: Public Assistance – At Risk of Homelessness: reduce the line item budget amount from \$37,600 to \$37,000; Recreational Facilities: eliminate this line item amount of \$10,000; Duffyfield Stormwater Management Project: create a new budget line item in the amount of \$10,600.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of New Bern became an CDBG Entitlement City in 2014. This FY 2016 Annual Action Plan implements the third year of the five year 2014-2019 Consolidated Plan. This Annual Action Plan establishes the priority for projects and funding for the upcoming year based on the goals of the Strategic Plan section of the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goals and objectives for the Five Year Consolidated Plan for FY 2014-2019 include:

- a. Housing Rehabilitation
- b. Product of New Affordable Housing Units
- c. Provide Support Services for the Homeless
- d. Economic Development
- e. Neighborhood Stabilization in the Gateway District
- f. Public Improvements and Infrastructure
- g. Development of Permanent Supportive Housing

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Within the first three years of being a first time grantee, the City of New Bern has been able to provide funding for new construction of affordable housing units resulting in 3 new homes in the Gateway District. Fourteen homeowners throughout the City of New Bern received minor repairs through the Housing Minor Repair Program. The City of New Bern updated it's sidewalk Infrastructure to increase pedestrian safety and neighborhood walkability within the Gateway District. Sunshades for playground equipment and a picnic pavilion were installed at the local park in the Gateway District.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Substantial Amendment:

The City of New Bern placed the Substantial Amendment on public display from Friday, December 20, 2019 through Wednesday, January 22, 2020. The City held a Public Hearing on the Substantial Amendment on Tuesday, January 14, 2020 at 6:00 PM in the courtroom of the second floor of City Hall. The purpose of the Public Hearing was to present the Substantial Amendment to the residents for the FY 2016 CDBG Program Year.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments are attached

Substantial Amendment:

At the Public Hearing, the City did not receive any comments on the Substantial Amendment.

6. Summary of comments or views not accepted and the reasons for not accepting them

All citizen comments were accepted.

Substantial Amendment:

All comments and suggestions that were received to date have been accepted and incorporated into the planning document.

7. Summary

The City's FY 2016 CDBG Annual Action Plan has been prepared with the goal of ensuring a viable community by providing decent, affordable housing, a suitable living environment, updating the infrastructure that addresses the needs of LMI residents of the City. An approved Citizen Participation Plan was used to gather public comments through a public meeting. Information gathered from the public was used to identify needs, goals and the activities for the coming year.

Substantial Amendment:

City Council approved the Substantial Amendment on Tuesday, January 28, 2020 and the FY 2016 Action Plan was submitted to HUD after the local approval.

- 1. Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$600.00 for a revised budget amount of \$37,000.00
- 2. Recreation Facilities:** Delete the budget line item in the amount of \$10,000.00
- 3. Duffield Stormwater Management Project:** Create a new budget line item in the amount of \$10,600.00

Copies of the Substantial Amendment were on public display for viewing by the public for a period of 30 days beginning on Friday, December 20, 2019 and ending on Wednesday, January 22, 2020 at the following locations:

- City Clerks' Office, City Hall, 300 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

In addition, the City put the Substantial Amendment on its website (<http://www.newbern-nc.org/>).

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	New Bern		Development Services Department

Table 1 – Responsible Agencies

Narrative (optional)**Consolidated Plan Public Contact Information**

Amanda Ohlensehlen

Economic and Community Development Manager

City of New Bern

P.O. Box 1129

New Bern, NC 28563-1129

Phone: (252)639-7580

Fax: (252)636-2146

Email: ohlensehlerna@newbernnc.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**1. Introduction**

The City of New Bern's Citizen Participation Plan identifies when public hearings and other consultations are to take place. This FY 2016 Annual Action Plan Substantial Amendment was developed using the Citizen Participation Plan

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of New Bern is a member of the Housing Alliance of Coastal Carolina which is composed of housing providers, health, mental health, and service agencies. The City and New Bern Housing Authority (NBHA) are working with community members, community agencies and local government departments to implement initiatives included within the Choice Neighborhood Transformation Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Craven County is included in the North Carolina Balance of State Continuum of Care (CoC). The Housing Alliance of Coastal Carolina is working to coordinate housing and service providers and to develop a 10-year plan to end homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Agencies serving the homeless in New Bern receive funding directly from the NC Balance of State Continuum of Care.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1 Agency/Group/Organization	Neuse-Trent Housing Alliance	
	Housing	
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless	
	Homeless Needs - Families with children	
	Homelessness Needs - Veterans	
	Homelessness Needs - Unaccompanied youth	
	Homelessness Strategy	
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agencies affiliated with the Housing Alliance of Coastal Carolina were informed of the listening session and the public hearing. Applications for Public Service funding were solicited from the agencies. Three of the affiliated agencies submitted an application for funding. The City of New Bern will continue to work closely with the alliance and its affiliated agencies.	

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Housing Alliance of Coastal Carolina	Goals addressed the needs of the homeless

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Not Applicable.

AP-12 Participation – 91.105, 91.200(c)

1. **Summary of citizen participation process/Efforts made to broaden citizen participation**
Summarize citizen participation process and how it impacted goal-setting

The City of New Bern conducted a public hearing on Tuesday, January 14, 2020, for citizen participation. A newspaper ad was placed in the local New Bern Sun Journal announcing the comment period and public hearing. The substantial amendment was also available on the City's website <http://www.newbernnc.gov>

Substantial Amendment:

Copies of the Substantial Amendment were on public display for viewing by the public for a period of 30 days beginning Friday, December 20, 2019 through Wednesday, January 22, 2020 at the following locations:

- City Clerks' Office, City Hall, 300 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

In addition, the City put the Substantial Amendment on its website (<http://www.newbernnc.gov>)

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Residents attended the meeting	See the attached summary of comments	All comments were acceptable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing Substantial Amendment	Minorities				
		Non-English Speaking - Specify other language: Spanish				
		Persons with disabilities	None	No comments received	None	
		Non-targeted/broad community				
		Residents of Public and Assisted Housing				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Internet Outreach	Minorities				
		Non-English Speaking - Specify other language: Spanish				
		Persons with disabilities	No responses were received	No comments received	None	
		Non-targeted/broad community				
		Residents of Public and Assisted Housing				
4	Community Development Advisory Committee	N/A	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Annual Allocation: \$	Expected Program Income: \$	Prior Year Resources: \$	Total: \$	Expected Amount Available Remainder of ConPlan \$	Narrative Description
CDBG	public-federal	Admin and Planning, Housing, Public Improvements, Public Services	250,955	0	0	250,955	0	During the FY 2016 CDBG Program Year, the City will fund 4 projects/activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Since the City does not receive HOME or ESG funds, no match is required. The City anticipates that, as funded improvements are made, private investment will follow.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City has acquired numerous small lots, particularly in the Duffyfield Neighborhood, through tax foreclosures. The City proposes to utilize these lots and will acquire additional parcels for the Duffyfield Stormwater Management Project. Collaborating with non-profit housing developers, publically owned property is then transferred to the non-profit developer at little or no cost to construct additional affordable single-family housing units. Other publicly owned land lots are available to the public for sale.

Discussion

Not Applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2016	2019	Affordable Housing	City of New Bern	Housing Rehabilitation	CDBG: \$55,900	Homeowner Housing Rehabilitated: 8 Owner-occupied Housing Units
2	Provide Homeless and At Risk Supportive Services	2016	2019	Homeless	City of New Bern	Neighborhood Stabilization Support for Agencies Serving the Homeless Transformation of the Gateway District	CDBG: \$37,000	Public service activities for Low/Moderate Income Housing Benefit: 20 Households Assisted
3	Infrastructure Improvements- Flood Plain Management	2019	2020	Non-Housing Community Development	Duffyfield	Stormwater Management	CDBG: \$10,600	Eliminate Flooding
4	General Administration	2016	2020	Administration	City of New Bern	Delivery and Administration	CDBG: \$47,455	Administration

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	8 Owner/Occupied homes rehabilitated
2	Goal Name	Provide Homeless and At Risk Supportive Services
	Goal Description	20 persons
3	Goal Name	Infrastructure Improvements
	Goal Description	3 properties acquired for flood management

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects were developed by staff with consultation from non-profit service providers and community input through priorities established with involvement of the community survey.

Projects

#	Project Name
1	Housing Rehabilitation
2	Homelessness Services
3	Infrastructure Improvements

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of New Bern was hit by hurricanes and flooding. There is a need to provide funds to rehabilitate homes, provide services for those who were displaced, the homeless, and infrastructure improvements as part of the flood mitigation measures.

AP-38 Project Summary**Project Summary Information**

1	Project Name	General Administration
	Target Area	City of New Bern
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$47,455
	Description	
	Target Date	1/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	1 Other
	Location Description	Office: 303 First Street, New Bern, NC 28560 Service: Citywide
	Planned Activities	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the 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 and training; environmental review and labor standards
2	Project Name	Housing Rehabilitation
	Target Area	Citywide
	Goals Supported	Assistance to L/M income homeowners

Needs Addressed	Affordable Housing – Rehabilitation
Funding	CDBG: \$155,900
Description	Minor rehab work on owner/occupied happening throughout the City
Target Date	1/31/2020
Estimate the number and type of families that will benefit from the proposed activities	Eight (8) families will benefit from this activity.
Location Description	Citywide
Planned Activities	The City proposes to fund the rehabilitation of eight (8) single family, owner-occupied homes scattered throughout the City.
3 Project Name	Public Services Set-Aside
Target Area	Gateway District, City of New Bern
Goals Supported	Provide supportive services to the homeless and at-risk of becoming homeless.
Needs Addressed	Support for agencies servicing the homeless, and revitalization of the Gateway District.
Funding	CDBG: \$37,000
Description	Support for agencies serving the homeless and those persons who are at risk of becoming homeless.
Target Date	1/31/2020
Estimate the number and type of families that will benefit from the proposed activities	25 to 30 families and individual households
Location Description	The Gateway District and throughout the City of New Bern.
Planned Activities	Provide funds for agencies to increase opportunities for affordable housing, leadership, homeownership training, capacity to build and education.

4	Project Name	Duffyfield Stormwater Management
	Target Area	Duffyfield Neighborhood, City of New Bern
	Goals Supported	Provide stormwater management
	Needs Addressed	Eliminate flooding.
	Funding	CDBG: \$10,600
	Description	Stormwater management
	Target Date	3/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Acquisition of 3 properties
	Location Description	Duffyfield Neighborhood
	Planned Activities	Provide funds for acquisition for new retention ponds.

AP-50 Geographic Distribution – 91.220(f)**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Gateway District is an area located just west of downtown New Bern. It has historically been a low wealth, minority community. The Duffyfield neighborhood is an area located adjacent the Gateway District that is also a low-income minority community. The area is subject to flooding.

Geographic Distribution

Target Area	Percentage of Funds
Gateway District	76.6%
Duffyfield Neighborhood	18.2%
City of New Bern	5.2%

Table 8 - Geographic Distribution**Rationale for the priorities for allocating investments geographically**

The City has established its priorities to low-income areas with the highest concentration of minority persons.

Discussion

Not Applicable.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The one year goals for affordable housing in the City of New Bern for FY 2016 are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	5
Special-Needs	0
Total	25

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	8
Acquisition of Existing Units	0
Total	8

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City of New Bern will fund the following projects with FY 2016 CDBG funds:

- **Housing Rehabilitation** – Housing rehabilitation loans to 5 low-income owner occupied houses

AP-60 Public Housing – 91.220(h)**Introduction****Actions planned during the next year to address the needs to public housing**

The City of New Bern and New Bern Housing Authority (NBHA) will continue to coordinate development of a transformation initiatives for the NBHA properties and the surrounding community through a Choice Neighborhoods Transformation Plan.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

NBHA has two a very active Resident Councils. The City will ensure that residents are notified of homeownership counseling and opportunities. One of the housing developments participated in the RAD program and is now owned by a private entity and is equipped with a residents council and two resident service coordinators which is a result of the Choice Neighborhoods Initiative.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NBHA is not designated as troubled.

Discussion

Not Applicable.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)**Introduction**

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of New Bern will continue its participation with the Neuse-Trent Housing Alliance and support its member organizations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of New Bern will provide Public Services funding to agencies to assist homeless individuals and families in transitioning to permanent housing and to assist low and moderate income families at risk of homelessness. The City of New Bern has previously funded the local homeless shelter through Public Service funding to provide assistance to homeless families or those at risk of homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of New Bern will provide Public Service funds to agencies to assist homeless individuals and families in transitioning to permanent housing and to assist low and moderate income families at risk of homelessness. The City of New Bern has previously funded the local homeless shelter through Public Service funding to provide assistance to homeless families or those at risk of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of New Bern staff will refer individuals and families with contacting the proper agencies to obtain assistance.

Discussion

Not Applicable.

AP-75 Barriers to affordable housing – 91.220(j)**Introduction:**

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City has assisted affordable housing developers in the past, to the extent possible within the existing budgetary constraints by waiving fees and charges and providing developable city-owned lots at little or no cost, thereby reducing or eliminating land costs. The City through its flood mitigation measures will improve affordable houses from the flood zone as the owner/occupied do not have to pay the high costs of flood insurance.

Discussion:

Not Applicable.

AP-85 Other Actions – 91.220(k)**Introduction:****Actions planned to address obstacles to meeting underserved needs**

The City of New Bern will support the efforts of local organizational to meet underserved needs through participation in programs sponsored by social services organizations for mentoring and advocacy.

Actions planned to foster and maintain affordable housing

The City of New Bern will continue to encourage developers to provide affordable housing. Affordable existing housing will be maintained through the City's minor housing rehabilitation program and code enforcement.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazards will be addressed when revealed during rehabilitation efforts.

Actions planned to reduce the number of poverty-level families

The City will encourage and support efforts for poverty-level families to gain employment skills. The City will continue to actively pursue economic development within the city, with special attention to the Gateway District and Duffyfield Neighborhood

Actions planned to develop institutional structure

The City will actively seek partners to carry out activities for which other organizations are better equipped than the city departments.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to participate in the Neuse-Trent Housing Alliance and support its member organizations. Partnerships are being developed with the local Habitat for Humanity to develop new homeownership opportunities in the Gateway District and Duffyfield Neighborhood which will assist in transforming the community.

Discussion:

Not Applicable.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City plans to pursue the following activities: housing rehabilitation, public services flood mitigation measures and technical assistance to non-agencies assisting low-moderate income families. The City will not conduct any activities that generate program income.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

SF424 FORM

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: 01/29/2020	4. Applicant Identifier: <input type="text"/>
-----------------------------------	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: B-16-MC-37-0025
--	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of New Bern	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 56-6000235	* c. Organizational DUNS: 0755472080000

d. Address:

* Street1:	P.O. Box 1129
Street2:	300 Pollock Street
* City:	New Bern
County/Parish:	Craven County
* State:	NC: North Carolina
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	28563-1129

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Amanda
Middle Name:	
* Last Name: Ohlensehlen	
Suffix:	
Title: Economic and Community Development Manager	
Organizational Affiliation: City of New Bern	
* Telephone Number: (252) 639-7580	Fax Number: (252) 636-2146
* Email: ohlensehlerna@newbernnc.gov	

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant (CDBG)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of New Bern CDBG Projects 2016

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="250,955.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="250,955.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

**FY 2016 SUBSTANTIAL
AMENDMENT CITIZEN
PARTICIPATION**

RESOLUTION

BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF NEW BERN:

WHEREAS, the City of New Bern, 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 mitigate flooding in the Duffyfield Neighborhood of 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 2016 Community Development Block Grant (CDBG) Program; and

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

WHEREAS, the City of New Bern's Department of Development Services has determined that the proposed changes to the FY 2016 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 2016 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 2016 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 28th day of January 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

**NOTICE OF PUBLIC HEARING
CITY OF NEW BERN, NORTH CAROLINA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBSTANTIAL AMENDMENT TO FY 2016, 2017 & 2018 PROGRAM YEARS**

Notice is hereby given that the City of New Bern, Craven County, NC will hold a public hearing on Tuesday, January 14, 2020 at 6:00 PM, prevailing time, in the courtroom on the second floor of City Hall, 300 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 substantial amendments to the City of New Bern's FY 2016, 2017 and 2018 Annual Action Plans for the use of Community Development Block Grant funds.

The City of New Bern adopted its FY 2016, 2017 and 2018 Annual Action Plans and Budgets for the use of CDBG funds previously. In accordance with CDBG program regulations, the City is allowed to make substantial amendments to its Annual Action Plans and Budgets in accordance with the City's Citizen Participation Plan.

The City has determined that it is necessary to amend the approved CDBG program year budgets for the previously approved Annual Action Plans. The funds will be reprogrammed from approved projects/activities, new projects/activities will be added, and some old projects will be deleted.

These are considered substantial amendments in accordance with the City's Citizen Participation Plan as the following applies: the deletion of previously approved projects/activities and the addition of new activities.

The substantial amendments to the CDBG Annual Action Plans are proposed as follows:

FY 2016 Program Year

- 1. Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$600.00 for a revised budget amount of \$37,000.00
- 2. Recreation Facilities:** Delete the budget line item in the amount of \$10,000.00
- 3. Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$10,600.00

FY 2017 Program Year

- 1. New Construction:** Delete the budget line item in the amount of \$16,000.00

2. **Housing Rehabilitation – Minor:** Reduce the budget line item in the amount of \$114,756.01 for a revised budget amount of \$13,243.99
3. **Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$2,475.24 for a revised budget amount of \$22,678.76
4. **Capacity Building:** Delete the budget line item in the amount of \$10,000.00
5. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$143,231.25

FY 2018 CDBG Program Year

1. **Demolition:** Delete the budget line item in the amount of \$32,000.00
2. **Housing Rehabilitation – Minor:** Delete the budget line item in the amount of \$100,000.00
3. **Public Assistance – At Risk of Homelessness:** Delete the budget line item in the amount of \$30,271.00
4. **Affordable Housing:** Delete the budget line item in the amount of \$32,000.00
5. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$194,271.00

Copies of the Substantial Amendment will be on public display for a period of 30 days from Monday, December 20, 2019 to Wednesday, January 22, 2020. 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, 300 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 Amendments for the FY 2016, 2017 and 2018 CDBG Programs. All comments received during the period of display will be presented to the City Council at its Regular Meeting

on Tuesday, January 28, 2020 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

COPY OF PUBLIC HEARING AD

SIGN-IN SHEETS

SUMMARY OF COMMENTS

**SUBSTANTIAL
AMENDMENT –
RESOLUTION**

RESOLUTION

BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF NEW BERN:

WHEREAS, the City of New Bern, 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 mitigate flooding in the Duffyfield Neighborhood of 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 2016 Community Development Block Grant (CDBG) Program; and

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

WHEREAS, the City of New Bern's Department of Development Services has determined that the proposed changes to the FY 2016 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 2016 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 2016 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 28th day of January 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

**SUBSTANTIAL AMENDMENTS
TO THE FY 2016, FY 2017
AND FY 2018 COMMUNITY
DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM YEARS**



NEW BERN

CITY OF NEW BERN

300 Pollock Street, New Bern, North Carolina 28560

Mayor: Hon. Dana E. Outlaw

City Manager: Mr. Mark A. Stephens

Director of Development: Mr. Jeffrey C. Ruggieri



Urban Design Ventures, LLC
Community Development Consultants

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PART IV. APPENDIX

SF 424 Form

FY 2017 Annual Action Plan - Citizen Participation Substantial Amendment

FY 2017 Annual Action Plan - Substantial Amendment - Resolution



The City of New Bern proposes to amend its FY 2017 Annual Action Plan by making the following amendments: New Construction: Delete the budget line item in the amount of \$16,000. Housing Rehabilitation – Minor: Reduce the budget line item in the amount of \$114,756.01 for a revised budget amount of \$13,243.99. Public Assistance – At Risk of Homelessness: Reduce the budget line item in the amount of \$2,475.24 for a revised budget amount of \$22,678.76. Capacity Building: Delete the budget line item in the amount of \$10,000. Duffyfield Stormwater Management Project: Create a new budget line item in the amount of \$143,231.25

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of New Bern became an CDBG Entitlement City in 2014. This FY 2017 Annual Action Plan implements the fourth year of the five year 2014-2019 Consolidated Plan. This Annual Action Plan establishes the priority for projects and funding for the upcoming year based on the goals of the Strategic Plan section of the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goals and objectives for the Five Year Consolidated Plan for FY 2014-2019 include:

- a. Housing Rehabilitation
- b. Product of New Affordable Housing Units
- c. Provide Support Services for the Homeless
- d. Economic Development
- e. Neighborhood Stabilization in the Gateway District

- f. Public Improvements and Infrastructure
- g. Development of Permanent Supportive Housing

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Within the first four years of being a first-time grantee, the City of New Bern has been able to provide funding for new construction of affordable housing units resulting in 3 new homes in the Gateway District. Sixteen homeowners throughout the City of New Bern received minor repairs through the Housing Minor Repair Program. The City of New Bern updated its sidewalk infrastructure to increase pedestrian safety and neighborhood walkability within the Gateway District.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Substantial Amendment:

The City of New Bern placed the Substantial Amendment on public display from Friday, December 20, 2019 through Wednesday, January 22, 2020. The City held a Public Hearing on the Substantial Amendment on Tuesday, January 14, 2020 at 6:00 PM in the courtroom of the second floor of City Hall. The purpose of the Public Hearing was to present the Substantial Amendment to the residents for the FY 2017 CDBG Program Year.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments are attached

Substantial Amendment:

At the Public Hearing, the City did not receive any comments on the Substantial Amendment.

6. Summary of comments or views not accepted and the reasons for not accepting them

All citizen comments were accepted.

Substantial Amendment:

All comments and suggestions that were received to date have been accepted and incorporated into the planning document.

7. Summary

The City's FY 2017 CDBG Annual Action Plan has been prepared with the goal of ensuring a viable community by providing decent, affordable housing, a suitable living environment, updating the infrastructure that addresses the needs of LMI residents of the City. An approved Citizen Participation Plan was used to gather public comments through a public meeting. Information gathered from the public was used to identify needs, goals and the activities for the coming year.

Substantial Amendment:

City Council approved the Substantial Amendment on Tuesday, January 28, 2020 and the FY 2017 Action Plan was submitted to HUD after the local approval.

1. **Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$2,475.24 for a revised budget amount of \$22,678.76
2. **New Construction:** Delete the budget line item in the amount of \$16,000
3. **Housing Rehabilitation – Minor:** Reduce the budget line item in the amount of \$114,756.01 for a revised budget amount of \$13,243.99
4. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$143,231.25

Copies of the Substantial Amendment were on public display for viewing by the public for a period of 30 days beginning on Friday, December 20, 2019 and ending on Wednesday, January 22, 2020 at the following locations:

- City Clerks' Office, City Hall, 300 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

In addition, the City put the Substantial Amendment on its website (<http://www.newbern-nc.org/>).

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	New Bern	Name	Department/Agency
CDBG Administrator			Development Services Department

Table 1 – Responsible Agencies

Narrative (optional)**Consolidated Plan Public Contact Information**

Amanda Ohlensehlen

Economic and Community Development Manager

City of New Bern

P.O. Box 1129

New Bern, NC 28563-1129

Phone: (252)639-7580

Fax: (252)636-2146

Email: ohlensehlerna@newbernnc.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**1. Introduction**

The City of New Bern's Citizen Participation Plan identifies when public hearings and other consultations are to take place. This FY 2017 Annual Action Plan Substantial Amendment was developed using the Citizen Participation Plan

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of New Bern is a member of the Housing Alliance of Coastal Carolina which is composed of housing providers, health, mental health, and service agencies. The City and New Bern Housing Authority (NBHA) are working with community members, community agencies and local government departments to implement initiatives included within the Choice Neighborhood Transformation Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Craven County is included in the North Carolina Balance of State Continuum of Care (CoC). The Housing Alliance of Coastal Carolina is working to coordinate housing and service providers and to develop a 10-year plan to end homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Agencies serving the homeless in New Bern receive funding directly from the NC Balance of State Continuum of Care.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1 Agency/Group/Organization	Neuse-Trent Housing Alliance	
	Agency/Group/Organization Type	Housing
What section of the Plan was addressed by Consultation?		Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?		The agencies affiliated with the Housing Alliance of Coastal Carolina were informed of the listening session and the public hearing. Applications for Public Service funding were solicited from the agencies. Three of the affiliated agencies submitted an application for funding. The City of New Bern will continue to work closely with the alliance and its affiliated agencies.

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Continuum of Care	Lead Organization		How do the goals of your Strategic Plan overlap with the goals of each plan?
	Housing Alliance of Coastal Carolina	Goals addressed the needs of the homeless	

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Not Applicable.

AP-12 Participation – 91.105, 91.200(c)

1. **Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City of New Bern conducted a public hearing on Tuesday, January 14, 2020, for citizen participation. A newspaper ad was placed in the local New Bern Sun Journal announcing the comment period and public hearing. The substantial amendment was also available on the City's website <http://www.newbernnc.gov>

Substantial Amendment:

Copies of the Substantial Amendment were on public display for viewing by the public for a period of 30 days beginning Friday, December 20, 2019 through Wednesday, January 22, 2020 at the following locations:

- City Clerks' Office, City Hall, 300 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

In addition, the City put the Substantial Amendment on its website (<http://www.newbernnc.gov>)

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Residents attended the meeting	See the attached summary of comments	All comments were acceptable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing Substantial Amendment	Minorities				
		Non-English Speaking - Specify other language: Spanish				
		Persons with disabilities	None	No comments received	None	
		Non-targeted/broad community				
		Residents of Public and Assisted Housing				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Internet Outreach	Minorities				
		Non-English Speaking - Specify other language: Spanish				
		Persons with disabilities	No responses were received	No comments received	None	
4	Community Development Advisory Committee	Non-targeted/broad community				
		Residents of Public and Assisted Housing				
		N/A	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Annual Allocation: \$	Expected Amount Program Income: \$	Prior Year Resources: \$	Total: \$	Expected Amount Available Remainder of ConPlan \$	Narrative Description
CDBG	public - federal	Admin and Planning, Housing, Public Improvements, Public Services	223,934	0	0	223,934	0	During the FY 2017 CDBG Program Year, the City will fund 4 projects/activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Since the City does not receive HOME or ESG funds, no match is required. The City anticipates that, as funded improvements are made, private investment will follow.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City has acquired numerous small lots, particularly in the Duffyfield Neighborhood, through tax foreclosures. The City proposes to utilize these lots and will acquire additional parcels for the Duffyfield Stormwater Management Project. Collaborating with non-profit housing developers, publically owned property is then transferred to the non-profit developer at little or no cost to construct additional affordable single-family housing units. Other publicly owned land lots are available to the public for sale.

Discussion

Not Applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2016	2019	Affordable Housing	City of New Bern	Housing Rehabilitation	CDBG: \$13,243.99	Homeowner Housing Rehabilitated: 1 Owner-occupied Housing Unit
2	Provide Homeless and At Risk Supportive Services	2016	2019	Homeless	City of New Bern	Neighborhood Stabilization Support for Agencies Serving the Homeless Transformation of the Gateway District	CDBG: \$22,678.76	Public service activities for Low/Moderate Income Housing Benefit: 10 Households Assisted
3	Infrastructure Improvements- Flood Plain Management	2019	2020	Non-Housing Community Development	Duffyfield	Stormwater Management	CDBG: \$143,231.25	Eliminate Flooding – design and construction of a new retention pond
4	General Administration	2016	2020	Administration	City of New Bern	Delivery of Administration	CDBG: \$44,780	Administration

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	1 Owner/Occupied homes rehabilitated
2	Goal Name	Provide Homeless and At Risk Supportive Services
	Goal Description	10 Persons
3	Goal Name	Infrastructure Improvements
	Goal Description	Engineering design and construction of a new retention pond.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects were developed by staff with consultation from non-profit service providers and community input through priorities established with involvement of the community survey.

Projects

#	Project Name
1	Housing Rehabilitation
2	Homelessness Services
3	Infrastructure Improvements

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of New Bern was hit by hurricanes and flooding. There is a need to provide funds to rehabilitate homes, provide services for those who were displaced, the homeless and infrastructure improvements as part of the flood mitigation measures.

AP-38 Project Summary**Project Summary Information**

General Administration	
1 Project Name	City of New Bern
Target Area	
Goals Supported	
Needs Addressed	
Funding	CDBG: \$44,780
Description	
Target Date	12/31/2020
Estimate the number and type of families that will benefit from the proposed activities	1 Other
Location Description	Office: 303 First Street, New Bern, NC 28560 Service: Citywide
Planned Activities	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the 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 and training; environmental review and labor standards
2 Project Name	Housing Rehabilitation
Target Area	Citywide
Goals Supported	Assistance to L/M income homeowners

Needs Addressed	Affordable Housing – Rehabilitation
Funding	CDBG: \$13,243.99
Description	Minor rehab work on owner/occupied happening throughout the City
Target Date	1/31/2020
Estimate the number and type of families that will benefit from the proposed activities	One (1) family will benefit from this activity.
Location Description	Citywide
Planned Activities	The City proposes to fund the rehabilitation of one (1) single family, owner-occupied homes scattered throughout the City.
3 Project Name	Public Services Set-Aside
Target Area	Gateway District, City of New Bern
Goals Supported	Provide supportive services to the homeless and at-risk of becoming homeless.
Needs Addressed	Support for agencies servicing the homeless, and revitalization of the Gateway District.
Funding	CDBG: \$22,678.76
Description	Support for agencies serving the homeless and those persons who are at risk of becoming homeless.
Target Date	1/31/2020
Estimate the number and type of families that will benefit from the proposed activities	15 to 20 families and individual households
Location Description	The Gateway District and throughout the City of New Bern.
Planned Activities	Provide funds for agencies to increase opportunities for affordable housing, leadership, homeownership training, capacity to build and education.

4	Project Name	Duffyfield Stormwater Management
	Target Area	Duffyfield Neighborhood, City of New Bern
	Goals Supported	Provide stormwater management
	Needs Addressed	Eliminate flooding.
	Funding	CDBG: \$143,231.25
	Description	Stormwater management
	Target Date	3/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Acquisition of 3 properties
	Location Description	Duffyfield Neighborhood
	Planned Activities	Provide funds for acquisition and development of new retention ponds.

AP-50 Geographic Distribution – 91.220(f)**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Gateway District is an area located just west of downtown New Bern. It has historically been a low wealth, minority community. The Duffyfield neighborhood is an area located adjacent the Gateway District that is also a low-income minority community. The area is subject to flooding.

Geographic Distribution

Target Area	Percentage of Funds
Gateway District	7.4%
Duffyfield Neighborhood	79.9%
City of New Bern	12.7%

Table 8 - Geographic Distribution**Rationale for the priorities for allocating investments geographically**

The City has established its priorities to low-income areas with the highest concentration of minority persons.

Discussion

Not Applicable.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The one year goals for affordable housing in the City of New Bern for FY 2017 are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	2
Special-Needs	0
Total	12

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	1
Acquisition of Existing Units	0
Total	1

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City of New Bern will fund the following projects with FY 2017 CDBG funds:

- **Housing Rehabilitation** – Housing rehabilitation loans to 1 low-income owner occupied house

AP-60 Public Housing – 91.220(h)**Introduction****Actions planned during the next year to address the needs to public housing**

The City of New Bern and New Bern Housing Authority (NBHA) will continue to coordinate development of a transformation initiatives for the NBHA properties and the surrounding community through a Choice Neighborhoods Transformation Plan.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

NBHA has two a very active Resident Councils. The City will ensure that residents are notified of homeownership counseling and opportunities. One of the housing developments participated in the RAD program and is now owned by a private entity and is equipped with a residents council and two resident service coordinators which is a result of the Choice Neighborhoods Initiative.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NBHA is not designated as troubled.

Discussion

Not Applicable.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)**Introduction**

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of New Bern will continue its participation with the Neuse-Trent Housing Alliance and support its member organizations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of New Bern will provide Public Services funding to agencies to assist homeless individuals and families in transitioning to permanent housing and to assist low and moderate income families at risk of homelessness. The City of New Bern has previously funded the local homeless shelter through Public Service funding to provide assistance to homeless families or those at risk of homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of New Bern will provide Public Service funds to agencies to assist homeless individuals and families in transitioning to permanent housing and to assist low and moderate income families at risk of homelessness. The City of New Bern has previously funded the local homeless shelter through Public Service funding to provide assistance to homeless families or those at risk of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of New Bern staff will refer individuals and families with contacting the proper agencies to obtain assistance.

Discussion

Not Applicable.

AP-75 Barriers to affordable housing – 91.220(j)**Introduction:**

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City has assisted affordable housing developers in the past, to the extent possible within the existing budgetary constraints by waiving fees and charges and providing developable city-owned lots at little or no cost, thereby reducing or eliminating land costs. The City through its flood mitigation measures will improve affordable houses from the flood zone as the owner/occupied do not have to pay the high costs of flood insurance.

Discussion:

Not Applicable.

AP-85 Other Actions – 91.220(k)**Introduction:****Actions planned to address obstacles to meeting underserved needs**

The City of New Bern will support the efforts of local organizational to meet underserved needs through participation in programs sponsored by social services organizations for mentoring and advocacy.

Actions planned to foster and maintain affordable housing

The City of New Bern will continue to encourage developers to provide affordable housing. Affordable existing housing will be maintained through the City's minor housing rehabilitation program and code enforcement.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazards will be addressed when revealed during rehabilitation efforts.

Actions planned to reduce the number of poverty-level families

The City will encourage and support efforts for poverty-level families to gain employment skills. The City will continue to actively pursue economic development within the city, with special attention to the Gateway District and Duffyfield Neighborhood

Actions planned to develop institutional structure

The City will actively seek partners to carry out activities for which other organizations are better equipped than the city departments.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to participate in the Neuse-Trent Housing Alliance and support its member organizations. Partnerships are being developed with the local Habitat for Humanity to develop new homeownership opportunities in the Gateway District and Duffyfield Neighborhood which will assist in transforming the community.

Discussion:

Not Applicable.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City plans to pursue the following activities: housing rehabilitation, public services flood mitigation measures and technical assistance to non-agencies assisting low-moderate income families. The City will not conduct any activities that generate program income.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

SF424 FORM

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☐ Continuation
☒ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

01/29/2020

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

B-16-MC-37-0025

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of New Bern

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

56-6000235

*** c. Organizational DUNS:**

0755472080000

d. Address:

*** Street1:**

P.O. Box 1129

Street2:

300 Pollock Street

*** City:**

New Bern

County/Parish:

Craven County

*** State:**

NC: North Carolina

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

28563-1129

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Amanda

Middle Name:

*** Last Name:**

Ohlensehlen

Suffix:

Title:

Economic and Community Development Manager

Organizational Affiliation:

City of New Bern

*** Telephone Number:**

(252) 639-7580

Fax Number:

(252) 636-2146

*** Email:**

ohlensehlerna@newbernnc.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant (CDBG)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of New Bern CDBG Projects 2017

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="223,934.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="223,934.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

**FY 2017 SUBSTANTIAL
AMENDMENT CITIZEN
PARTICIPATION**

**NOTICE OF PUBLIC HEARING
CITY OF NEW BERN, NORTH CAROLINA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBSTANTIAL AMENDMENT TO FY 2016, 2017 & 2018 PROGRAM YEARS**

Notice is hereby given that the City of New Bern, Craven County, NC will hold a public hearing on Tuesday, January 14, 2020 at 6:00 PM, prevailing time, in the courtroom on the second floor of City Hall, 300 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 substantial amendments to the City of New Bern's FY 2016, 2017 and 2018 Annual Action Plans for the use of Community Development Block Grant funds.

The City of New Bern adopted its FY 2016, 2017 and 2018 Annual Action Plans and Budgets for the use of CDBG funds previously. In accordance with CDBG program regulations, the City is allowed to make substantial amendments to its Annual Action Plans and Budgets in accordance with the City's Citizen Participation Plan.

The City has determined that it is necessary to amend the approved CDBG program year budgets for the previously approved Annual Action Plans. The funds will be reprogrammed from approved projects/activities, new projects/activities will be added, and some old projects will be deleted.

These are considered substantial amendments in accordance with the City's Citizen Participation Plan as the following applies: the deletion of previously approved projects/activities and the addition of new activities.

The substantial amendments to the CDBG Annual Action Plans are proposed as follows:

FY 2016 Program Year

- 1. Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$600.00 for a revised budget amount of \$37,000.00
- 2. Recreation Facilities:** Delete the budget line item in the amount of \$10,000.00
- 3. Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$10,600.00

FY 2017 Program Year

- 1. New Construction:** Delete the budget line item in the amount of \$16,000.00

2. **Housing Rehabilitation – Minor:** Reduce the budget line item in the amount of \$114,756.01 for a revised budget amount of \$13,243.99
3. **Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$2,475.24 for a revised budget amount of \$22,678.76
4. **Capacity Building:** Delete the budget line item in the amount of \$10,000.00
5. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$143,231.25

FY 2018 CDBG Program Year

1. **Demolition:** Delete the budget line item in the amount of \$32,000.00
2. **Housing Rehabilitation – Minor:** Delete the budget line item in the amount of \$100,000.00
3. **Public Assistance – At Risk of Homelessness:** Delete the budget line item in the amount of \$30,271.00
4. **Affordable Housing:** Delete the budget line item in the amount of \$32,000.00
5. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$194,271.00

Copies of the Substantial Amendment will be on public display for a period of 30 days from Monday, December 20, 2019 to Wednesday, January 22, 2020. 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, 300 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 Amendments for the FY 2016, 2017 and 2018 CDBG Programs. All comments received during the period of display will be presented to the City Council at its Regular Meeting

on Tuesday, January 28, 2020 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

COPY OF PUBLIC HEARING AD

SIGN-IN SHEETS

SUMMARY OF COMMENTS

**SUBSTANTIAL
AMENDMENT –
RESOLUTION**

RESOLUTION

BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF NEW BERN:

WHEREAS, the City of New Bern, 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 mitigate flooding in the Duffyfield Neighborhood of 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 2017 Community Development Block Grant (CDBG) Program; and

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

WHEREAS, the City of New Bern's Department of Development Services has determined that the proposed changes to the FY 2017 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 2017 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 2017 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 28th day of January 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

**SUBSTANTIAL AMENDMENTS
TO THE FY 2016, FY 2017
AND FY 2018 COMMUNITY
DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM YEARS**



NEW BERN

CITY OF NEW BERN

300 Pollock Street, New Bern, North Carolina 28560

Mayor: Hon. Dana E. Outlaw

City Manager: Mr. Mark A. Stephens

Director of Development: Mr. Jeffrey C. Ruggieri



Urban Design Ventures, LLC
Community Development Consultants

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PART IV. APPENDIX

SF 424 Form

FY 2018 Annual Action Plan - Citizen Participation Substantial Amendment

FY 2018 Annual Action Plan - Substantial Amendment - Resolution



The City of New Bern proposes to amend its FY 2018 Annual Action Plan by making the following amendments: Demolition: Delete the budget line item in the amount of \$32,000. Housing Rehabilitation - Minor: Delete the budget line item in the amount of \$100,000. Public Assistance – At Risk of Homelessness: Delete the budget line item in the amount of \$30,271. Affordable Housing: Delete the budget line item in the amount of \$32,000. Duffyfield Stormwater Management Project: Create a new budget line item in the amount of \$194,271.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of New Bern became an CDBG Entitlement City in 2014. This FY 2018 Annual Action Plan implements the fifth year of the five year 2014-2019 Consolidated Plan. This Annual Action Plan establishes the priority for projects and funding for the upcoming year based on the goals of the Strategic Plan section of the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goals and objectives for the Five Year Consolidated Plan for FY 2014-2019 include:

- a. Housing Rehabilitation
- b. Product of New Affordable Housing Units
- c. Provide Support Services for the Homeless
- d. Economic Development
- e. Neighborhood Stabilization in the Gateway District
- f. Public Improvements and Infrastructure

- g. Development of Permanent Supportive Housing

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Within the first five (5) years of being a first-time grantee, the City of New Bern has been able to provide funding for new construction of affordable housing units resulting in 3 new homes in the Gateway District. Seventeen (17) homeowners throughout the City of New Bern received minor repairs through the Housing Minor Repair Program. The City of New Bern updated its sidewalk infrastructure to increase pedestrian safety and neighborhood walkability within the Gateway District.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Substantial Amendment:

The City of New Bern placed the Substantial Amendment on public display from Friday, December 20, 2019 through Wednesday, January 22, 2020. The City held a Public Hearing on the Substantial Amendment on Tuesday, January 14, 2020 at 6:00 PM in the courtroom of the second floor of City Hall. The purpose of the Public Hearing was to present the Substantial Amendment to the residents for the FY 2018 CDBG Program Year.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments are attached

Substantial Amendment:

At the Public Hearing, the City did not receive any comments on the Substantial Amendment.

6. Summary of comments or views not accepted and the reasons for not accepting them

All citizen comments were accepted.

Substantial Amendment:

All comments and suggestions that were received to date have been accepted and incorporated into the planning document.

7. Summary

The City's FY 2018 CDBG Annual Action Plan has been prepared with the goal of ensuring a viable community by providing decent, affordable housing, a suitable living environment, updating the infrastructure that addresses the needs of LMI residents of the City. An approved Citizen Participation Plan was used to gather public comments through a public meeting. Information gathered from the public was used to identify needs, goals and the activities for the coming year.

Substantial Amendment:

City Council approved the Substantial Amendment on Tuesday, January 28, 2020 and the FY 2018 Action Plan was submitted to HUD after the local approval.

- 1. Public Assistance – At Risk of Homelessness:** Delete the budget line item in the amount of \$30,271
- 2. Demolition:** Delete the budget line item in the amount of \$32,000
- 3. Affordable Housing:** Delete the budget line item in the amount of 32,000
- 4. Housing Rehabilitation – Minor:** Delete the budget line item in the amount of \$100,000
- 5. Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$194,271

Copies of the Substantial Amendment were on public display for viewing by the public for a period of 30 days beginning on Friday, December 20, 2019 and ending on Wednesday, January 22, 2020 at the following locations:

- City Clerks' Office, City Hall, 300 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

In addition, the City put the Substantial Amendment on its website (<http://www.newbern-nc.org/>).

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	New Bern		Development Services Department

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Amanda Ohlensehlen

Economic and Community Development Manager

City of New Bern

P.O. Box 1129

New Bern, NC 28563-1129

Phone: (252)639-7580

Fax: (252)636-2146

Email: ohlensehlerna@newbernnc.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**1. Introduction**

The City of New Bern's Citizen Participation Plan identifies when public hearings and other consultations are to take place. This FY 2018 Annual Action Plan Substantial Amendment was developed using the Citizen Participation Plan

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of New Bern is a member of the Housing Alliance of Coastal Carolina which is composed of housing providers, health, mental health, and service agencies. The City and New Bern Housing Authority (NBHA) are working with community members, community agencies and local government departments to implement initiatives included within the Choice Neighborhood Transformation Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Craven County is included in the North Carolina Balance of State Continuum of Care (CoC). The Housing Alliance of Coastal Carolina is working to coordinate housing and service providers and to develop a 10-year plan to end homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Agencies serving the homeless in New Bern receive funding directly from the NC Balance of State Continuum of Care.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1 Agency/Group/Organization	Neuse-Trent Housing Alliance	
	Housing	
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless	
	Homeless Needs - Families with children	
	Homelessness Needs - Veterans	
	Homelessness Needs - Unaccompanied youth	
	Homelessness Strategy	
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agencies affiliated with the Housing Alliance of Coastal Carolina were informed of the listening session and the public hearing. Applications for Public Service funding were solicited from the agencies. Three of the affiliated agencies submitted an application for funding. The City of New Bern will continue to work closely with the alliance and its affiliated agencies.	

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan		Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		Housing Alliance of Coastal Carolina	Goals addressed the needs of the homeless

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Not Applicable.

AP-12 Participation – 91.105, 91.200(c)

1. **Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City of New Bern conducted a public hearing on Tuesday, January 14, 2020, for citizen participation. A newspaper ad was placed in the local New Bern Sun Journal announcing the comment period and public hearing. The substantial amendment was also available on the City's website <http://www.newbernnc.gov>

Substantial Amendment:

Copies of the Substantial Amendment were on public display for viewing by the public for a period of 30 days beginning Friday, December 20, 2019 through Wednesday, January 22, 2020 at the following locations:

- City Clerks' Office, City Hall, 300 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

In addition, the City put the Substantial Amendment on its website (<http://www.newbernnc.gov>)

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	Residents attended the meeting	See the attached summary of comments	All comments were acceptable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing Substantial Amendment	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	None	No comments received	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Internet Outreach	Minorities				
		Non-English Speaking - Specify other language: Spanish				
		Persons with disabilities	No responses were received	No comments received	None	
		Non-targeted/broad community				
		Residents of Public and Assisted Housing				
4	Community Development Advisory Committee	N/A	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Annual Allocation: \$	Expected Amount Program Income: \$	Available Year 1 Prior Year Resources: \$	Total: \$	Expected Amount Available Remainder of ConPlan \$	Narrative Description
CDBG	public - federal	Admin and Planning, and Public Improvements	242,771	0	0	242,771	0	During the FY 2018 CDBG Program Year, the City will fund 2 projects/activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Since the City does not receive HOME or ESG funds, no match is required. The City anticipates that, as funded improvements are made, private investment will follow.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City has acquired numerous small lots, particularly in the Duffyfield Neighborhood, through tax foreclosures. The City proposes to utilize these lots and will acquire additional parcels for the Duffyfield Stormwater Management Project. Collaborating with non-profit housing developers, publically owned property is then transferred to the non-profit developer at little or no cost to construct additional affordable single-family housing units. Other publicly owned land lots are available to the public for sale.

Discussion

Not Applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure Improvements- Flood Plain Management	2020	2021	Non-Housing Community Development	Duffyfield	Stormwater Management	CDBG: \$194,271	Eliminate Flooding – design and construction of a new retention pond
2	General Administration	2020	2021	Administration	City of New Bern	Delivery of Administration	CDBG: \$48,500	Administration

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Infrastructure Improvements
	Goal Description	Construct flood management and control measures

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects were developed by staff with consultation from non-profit service providers and community input through priorities established with involvement of the community survey.

Projects

#	Project Name
1	Infrastructure Improvements

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of New Bern was hit by hurricanes and flooding. There is a need to provide funds to infrastructure improvements as part of the flood mitigation measures.

AP-38 Project Summary**Project Summary Information**

1 Project Name		General Administration
Target Area		City of New Bern
Goals Supported		
Needs Addressed		
Funding		CDBG: \$48,500
Description		
Target Date		12/31/2020
Estimate the number and type of families that will benefit from the proposed activities		1 Other
Location Description		Office: 303 First Street, New Bern, NC 28560 Service: Citywide
Planned Activities		General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the 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 and training; environmental review and labor standards
2 Project Name		Duffyfield Stormwater Management
Target Area		Duffyfield Neighborhood, City of New Bern
Goals Supported		Provide stormwater management

Needs Addressed	Eliminate flooding.
Funding	CDBG: \$194,271
Description	Stormwater management
Target Date	3/30/2021
Estimate the number and type of families that will benefit from the proposed activities	50 households will be eliminated from the flood plain.
Location Description	Duffyfield Neighborhood
Planned Activities	Provide funds for new retention ponds and other flood mitigation measures, engineering, design and inspection.

AP-50 Geographic Distribution – 91.220(f)**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Duffyfield neighborhood is an area located adjacent the Gateway District that is a low-income minority community. The area is subject to flooding.

Geographic Distribution

Target Area	Percentage of Funds
Duffyfield Neighborhood	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City has established its priorities to low-income areas with the highest concentration of minority persons.

Discussion

Not Applicable.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The one year goals for affordable housing in the City of New Bern for FY 2018 are as follows:

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City of New Bern will use previous years funds for the following projects:

- **Housing Rehabilitation** – Housing rehabilitation loans to low-income owner occupied houses

AP-60 Public Housing – 91.220(h)**Introduction****Actions planned during the next year to address the needs to public housing**

The City of New Bern and New Bern Housing Authority (NBHA) will continue to coordinate development of a transformation initiatives for the NBHA properties and the surrounding community through a Choice Neighborhoods Transformation Plan.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

NBHA has two a very active Resident Councils. The City will ensure that residents are notified of homeownership counseling and opportunities. One of the housing developments participated in the RAD program and is now owned by a private entity and is equipped with a residents council and two resident service coordinators which is a result of the Choice Neighborhoods Initiative.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NBHA is not designated as troubled.

Discussion

Not Applicable.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)**Introduction**

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of New Bern will continue its participation with the Neuse-Trent Housing Alliance and support its member organizations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of New Bern will provide Public Services funding to agencies to assist homeless individuals and families in transitioning to permanent housing and to assist low and moderate income families at risk of homelessness. The City of New Bern has previously funded the local homeless shelter through Public Service funding to provide assistance to homeless families or those at risk of homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of New Bern will provide Public Service funds to agencies to assist homeless individuals and families in transitioning to permanent housing and to assist low and moderate income families at risk of homelessness. The City of New Bern has previously funded the local homeless shelter through Public Service funding to provide assistance to homeless families or those at risk of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of New Bern staff will refer individuals and families with contacting the proper agencies to obtain assistance.

Discussion

Not Applicable.

AP-75 Barriers to affordable housing – 91.220(j)**Introduction:**

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City has assisted affordable housing developers in the past, to the extent possible within the existing budgetary constraints by waiving fees and charges and providing developable city-owned lots at little or no cost, thereby reducing or eliminating land costs. The City through its flood mitigation measures will improve affordable houses from the flood zone as the owner/occupied do not have to pay the high costs of flood insurance.

Discussion:

Not Applicable.

AP-85 Other Actions – 91.220(k)**Introduction:****Actions planned to address obstacles to meeting underserved needs**

The City of New Bern will support the efforts of local organizational to meet underserved needs through participation in programs sponsored by social services organizations for mentoring and advocacy.

Actions planned to foster and maintain affordable housing

The City of New Bern will continue to encourage developers to provide affordable housing. Affordable existing housing will be maintained through the City's minor housing rehabilitation program and code enforcement.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazards will be addressed when revealed during rehabilitation efforts.

Actions planned to reduce the number of poverty-level families

The City will encourage and support efforts for poverty-level families to gain employment skills. The City will continue to actively pursue economic development within the city, with special attention to the Gateway District and Duffyfield Neighborhood

Actions planned to develop institutional structure

The City will actively seek partners to carry out activities for which other organizations are better equipped than the city departments.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to participate in the Neuse-Trent Housing Alliance and support its member organizations. Partnerships are being developed with the local Habitat for Humanity to develop new homeownership opportunities in the Gateway District and Duffyfield Neighborhood which will assist in transforming the community.

Discussion:

Not Applicable.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City plans to pursue the following activities: housing rehabilitation, public services flood mitigation measures and technical assistance to non-agencies assisting low-moderate income families. The City will not conduct any activities that generate program income.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

SF424 FORM

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☐ Continuation
☒ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

01/29/2020

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

B-16-MC-37-0025

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of New Bern

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

56-6000235

*** c. Organizational DUNS:**

0755472080000

d. Address:

*** Street1:**

P.O. Box 1129

Street2:

300 Pollock Street

*** City:**

New Bern

County/Parish:

Craven County

*** State:**

NC: North Carolina

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

28563-1129

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Amanda

Middle Name:

*** Last Name:**

Ohlensehlen

Suffix:

Title:

Economic and Community Development Manager

Organizational Affiliation:

City of New Bern

*** Telephone Number:**

(252) 639-7580

Fax Number:

(252) 636-2146

*** Email:**

ohlensehlerna@newbernnc.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant (CDBG)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of New Bern CDBG Projects 2018

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="242,771.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="242,771.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

**FY 2018 SUBSTANTIAL
AMENDMENT CITIZEN
PARTICIPATION**

**NOTICE OF PUBLIC HEARING
CITY OF NEW BERN, NORTH CAROLINA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBSTANTIAL AMENDMENT TO FY 2016, 2017 & 2018 PROGRAM YEARS**

Notice is hereby given that the City of New Bern, Craven County, NC will hold a public hearing on Tuesday, January 14, 2020 at 6:00 PM, prevailing time, in the courtroom on the second floor of City Hall, 300 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 substantial amendments to the City of New Bern's FY 2016, 2017 and 2018 Annual Action Plans for the use of Community Development Block Grant funds.

The City of New Bern adopted its FY 2016, 2017 and 2018 Annual Action Plans and Budgets for the use of CDBG funds previously. In accordance with CDBG program regulations, the City is allowed to make substantial amendments to its Annual Action Plans and Budgets in accordance with the City's Citizen Participation Plan.

The City has determined that it is necessary to amend the approved CDBG program year budgets for the previously approved Annual Action Plans. The funds will be reprogrammed from approved projects/activities, new projects/activities will be added, and some old projects will be deleted.

These are considered substantial amendments in accordance with the City's Citizen Participation Plan as the following applies: the deletion of previously approved projects/activities and the addition of new activities.

The substantial amendments to the CDBG Annual Action Plans are proposed as follows:

FY 2016 Program Year

1. **Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$600.00 for a revised budget amount of \$37,000.00
2. **Recreation Facilities:** Delete the budget line item in the amount of \$10,000.00
3. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$10,600.00

FY 2017 Program Year

1. **New Construction:** Delete the budget line item in the amount of \$16,000.00

2. **Housing Rehabilitation – Minor:** Reduce the budget line item in the amount of \$114,756.01 for a revised budget amount of \$13,243.99
3. **Public Assistance – At Risk of Homelessness:** Reduce the budget line item in the amount of \$2,475.24 for a revised budget amount of \$22,678.76
4. **Capacity Building:** Delete the budget line item in the amount of \$10,000.00
5. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$143,231.25

FY 2018 CDBG Program Year

1. **Demolition:** Delete the budget line item in the amount of \$32,000.00
2. **Housing Rehabilitation – Minor:** Delete the budget line item in the amount of \$100,000.00
3. **Public Assistance – At Risk of Homelessness:** Delete the budget line item in the amount of \$30,271.00
4. **Affordable Housing:** Delete the budget line item in the amount of \$32,000.00
5. **Duffyfield Stormwater Management Project:** Create a new budget line item in the amount of \$194,271.00

Copies of the Substantial Amendment will be on public display for a period of 30 days from Monday, December 20, 2019 to Wednesday, January 22, 2020. 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, 300 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 Amendments for the FY 2016, 2017 and 2018 CDBG Programs. All comments received during the period of display will be presented to the City Council at its Regular Meeting

on Tuesday, January 28, 2020 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

COPY OF PUBLIC HEARING AD

SIGN-IN SHEETS

SUMMARY OF COMMENTS

**SUBSTANTIAL
AMENDMENT –
RESOLUTION**

RESOLUTION

BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF NEW BERN:

WHEREAS, the City of New Bern, 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 mitigate flooding in the Duffyfield Neighborhood of 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 to address current needs; 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 28th day of January 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution Approving a Memorandum of Understanding with the University of Mount Olive.

Date of Meeting: 1/14/2020	Ward # if applicable:
Department: Human Resources	Person Submitting Item: Sonya H. Hayes
Call for Public Hearing: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	The proposed Memorandum of Understanding defines how the University of Mount Olive will offer courses at a reduced tuition rate to City of New Bern employees. It also defines how the City will provide opportunities to market and promote the Program.
Actions Needed by Board:	Consider approving resolution.
Backup Attached:	Memo, Resolution, MOU and sample Program flyer.

Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: None
If this requires an expenditure, has it be budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes: Dr. Stuart Blount, University of Mount Olive Regional Director, will make a brief presentation on the Tuition Scholarship Program.



NEW BERN

NORTH CAROLINA

303 First Street, P.O. Box 1129

New Bern, NC 28563

(252) 639-7571

TO: Mayor and Board of Aldermen

FROM: Sonya H. Hayes
Director of Human Resources

DATE: January 14, 2020

SUBJECT: Memorandum of Understanding with University of Mount Olive

Enclosed is a Resolution and proposed Memorandum of Understanding for your review and consideration for approval.

Background Information

The University of Mount Olive has requested to become a strategic partner with the City of New Bern by entering into an agreement to benefit City of New Bern employees through tuition scholarships.

The proposed Agreement defines how the University of Mount Olive will offer its courses at a reduced tuition rate to City of New Bern employees. In addition, the Agreement will define how the City of New Bern will provide opportunities to the University of Mount Olive to promote and market this tuition scholarship and related program offerings subject to the terms and conditions of the Agreement.

Dr. Stuart Blount, University of Mount Olive Regional Director, will make a brief presentation on the Tuition Scholarship Program during the January 14, 2020 Board of Aldermen Meeting.

Recommendation

It is recommended that the Board of Aldermen approve the Memorandum of Understanding between the University of Mount Olive and the City of New Bern.

Enclosure

RESOLUTION

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

That the Memorandum of Understanding effective February 1, 2020 between the University of Mount Olive and the City of New Bern, a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute the same in duplicate originals for and on behalf of the City.

ADOPTED THIS 14th DAY OF JANUARY, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

MEMORANDUM OF UNDERSTANDING

This AGREEMENT (hereinafter "Agreement") is entered into the First (1st) day of February 2020 by and between University of Mount Olive (hereinafter "University" or "UMO") and the City of New Bern. UMO and the City of New Bern may be referred to individually as "Party" or collectively as "Parties".

The purpose of this Agreement is to define how UMO will offer its courses at a reduced tuition rate to the City of New Bern employees and how the City of New Bern will provide opportunities to UMO to promote and recruit their employees subject to the terms and conditions of this Agreement.

The Parties Mutually Agree:

A. This Agreement is effective as of February 1, 2020 and shall terminate three (3) years from that date, unless previously terminated by either Party. The Parties may renew this agreement upon mutual consent. Any extension of the term of this Agreement, or amendment to the terms of this Agreement, shall be in writing and signed by both Parties.

B. Either Party may terminate this Agreement, with or without cause at any time, by giving the other Party thirty (30) days' written notice.

C. UMO shall waive application fees and offer a **ten percent (10%) or thirty percent (30%) tuition** scholarship to eligible the City of New Bern employees who attend classes online, at UMO's main campus or at a UMO Education Service Center. Participants must be enrolled in a minimum of twelve (12) units per semester at the undergraduate level or nine (9) units per semester at the graduate level to receive the thirty percent (30%) tuition scholarship; participants enrolled in less than the stated minimums will receive the ten percent (10%) tuition scholarship. The tuition scholarship applies only to tuition, and no other fees (other than the application fee) will be discounted. The tuition scholarship applies provided that the student's account remains current. The tuition scholarship does not apply to coursework taken through, or in partnership with, any other institution including those institutions with consortium agreements with UMO. **The scholarship may not be combined with other institutional aid or the active duty military tuition rate.**

D. The scholarship and academic programs shall remain in place for students in good standing who maintain continuous enrollment, regardless of their employment status with the City of New Bern or the dissolution of the partnership between UMO and the City of New Bern. Employees currently or previously enrolled at UMO may not seek retroactive discounts or scholarships for tuition or fees paid prior to verification of their eligibility.

City of New Bern employees who complete one degree at UMO and wish to pursue another degree at UMO must be re-verified by the City of New Bern as an eligible employee.

E. Students wishing to enroll at UMO will be required to apply for admission and be accepted in accordance with the UMO's existing admission requirements and processes. It is the

sole responsibility of the City of New Bern employee to notify UMO of their intent to request the application fee waiver and scholarship. Failure to do so *before the last day to add a class* will result in ineligibility.

F. All degree and credential programs are eligible; however, UMO reserves the right to modify these programs, price, offerings or curriculum at any time.

G. Employees of the City of New Bern may apply for Federal student loans and state grants the same as other students attending classes at UMO.

H. City of New Bern will incur no financial obligation to UMO other than those it may voluntarily assume in connection with tuition reimbursement directly to the student(s). Students will otherwise be personally responsible to UMO for payment of all fees and tuition.

I. Policies stated in the University Catalog and Student Handbook shall apply to the City of New Bern employees.

J. UMO shall defend, indemnify and hold the City of New Bern, its officers, agents and employees harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts, errors or omissions of UMO, its officers, agents or employees.

K. To the extent that it may legally do so, the City of New Bern shall defend, indemnify and hold UMO, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts, errors or omissions of the City of New Bern, its officers, agents or employees.

L. City of New Bern shall provide opportunities for the University to market this tuition scholarship and related program offerings to their employees via emails, posters, brochures, and as the parties otherwise mutually agree. The City of New Bern is not responsible for guaranteeing that a certain number of employees avail themselves of this opportunity.

M. Miscellaneous Provisions

1. Authority. The undersigned individuals hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and each party represents that this Agreement constitutes a legal and binding obligation of the Parties.

2. Severability. It is agreed that if any provision of this Agreement shall be determined to be void by a court of competent jurisdiction, then so long as such determination shall not affect any other material provisions of this Agreement and continue to allow this

Agreement to be performed in the reasonable expectations of both Parties, then this Agreement and all such other provisions shall remain in full force and effect.

3. Notices. Any notice required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed via first class mail, or by a reputable overnight delivery service, or by personal delivery, and directed to the address of such Party set forth below:

**CITY OF NEW BERN CONTACT
INFORMATION:**

City of New Bern
PO Box 1129
New Bern, NC 28563
Attn: Sonya Hayes
Director of Human Resources
Tel: (252) 639-7571
Email: hayess@newbernnc.gov

UMO CONTACT INFORMATION:

University of Mount Olive
5001 S. Miami Blvd.
Durham, NC 27703
Attn: Lisa Nuesell
AVP for Adult & Graduate Operations &
Enrollment Management
Tel: (919) 381-6912
Email: lnuesell@umo.edu

4. Complete Agreement. This Agreement represents the Parties' final and complete agreement, and this Agreement shall supersede all other understandings, discussion and/or agreements between the Parties with regard to the subject matter in the Agreement.

5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of North Carolina and in effect at the time of the execution of this Agreement.

6. Counterparts. The Parties agree that separate copies of this Agreement be signed by each of the Parties to the Agreement and these copies will have the same force and effect as if the original had been signed by all Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

CITY OF NEW BERN	UNIVERSITY OF MOUNT OLIVE
By _____	By _____
Name: Dana E. Outlaw	Name: Jeremy Shreve
Title: Mayor	Title: Vice President for Finance

ATTEST:

Brenda E. Blanco, City Clerk
(CITY SEAL)



University of
MOUNT OLIVE

*City of New Bern
Logo*

TUITION SCHOLARSHIP PROGRAM

The University of Mount Olive (UMO) is honored to be a strategic partner with

CITY OF NEW BERN

and we share your commitment of accessible learning opportunities for all employees. This partnership provides a fantastic new benefit. All employees are now eligible to receive a tuition scholarship! The tuition scholarship is applicable to all degrees offered by UMO.

WHAT IS THE TUITION SCHOLARSHIP PROGRAM?

- UMO will offer a 10% tuition scholarship to employees who enroll at the main campus, online, or at any of our Education Service Centers.
- Students who enroll in 12 credit hours per semester at the undergraduate level or 9 credit hours at the graduate level will be eligible for a 30% tuition scholarship.
- Application fees will be waived.

ELIGIBILITY AND CONTINUATION OF SCHOLARSHIP:

The scholarship will remain for students in good standing and who are continuously enrolled. The tuition scholarship only applies to tuition (other fees or books are not included) and cannot be combined with any other institutional aid or military rate.

TO APPLY: To start your application process, please visit www.umo.edu/apply or visit the location nearest you.

WWW.UMO.EDU

UNDERGRADUATE PROGRAMS

- Accounting
- Bachelor of Business Administration
- Business Management
- Computer Information Systems
- Criminal Justice & Criminology
- Early Childhood Education (licensure and non-licensure options available)
- Finance
- General Studies
- Healthcare Management
- Human Resource Management
- Human Services
- Leadership
- Psychology
- Religion
- RN to BSN
- Teacher Residency License (certificate)
- Teacher Licensure (certificate)
- Associate in Science: General Studies

Questions? Please contact:

Dr. Stuart Blount, Regional Director
sblount@umo.edu
252-639-7342

GRADUATE PROGRAMS

- Master of Business Administration
- Master of Business Administration: Healthcare Management
- Master of Education
- Master of Science in Nursing

AGENDA ITEM COVER SHEET

Agenda Item Title:

Adopt a resolution approving a proposal for Professional Engineering Services for the Hurricane Florence Drainage System Project.

Date of Meeting: January 14, 2020	Ward # if applicable: All Wards
Department: Public Works	Person Submitting Item: Matt Montanye, Director of Public Works
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	The City has received submittals to an RFQ for Professional Engineering Services for the approximately \$32 Million FEMA project related to the City's drainage system. Draper Aden and Associates of Raleigh, N.C. was selected to be the most qualified firm and has submitted a proposal for engineering services related to the first phase of this project (further detailed inspection of all category D damages).
Actions Needed by Board:	Adopt a resolution approve the proposal for Professional Engineering Services
Backup Attached:	Memo, RFQ, RFQ Scoring Sheet, Proposal, Resolution

Is item time sensitive? ☐Yes ☒No

Will there be advocates/opponents at the meeting? ☐Yes ☒No

Cost of Agenda Item: N/A

If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? ☐Yes ☐No

Additional Notes:



Public Works Department
P.O. Box 1129, 1004 S. Glenburnie Road
New Bern, N.C. 28563-1129
Phone: (252) 639-7501
Fax: (252) 636-1848

January 10, 2020

Memo to: Mayor and Board of Aldermen

From: Matt Montanye, Director of Public Works

Re: Approve a proposal for Professional Engineering Services for the Hurricane Florence Drainage System Project.

Background Information:

Over the past year the City of New Bern has been working with Disaster Recovery Services to have FEMA accept an estimated \$32 Million project for repairs to the City's drainage system caused by Hurricane Florence. The City has received submittals to an RFQ for Professional Engineering Services for this project and Draper Aden and Associates of Raleigh, N.C. was selected to be the most qualified firm. Draper Aden and Associates has additionally submitted a proposal for engineering services related to the first phase of this project (further detailed inspection of all Category D damages). This phase of the project is proposed to be invoiced based on time and material at the rates identified in the attached proposal. In addition, this proposal has a not to exceed price of \$515,000 .

This project is scheduled to begin on or about January 20, 2020 and has a completion time of 90 days.

Recommendations:

The Public Works Department, along with Disaster Recovery Services, has reviewed the proposal and recommends that the Board consider approving this proposal.

RESOLUTION

THAT WHEREAS, a Request for Qualifications ("RFQ") for Engineering Services was publicly advertised on October 25, 2019 and submittals were received on November 13, 2019; and

WHEREAS, the following six submittals were received and scored:

Draper Aden and Associates	499
LDSE Engineering	494
BF Architects	482
Avolis Engineering	423
Summit Engineering	423
Wethrell Engineering	410

WHEREAS, the Director of Public Works of the City of New Bern has since negotiated pricing for the first phase of the Hurricane Florence Drainage System and recommends acceptance of the proposal from Draper Aden and Associates for professional engineering services based on time and material with a not-to-exceed cost of \$515,000.

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

That Proposal No. P19080319-010302 for Engineering Services from Draper Aden Associates City, a copy of which is attached hereto and incorporated herein by reference, is hereby accepted, and the City Manager is authorized to execute an authorization to proceed with engineering services for the first phase of the Hurricane Florence Drainage System Project.

ADOPTED THIS 14th DAY OF JANUARY, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



Draper Aden Associates

Engineering • Surveying • Environmental Services

114 Edinburgh South Drive
Suite 200
Cary, North Carolina 27511
919.827.0864
www.daa.com

January 6, 2020

Mr. Matthew L. Montanye
Director of Public Works
City of New Bern
1004 S. Glenburnie Road
New Bern, North Carolina 28563

**RE: Proposal for Engineering Services
City of New Bern - Hurricane Florence Emergency Clean-Up - Drainage Network (FEMA)
Draper Aden Associates Proposal No. P19080319-010302**

Dear Mr. Montanye.:

On behalf of Draper Aden Associates, thank you for allowing us the opportunity to present our proposal to the City of New Bern (City) for providing professional engineering services for the first phase of the overall Hurricane Florence recovery project to restore the City's drainage network to the pre-disaster condition. The overall scope of services presented within this proposal are in general accordance with the provided Engineering Services for Ditch Drainage Project Request for Qualifications (RFQ) documents issued as part of the solicitation dated October 25, 2019.

I. PROJECT DESCRIPTION

The project area has been divided into ten different drainage basins organized by outfall. Each of the ten drainage basins includes between half a mile and fifteen miles of drainage ways. The overall project is comprised of the following four phases:

Phase I: Further detailed inspections of all FEMA Category D damages to determine the extent of damage or quantify repairs to the City of New Bern's drainage network. FEMA Category D repairs are related to water control facilities and can include, but are not limited to, slope stabilization, repair of bank erosion, failing head walls, failing retaining walls, or other issues.

Phase II: Further detailed inspections of all FEMA Category A debris to determine the extent of debris and quantify the removal activities necessary within the City of New Bern's drainage network. FEMA Category A debris removal activities include the removal of fallen trees, vegetation, sediment, and other abnormalities that may be discovered in the drainage system. Phase II will be broken into two subphases, A – portions of the drainage system where work will not require environmental permitting (United States Corps of Engineers, North Carolina

Department of Environmental Quality, or Coastal Area Management Act) and B – portions of the drainage system where work will require environmental permitting.

Phase III: Development of plans, scope, and technical specifications for all identified FEMA Category D repairs.

Phase IV: Development of plans, scope, and technical specifications for all identified FEMA Category A debris removal activities.

The following scope of services, schedule, and fees are for the completion of Phase I of the project ONLY.

II. SCOPE OF SERVICES

The scope of services for Phase I of the overall project will include the field assessment and further detailed inspection of all FEMA Category D damages to determine the extent of damage or quantify repairs to the City of New Bern's drainage network. The field assessment will be completed by a number of field teams and utilize a mobile field data collection application to collect all required information to document the necessary FEMA Category D repairs throughout the project study area. For each necessary repair identified, field teams will note the drainage area identification number, record GPS coordinates, collect photographs, document a description of the identified damage, and identify the recommended method of repair. Prior to beginning the field assessment campaign, all field team members will participate in a training session in New Bern to ensure that all team members collect data in a consistent manner. At all times while field teams are in the field completing the field assessment, the Draper Aden Associates team Project Manager and/or Field Operations Specialist will be on site in New Bern to coordinate daily field activities.

The scope of services, fees, schedule, and deliverables for Phases II through IV will be developed following completion of the Phase I work. While no FEMA Category A debris removal activities will be formally assessed or included on deliverables during the Phase I work, field teams will make general notes of the location of Category A debris sites while performing the work presented in this proposal.

III. SCHEDULE

The Draper Aden Associates team is prepared to begin work upon approval of our proposal. Based on a Notice to Proceed (NTP) no later than January 20, 2020, our team will complete the Scope of Services outlined above within 90 calendar days as required by FEMA.

IV. FEES

The Draper Aden Associates team proposes to complete the services described in Section II for a Not to Exceed (NTE) fee of \$515,000. Project fees will be billed according to the attached 2020 Hourly Bill Rate Table and 2020 Reimbursable Rate Schedule. Fees will be billed monthly for actual project work incurred during the billing period. All services will be provided in accordance with the attached Engineering Services for Ditch Drainage Project RFQ documents.

V. DELIVERABLES

The Draper Aden Associates team will complete and provide a summary report documenting the detailed inspections of all FEMA Category D repairs (1 electronic copy and 3 printed copies will be delivered to the City of New Bern). The Draper Aden Associates team will also provide a Microsoft Excel file including the drainage area identification number, GPS coordinates, damage description, and recommended method of repair for all identified FEMA Category D repairs.

VI. ASSUMPTIONS / LIMITATIONS

This proposal is based on the following assumptions:

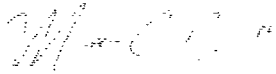
- Reimbursable expenses such as lodging, meals and incidentals, mileage, printing and postage, and supplies are included in the provided NTE price.
- Lodging will be billed at the federal per diem rate of \$96/night
- Meals and incidentals will be billed at the per diem rate of \$55/day
- Mileage will be billed at the federal rate of \$0.575/mile
- The City will provide the Draper Aden Associates team with an office space with wireless internet access to use for coordinating field work
- The project extent is included in the attached Project Area figure. No work will be completed within areas outside of the project extent identified in the Project Area figure. The total length of drainage network to be assessed is noted as "Streams" in the Project Area figure.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign the Authorization to Proceed below and return it to us. Please keep a copy of the proposal for your records. Please note that it is the policy of Draper Aden Associates that no deliverables or other products of service will be submitted without a formal agreement between parties or written authorization acknowledging the scope of work and fees associated with the proposed work. We appreciate your efforts toward this end.

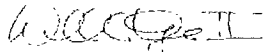
Mr. Matthew L. Montanye
January 6, 2020
Page 4 of 5

We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,
Draper Aden Associates



Matthew C. Burnette, PG
Project Manager



W. Charles Kreye II, PE
Vice President / Managing Principal / Division Manager

Attachments: 2020 Hourly Bill Rate Schedule
2020 Reimbursable Rate Schedule
Project Area Figure
Engineering Services for Ditch Drainage Project RFQ

cc: Sterling Emens, Disaster Recovery Services, LLC

AUTHORIZATION TO PROCEED

**Proposal for Engineering Services
City of New Bern - Hurricane Florence Emergency Clean-Up- Drainage Network (FEMA)
Draper Aden Associates Proposal No. P19080319-010302**

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

Printed Name

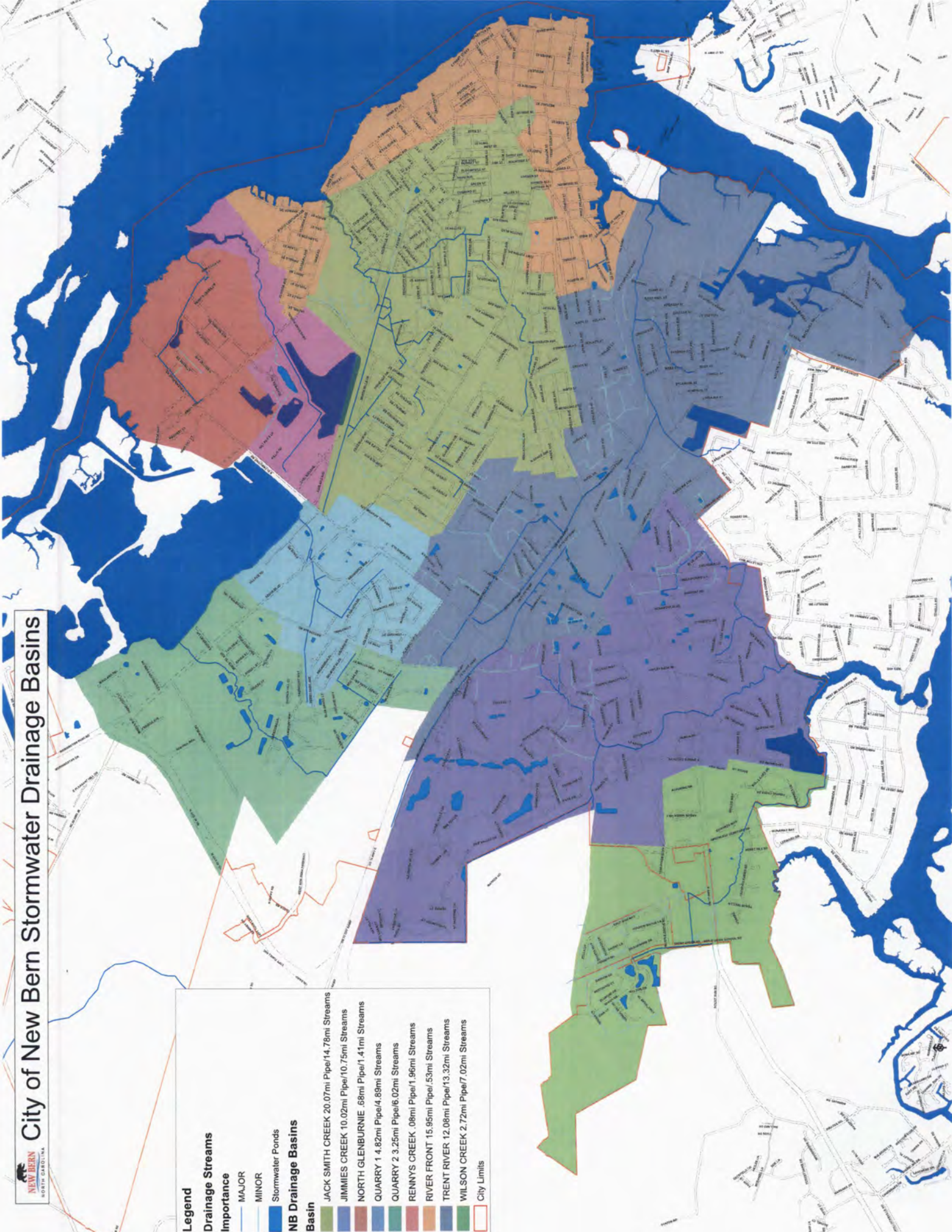
Title

Signature

Date

[illegible]

[illegible]



Legend

Drainage Streams

Importance

MAJOR

MINOR

Stormwater Ponds

NB Drainage Basins

Basin

JACK SMITH CREEK 20.07mi Pipe/14.78mi Streams

JIMMIES CREEK 10.02mi Pipe/10.75mi Streams

NORTH GLENBURNIE .68mi Pipe/1.41mi Streams

QUARRY 1 4.82mi Pipe/4.89mi Streams

QUARRY 2 3.25mi Pipe/6.02mi Streams

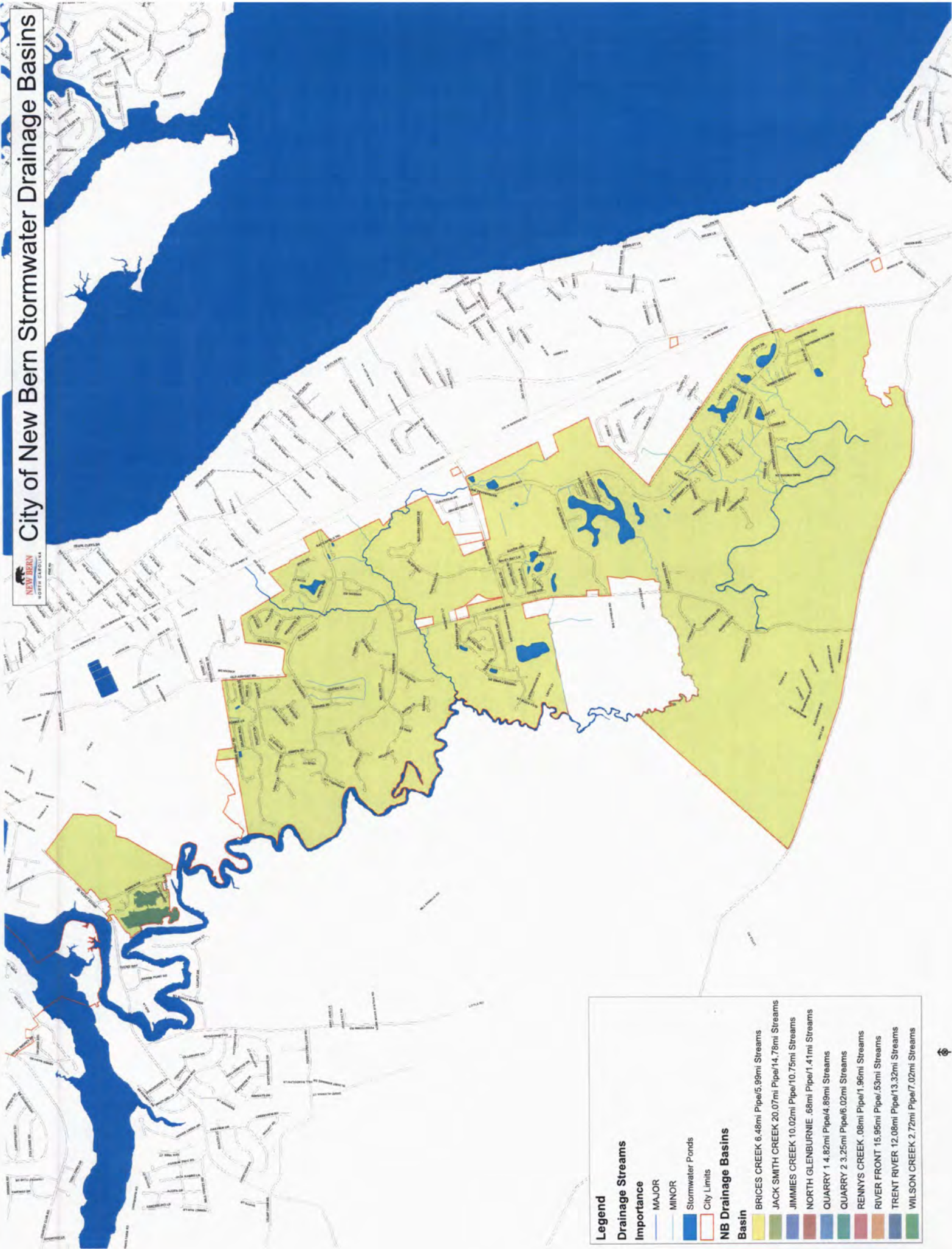
RENNYS CREEK .08mi Pipe/1.96mi Streams

RIVER FRONT 15.95mi Pipe/53mi Streams

TRENT RIVER 12.08mi Pipe/13.32mi Streams

WILSON CREEK 2.72mi Pipe/7.02mi Streams

City Limits



Legend

Drainage Streams

Importance

- MAJOR
- MINOR
- Stormwater Ponds
- City Limits

NB Drainage Basins

Basin

- BRICES CREEK 6.48mi Pipe/5.99mi Streams
- JACK SMITH CREEK 20.07mi Pipe/14.78mi Streams
- JIMMIES CREEK 10.02mi Pipe/10.75mi Streams
- NORTH GLENBURNIE .68mi Pipe/1.41mi Streams
- QUARRY 1 4.82mi Pipe/4.89mi Streams
- QUARRY 2 3.25mi Pipe/6.02mi Streams
- RENNYS CREEK .08mi Pipe/1.96mi Streams
- RIVER FRONT 15.95mi Pipe/.53mi Streams
- TRENT RIVER 12.08mi Pipe/13.32mi Streams
- WILSON CREEK 2.72mi Pipe/7.02mi Streams



Hurricane Florence - Category A & D (Drainage Improvements)
RFQ Evaluation Rankings

NEW BERN NORTH CAROLINA	RFQ - REVIEWERS				TOTAL SCORE
	Matt Montanye Director of Public Works	George Chiles Staff Engineer	Jordan Hughes, PE City Engineer	Lori Colon Purchasing Manager	
Draper Aden Associates	125	129	126	119	499
LDSI Engineering	121	108	123	142	494
MBF Architects	105	119	121	137	482
Avolis Engineering	110	61	115	137	423
Summit Engineering	108	91	109	115	423
Wethrell Engineering	108	69	106	127	410

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Street Lighting Request for Howard St.

Date of Meeting: 1/14/2020	Ward # if applicable: 1
Department: Public Utilities	Person Submitting Item: Charles Bauschard
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	Customer requested additional street lighting at Howard St between Queen and Cypress Streets.
Actions Needed by Board:	Approval of Request
Backup Attached:	Memo, Resolution, Street Lighting Request Form, Cost Analysis and location map

Is item time sensitive? ☐Yes ☒No

Will there be advocates/opponents at the meeting? ☐Yes ☒No

Cost of Agenda Item: Electric \$1,010.83, Public Works \$16.88/mo

If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? ☒Yes ☐No

Additional Notes:

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
Brenda E. Blanco
City Clerk

TO: Mark Stephen, City Manager
FROM: Charles Bauschard, Director of Public Utilities
DATE: December 23, 2019
SUBJECT: Request for Additional Street Lighting from Resident

Background Information:

In August of 2010, the Board of Aldermen adopted a procedure for addressing requests for additional street lighting from residents. This procedure requires Electric Utilities to evaluate the area of the request. The existing lighting must also comply with or be brought up to the American National Standard Practice for Roadway Lighting.

The Department of Public Utilities has received a request from a resident for additional street lighting infrastructure in the area of 866 Howard St. This area was evaluated, and it was determined that it does not meet the City's light standard. The recommendation and cost estimate is included.

Recommendation:

Upon completion of the staff's evaluation, I recommend the Board of Aldermen approve the resolution for the addition of a streetlight near 866 Howard St.

RESOLUTION

THAT WHEREAS, the City of New Bern has adopted the American National Standard Practice for Roadway Lighting as the design standard for new street lighting installations within the City of New Bern; and

WHEREAS, the standard outlines the level of lighting necessary for the safe interaction of pedestrians and vehicles along municipal roadways; and

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

That the Mayor and the City Clerk be and they are hereby authorized and directed to accept the installation and costs to the Department of Public Utilities and Public Works for additional street lighting infrastructure along Howard Street, in the area between Queen and Cypress Streets, in order to comply with the adopted standard.

ADOPTED THIS 14TH DAY OF JANUARY 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Street Lighting Request Form

REQ# **09**

Customer Name: **Terry Forney**

Customer Address: **866 Howard St**

Phone Number of Requestor: **252-725-0778**

Area of Request:

Howard St between Queen St and Cypress St.

(Street address, intersection, general description, etc)

Pole # (If known):

Sent to Police Department Date:

Police Recommendations:

All items below this must be filled out by an Electric Department Engineer

Electric Department Engineer: **Dustin Cayton**

Evaluation Results/Recommendation:

Two areas of Howard St does not meet the City of New Bern's lighting standard. I recommend to install a 72W LED area light on an 8' arm on pole #1188 and pole #3572.

Estimated Cost to Electric Department: **\$1,010.83**

Estimated Cost to Public Works: **\$16.88/month**

NEW BERN ELECTRIC

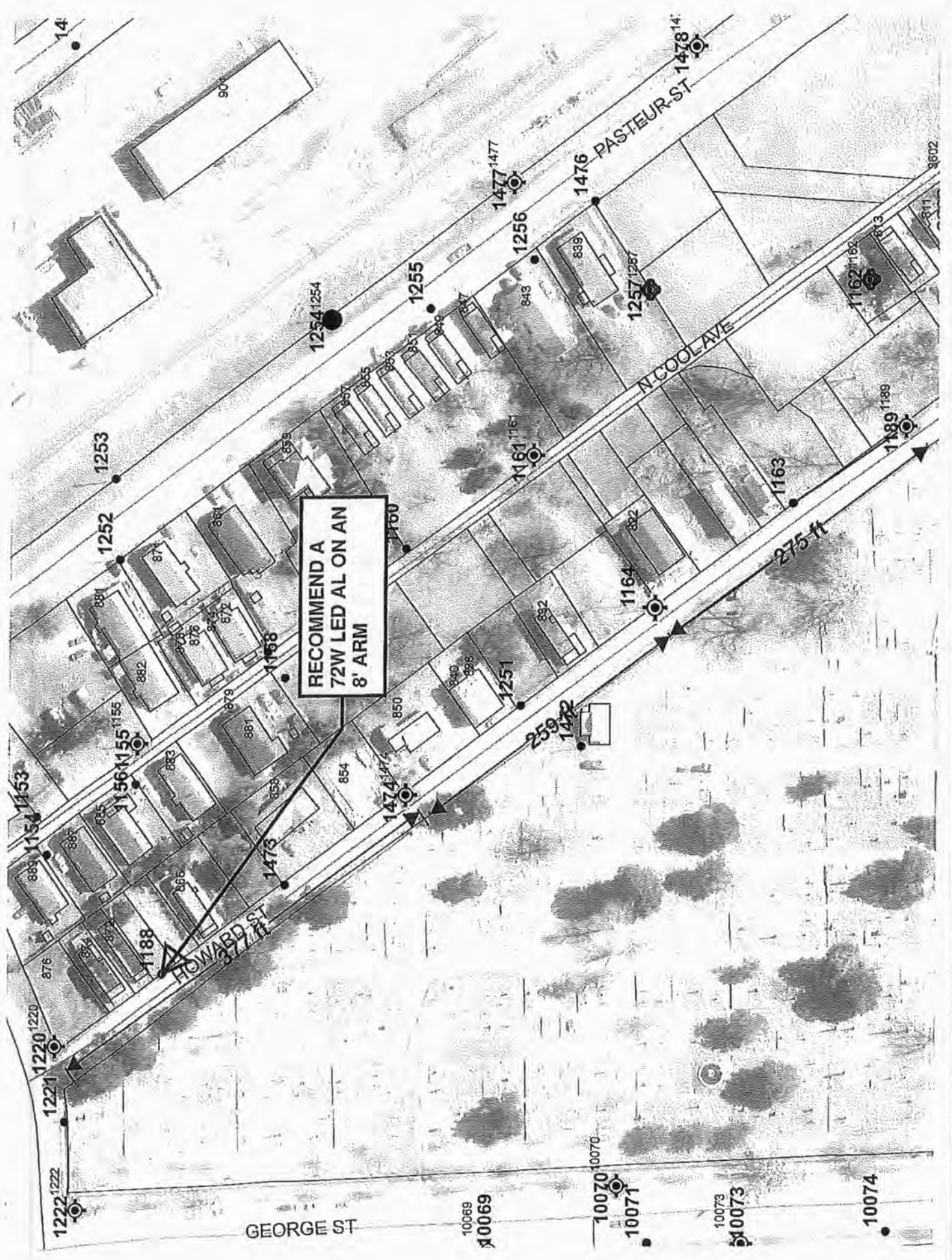
DATE:12-05-19

W.O.# Street Light REQ 99

CUSTOMER:

LOCATION: Howard St

LABOR	QUANTITY	REG. HOURS	OT HOURS	RATE	TOTALS
Crew Leader	1	3	0	\$ 46.10	\$ 138.30
2nd Class	1	3	0	\$ 30.38	\$ 91.14
				TOTAL	\$ 229.44
EQUIPMENT	QUANTITY	HOURS		RATE	TOTALS
Bucket Truck 65'	1	3		\$ 45.50	\$ 136.50
				TOTAL	\$ 136.50
MATERIAL	QUANTITY		PRICE		TOTALS
8' arm	2		\$ 106.80		\$ 213.60
72W LED Street Light	2		\$ 188.47		\$ 376.94
#6 ACSR Tpx	10		\$ 0.40		\$ 4.00
Photo Cell	2		\$ 4.08		\$ 8.16
				TOTAL	\$ 602.70
				SUB TOTAL	\$ 988.64
				7%TAX	\$ 42.19
				TOTAL JOB	\$ 1,010.83



RECOMMEND A
72W LED AL ON AN
8' ARM

GEORGE ST

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10073

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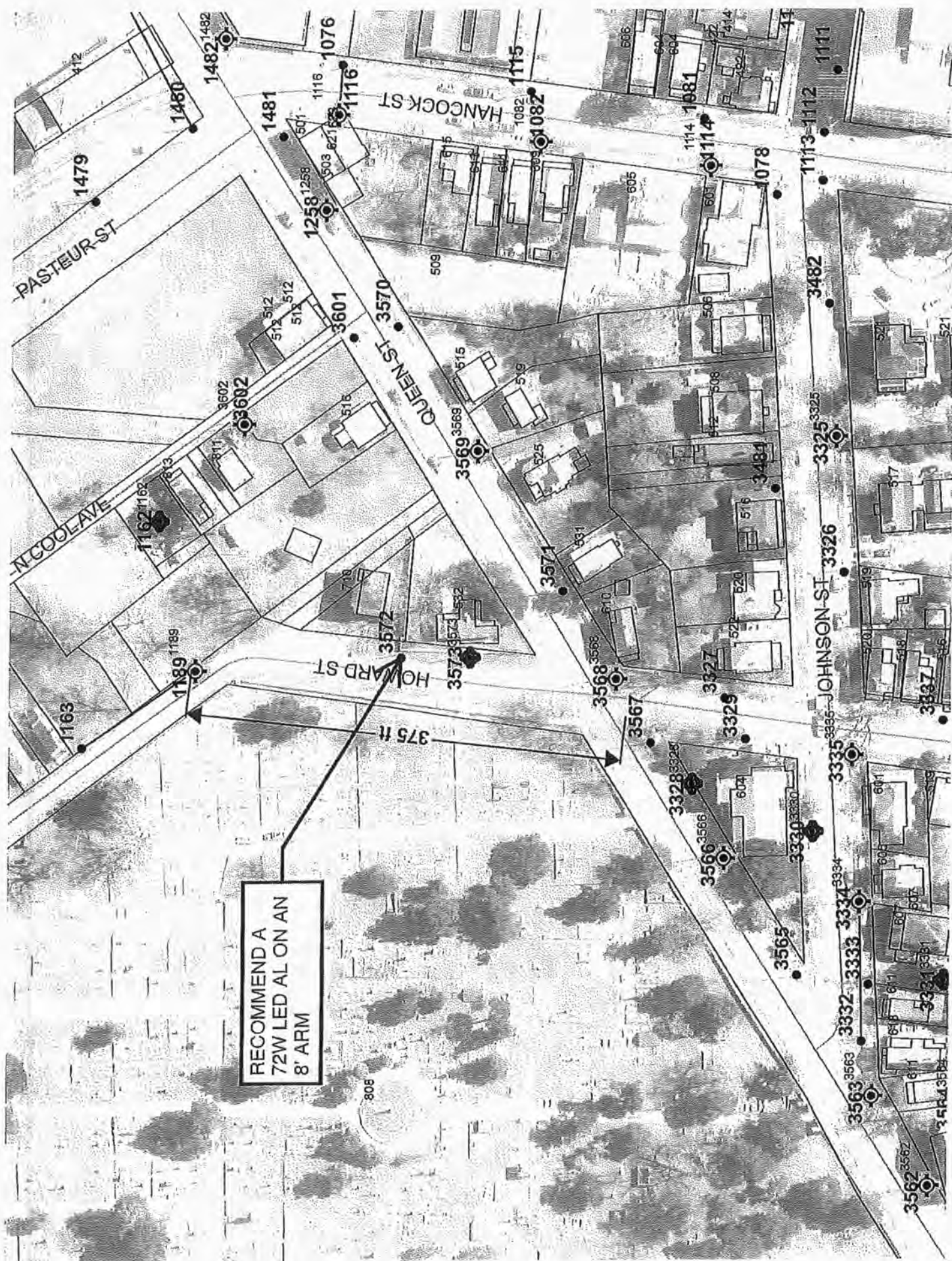
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AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution for Street Lighting Request for Tryon Road

Date of Meeting: 1/14/2020	Ward # if applicable: 1
Department: Public Utilities	Person Submitting Item: Charles Bauschard
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	Customer requested additional street lighting at section of Tryon Rd, in front of 1902 Tryon Rd.
Actions Needed by Board:	Approval of Request
Backup Attached:	Memo, Resolution, Street Lighting Request Form, Cost Analysis and location map

Is item time sensitive? ☐Yes ☒No

Will there be advocates/opponents at the meeting? ☐Yes ☒No

Cost of Agenda Item: Electric \$583.48, Public Works \$8.44/mo

If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? ☒Yes ☐No

Additional Notes:

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

Brenda E. Blanco
City Clerk

TO: Mark Stephen, City Manager
FROM: Charles Bauschard, Director of Public Utilities
DATE: December 23, 2019
SUBJECT: Request for Additional Street Lighting from Resident

Background Information:

In August of 2010, the Board of Aldermen adopted a procedure for addressing requests for additional street lighting from residents. This procedure requires Electric Utilities to evaluate the area of the request. The existing lighting must also comply with or be brought up to the American National Standard Practice for Roadway Lighting.

The Department of Public Utilities has received a request from a resident for additional street lighting infrastructure in the area of 1902 Tryon Rd. This area was evaluated, and it was determined that it does not meet the City's light standard. The recommendation and cost estimate is included.

Recommendation:

Upon completion of the staff's evaluation, I recommend the Board of Aldermen approve the resolution for the addition of a streetlight near 1902 Tryon Rd.

RESOLUTION

THAT WHEREAS, the City of New Bern has adopted the American National Standard Practice for Roadway Lighting as the design standard for new street lighting installations within the City of New Bern; and

WHEREAS, the standard outlines the level of lighting necessary for the safe interaction of pedestrians and vehicles along municipal roadways; and

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

That the Mayor and the City Clerk be and they are hereby authorized and directed to accept the installation and costs to the Department of Public Utilities and Public Works for additional street lighting infrastructure on Tryon Road, specifically in the area of 1902 Tryon Road, in order to comply with the adopted standard.

ADOPTED THIS 14TH DAY OF JANUARY 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Street Lighting Request Form

REQ#

Customer Name:

Customer Address:

Phone Number of Requestor:

Area of Request:

(Street address, intersection, general description, etc)

Pole # (if known):

Sent to Police Department Date:

Police Recommendations:

All items below this must be filled out by an Electric Department Engineer

Electric Department Engineer:

Evaluation Results/Recommendation:

Estimated Cost to Electric Department:

Estimated Cost to Public Works:

NEW BERN ELECTRIC

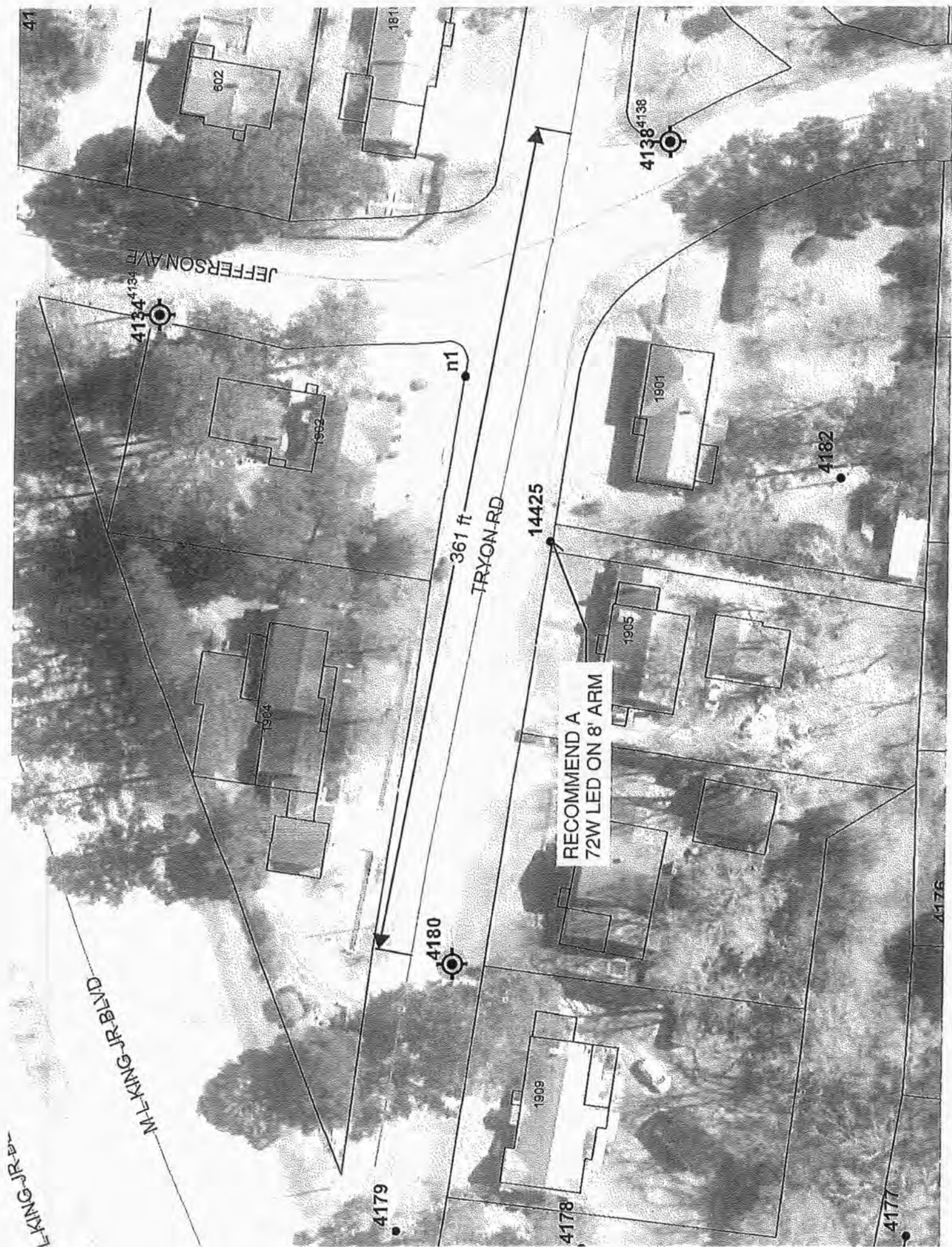
DATE:12/12/19

W.O.# Street Light REQ 100

CUSTOMER:

LOCATION: Tryon Rd

LABOR	QUANTITY	REG. HOURS	OT HOURS	RATE	TOTALS
Crew Leader	1	2	0	\$ 46.10	\$ 92.20
2nd Class	1	2	0	\$ 30.38	\$ 60.76
				TOTAL	\$ 152.96
EQUIPMENT	QUANTITY	HOURS		RATE	TOTALS
Bucket Truck 65'	1	2		\$ 45.50	\$ 91.00
				TOTAL	\$ 91.00
MATERIALS	QUANTITY	PRICE			TOTALS
8' arm	1	\$106.80			\$ 106.80
72W LED Street Light	1	\$188.47			\$ 188.47
Photo Cell	1	\$4.08			\$ 4.08
#6 ACSR TPX	5	\$0.40			\$ 2.00
				TOTAL	\$ 301.35
				SUB TOTAL	\$ 545.31
				7% TAX	\$ 38.17
				TOTAL JOB	\$ 583.48



AGENDA ITEM COVER SHEET

Agenda Item Title:

Ordinance Amendment to Chapter 30 Fire Protection

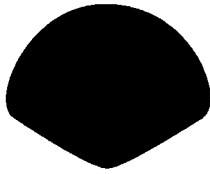
Date of Meeting: January 14, 2020	Ward # if applicable: Ward 4
Department: Fire	Person Submitting Item: Danny Hill, Fire Marshal
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	Request received to install above-ground fuel storage tanks at the new Highway Patrol facility located at 1001 Downey Drive. An amendment to Chapter 30 Fire Protection Ordinances would be required.
Actions Needed by Board:	Consider adopting ordinance amendment
Backup Attached:	Copy of Resolution, 1001 Downey Drive Overview Map, 1404 Final Plat 2019.002.11, Above Ground Storage Tank Memo, and Section 30-40 Changes

Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: None
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes: The current site will no longer be used for an above-ground storage tank site. Therefore, we are not adding any additional sites within the city; just moving locations. The current site on Neuse Boulevard does not have an approved district within the city Ordinance.



NEW BERN
NORTH CAROLINA
FIRE-RESCUE DEPARTMENT

Battalion Chiefs
Dennis Tyndall - A Shift
William Smith, IV - B Shift
R. Scott Gladson - C Shift

Robert M. Boyd, Jr.
Fire-Rescue Chief

1401 Neuse Boulevard
P.O. Box 1129
New Bern, NC 28563-1129
(252) 639-2931

~ Proudly Serving Since 1845 ~

Division Chiefs
Daniel T. Hill, Jr., Fire Marshal
James P. McConnell, Training Officer

MEMO

TO: Mayor and Board of Aldermen

FROM: Daniel T. Hill, Jr., Fire Marshal

SUBJECT: Approve Ordinance Amending Chapter 30 "Fire Prevention and Protection" of the Code of Ordinances of the City of New Bern for Above- Ground Storage Tank located at 1001 Downey Drive

DATE: December 12, 2019

Background Information:

New Bern Fire-Rescue Department has received a request from the property owner, to install above-ground fuel storage tanks as part of the construction project for the new Highway Patrol Facility. According to Section 30-40 of Article II "Fire Prevention Code" of Chapter 30 "Fire Prevention and Protection" of the Code of Ordinances of the City of New Bern, we must amend the ordinance at this address as an approved district for above-ground storage.

Recommendation:

It is the recommendation of New Bern Fire-Rescue Department that the Board of Aldermen approve to amend Section 30-40 of Article II "Fire Prevention Code" of Chapter 30 "Fire Prevention and Protection" of the Code of Ordinances of the City of New Bern to add the property located at 1001 Downey Drive as a newly approved district for above-ground storage.

Everything comes together here.

AN ORDINANCE TO AMEND ARTICLE II. FIRE PREVENTION CODE OF CHAPTER 30 “FIRE PREVENTION AND PROTECTION” OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Fire Department of the City of New Bern recommends that certain amendments be made to Article II. “Fire Prevention Code” of Chapter 30 “Fire Prevention and Protection” of the Code of Ordinances of the City of New Bern; and

WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect said revisions to Article II. “Fire Prevention Code” of Chapter 30 “Fire Prevention and Protection” of the Code of Ordinances of the City of New Bern.

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

SECTION 1. That Section 30-40. “Districts in which flammable, combustile liquids and liquefied petroleum gases may be stored.” of Article II. “Fire Prevention Code” of Chapter 30 “Fire Prevention and Protection” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by adding subsection (19) to Section 30-40 as follows:

“Sec. 30-40. Districts in which flammable, combustile liquids and liquefied petroleum gases may be stored.

There are 19 districts in which storage of flammable and combustile liquids are liquefied petroleum gases in outside aboveground tanks are permitted. The districts are particularly described as follows:

- ...
- (19) *District 19.* All that certain tract or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina being more particularly described as follows: Being all of that certain tract identified as Lot 4, 278,627 sq ft, 6.40 acres more or less, as the same is shown and delineated on that certain map prepared by McKim & Creed, dated February 11, 2019 entitled “Subdivision Plat of Lot 4 Craven 30 West – 1001 Downey Drive” and said map being recorded on February 18, 2019 in Book I, Page 134H of the Craven County Register of Deeds. Reference to said map being hereby made for a more perfect description of said property. The above-described tract of land is the Troop A-6 Office of the North Carolina Highway Patrol.”

SECTION 2. This ordinance shall be effective from and after the date of its adoption.

ADOPTED THIS 14th DAY OF JANUARY, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Sec. 30-40. - Districts in which flammable, combustible liquids and liquefied petroleum gases may be stored.

There are ~~48~~ 19 districts in which storage of flammable and combustible liquids are liquefied petroleum gases in outside aboveground tanks are permitted. The districts are particularly described as follows:

- (1) *District 1.* Beginning at the intersection of the northern right-of-way line of Queen Street and the shoreline of the Neuse River; thence, in a southwesterly direction along and with northern right-of-way of Queen Street to the eastern right-of-way of Pasteur Street; thence, in a northeasterly direction along and with the northern right-of-way line of Cypress Street; thence, in a southwesterly direction along and with the northern right-of-way line of Cypress Street to the eastern right-of-way line of National Avenue; thence, in a northwesterly direction along and with the eastern right-of-way line of National Avenue to the southern right-of-way line of Dunn Street; thence, in a northeasterly direction along and with southern right-of-way line of Dunn Street to the eastern right-of-way line of North Craven Street; thence, in a northwesterly direction along and with eastern right-of-way line of North Craven Street to a point where it would intersect the southern right-of-way line of Avenue "D" if extended eastwardly; thence, in a northeasterly direction along and with such southern right-of-way of Avenue "D" extended to the shoreline of the Neuse River; thence, in a southeasterly direction along and with the shoreline of the Neuse River to the northern right-of-way line of Queen Street, the place of beginning.
- (2) *District 2.* Beginning at the intersection of the southern right-of-way line of Park Avenue and the western right-of-way line of First Street; thence, in a southerly direction along and with the western right-of-way line of First Street to the southwesternmost corner or the property of the City of New Bern; thence, in a northerly direction along and with the western line of the City of New Bern property to the northern right-of-way line of Davis Street; thence, in a westerly direction along and with the northern right-of-way line of Davis Street to the eastern right-of-way line of Rhem Street; thence, in a northerly direction along and with the southern right-of-way line of Park Avenue; thence, in a northeasterly direction along and with the southern right-of-way line of Park Avenue to the western right-of-way of First Street, the place of beginning.
- (3) *District 3.* Beginning at a point in the northern right-of-way line of the Atlantic and East Carolina Railroad 145 feet measured in a northwesterly direction from the centerline of South Glenburnie Road (Secondary Road 1402); thence, in a northwesterly direction along and with the northern right-a-way line of the Atlantic and East Carolina Railroad 160 feet to a point; thence, in a southwesterly direction and perpendicular to such railroad right-a-way 70 feet to a point; thence, in a southeasterly direction 161.5 feet to a point which is 52 feet measured perpendicular from the centerline of such Atlantic and East Carolina Railroad; thence, in a northeasterly direction and perpendicular to the centerline of the said railroad right-a-way 48 feet to the right-a-way of such railroad, to the point of beginning.
- (4) *District 4.* Beginning at the intersection of Powell's Branch and the southwestern right-of-way line of N.C. 55 (Neuse Blvd.); thence, with the southwestern right-of-way line of N.C. 55 to the southwestern right-of-way line of Bosch Boulevard; thence, with the southeastern right-of-way line of Bosch Boulevard (Secondary Road 1304) in a southwesterly direction 822 feet to a point; thence, in a southeasterly direction on parallel with N.C. 55 to the center of the run of Powell's Branch; thence, up and with the meandering of the centerline of the run such Powell's Branch to the southwestern right-of-way of N.C. 55, the place of beginning.
- (5) *District 5.* Beginning at a point in the northwestern right-of-way line of Bosch Boulevard (Secondary Road 1304), north 66 degrees 00 minutes east, 890.0 feet from the centerline of the Atlantic and East Carolina Railroad; thence, along and with the northwestern right-of-way line of Bosch Boulevard (formerly Stanley Boulevard), north 66 degrees 00 minutes east, 1220.0 feet to a point; thence, north 24 degrees 00 minutes west, 950.0 feet to a point; thence, south 66

degrees 00 minutes west and parallel with Bosch Boulevard, 1220.0 feet to a point; thence, south 24 degrees 00 minutes east, 950.00 feet to the northwestern right-of-way line of Bosch Boulevard, the place of beginning.

- (6) *District 6.* Beginning at a point which lies north 66 degrees 00 minutes east, 69.45 feet from a point where the southern right-of-way line of Bosch Boulevard (formerly Stanley Boulevard) extended westwardly south 66 degrees 00 minutes west would intersect the centerline of the Atlantic and East Carolina Railroad, such point of beginning; thence, north 66 degrees 00 minutes east, 1302.84 feet along and with the southern right-of-way line of Bosch Boulevard (Secondary Road 1304) to a point; thence, south 24 degrees 00 minutes east, 1351.49 feet to a point; thence, north 67 degrees 57 minutes west, 1877.21 feet to the point of beginning.
- (7) *District 7.* Beginning at the intersection of the northern right-of-way line of the Atlantic and East Carolina Railroad and western right-of-way line of Racetrack Road (Secondary Road 1220); thence, north 68 degrees 15 minutes east, 624.98 feet along and with the northern right-of-way line of the Atlantic and East Carolina Railroad; thence, north 27 degrees 05 minutes east, 210.0 feet to a point; thence, south 68 degrees 15 minutes west, 524.98 feet to a point; thence, north 27 degrees 05 minutes east, 40.0 feet to a point; thence, south 68 degrees 15 minutes east, 100.0 feet to the western right-of-way line of Racetrack Road; thence, south 27 degrees 05 minutes east, 250.0 feet along and with the western right-of-way line of Racetrack Road to the northern right-of-way line of the Atlantic and East Carolina Railroad, the place of beginning.
- (8) *District 8.* Beginning at a point in the western right-of-way line of Racetrack Road (N.C.S.R. 1220), said point of beginning being located the following courses and distances from the intersection of the centerline of Racetrack Road (N.C.S.R. 1220) and the centerline of the Atlantic and North Carolina Railroad right-of-way; South 28° 10' 45" West 99.61 feet; thence, North 67° 25' 22" West 30.15 feet to the point or place of beginning, said point of beginning being the point of intersection of the western right-of-way line of Racetrack Road and the southern right-of-way line of the Atlantic and North Carolina Railroad right-of-way. Thence from said point of beginning, so located, along and with the western right-of-way line of Racetrack Road South 28° 10' 45" West 329.49 feet to a point; thence continuing along and with the western right-of-way line of Racetrack Road South 28° 03' 02" West 160.00 feet to a point; thence leaving Racetrack Road North 73° 03' 56" West 33.95 feet; thence North 73° 03' 56" West 607.63 feet to a point in a wire fence; thence along and with the wire fence North 86° 12' 27" West 2,031.18 feet to a point; thence continuing along and with the wire fence North 20° 25' 04" East 1,205.19 feet to a point in the southern right-of-way line of the aforesaid Atlantic and North Carolina Railroad right-of-way; thence along and with the southern right-of-way line of the Atlantic and North Carolina Railroad right-of-way South 67° 25' 22" East 2,654.29 feet to the point or place of beginning.
- (9) *District 9.* Being all of that tract of land on the south side of Bachelors Creek and on the southeast side of Taylors Creek, being all of Lots 171, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197 and 198, as shown on a map entitled, "subdivision of James M. West Estate Oaks Farm, near New Bern, North Carolina," this map being of record in Map Book 3, Page 53, Craven County Registry, and the property formerly owned by New Bern Assembly of God Church.
- (10) *District 10.* Beginning at a point in the northerly right-of-way line of Clarendon Boulevard (U.S. Highway 17), which point is its point of intersection with the centerline of Jimmies Creek; thence, along and with the right-of-way line south 80 degrees 10 minutes west, 274.00 feet, and south 84 degrees 20 minutes west, 232 feet; thence, north 9 degrees 40 minutes west, 545 feet, more or less, in part along and with a chain link; thence, north 80 degrees 20 minutes east, in part along and with another segment of such fence and the north line of a garage, 635 feet, more or less, to the centerline of Jimmies Creek; thence, along and with the centerline of Jimmies Creek the following courses and distances, to the northern right-of-way line of U.S. Highway 17, the point of beginning: South 32 degrees 40 minutes east 50 feet south 06 degrees 40 minutes east 100.00 feet, south 03 degrees 30 minutes west 68.00 feet, South 05 degrees 50 minutes east 65.00 feet, south 39 degrees 25 minutes west 56.00 feet, south 15 degrees 10

minutes west 58.00 feet, south 10 degrees 20 minutes west 74.00 feet, south 37 degrees 50 minutes 74.40 feet, south 29 degrees 00 minutes east 49.20 feet.

The district is a portion of the property occupied by New Bern Coca-Cola Bottling Works, Inc.

- (11) *District 11.* Beginning at a point near the northwest side of the one-story brick building occupied by Pepsi Cola Bottling Company of New Bern, which point is located the following courses and distances from a concrete monument in the northern right-of-way line of U.S. Highway 17 (Clarendon Boulevard), which monument is located at "Point K," as depicted on Parcel 3 of a plat which appears of record in Map Book 12, at Page 35, in the office of the Register of Deeds of Craven County: North 18 degrees 14 minutes west 363.0 feet, and south 70 degrees 16 minutes 10 seconds west, 250.0 feet; thence, from such point of beginning, south 70 degrees 16 minutes 10 seconds west, 50.0 feet to a point; thence, north 19 degrees 43 minutes 50 seconds west, 50.0 feet to a point; thence, north 70 degrees 16 minutes 10 seconds east, 50.0 feet to a point; thence, south 19 degrees 43 minutes 50 seconds east, 50.0 feet, to the point of beginning. Bearings herein referenced to magnetic North per Deed Book 1025, Page 602, Craven County Registry.

The district is a portion of the property occupied by Pepsi Cola Bottling Company of New Bern.

- (12) *District 12.* Beginning at a point marked by an iron pipe in the northern right-of-way line of U.S. Highway 17 which stands 450.4 feet measured westwardly along the northern right-of-way line of U.S. Highway 17 from its intersection with the western right-of-way line of N.C. Secondary Road No. 1219, the right-of-way of U.S. Highway 17 being 100 feet from the centerline. Thence from such point of beginning along and with the northern right-of-way line of U.S. Highway 17 North 87° 57' West 200.0 feet to an iron pipe; thence North 4° 35' West 657.8 feet to an iron pipe; thence South 87° 55' East 200.0 feet to an iron pipe in the line of the North Carolina Forest Service property; thence South 4° 35' East 657.8 feet to the northern right-of-way line of U.S. Highway 17, the point of beginning, containing 3.0 acres, more or less.
- (13) *District 13.* Flammable, combustible liquids—State of North Carolina, Department of Environment, Health and Natural Resources, Division of Forest Resources, 3850 Highway 17 South. All that certain parcel of land situate, lying and being in the City of New Bern, Craven County, North Carolina, which is more particularly described as follows:

Beginning at a point in the northern edge of the right-of-way of U.S. Highway No. 17, which point is located 207 feet westwardly from the western edge of the right-of-way of SR-1219; thence, North 87 degrees 55 minutes West 243.4 feet along the northern edge of the right-of-way of U.S. Highway 17 to a point; thence, North 4 degrees 35 minutes West 1,020.5 feet to the southern edge of the Seaboard Coastline Railroad right-of-way to a point; thence, North 88 degrees 51 minutes East 516.0 feet along the southern edge of the right-of-way of the Seaboard Coastline Railroad right-of-way to a point; thence, South 09 degrees 41 minutes West 1,051.2 feet to the point of beginning, containing 8.78 acres.

The above-described tract of land is the District Four Headquarters of the North Carolina Forest Service.

- (14) *District 14.* All that certain parcel of land upon which is located the above ground oil storage facility at the Craven Regional Medical Center in the City of New Bern, Township Number Eight, Craven County, North Carolina and being more particularly described as follows:

Beginning at the southwest corner of said facility, said corner being located the following courses and distances from a PK nail at the intersection of the northern right-of-way line of Neuse Boulevard and the eastern right-of-way line of Hospital Drive North 40 degrees 38 minutes 00 seconds East 850.68 feet, South 72 degrees 31 minutes 16 seconds East 65.70 feet and North 17 degrees 28 feet 44 seconds East 48.62 feet; thence from said point of beginning North 17 degrees 28 feet 44 seconds East 46.00 feet; thence South 72 degrees 31 feet 16 inches East 44.00 feet thence South 17 degrees 28 minutes 44 seconds West 46.00 feet;

thence North 72 degrees 31 minutes 16 seconds West 44.00 feet to the point of beginning, containing 2,024 square feet, more or less, and being a portion of that certain tract of land conveyed by deed recorded in Deed Book 1158, Pages 783 and 788 at the Office of the Craven County Register of Deeds.

- (15) *District 15.* All that certain tract or parcel of land lying and being situate in the City of New Bern, Number Eight Township of Craven County, North Carolina and being more particularly described as follows:

Beginning at a set new metal stake located the following two courses and distances from a found existing concrete control monument located at the southeast corner of Lot 1, Final Plan of Academy Green, Section One, Phase One Subdivision, duly recorded in Plat Cabinet G, Slides 39-G & 39-H in the Craven County Registry: North 09 degrees 02 minutes 52 seconds East 490.00 feet to a found existing metal stake at the southeast corner of Lot 14, Final Plan of Academy Green, Section One, Phase One, thence North 68 degrees 53 minutes 37 seconds East 963.91 feet to a set new metal stake the point of beginning, thence from said point of beginning, North 02 degrees 22 minutes 48 seconds West 25.00 feet to a set new metal stake, thence North 87 degrees 37 minutes 12 seconds East 25.00 feet to a set new metal stake, thence South 02 degrees 22 minutes 48 seconds East 25.00 feet to a set new parker kalon nail, thence South 87 degrees 37 minutes 12 seconds West 25.00 feet to the place and point of beginning, containing 625 square feet or 0.01 Acres. North herein referenced to Plat Cabinet G, Slide 39-H. Parcel being a portion of the property as described according to Deed Book 1216, Page 533, duly recorded in the Craven County Register of Deeds. The above described property is further identified as Tract 1, Survey for The New Bern-Craven County Board of Education prepared by Suitt & Associates, PA, Chet M. Suitt, PLS L2995, dated July 16, 2008.

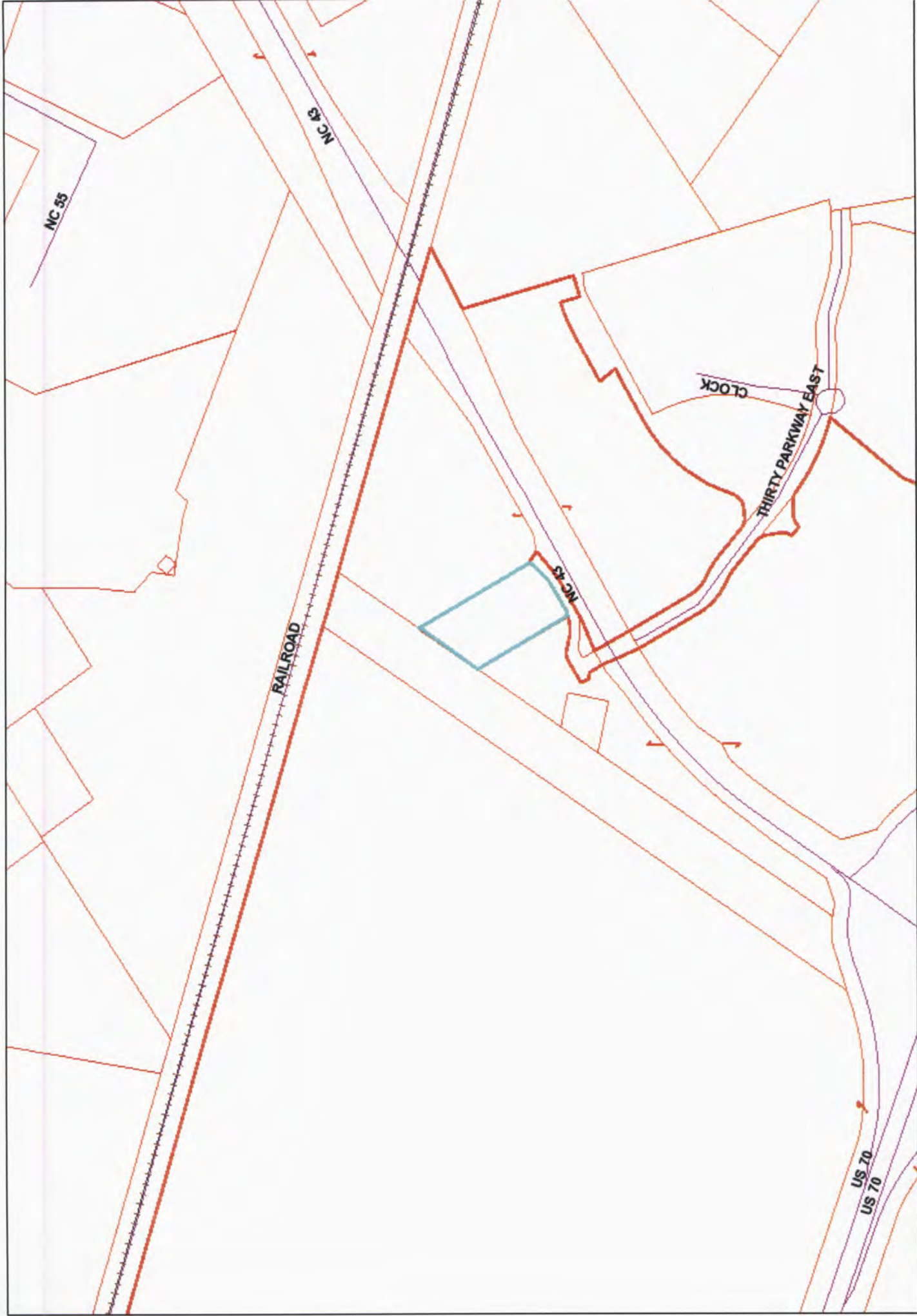
The district is a portion of the property owned by the New Bern-Craven County Board of Education and is the location of the New Bern Senior High School.

- (16) *District 16.* Beginning at a point in the northern right-of-way line of N.C. Highway 55 (Neuse Boulevard) with said point being located South 37° 10' 00" East 194.16 feet from the point where the centerline of North Carolina Railroad Track intersects with said northern right-of-way of said N.C. Highway 55; thence from the point of beginning and continuing along and with the northern right-of-way line of said N.C. Highway 55 South 37° 10' 00" East 688.16 feet to a point; thence leaving the N.C. Highway 55 right-of-way North 52° 50' 00" East 413.49 feet to a point in the North Carolina Railroad right-of-way line set 100 feet more or less from the centerline of the railroad track; thence North 68° 10' 00" West 802.83 feet along and with said North Carolina Railroad right-of-way line to the point of beginning and being 3.27 acres more or less in area.
- (17) *District 17.* Commencing at an existing PK nail in the centerline intersection of NC 55 and Pleasant Hill Drive, and running South 62° 46' 24" East 37.63 feet to a magnetic nail set in the centerline of NC 55; thence South 25° 40' 55" West 2,364.52 feet to an existing iron pipe; thence North 86° 31' 31" East 794.24 feet to an axle spring, being the POINT OF BEGINNING. Thence from said point of beginning South 68° 35' 25" East 310.21 feet to an existing iron pipe; thence South 63° 42' 03" East 130.98 feet to a point; thence North 27° 20' 59" East 11.22 feet to a point; thence South 68° 35' 22" East 199.03 feet to an existing iron pipe; thence South 27° 28' 14" West 398.73 feet to an axle spring; thence North 62° 37' 13" West 701.97 feet to an existing iron pipe at the head of a ditch; thence North 38° 29' 01" East 338.41 feet to the point of beginning, containing 5.5 acres, more or less. This district is property owned by the City of New Bern and is the location of the City of New Bern Water Resources site.
- (18) *District 18.* Being all of that parcel identified by Craven County parcel identification number 8-240-031 and owned by the City of New Bern consisting of approximately 4.77 acres, which is bounded on the northwest by Glenburnie Road and by properties of Carteret Pride Carwash, LLC (Parcel No. 8-240-092, Deed Book 1448, Page 88) and McDonalds Real Estate Company (Parcel Nos. 8-240-200 and 8-240-035-B, Deed Book 3033, Page 563, Craven County Registry); on the northeast by U.S. Highway 55 (Neuse Boulevard); on the southeast by properties of Riverbanks Properties, LLC (Parcel No. 8-240-050, Deed Book 3264, Page 354) and FCV, LLC (Parcel No. 8-212-022, Deed Book 3482, Page 899); and on the southwest by

property of Edward R. Griffiths, Jr. (Parcel No. 8-240-205, Deed Book 2587, Page 54). This district is the water plant property owned by the City of New Bern and is located at 2825 Neuse Blvd.

(19) District 19. All that certain tract or parcel of land lying and being situate in Number

Eight (8) Township, Craven County, North Carolina being more particularly described as follows: Being all of that certain tract identified as Lot 4, 278,627 sq ft, 6.40 acres more or less, as the same is shown and delineated on that certain map prepared by McKim & Creed, dated February 11, 2019 entitled "Subdivision Plat of Lot 4 Craven 30 West – 1001 Downey Drive" and said map being recorded on February 18, 2019 in Book I, Page 134H of the Craven County Register of Deeds. Reference to said map being hereby made for a more perfect description of said property. The above-described tract of land is the Troop A-6 Office of the North Carolina Highway Patrol.



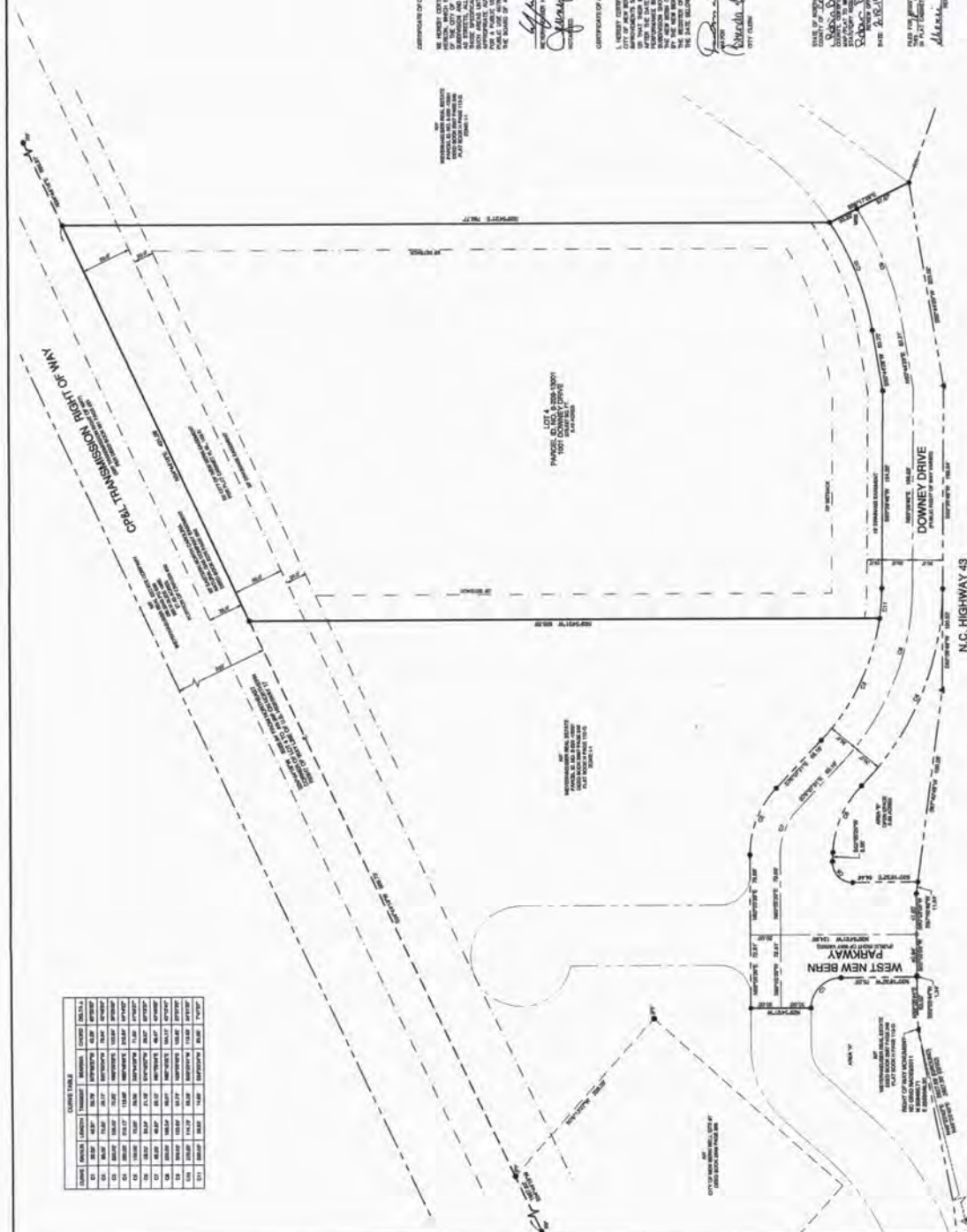
Craven County GIS 1001 Downey Drive

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on December 12, 2019 at 8:07:12 AM



1 inch = 746 feet



[illegible]

SIGNIFICANCE OF COMMUNITY AND DISTANCE

[illegible]

[Signature]

James S. Wilson

CERTIFICATES OF APPROVAL BY THE CITY OF NEW BEDEN

AND THAT THEIR INSTALLATION ON COMPLETION MEETS THE LSC (17) STANDARDS.

AFTER THE DATE BELOW HAS BEEN EXHAUSTED BY THE POSTING OF A PERFORMANCE BOND OR OTHER SUFFICIENT SURETY, AND THAT THE SUBROVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE NEW MEXICO CITY CODE, AND THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE NEW MEXICO BOARD OF ALTERNATE SUBJECT TO ITS BEING RECORDED IN

Donna E. Outlan 2-15-19

City Clerk _____
 Mayor _____
 Date 2-15-19



STATE OF NORTH CAROLINA
COUNTY OF CONDORE
Robert D. Baker SENIOR OFFICER OF Condores
OATH: COME TO THE TEST OF MY KNOWLEDGE AND BELIEF THE
MAP/PLAN TO WHICH THIS CERTIFICATION IS APPLIED MEETS THE
REQUIREMENTS OF THE NORTH CAROLINA

REVIEW OFFICER: Robert Becker
DATE: 2-18-69

PAID FOR REPRODUCTION OF: \$15.00 u.c. 00097-019
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Memo: A check-out for American Express

REGISTER OF CHANGES OF STATUS


 Date Rec'd: 10/03/2019
 Recorded: 05/18/2019, 08:18:25 AM
 File Ref: 8271-02 Page 5 of 5
 (MAGNET, General Search, Track 1)

U. I. No. 134H

CRAVEN 20 WEST - 1991 DRAINAGE
LOT 4
OF
SUBDIVISION PLAT

CRAVEN 30 WEST - 1001 DOWNET
OWNER: WEYERHAEUSER NR COMB
CITY OF NEW BERN, TOWNSHIP 8, CRAVEN COUNTY, NC
FEBRUARY 11, 2019

1000

SITE DATA	
TOTAL AREA	8.13 ACRES
NUMBER OF LOTS	1
AREA IN LOT	8.40 ACRES
OPEN SPACE AREA	0.22 ACRES

▲ = NEAREST RIGHT-OF-WAY DRAIN
● = HIGH ROAD SET (40 MILES)
● = LOW ROAD FOUND

● BP	=	BIG PIPE FLOOR
● MS	=	MAG MAIL SET
△	=	MOSE MONUMENT
□	=	CALCULATED POINT
N/W	=	RIGHT OF WAY
DB	=	OTO ROCK

PG = PAGE
N/P = NOW/FORMERLY

[illegible]

SURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT
CONSIDERED AS A PART OF THIS SURVEY. NO
STEMENT IS MADE CONCERNING THE EXISTENCE OF
CONTAMINANTS OR CHEMICAL CONTAMINANTS ON FACILITIES
OR THE USE OF DEVELOPMENT OF THIS TRACT.

EXISTENCE OR NONEXISTENCE OF MINERALS ON
THE PROPERTY HAD NOT BEEN DETERMINED BY THIS SURVEY.

RIGHT TO ALL EASEMENTS, RIGHT OF WAY, AND IN
TERESTS SHALL BE PRESERVED TO THE PROPERTY.

THIS DOCUMENT CONTAINS NEITHER RECOMMENDATIONS NOR
CONCLUSIONS OF THE NATIONAL BUREAU OF STANDARDS
AND IS NOT INTENDED TO BE USED IN LEGAL PROCEEDINGS

IS SURVEY CREATES A SUBDIVISION OF LAND THAT REQUIRES APPROVAL FROM THE CITY OF NEW YORK BEFORE IT CAN BE USED FOR RECREATION.

MY ORIGINAL SIGNATURE REGISTRATION NUMBER AND DATE OF REG A.D. 2019

Paul L. Jones Jr

JONES, JR.
NATIONAL LAND SURVEYOR L-36772



JOHN F. MURPHY

SCALE:	1" =
CAD NUMBER:	VA101-009100
FILE:	DL
PARTY CHECK:	AC
CAD TECH:	
FIELD BOOK/PAGE:	
TRAINING NUMBER:	2111

SHEET 1 OF 1