CITY OF NEW BERN BOARD OF ALDERMEN MEETING SEPTEMBER 08, 2020 – 6:00 P.M. CITY HALL COURTROOM 300 POLLOCK STREET

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

Consent Agenda

- 4. Consider Approving a Proclamation for HistoriCorps.
- 5. Consider Accepting a Petition to Annex Property at 215 Bernhurst Road and Adopting a Resolution to Call for a Public Hearing on the Annexation.
- 6. Approve Minutes.

- 7. Conduct a Public Hearing on the 2020-2021 CDBG Draft Annual Action Plan.
- 8. Consider Adopting a Resolution to Close Specific Streets for MumFeast 2020.
- 9. Discussion of Radio Project Upgrade.
- 10. Consider Adopting a Resolution Approving the Submission of an Application to the Local Government Commission for Financing of a Radio Project Upgrade and the Pleasant Hill Community Building.
- 11. Consider Adopting a Resolution Approving the Financing of a Radio Project Upgrade and the Pleasant Hill Community Building.
- 12. Consider Adopting a Resolution Approving the Financing of Fire Apparatuses.
- 13. Consider Adopting a Resolution Approving the Financing of FY20-21 Capital Purchases.
- 14. Consider Adopting a Budget Ordinance Amendment for the Coronavirus Relief Funds.
- 15. Consider Adopting a Resolution Approving a Utility Preliminary Engineering Agreement with NCDOT for the US 70 Havelock Bypass.
- 16. Consider Adopting an Amendment to the 2019 Electric Improvements Project Fund.

- 17. Consider Adopting an Amendment to Section 46-2 "Discharge of Firearms or Pellet Guns" of Chapter 46 of the Code of Ordinances.
- 18. Consider Adopting a Resolution Approving the Addition of a Street Light on Brookshire Drive.
- 19. Appointment(s).
- 20. Attorney's Report.
- 21. City Manager's Report.
- 22. New Business.
- 23. Closed Session.
- 24. Adjourn.

Aldermen

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



CITY OF NEW BERN

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 Mary M. Hogan Director of Finance

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager A

Date: September 2, 2020

Re: September 8, 2020 Agenda Explanations

1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Best. 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 Approving a Proclamation for HistoriCorps.

Jeannie Tyson requested a proclamation for HistoriCorps, a 501(c)(3) nonprofit comprised of volunteers who assist with the preservation of historic structures on public lands.

5. Consider Accepting a Petition to Annex Property at 215 Bernhurst Road and Adopting a Resolution to Call for a Public Hearing on the Annexation.

(Ward 1) Mary Kerr Rowlett has petitioned the City to annex her property located at 215 Bernhurst Road, which is a 2.21-acre lot located in Number 2 Township. It is requested a public hearing be scheduled for and conducted on September 22, 2020 to consider this request. A memo from Jeff Ruggieri, Director of Development Services, is attached.

6. Approve Minutes.

Draft minutes from August 25, 2020 meeting are provided for review and approval.

7. Conduct a Public Hearing on the 2020-2021 CDBG Draft Annual Action Plan.

The CDBG Annual Action Plan serves as the City's application for funding under the Entitlement Cities Program. The plan provides a summary of the actions, activities, and specific federal and non-federal resources that will be used to address the priority needs and specific goals identified in the Strategic Plan section of the Consolidated Plan for the year 2020. The FY20-21 CDBG draft Annual Action Plan has been on display for public inspection since August 28, 2020. It is requested the Board conduct a public hearing to receive comments on the plan, after which no additional action is needed at this meeting. The plan will be presented to the Board at its September 22nd meeting for consideration of adoption. A memo from Amanda Ohlensehlen, Community and Economic Development Manager, is attached.

8. Consider Adopting a Resolution to Close Specific Streets for MumFeast 2020.

(Ward 1) In response to the COVID-19 pandemic, MumFest has been safely reimaged and renamed as MumFeast. Lynne Harakal, Executive Director of Swiss Bear, has requested to use the "Talbot's lot" at 304 and 308 South Front Street and to block off 5 parking spaces adjacent to the lot on each Friday and Saturday in October. Additionally, it was requested that the 200-300 blocks of Middle Street, 300-400 blocks of Pollock Street, and the 200 block of Craven Street be closed each of those days from 5 p.m. to 10 p.m. A memo from Foster Hughes, Director of Parks & Recreation, is attached along with the request and application from Swiss Bear.

9. Discussion of Radio Project Upgrade.

The Police Department made a presentation at the Board's July 28, 2020 meeting about the need for an upgrade to the radio system. After some discussion and a desire was voiced to possibly join forces with Craven County and Havelock, a motion was made to table the decision on the upgrade. Staff is available to answer additional questions the Board may have. If the Board decides to move forward, the next two agenda items will authorize staff to secure approval and obtain financing for the upgrade. A memo from Police Chief Toussaint Summers is attached.

10. Consider Adopting a Resolution Approving the Submission of an Application to the Local Government Commission for Financing of a Radio Project Upgrade and the Pleasant Hill Community Building.

To proceed with the radio system upgrade and the Pleasant Hill Community Center Building, authorization is needed to file an application with the Local Government Commission ("LGC") for approval of the financing. Once the application is submitted, it is anticipated the LGC will consider approval at their November 3, 2020 meeting. The combined financing for both projects is estimated not to exceed \$1,803,895. After receiving LGC approval, the City will need to hold a public hearing on the financing. A memo from Mary Hogan, Director of Finance, is attached.

11. Consider Adopting a Resolution Approving the Financing of a Radio Project Upgrade and the Pleasant Hill Community Building.

Proposals were sought from three banks for the financing of the radio project upgrade and the construction of the Pleasant Hill Community Center Building. As mentioned above, the total loan amount will not exceed \$1,803,895. BB&T was the only bank to respond, and it offered a loan term of 10 years with a fixed interest rate of 1.75%. A memo from Mrs. Hogan is attached.

12. Consider Adopting a Resolution Approving the Financing of Fire Apparatuses.

The Fiscal Year 2019-20 budget approved the purchase of two fire apparatuses, a Sutphen Pumper and a Sutphen Aerial platform. Proposals were sought from three banks for the financing of the fire trucks for an amount not to exceed \$1,720,621. Again, BB&T was the only bank to respond. The proposed term of the loan is 15 years with a fixed interest rate of 2.060%. A memo from Mrs. Hogan is attached.

13. Consider Adopting a Resolution Approving the Financing of FY20-21 Capital Purchases.

The current year's budget approved certain capital equipment and vehicle purchases. Financing proposals were sought from three banks, and BB&T was the

only bank to respond. The proposed term for the \$1,210,673 loan is 59 months with a fixed interest rate of 1.190%. A memo from Mrs. Hogan is attached.

14. Consider Adopting a Budget Ordinance Amendment for the Coronavirus Relief Funds.

Session Law 2020-4 appropriated funding for the Coronavirus Relief Fund as issued by the NC Pandemic Recovery Office. Of the funds designated for Craven County, the County allotted \$497,477 to the City of New Bern for expenses that support the County's CRF plan. This budget amendment will acknowledge and appropriate this funding for various medical, public health, safety and compliance costs associated with COVID-19. A memo from Mrs. Hogan is attached.

15. Consider Adopting a Resolution Approving a Utility Preliminary Engineering Agreement with NCDOT for the US 70 Havelock Bypass.

The NC Department of Transportation ("NCDOT") has requested the City relocate its electric utilities to facilitate highway construction of the US 70 Havelock Bypass. The preliminary engineering costs are estimated at \$81,800. Similar to agreements approved at the Board's last meeting for other projects, this agreement recognizes and establishes the estimated cost and terms for reimbursement from NCDOT. The balance of reimbursable engineering and construction expenses will be forthcoming as a separate agreement. A memo from Charlie Bauschard, Director of Public Utilities, is attached.

16. Consider Adopting an Amendment to the 2019 Electric Improvements Project Fund.

This capital project ordinance will appropriate funding for expenses related to the NC Department of Transportation ("DOT") utility relocation projects. As recently discussed, the City will relocate some of its electric and fiber infrastructure to facilitate some of DOT's roadway improvement projects. Most of the expenses associated with the electric relocation will be reimbursed by DOT. While the total costs of the projects have not been identified, the amendment provides for estimated costs of \$2,301,814. A memo from Mrs. Hogan is attached.

17. Consider Adopting an Amendment to Section 46-2 "Discharge of Firearms or Pellet Guns" of Chapter 46 of the Code of Ordinances.

Changes have been made to Section 46-2 of the Code of Ordinances to include a new section for the allowance of indoor firing ranges. Currently, there is no provision for indoor ranges. A brief memo from Mr. Ruggieri is attached.

18. Consider Adopting a Resolution Approving the Addition of a Street Light on Brookshire Drive.

Roseanna Cash, a resident on Brookshire Drive, requested additional street lighting at the cul-de-sac on her street. The Department of Public Utilities evaluated the area and determined the current lighting meets the City's light standard. However, the Police Department recommended the installation of an additional light. The estimated cost of installing a light is \$2,095.18, and the monthly utility charge for service will be \$20.28. A memo from Mr. Bauschard is attached.

19. Appointment(s).

Kandi Midgette-Ward resigned from the Stanley White Advisory Committee on August 26, 2020. A new appointment is needed to fill this vacancy.

- 20. Attorney's Report.
- 21. City Manager's Report.
- 22. New Business.
- 23. Closed Session.
- 24. Adjourn.

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Approving a Proclamation for HistoriCorps

Date of Meeting: 9/8/2020	Ward # if applicable:
Department: City Clerk	Person Submitting Item: Brenda Blanco
Call for Public Hearing: □Yes⊠No	Date of Public Hearing:

Explanation of Item:	Jeannie Tyson requested a proclamation for HistoriCorps, a nonprofit that has been vital in the restoration of the New Bern Academy.
Actions Needed by Board:	Consider approving the proclamation
Backup Attached:	Request from Jeannie Tyson

Is item time sensitive? □Yes ⊠No

Will there be advocates/opponents at the meeting? \Box Yes \boxtimes No

Cost of Agenda Item: \$0

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

Additional Notes:

City of New Bern Mayor's Office



- WHEREAS, HistoriCorps is a 501(c)(3) nonprofit that provides a workforce of volunteers with all skill levels and hands-on experience for the purpose of preserving historic structures that have fallen into disrepair on public lands across America; this action ensures America's cultural and historical resources will exist for generations to come; and
- WHEREAS, the mission of HistoriCorps is to save and sustain historic places for public benefit through partnerships that foster public involvement, engage volunteers, and provide training and education; and
- WHEREAS, in its first decade, HistoriCorps has logged 187,908 volunteer hours across 268 preservation projects in 31 states and territories; New Bern has been fortunate to experience the benefits of HistoriCorps' efforts; and
- WHEREAS, the New Bern Academy was established in March of 1764 when the North Carolina legislature authorized New Bern to build "a house for a school and residence for the school master"; work began in 1765 and was finished by April of 1767; this public school quickly earned a reputation as "one of the best regulated schools of its kind in America"; and
- WHEREAS, the New Bern Academy's original building was destroyed by fire in 1795; leaders convinced the legislature to authorize the raising of funds for a new schoolhouse, and in 1810 the academy moved into a handsome, new brick building and continued to serve as a school until 1971; it now houses a Civil War museum; and
- WHEREAS, HistoriCorps recognized the importance of this structure and has undertaken total restoration of the building as one of their projects; the project will include complete restoration of the brick and mortar, repair of the wooden parts of the structure including the window sills and the now copula and entrance portico of the building itself; the project was broken down into three phases, and the final phase will be completed by the end of October in this year; and
- **NOW THEREFORE**, I, Dana E. Outlaw, Mayor of the City of New Bern, on behalf of the New Bern Board of Aldermen, do hereby proclaim the importance and significance of the work performed by HistoriCorps and acknowledge their invaluable contribution to historical preservation in New Bern.
- **IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of the City of New Bern this 8th day of September in the Year of Our Lord Two Thousand and Twenty.

Dana E. Outlaw, Mayor

City Hall - New Bern, North Carolina 28563 - (252) 636-4000

Brenda Blanco

From: Sent: To: Subject: Dana Outlaw <dana@danaoutlaw.com> Tuesday, September 1, 2020 10:12 PM Brenda Blanco Fwd: Proclamation

------ Forwarded message ------From: Dana Outlaw <<u>dana@danaoutlaw.com</u>> Date: Tue, Sep 1, 2020 at 10:12 PM Subject: Re: Proclamation To: JEANNIE TYSON <jeannietyson56@gmail.com>

Will get to work on it

On Tue, Sep 1, 2020 at 6:07 PM JEANNIE TYSON < jeannietyson56@gmail.com > wrote:

Dana:

Below is the information about the volunteer group called Historic Corps that I spoke to you about.

When we announce the proclamation I am hoping someone from their group will attend. Possibly a visit by our honorable mayor and aldermen at some point in time.

Thanks for your help.

Jeannie Tyson

252/670-5356

HistoriCorps is a 501(c)3 nonprofit organization that provides volunteers of all skill levels with a hands-on experience preserving historic structures on public lands across America. Volunteers work with HistoriCorps field staff to learn preservation skills and put those skills to work saving historic places that have fallen into disrepair. HistoriCorps works to ensure America's cultural and historical resources exist for generations to come.

Their mission is to save and sustain historic places for public benefit through partnerships that foster public involvement, engage volunteers and provide training and education. New Bern Academy was established in March of 1764 when the North Carolina legislature authorized the town of New Bern to build "a House for a school and Residence for the School Master". Work began in 1765 and was finished by April 1767. "The Public School in New Bern" quickly earned a reputation as "one of the best regulated schools of its kind in America."

When its original frame building was destroyed by fire in 1795, leaders convinced the legislature to authorize the raising of money for a new schoolhouse, and in 1810 the academy moved into a "handsome new brick building". The Academy building continued to serve as a school until 1971. It now houses a Civil War Museum.

HistoricCorps recognized the importance of this structure and has undertaken the total restoration of this building as one of their restoration projects which includes total restoration of the brick and mortar, repair of the wooden parts of the structure including the window sills and now the copula and entrance portico of the building itself. This project was broken down into three phases with Phases I and II completed. Phase III will be completed by the end of October.

ReplyForward

NOTE: Please be advised, City of New Bern email addresses changed to user@newbernnc.gov as of October 23rd 2018. Please update your address book accordingly. Thank you for your assistance with this change. -----

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you are not the intended recipient, you must destroy this message and inform the sender immediately. This electronic mail message and any attachments, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time. It also may contain information which is confidential within the meaning of applicable federal and state laws.

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Accepting a Petition to Annex Property at 215 Bernhurst Road and Adopt a Resolution to Call for a Public Hearing on the Annexation.

Date of Meeting: 9/8/2020	Ward # if applicable: Ward 1
Department: Development Services	Person Submitting Item: Jeff Ruggieri, Director of Development Services
Call for Public Hearing: \square Yes \square No	Date of Public Hearing: 9/22/2020

Explanation of Item:	The Board of Alderman is requested to call for a Public Hearing to consider annexation to the City of New Bern Parcel ID 2-036-078 owned by Mary Kerr Rowlett, consisting of 2.21 +/- acres, located at 215 Bernhurst Road.
Actions Needed by Board:	Adopt a resolution.
Backup Attached:	Memo, Resolution, Certificate of Sufficiency, Signed Petition from property owners, Annexation map

Is item time sensitive? UYes No	
Will there be advocates/opponents at the meeting?	

Cost of Agenda Item:

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

Additional Notes:



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

MEMORANDUM

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

FROM: Jeff Ruggieri, Director Development Services

DATE: August 28, 2020

SUBJECT: Consider Accepting a Petition to Annex Property at 215 Bernhurst Road and Adopt a Resolution to Call for a Public Hearing on the Annexation.

Background

The Board of Alderman is requested to call for a public hearing to be held on September 22, 2020 at 6:00 p.m., or as soon thereafter as possible, to consider a request by property owner; Mary Kerr Rowlett, seeking annexation to the City of New Bern Tax Parcel ID 2-036-078 consisting of 2.21 +/- acres, which said parcel is located at 215 Bernhurst Road.

Recommendation

Consider Accepting a Petition to Annex Property at 215 Bernhurst Road and Adopt a Resolution to Call for a Public Hearing on the Annexation.

Please contact Jeff Ruggieri at 639-7587 should you have any questions or need additional information.

RESOLUTION

THAT WHEREAS, the Board of Aldermen of the City of New Bern has received a petition from Mary Kerr Rowlett, bearing date August 27, 2020, seeking annexation to the City of New Bern of a parcel of land consisting of 2.21 acres, more or less, which said parcel is located at 215 Bernhurst Road in Number Two (2) Township, Craven County, more particularly identified on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, the Board of Aldermen has caused the City Clerk to investigate the sufficiency of said petition and to certify the results of her investigation; and

WHEREAS, the Board of Aldermen has received the certification of the City Clerk attesting to the sufficiency of the petition; and

WHEREAS, the Board of Aldermen desires to conduct a public hearing on September 22, 2020, in the City Hall Courtroom at 6:00 p.m. on the question of annexing to the City of New Bern the above-described parcel of land owned by Mary Kerr Rowlett.

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

Section 1. That a public hearing will be conducted by the Board of Aldermen of the City of New Bern on September 22, 2020, in the City Hall Courtroom at 6:00 p.m., or as soon thereafter as the matter may be reached, on the question of annexing to the City of New Bern the parcel of land owned by Mary Kerr Rowlett, which said parcel is located at 215 Bernhurst Road in Number Two (2) Township, Craven County, North Carolina, the boundaries of which are shown on Exhibit A attached hereto and incorporated herein by reference.

<u>Section 2</u>. That a notice of public hearing shall be published once in the *Sun-Journal* at least ten (10) days prior to September 22, 2020.

ADOPTED THIS 8th DAY OF SEPTEMBER, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



CERTIFICATE OF SUFFICIENCY

I, BRENDA BLANCO, City Clerk of the City of New Bern, North Carolina, do hereby certify that I have investigated the sufficiency of the Petition of Mary Kerr Rowlett, requesting annexation by the City of New Bern of a parcel of land located at 215 Bernhurst Road in Number Two (2) Township, Craven County, which said Petition is dated August 27, 2020, and I do hereby certify that said Petition is in order in all respects.

THIS 8th DAY OF SEPTEMBER, 2020.

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET



Agenda Item Title:

Conduct a Public Hearing on the Community Development Block Grant (CDBG) 2020-2021 Draft Annual Action Plan.

Date of Meeting: 9/8/2020	Ward # if applicable: N/A
Department: Development Services	Person Submitting Item: Amanda Ohlensehlen, Community and
Call for Public Hearing: □Yes⊠No	Economic Development Manger Date of Public Hearing: 9/8/2020
Call for Fublic Hearing. Lifes 200	Date of Fublic Hearing. 9/0/2020

Explanation of Item:	Conduct a Public Hearing on the CDBG 2020-2021 Draft Annual Action Plan. The presentation will include a summary of the actions, activities, and specific resources that will be used to address the priority needs and goals identified in the Strategic Plan section of the Consolidated Plan.
Actions Needed by Board:	Conduct a Public Hearing
Backup Attached:	Memo, Draft Plan, PowerPoint Presentation

Is item time sensitive? ⊠Yes □No

Will there be advocates/opponents at the meeting? oxtimes Yes \Box No

Cost of Agenda Item:

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

Additional Notes: A Resolution to adopt the 2020-2021 Annual Action Plan will be presented at the September 22, 2020 meeting for the Board of Aldermen to consider; this will allow the City to receive the CDBG funding allocation.



N O R T H C A R O L I N A 303 First Street, P.O. Box 1129 New Bern, NC 28563 (252)639-7587

MEMORANDUM

TO: Mayor Outlaw and Board of Aldermen

FROM: Amanda Ohlensehlen, Community and Economic Development Manager

DATE: August 28, 2020

SUBJECT: Conduct a Public hearing to Receive Public Comment on the Community Development Block Grant (CDBG) 2020-2021 Annual Action Plan Draft

Background Information:

Each year, the U.S. Department of Housing and Urban Development (HUD) requires Entitlement Cities submit their Annual Action Plan as an application for funding under the program. The Annual Action Plan provides a summary of the actions, activities, and the specific federal and non-federal resources that will be used to address the priority needs and specific goals identified in the Strategic Plan section of the Consolidated Plan for the 2020-2021 year.

For the 2020-2021 program year, the City of New Bern will receive a \$258,814 Entitlement Fund allocation and \$152,252.00 in CDBG-CV funds, which is a Federal allocation released under The Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), Public Law 116-136, for eligible community development activities to be used for COVID-19 pandemic response.

Of the \$258,814 in Entitlement Funds, 20% may be used for Planning and Administration. The City is proposing \$51,762.00 be used towards Administration, which includes staff salaries, planning activities and market studies. \$107,052.00 is proposed for Housing Rehabilitation, which will include rental housing rehabilitation and acquisition costs. Lastly, \$100,000.00 is proposed to be used towards the Duffyfield Stormwater Project for public improvements, permitting, engineering, design, and acquisition costs.

Of the \$152,252.00 in CDBG-CV funds, the City is proposing \$15,225.00 be used towards staff salaries and subrecipient monitoring; and \$137,027.00 public service funding to be used towards tenant-based rental and utility subsistence payment assistance. The City will contract with a nonprofit organization for program delivery.

On August 17, 2020, City staff held a virtual public hearing to collect public input on identified community needs and input was included in the draft plan. The 2020-2021 Annual Action Plan draft went on public display on Friday, August 28, 2020.

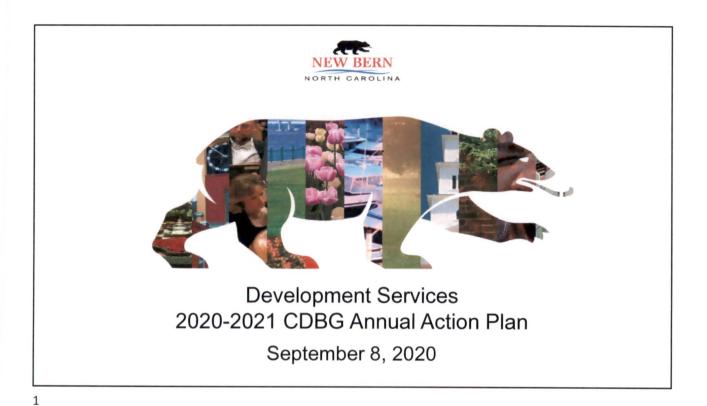
To comply with CDBG regulations, the City's Citizen Participation Plan requires that a public hearing be conducted to provide citizens a final opportunity to comment on the contents of the draft Annual Action Plan. Comments from the public will be summarized and added to the plan which will be submitted to HUD for review and approval.

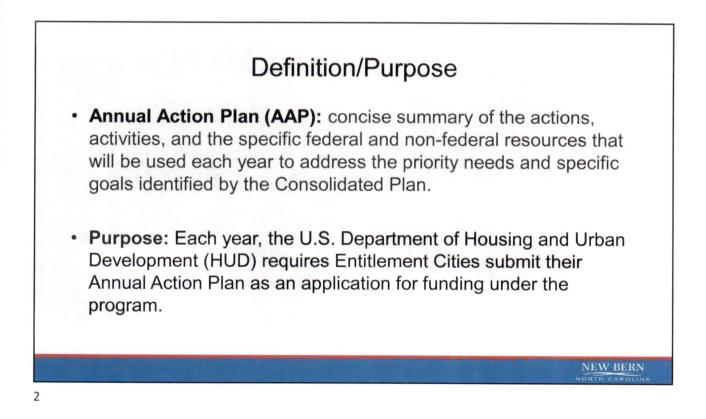
Development Services staff will provide a presentation of the plan.

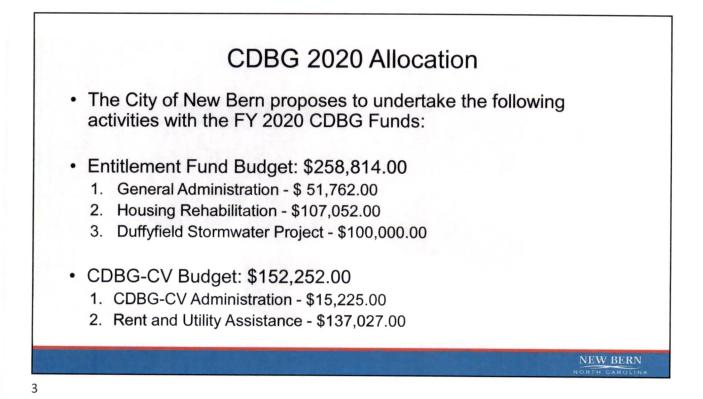
Recommendation:

That the Board conduct a Public hearing to receive comment on the 2020-2021 Draft Annual Action Plan for the Community Development Block Grant (CDBG) Entitlement Cities Program.

If you have any questions or need additional information, please contact Amanda Ohlensehlen at 252-639-7580.







		Breakdown of 2020 Projects
	Project Name	Administration
	Target Area	Low- and Moderate-Income Areas; Greater Five Points
	Goals Supported	APM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	CDBG: \$51,763
	Description	Overall program administration of the CDBG Programs, including: staff salaries, wages, and benefits; related costs to administer the programs including supplies, materials, mailings, duplications, etc.; monitoring and oversight; advertising and public hearing costs; market studies; planning activities and the preparation of the Annual Action Plan, Environmental Review Record, Consolidated Annual Performance and Evaluation Report, Fair Housing, etc.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 Organization
	Location Description	Citywide
	Planned Activities	The Matrix Code is 21A General Program Administration.

NEW BERN

Project Name	Housing Rehabilitation in the Five Points Area
larget Area	Greater Five Points
Goals Supported	HSS-3 Housing Rehabilitation
Needs Addressed	Housing Priority
unding	CDBG: \$107,052
Description	Funds will be given to the Redevelopment Commission to begin the rehabilitation work for rental property located in the Greater Five Points area. This will begin a 2-phase renovation process that will span two program years. (Multi-year activity)
arget Date	6/30/2021
Estimate the number and type of families hat will benefit from he proposed activities	1 Household Housing Unit
ocation Description	Greater 5 Points Neighborhood
lanned Activities	The National Objective is Low/Mod Housing Benefit (LMH).
nd type of families hat will benefit from he proposed activities ocation Description	Greater 5 Points Neighborhood

	Project Name	Duffyfield Stormwater Project
	Target Area	Greater Five Points
	Goals Supported	CDS-1 Infrastructure
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$100,000
	Description	Funds will be used for the Phase II study of the Duffyfield Stormwater Project. This is for engineering, permitting and possible acquisition services of properties within the project area. The project scope is TBD. (Multi-year Activity)
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 Other.
	Location Description	Duffyfield Neighborhood, City Block bounded by Biddle Street, East Street, F Street, and Railroad; City Block bounded by B Street, F Street, and Railroad; City Block bounded by Biddle Street, F Street, Fowlers Lane, and G Street, City Block bounded by Fowlers Lane, F Street, K Street, and G Street; City Block bounded by F Street, Murry Street, Sampson Street, Bloomfield Street, and K Street.
1	Planned Activities	The National Objective is Low/Mod Area Benefit (LMA).

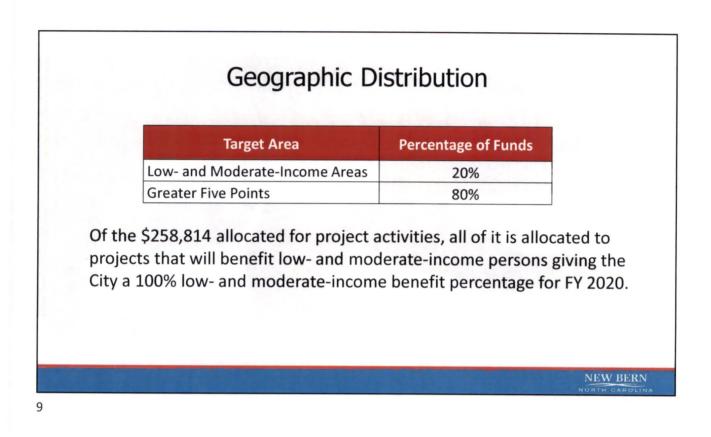
Dicur	down of 2020 Projects (cont.)
Project Name	CDBG-CV Administration
Target Area	Low/Mod Areas
Goals Supported	APM-1 Overall Coordination
Needs Addressed	Administration, Planning, and Management Priority
Funding	CDBG-CV: \$15,225
Description	Funds for the administration of the CDBG-CV grant.
Target Date	6/30/2021
Estimate the number and type of families that will benefit from the proposed activities	1 Other
Location Description	Citywide
Planned Activities	The Matrix Code is 21A General Program Administration.

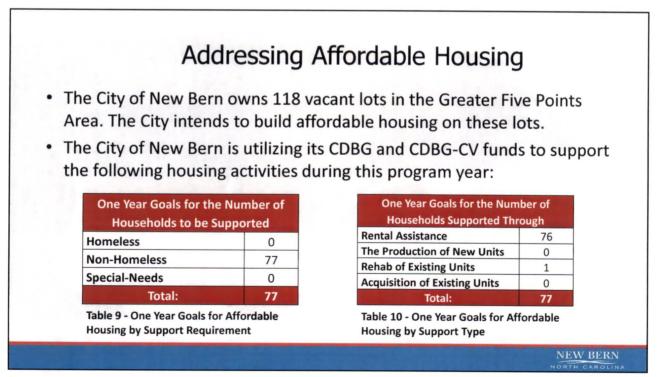
Breakdown of 2020	Projects ((cont.)
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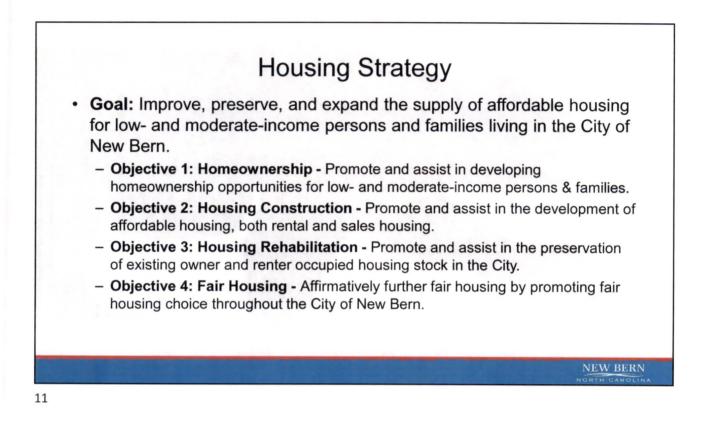
Project Name	Rent and Utility Assistance
Target Area	Low/Mod Areas
Goals Supported	HOM-3 Homeless Prevention
Needs Addressed	Homeless Priority
Funding	CDBG-CV: 137,027
Description	CDBG funds will be used to fund Religious Community Services (RCS), a faith-based organization that provides housing services, rental assistance and utility payments for low-income households who are in arrears.
Target Date	6/30/2021
Estimate the number and type of families that will benefit from the proposed activities	76 Households
Location Description	Citywide
Planned Activities	The National Objective is Low/Mod Income Housing (LMH).
	The HUD Matrix Code is 05Q Subsistence Payments.

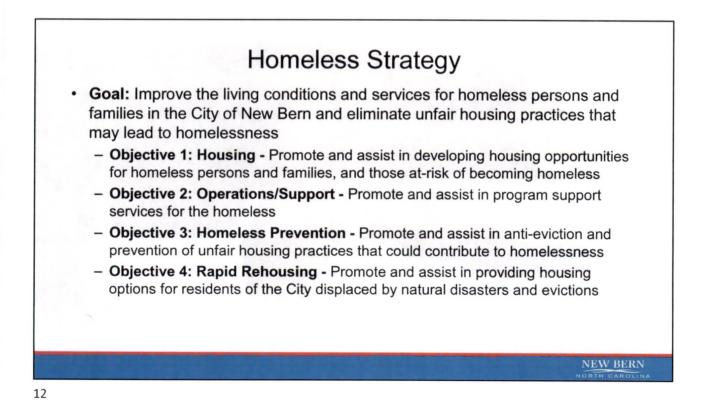
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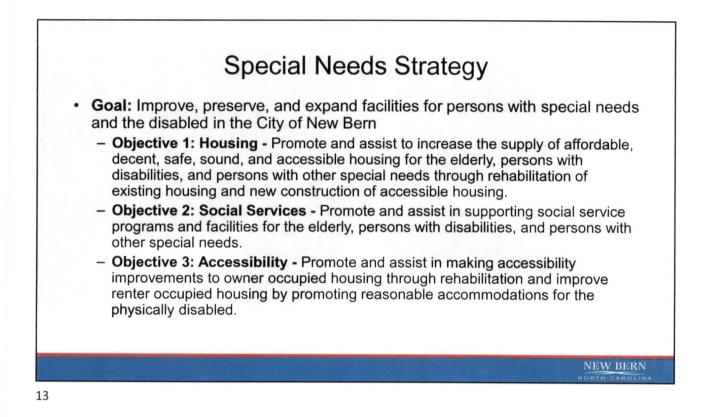
NEW BERN

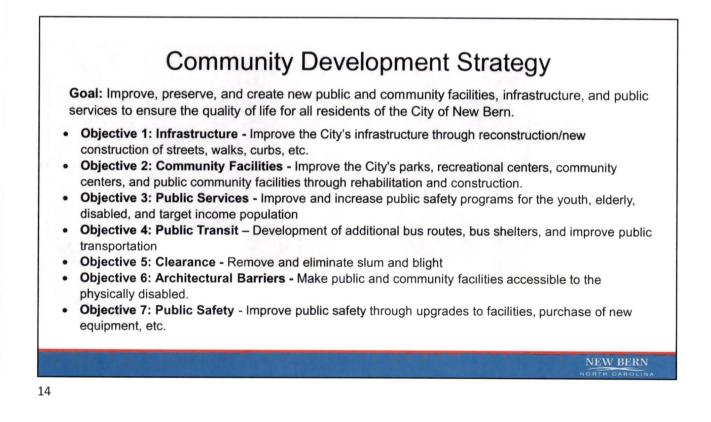


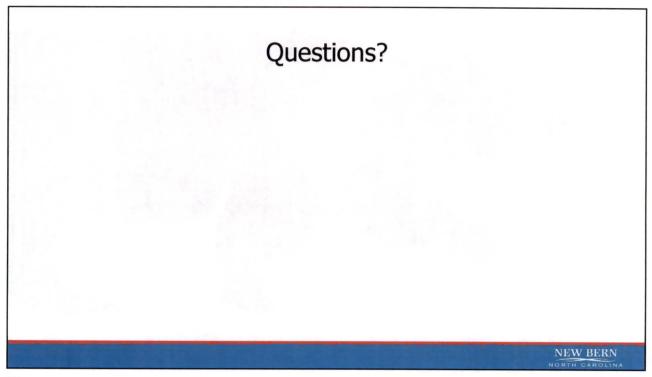


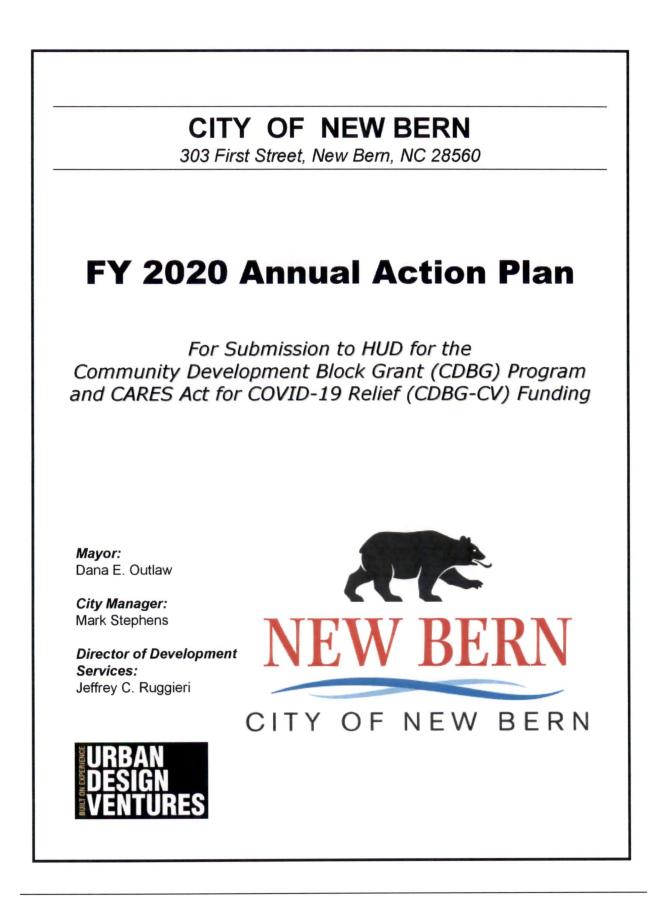














Executive Summary

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

1. Introduction

The City of New Bern, North Carolina is a Federal entitlement community under the U.S. Department of Housing & Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In compliance with the HUD regulations, the City of New Bern has prepared this FY 2020 Annual Action Plan for the period of July 1, 2020 through June 30, 2021. This Annual Action Plan is a strategic plan for the implementation of the City's Federal Programs for housing, community, and economic development within the City of New Bern. This is the second Annual Action Plan under the City's FY 2019-2023 Five-Year Consolidated Plan.

The FY 2020 Annual Action Plan is a collaborative effort of the City of New Bern, the community at large, social service agencies, housing providers, community development agencies, and economic development groups. The planning process was accomplished through public meetings, statistical data, review of the City's Comprehensive Plan, and other community plans.

During the FY 2020 Program Year, the City of New Bern will receive the following Federal funds:

• **CDBG:** \$258,814.00

The City of New Bern proposes to undertake the following activities with the FY 2020 CDBG Funds:

- 1. General Administration \$ 51,762.00
- 2. Housing Rehabilitation in the Five Points Area \$107,052.00
- 3. Duffyfield Stormwater Project \$100,000.00

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, was signed into law on Friday, March 27, 2020. HUD received \$3.064 billion in funds through the CARES Act for the Community Development Block Grant (CDBG-CV), Emergency Solutions Grant (ESG-CV), and Housing Opportunities for Persons With AIDS (HOPWA-CV) programs. The City of New Bern anticipates receiving CARES Act funds and allocating them using the FY 2020 Annual Action Plan.

Available Funds:

Through the passage of the CARES Act, the City of New Bern will receive an allocation of CDBG-CV funds. The City will receive the following grant amounts:

• CDBG-CV Funds - \$152,252.00

FY 2020 CDBG-CV Programs Budget:

The City of New Bern proposes to undertake the following activities with the FY 2020 CDBG-CV Grant funds:

FY 2020 CDBG-CV Budget -

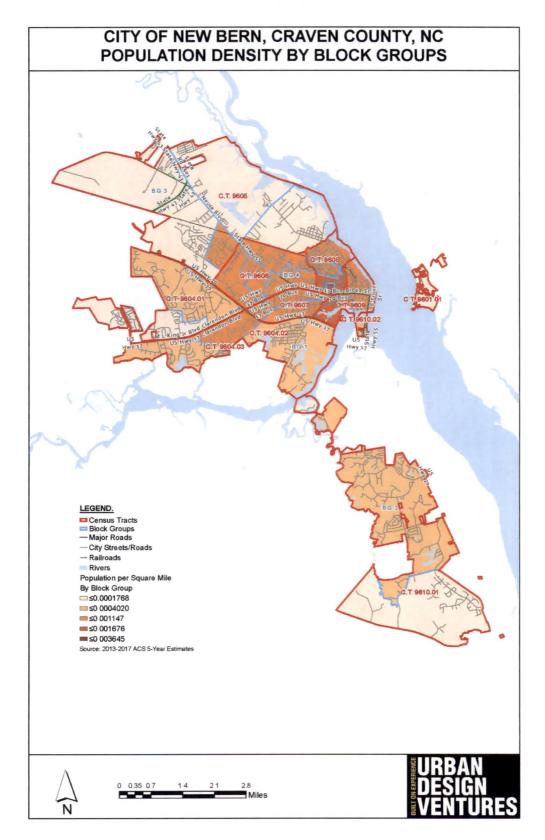
- CDBG-CV Administration \$15,225.00
- Rent and Utility Assistance \$137,027.00

Maps

The following maps which illustrate the demographic characteristics of the City of New Bern:

- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Number of People Aged 65+ by Block Group
- Percent Population Age 65+ by Block Group
- Population Density by Block Group
- Housing Density by Block Group
- Percent Owner-Occupied Housing Units by Block Group
- Percent Renter-Occupied Housing Units by Block Group
- Percent Vacant Housing Units by Block Group
- Low/Moderate Income Percentage by Block Group
- Low/Moderate Income and High Minority Concentration by Block Group

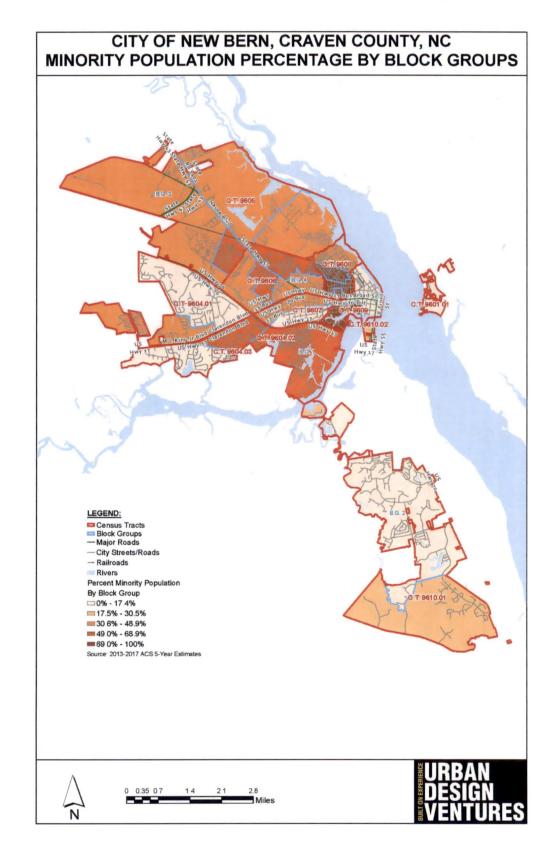
Population Density by Block Group



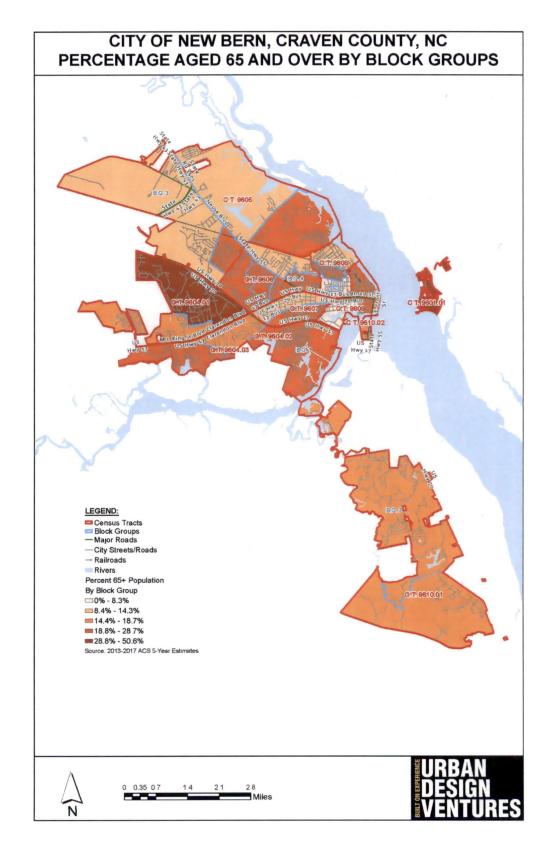
CITY OF NEW BERN, CRAVEN COUNTY, NC PERCENTAGE OF WHITE POPULATION BY BLOCK GROUPS LEGEND: Census Tracts Block Groups Major Roads -City Streets/Roads -+ Railroads Rivers Percent White Population By Block Group -0% - 17.5% = 17 6% - 43.9% = 44.0% - 59.0% **59 1% - 76.4% 76.5% - 100%** Source. 2013-2017 ACS 5-Year Estimates 0 0.35 07 14 21 2.8 N

Percent White Population by Block Group

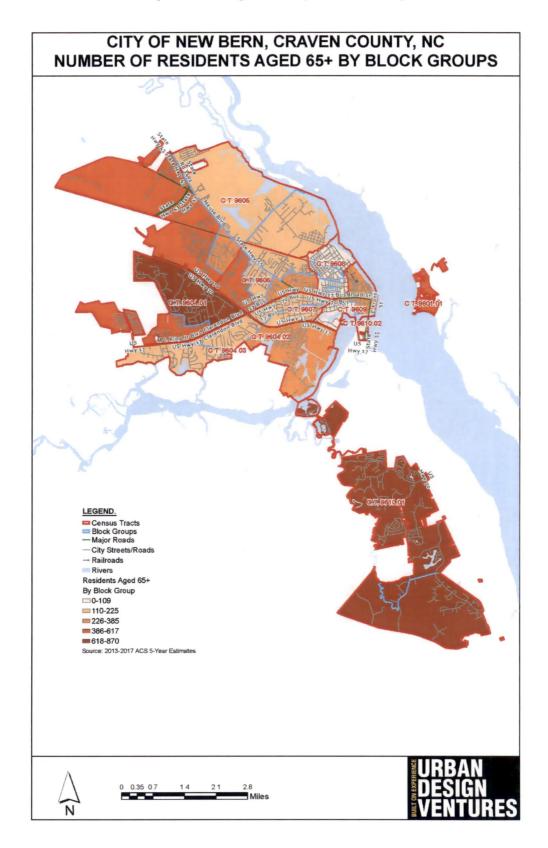
Percent Minority Population by Block Group



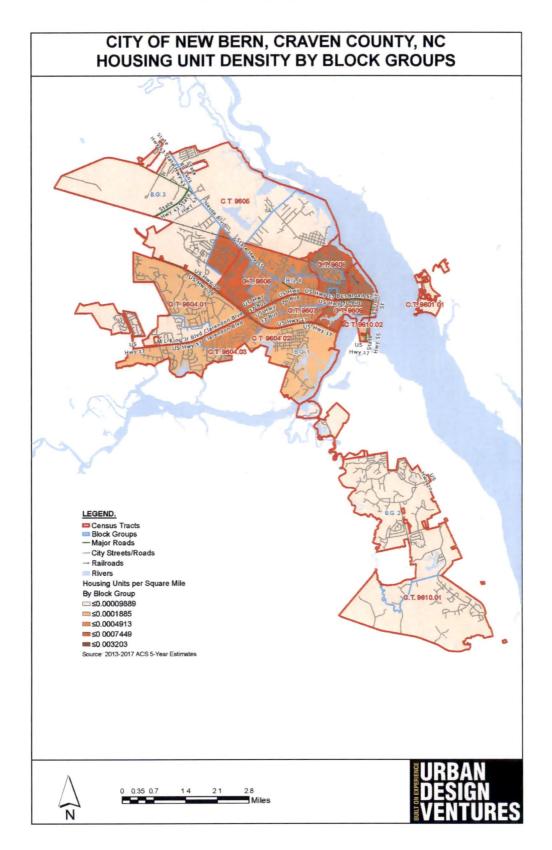
Percent Population Age 65+ by Block Group



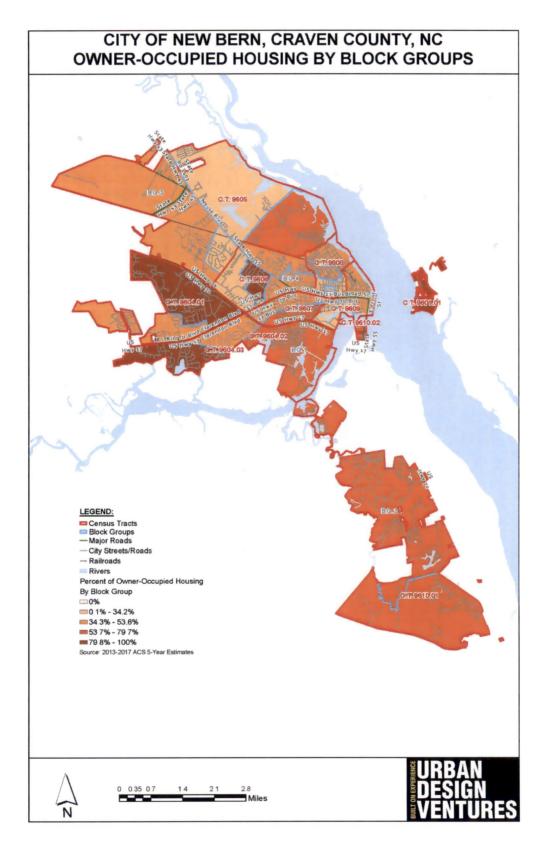
Population Age 65+ by Block Group



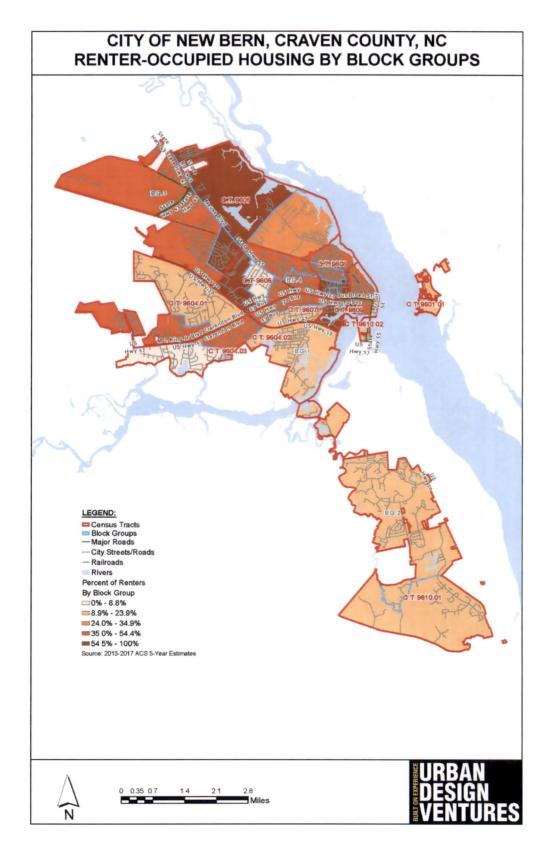
Housing Density by Block Group

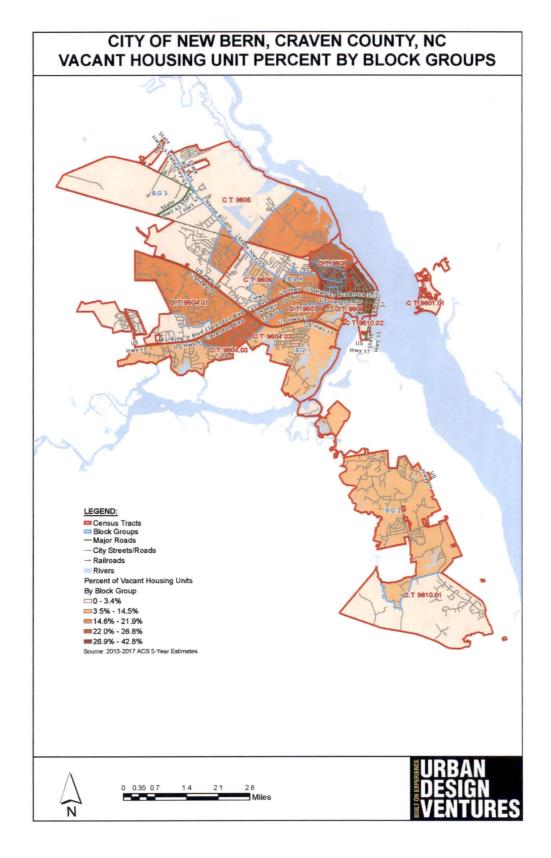




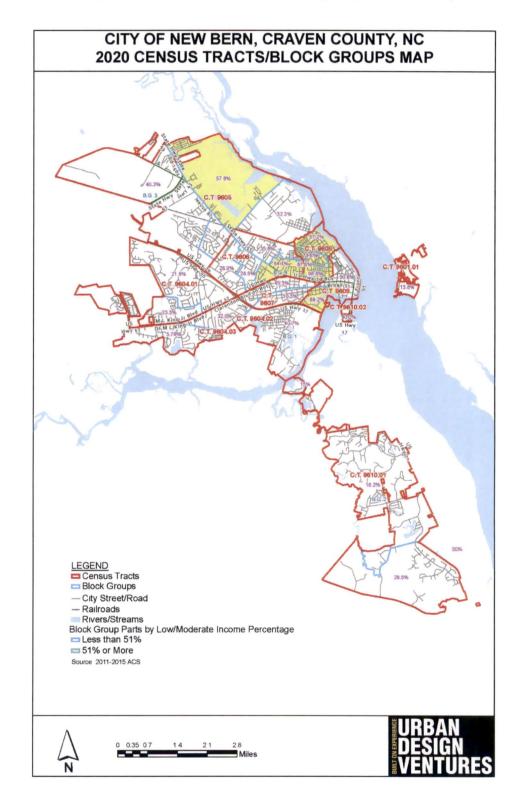


Percent Renter-Occupied Housing Units by Block Group



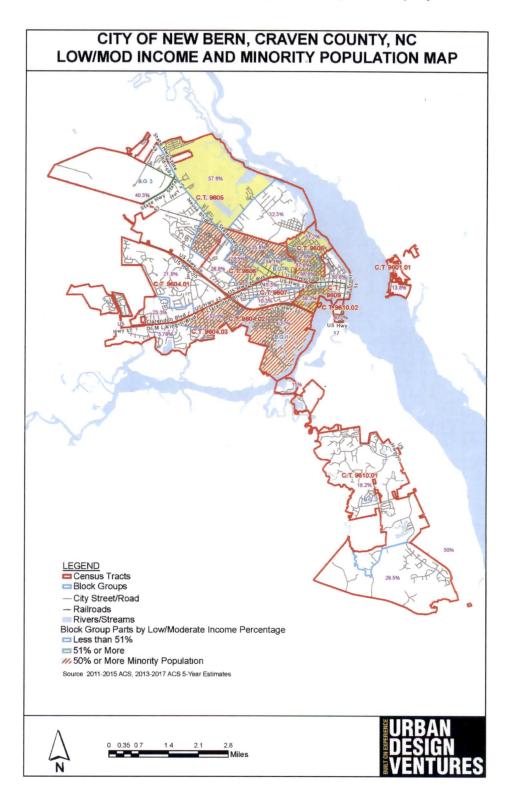


Percent Vacant Housing Units by Block Group



Low/Moderate Income Percentage by Block Group

Low/Moderate Income Percentage w/ Minority Overlay by Block Group



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 "Vision" of this Five-Year Consolidated Plan is to serve as a consolidated planning document, an application, and a strategic plan for the City of New Bern. The following goals and objectives have been identified for the five-year period of FY 2019 through FY 2023.

This is the City of New Bern's second Five Year Consolidated Plan as an entitlement community. The "Vision" of this Five Year Consolidated Plan is to serve as a consolidated planning document, an application, and a strategic plan for the City of New Bern. As part of the Five Year Consolidated Plan, the community must develop goals and objectives. The following strategies with subsequent goals and priorities have been identified for the City of new Bern for the period of FY 2019 through FY 2023 for the use of Community Development Block Grant (CDBG) funds:

HOUSING STRATEGY - HSS

Goal:

Improve, preserve, and expand the supply of affordable housing for low- and moderate-income persons and families living in the City of New Bern.

Objectives:

- HSS-1 Homeownership Promote and assist in developing homeownership opportunities for low- and moderate-income persons & families.
- **HSS-2 Housing Construction** Promote and assist in the development of affordable housing, both rental and sales housing.
- HSS-3 Housing Rehabilitation Promote and assist in the preservation of existing owner and renter occupied housing stock in the City.
- HSS-4 Fair Housing Affirmatively further fair housing by promoting fair housing choice throughout the City of New Bern.

HOMELESS STRATEGY - HOM

Goal:

Improve the living conditions and services for homeless persons and families in the City of New Bern and eliminate unfair housing practices that may lead to homelessness.

Objectives:

- HOM-1 Housing Promote and assist in developing housing opportunities for homeless persons and families, and those who are at-risk of becoming homeless.
- HOM-2 Operations/Support Promote and assist in program support services for the homeless.
- HOM-3 Homeless Prevention Promote and assist in anti-eviction and prevention of unfair housing practices which may contribute to homelessness.
- HOM-4 Rapid Rehousing Promote and assist in providing housing options for residents of the City of New Bern displaced by natural disasters or evictions.

SPECIAL NEEDS STRATEGY - SNS

Goal:

Improve, preserve, and expand facilities for persons with special needs and the disabled in the City of New Bern.

Objectives:

- SNS-1 Housing Promote and assist to increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, and persons with other special needs through rehabilitation of existing housing and new construction of accessible housing.
- **SNS-2 Social Services** Promote and assist in supporting social service programs and facilities for the elderly, persons with disabilities, and persons with other special needs.
- SNS-3 Accessibility Promote and assist in making accessibility improvements to owner occupied housing through rehabilitation and improve renter occupied housing by promoting reasonable accommodations for the physically disabled.

COMMUNITY DEVELOPMENT STRATEGY - CDS

Goal:

Improve, preserve, and create new public and community facilities, infrastructure, and public services to ensure the quality of life for all residents of the City of New Bern.

Objectives:

- **CDS-1 Infrastructure** Improve the City's infrastructure through reconstruction and new construction of streets, walks, curbs, ADA ramps, retaining walls, sewer, water, storm water management, bridges, bike trails, green infrastructure, etc.
- **CDS-2 Community Facilities** Improve the City's parks, recreational centers, community centers, and public community facilities through rehabilitation and new construction.

- **CDS-3 Public Services** Improve and increase public safety programs for the youth, the elderly, disabled, and target income population, including food programs and social/welfare programs throughout the City.
- **CDS-4 Public Transit** Promote the development of additional bus routes, bus shelters, and improve public transportation for low- and moderate-income persons.
- **CDS-5 Clearance** Remove and eliminate slum and blighting conditions through demolition of vacant and abandoned structures throughout the City.
- **CDS-6 Architectural Barriers** Remove architectural barriers and make public and community facilities accessible to the physically disabled.
- CDS-7 Public Safety Improve public safety through upgrades to facilities, purchase of new equipment, fire fighting and prevention, crime prevention, community policing, and ability to respond to emergency situations.

ECONOMIC DEVELOPMENT STRATEGY - EDS

Goal:

Increase and promote job creation, job retention, self-sufficiency, education, job training, technical assistance, and economic empowerment of low- and moderate-income residents of the City of New Bern.

Objectives:

- EDS-1 Employment Support and encourage new job creation, job retention, employment, and job training services.
- EDS-2 Financial Assistance Support business and commercial growth through expansion and new development with technical assistance and low interest loan programs.
- EDS-3 Redevelopment Program Plan and promote the development and redevelopment of vacant commercial and industrial sites, and facilities, and the revitalization efforts in the Greater Five Points Redevelopment Area and other residential neighborhoods.

ADMINISTRATION, PLANNING, AND MANAGEMENT STRATEGY - APM

Goal:

Provide sound and professional planning, administration, oversight and management of Federal, state, and local funded programs.

Objectives:

• **APM-1 Overall Coordination** - Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning

services for special studies, environmental clearance, fair housing, performance evaluation, monitoring; and compliance with all Federal, state, and local laws and regulations.

3. Evaluation of past performance

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

Each year, the City of New Bern prepares and submits its CAPER to HUD within ninety (90) days after the start of the new program year. The FY 2018 CAPER is the most recent CAPER to be completed by the City of New Bern. The CAPER was approved by HUD on October 30, 2019. The City obligated 100% of its CDBG funds for the benefit of low- and moderate-income persons. The City expended \$0.00 for public service activities, which was below the 15% public services cap. The City obligated \$48,500.00, which met the 20% administrative cap at 19.03%. The City's drawdown ratio was 2.38, which is above the 1.5 HUD requirement. The City of New Bern has substantially amended its FY 2016, 2017, and 2018 Annual Action Plans to reallocate funding to the Duffyfield Stormwater project. The City intends to expend all of its funds on the project in a timely manner before the FY 2019 CAPER period, though the COVID-19 pandemic has caused delays in project construction.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Annual Action Plan has many components to gather citizen participation which includes: citizen participation plan; requests for proposals for funding (RFP's) from agencies/organizations; citizen participation process; Consultation Process; and the development of the annual action plan. Each component of this plan principally serves the needs of the low- and moderate-income population in the City. The City emailed out CDBG funding applications to its list of agencies/organizations. This list is updated regularly.

The City developed the plan based on citizen input, the information obtained from agencies/organizations, and meetings with other City staff and departments. A "draft plan" and budget are annually prepared and placed on public display for a 30-day review and comment period. This is advertised in a local newspaper of general circulation in the City, with the times, dates, and locations where the plan may be examined. A public hearing on the plan was also advertised and conducted. Citizen, agency, and organization comments were either incorporated into the plan or if not included, the reason why the comments were not accepted are included in the plan.

The City of New Bern held a virtual public needs hearing on August 17, 2020. This hearing provided residents, agencies, and organizations with the opportunity to discuss the City's CDBG Program

and to provide suggestions for future priorities and activities. The City of New Bern advertised the public needs hearing in the "Sun Journal" on Monday, August 6, 2020.

The Second Public Hearing Notice was published on Friday, August 28, 2020 in the "Sun Journal" and the Second Public Hearing was held on Tuesday, September 8, 2020. During the Second Public Hearing, the residents were given the opportunity to comment on the draft version of the FY 2020 Annual Action Plan.

The "FY 2020 Annual Action Plan" was on display for a 30-day period beginning Friday, August 28, 2020 and ending Monday, September 28, 2020. The availability for review of the "draft plan" was advertised in the local newspapers and the plan was on display at the City of New Bern's website https://www.newbernnc.gov/departments/development_services/index.php.

Schedule:

The following schedule was used in the preparation of the FY 2020 Action Plan:

- Publish Notice of Needs Hearing Monday, August 6, 2020
- First Public Hearing Thursday, August 17, 2020 at 5:00 PM in the Development Services Office and virtually
- Publish Notice of Display of Draft and Public Hearing in the Newspaper Friday, August 28, 2020
- Annual Action Plan on Display Friday, August 28, 2020
- Second Public Hearing Friday, August 28, 2020 at 6:00 PM in the City Hall Courtroom before the Board of Aldermen
- End of Annual Action Plan on Display Monday, September 21, 2020
- Board of Aldermen Adopts FY 2020 Annual Action Plan Tuesday, September 22, 2020
- Submission of Annual Action Plan to HUD on or before October 2, 2020

A more detailed analysis and description of the citizen participation process is contained in Section PR-15 Citizen Participation.

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.

A public hearing was held to seek input from interested residents and community organizations for the FY 2020 funds on Thursday, August 17, 2020 at 5:00 PM at the Development Services Office and virtually. The City of New Bern advertised in the "Sun Journal" on Monday, August 6, 2020. There was a total of two (2) persons in attendance including the City staff.

The FY 2020 Annual Action Plan was placed on public display on Friday, August 28, 2020 and a Second Public Hearing was held in the City Hall Courtroom before the Board of Aldermen on

Tuesday, September 8, 2020 at 6:00 PM. A newspaper notice announcing that these documents were placed on public display was published on Friday, August 28, 2020 in the "Sun Journal," a newspaper of general circulation in the area. Comments that were received at the Second Public Hearing are included in the Citizen Participation Section of the Annual Action Plan, which also includes the newspaper ads, sign-in sheets, agendas, and summaries of the meeting minutes.

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

All comments and suggestions that were received have been accepted and incorporated into the planning documents.

7. Summary

The FY 2020 Annual Action Plan for the City of New Bern includes the City's CDBG Program and outlines which activities the City will undertake during the program year beginning July 1, 2020 and ending June 30, 2021. This is the City's second year of the FY 2019-2023 Five-Year Consolidated Plan.

During the FY 2020 Program Year, the City of New Bern, North Carolina anticipates the following Federal financial resources:

• **CDBG:** \$258,814.00

During the FY 2020 CDBG Program Year, the City of New Bern proposes to address the following strategies from its Five-Year Consolidated Plan:

- Housing Strategy;
- Community Development Strategy; and
- Administration, Planning, and Management Strategy

A "draft" of the FY 2020 Annual Action Plan was placed on public display on the City's website at https://www.newbernnc.gov/departments/development services/index.php. The display period started on Friday, August 28, 2020 through Monday, September 28, 2020 for a 30-day display the the draft Plan period. In addition, City put on its website (https://www.newbernnc.gov/departments/development services/index.php). The Final Public Hearing was held on Thursday, August 17, 2020 at 5:00 PM in the City Hall Courtroom before the Board of Alderman to discuss the proposed activities and solicit resident comments. Upon completion of the 30-day comment period, the City of New Bern submitted the FY 2020 Annual Action Plan to the U.S. Department of Housing and Urban Development Greensboro Office on or before October 2, 2020.

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	
Lead Agency	New Bern	Development Services Department	
CDBG Administrator	New Bern	Development Services Department	

Table 1 – Responsible Agencies

Narrative (optional)

The City's Development Services Department is the Lead Agency that maintains and administers the City's CDBG funds and responsibilities. The City prepares the Five-Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERR's), the Consolidated Annual Performance and Evaluation Reports (CAPER), monitoring, pay requests, contracting, IDIS, and oversight of the programs on a day to day basis. In addition, the City of New Bern has retained the services of a private planning consulting firm to assist the City on an as needed basis.

Consolidated Plan Public Contact Information

Ms. D'Aja Fulmore Community Development Coordinator City of New Bern's Development Services Department Economic and Community Development Office 303 First Street, PO Box 1129, New Bern, NC 28563 Phone: (252) 639-7586 Fax: (252) 636-2146 Email: <u>fulmored@newbernnc.gov</u> Website: http://www.newbernnc.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

While preparing the FY 2020 Annual Action Plan, the City of New Bern consulted with the Housing Authority of the City of New Bern, Twin Rivers Opportunities, Inc., social services and housing agencies, and member organizations of Region 13 of the North Carolina Balance of State Continuum of Care.

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(I))

The City of New Bern works with the following agencies to enhance coordination:

- The Housing Authority of the City of New Bern Improvements to public housing communities.
- Twin Rivers Opportunities, Inc. Section 8 Housing Choice Vouchers.
- Social Services Agencies funds to improve services to low and moderate income persons.
- Housing Providers funds to rehabilitate and develop affordable housing and provide housing options for low- and moderate-income households.
- Community and Economic Development Agencies funds to improve services to low and moderate income persons.

As part of the CDBG application planning process, local agencies/organizations are invited to submit proposals for CDBG funds for eligible activities. These groups participate in the planning process by attending the public hearings, consultation via phone and/or email, and submission of funding applications.

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.

Currently, Religious Community Services conducts its own referrals for services, and receives information from other agencies, shelters, police departments, hospitals, and churches. Once referred, Religious Community Services places Veterans first in their Emergency Shelters, and follows up by filling beds with other families or individuals. All referrals to Religious Community Services through other entities are required to check with the local police department first.

The Point in Time Counts for Sheltered and Unsheltered homeless persons are completed on a designated date twice a year in the months of January and July. The results of the counts are available to the public on the North Carolina Balance of State CoC website.

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

ESG – Coastal Women's Shelter and Religious Community Services receives ESG funds from the state. ESG funds for member counties and cities in the North Carolina Balance of State CoC are administered through the North Carolina Department of Health and Human Services Division of Aging and Adult Servies. The CoC is consulted by NCDHHS regarding past program performance and involvement of ESG applicants. The CoC provides input on ESG applications and rates, ranks and reviews projects. This includes homeless service providers, Community Action Partnerships (CAPs), local/county/state governments, Housing & Redevelopment Authorities, and domestic violence, aging, mental health, and faith-based organizations.

Develop Performance Standards and Evaluate Outcomes – The North Carolina Balance of State CoC's written standards focus on a Housing First Model and follow the best practices of that model. The written standards utilize several strategies to increase the number of people who exit Emergency Shelter, Transitional Housing, and Rapid Re-housing to Permanent Housing destinations. Evaluations of these standards will be based on the length-of-time homeless measure of an individual or family who resides in emergency shelter, transitional housing, or rapid re-housing. The CoC seeks to make progress on the turnover rate of individuals and families, the targeting of individuals and families based on risk, and the number of positive exits into Permanent Housing.

HMIS – Throughout different times of the year, the CoC and the HMIS Lead work together to assess data quality throughout the CoC. This includes working on the Annual Homeless Assessment Report (AHAR), the Point In Time (PIT) count, project reviews/ranking, and working with individuals programs while completing their Annual Performance Reports (APRs). The system ensures data quality by requiring many of the universal data elements upon enrolling a participant into a program. Additionally, the system has an alert system with exit date reminders. The work flow of data entry has been updated to improve data quality. The HMIS Lead supports users through the staffing of a Help Desk and ongoing training opportunities. Agency users are able to run self-reports to assess their program's data quality. CoC-funded organizations are motivated to provide good data quality, because the CoC has moved toward a data-driven project review and ranking system. Projects with poor data quality are more likely to show poor outcomes, which can impact their funding.

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

1.	Agency/Group/Organization	City of New Bern			
	Agency/Group/Organization Type	Other government - Local Grantee Department			
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy			
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City of New Bern was the lead entity on the Five Year Consolidated Plan. The City reviewed its program and funded activities that met the goals and objectives as outlined in the City's Five Year Consolidated Plan.			
2.	Agency/Group/Organization	New Bern Housing Authority			
	Agency/Group/Organization Type	Housing PHA			
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy			
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Housing Authority of the City of New Bern was contacted to determine the housing needs of its very low-income clients. The City reviewed its program and funded activities that met the goals and objectives as outlined in the City's Five Year Consolidated Plan to address these housing needs.			

3.	Agency/Group/Organization	Habitat for Humanity of Craven County			
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless			
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy			
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity participated in the First Public Hearing to discuss the needs of City residents.			
4.	Agency/Group/Organization	TWIN RIVERS OPPORTUNITIES, INC			
	Agency/Group/Organization Type	Housing PHA Services - Housing			
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy			
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Twin Rivers Opportunities, Inc. was contacted to determine the housing needs of its very low-income clients.			

5.	Agency/Group/Organization	Religious Community Services
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Religious Community Services was contacted to determine the needs of the community as a result of the COVID-19 pandemic. Religious Community Services will be the subrecipient for CDBG-CV funds.
6.	Agency/Group/Organization	City of New Bern Redevelopment Commission
	Agency/Group/Organization Type	Services-Housing Redevelopment Authority
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City of New Bern Redevelopment Commission submitted a request for funding to rehabilitate rental housing. The City of New Bern will allocate FY 2020 CDBG funds to the project.

	Agency/Group/Organization	CRAVEN COUNTY
	Agency/Group/Organization Type	Housing
		Services - Housing
		Services-Children
		Services-Elderly Persons
		Services-Persons with Disabilities
		Services-Persons with HIV/AIDS
		Services-Victims of Domestic Violence
		Services-homeless
		Services-Health
		Services-Education
		Services-Employment
		Service-Fair Housing
		Services - Victims
		Other government - County
		Regional organization
		Planning organization
	What section of the Plan was addressed	Housing Need Assessment
	by Consultation?	Lead-based Paint Strategy
		Homelessness Strategy
		Homeless Needs - Chronically homeless
		Homeless Needs - Families with children
		Homelessness Needs - Veterans
		Homelessness Needs - Unaccompanied youth
		Non-Homeless Special Needs
		Economic Development
		Market Analysis
		Anti-poverty Strategy
	How was the Agency/Group/Organization	Group meeting held, phone calls; housing and
	consulted and what are the anticipated	community development priorities; social service
	outcomes of the consultation or areas for	and economic development needs.
	improved coordination?	

3.	Agency/Group/Organization	North Carolina Department of Health and Human Services		
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Publicly Funded Institution/System of Care Other government - State Regional organization		
		Planning organization		
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy		
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	NCDHHS was contacted for health and lead-based paint statistics and information.		

Table 2 – Agencies, groups, organizations who participated

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

All agency types were consulted and contacted during the planning process.

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?
CoC Consolidated Application	North Carolina Balance of State Continuum of Care	The City of New Bern is located in Region 13 of the North Carolina Balance of State Continuum of Care. The goals of the City and the Consortium of Care are complementary.
Annual and Five Year Capital Plans	The Housing Authority of the City of New Bern	The Housing Authority of the City of New Bern is the lead agency providing public housing assistance in the City of New Bern. The goals of the City and the Housing Authority are complementary.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?				
FY 2019-2023 Five Year Consolidated Plan	City of New Bern, NC	The FY 2020 Annual Action Plan adopts the goals of the FY 2019-2023 Five Year Consolidated Plan. The activities undertaken during this program year will fall under one of the goals outlined in the Five Year Consolidated Plan.				
Greater Five Points City of New Bern		They are incorporated in the Five Year Consolidated				
Transformation	Redevelopment	Plan and the Annual Action Plans.				
Plan	Commission					
The New Bern	City of New Bern	They are incorporated in the Five Year Consolidated				
Gateway	Redevelopment	Plan and the Annual Action Plans.				
Renaissance Plan Commission						
Emergency	Craven County	They are incorporated in the Five Year Consolidated				
Management Plan Emergency Manager		Plan and the Annual Action Plans.				

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of New Bern's Department of Development Services' Economic and Community Development Office is the administrating agency for the CDBG program. Close coordination is maintained with other City departments such as the Public Works, Parks & Recreation, Public Utilities, Administration, Police and Fire Departments, the City of New Bern Housing Authority, Twin Rivers Opportunities, Inc., and the City of New Bern Redevelopment Commission, as well as County departments such as the Eastern Carolina Council, Craven County Economic Development, Craven County Schools, and the North Carolina Balance of State Continuum of Care. Coordination with various non-profit organizations, such as the Coastal Women's Shelter, Religious Community Services of New Bern, Interfaith Refugee Ministries, and NCWorks helped aid the planning process and develop priorities. The City works closely with the Craven County Commissioners and County staff to address projects and activities that extend beyond the City limits. The City and the County agencies have a good working relationship.

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

This Annual Action Plan was developed in accordance with the City's Citizen Participation Plan. The Citizen Participation Plan was revised to account for virtual display drafts and public hearing as a result of COVID-19. The City of New Bern advertised for a needs hearing in "The Sun Journal" on August 6, 2020. On Thursday, August 17, 2020, the City of New Bern held a virtual public needs hearing.

A "draft" of the FY 2020 Annual Action Plan was placed on public display on the City's website at (<u>https://www.newbernnc.gov/departments/development services/index.php</u>). The display period started on Friday, August 28, 2020 and ended on Monday, September 28, 2020 for a 30-day display period. A second public hearing was held on Tuesday, September 8, 2020 to discuss the proposed activities and solicit resident comments. Upon completion of the public comment period, the City of New Bern submitted the FY 2020 Annual Action Plan to the U.S. Department of Housing and Urban Development Pittsburgh Office on or before October 2, 2020.

#	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.	Newspaper Ad #1	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies / Organizations	None.	None.	None.	Not Applicable.

Citizen Participation Outreach

#	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 Meeting #1	Minorities Persons with disabilities Non-targeted /broad community Residents of Public and Assisted Housing Agencies / Organizations	The City held a public needs hearing on Monday, August 17 at 6:00 PM. There was a total of two (2) attendees in addition to City staff. See meeting summary comments, the sign-in sheets, and agendas for the Public Hearings in the Exhibit Section.	See the Public Hearing comments in the Exhibit section of the FY 2020 Annual Action Plan.	All comments were accepted.	Not Applicable.
3.	Internet Outreach	Minorities Persons with disabilities Non-targeted /broad community Residents of Public and Assisted Housing Agencies / Organizations	None.	None.	None.	https://www.ne wbernnc.gov/de partments/devel opment_service s/index.php

4.	Newspaper Ad #2	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies / Organizations	None.	None.	None.	Not Applicable.
5.	Public Hearing #2	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Social Services and Housing Agencies	The City held its Second Public Hearing on September 8, 2020 to discuss the Draft FY 2020 Annual Action Plan.	See the Second Public Hearing comments in the Appendix section of the FY 2020 Annual Action Plan.	None.	https://www.ne wbernnc.gov/de partments/devel opment_service s/index.php

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The following financial resources are identified for the FY 2020 Annual Action Plan to address the priority needs and goals/strategies identified in the City of New Bern's FY 2019-2023 Five-Year Consolidated Plan.

The City of New Bern is receiving \$258,814 in CDBG funds for the FY 2020 program year. The program year goes from July 1, 2020 through June 30, 2021. These funds will be used to address the following strategies:

- Housing Strategy;
- Community Development Strategy; and
- Administration, Planning, and Management Strategy

The accomplishments of these projects/activities will be reported in the FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER).

Anticipated Resources

FY 2020 Annual Action Plan

			E	xpected Amou	nt Available Yea	r 1	Expected Amount Available Remainder of Con Plan \$	
Program	Source of Funds	Uses of Funds	Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		Narrative Description
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$258,814.00	\$0.00	\$0.00	\$258,814.00	\$803,524.00	Three (3) projects/activities were funded based on the FY 2020 CDBG allocation.
Other CDBG- CV	public - federal	Admin and Planning Housing Other To prevent, prepare for and respond to the coronavirus.	\$152,252.00	\$0.00	\$0.00	\$152,252.00	\$152,252.00	Two (2) projects/activities were funded based on the FY 2020 CDBG-CV allocation.

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

In addition to the entitlement funds, the City of New Bern anticipates the following Federal resources may be available to local non-profit organizations to undertake the housing strategies identified in the Five Year Consolidated Plan.

- Supportive Housing Program
- Low-Income Housing Tax Credit Program (LIHTC)
- Section 8 Rental Assistance Program
- Public Housing Capital Fund Program
- Rental Assistance Demonstration (RAD)

Private and non-Federal resources that may be available to the City of New Bern in FY 2019 to address needs identified in the FY 2015-2019 Five Year Consolidated Plan are listed below.

- EDA Workforce Development Grant The United States Economic Development Administration fields a competitive application for workforce development funding.
- **Golden LEAF Funding** This North Carolina grant supports workforce development in rural areas of the state of North Carolina that were once dependent on agriculture and tobacco farming.
- Tobacco Trust Fund Grant The North Carolina Tobacco Trust Fund (NCTTFC) was created to
 assist current and former tobacco farmers, former quota holders, persons engaged in tobaccorelated business, and individuals displaced from tobacco-related employment that were affected
 by the major tobacco settlement in 1998. These funds are used for projects that support
 employment for these groups.
- Federal Home Loan Bank Affordable Housing Program (AHP) Congress has mandated that ten (10%) of the Federal Home Loan Bank's profits be allocated to provide affordable housing. The FHLB encourages its members to work with public agencies and non-profit housing development organizations in creating highly leveraged affordable housing initiatives. Both sales and rental housing are eligible.

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

The City of New Bern owns 118 vacant lots in the Greater Five Points Area. The City intends to build affordable housing on these lots. The lots are scattered throughout the Area. Some are buildable and meet the zoning requirements, others are not and will be transferred by sale or donation to adjacent property owners.

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.	HSS-3 Housing	2019	2023	Affordable Housing	Greater Five	Housing	CDBG:	Rental Housing
	Rehabilitation				Points		\$107,052	Rehabilitated:
					Low- and			1 Household
					Moderate-Income			Housing Unit
					Areas			
2.	HOM-3 Homeless	2019	2023	Homeless	Low- and	Homeless	CDBG-CV:	Homelessness
	Prevention				Moderate-Income		\$137,027	Prevention:
					Areas			76 Persons
								Assisted
3.	CDS-1	2019	2023	Non-Housing	Greater Five	Community	CDBG:	Other: 1 Other
	Infrastructure			Community	Points	Development	\$100,000	
				Development	Low- and			
					Moderate-Income			
					Areas			
4.	APM-1 Overall	2019	2023	Administration	Greater Five	Administration,	CDBG:	Other:
	Coordination				Points	Planning, and	\$51,763	2 Other
					Low- and	Management		
					Moderate-Income		CDBG-CV:	
					Areas		\$15,225	

Table 5 – Goals Summary

Goal Descriptions

1.	Goal Name	HSS-3 Housing Rehabilitation
	Goal Description	Promote and assist in the preservation of existing owner and renter occupied housing stock in the City.
2.	Goal Name	HOM-3 Homeless Prevention
	Goal Description	Promote and assist in anti-eviction and prevention of unfair housing practices which may contribute to homelessness.
3.	Goal Name	CDS-1 Infrastructure
	Goal Description	Improve the City's infrastructure through reconstruction and new construction of streets, walks, curbs, ADA ramps, retaining walls, sewer, water, storm water management, bridges, bike trails, green infrastructure, etc.
4.	Goal Name	APM-1 Overall Coordination
	Goal Description	Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, performance evaluation, monitoring; and compliance with all Federal, state, and local laws and regulations.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City of New Bern will utilize its FY 2020 CDBG and FY 2020 CDBG-CV funds to assist the following households:

- Median Income 19 households
- Low Income 20 households
- Extremely Low Income 38 households

Projects

AP-35 Projects - 91.220(d)

Introduction

The FY 2020 Annual Action Plan outlines the needs, resources, priorities and proposed activities of the City of New Bern to be undertaken with the FY 2020 Community Development Block Grant (CDBG). The City of New Bern has participated in CDBG as an Entitlement recipient since 2014.

The City's Development Services Department is the Lead Agency that maintains and administers New Bern CDBG funds and responsibilities, including completion of the Annual Action Plan. The planning process actively encouraged participation of City housing and community service organizations, including the Housing Authority of the City of New Bern, Twin Rivers Opportunities, Inc., affordable housing providers, service agencies that assist the low- and moderate-income and principally low- and moderate-income clientele, advocates, and others.

The City of New Bern encourages citizens to provide input and participate in planning, implementation and assessment of the CDBG program. The FY 2020 Annual Action Plan was developed through public hearings, the use of existing data from previously approved plans and studies, consultation with local nonprofit agencies, and discussions with other City of New Bern departments. For-profit, non-profit, community and faith-based organizations were engaged throughout the prior year to assess City needs and priorities.

The City of New Bern proposes to undertake the following activities with FY 2020 CDBG:

Projects

#	Project Name
1.	Administration
2.	Housing Rehabilitation in the Five Points Area
3.	Duffyfield Stormwater Project
4.	CDBG-CV Administration
5.	Rent and Utility Assistance

Table 6 - Project Information

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

The City of New Bern has allocated its CDBG funds based on principally benefiting Low/Mod income persons; or an activity in which predominantly low- and moderate-income areas or which has a presumed benefit; or an activity with an income requirement of low- and moderate-income persons. All allocated funding has been utilized in a timely manner and within budget.

Many of the obstacles to addressing underserved needs are outside of the City's control. The largest obstacle is the lack of local, state, and federal resources available to the City of New Bern to adequately address these needs. This reduction in funds, combined with increasing numbers of individuals in need of housing, social service, homeless, or infrastructure support, unfortunately means that the City of New Bern is at a disadvantage in addressing underserved needs in the community. However, the City of New Bern maintains close cooperation with the County, the Housing Authority, housing providers, economic development agencies, and social service providers, to address any underserved needs in the City.

The proposed activities and projects for FY 2020 are located in areas of the City with the highest percentages of low- and moderate-income persons, and those block groups with a higher than average percentage of minority persons. The following census tracts and block groups have at least 51% of the households with low- and moderate-incomes:

- C.T. 9605, B.G. 2
- C.T. 9606, B.G. 4
- C.T. 9608, B.G. 1
- C.T. 9608, B.G. 2
- C.T. 9608, B.G. 3
- C.T. 9608, B.G. 4
- C.T. 9609, B.G. 2

AP-38 Project Summary

Introduction

The City of New Bern proposes to undertake the following activities with the FY 2020 CDBG funds:

Project Summary Information

1.	Project Name	Administration
	Target Area	Low- and Moderate-Income Areas; Greater Five Points
	Goals Supported	APM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	CDBG: \$51,763
	Description	Overall program administration of the CDBG Programs, including: staff salaries, wages, and benefits; related costs to administer the programs including supplies, materials, mailings, duplications, etc.; monitoring and oversight; advertising and public hearing costs; market studies; planning activities and the preparation of the Annual Action Plan, Environmental Review Record, Consolidated Annual Performance and Evaluation Report, Fair Housing, etc.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1 Organization
	Location Description	Citywide
	Planned Activities	The Matrix Code is 21A General Program Administration.
2.	Project Name	Housing Rehabilitation in the Five Points Area
	Target Area	Greater Five Points
	Goals Supported	HSS-3 Housing Rehabilitation
	Needs Addressed	Housing Priority
	Funding	CDBG: \$107,052
	Description	Funds will be given to the Redevelopment Commission to begin the rehabilitation work a rental property located in the Greater Five Points area. This will begin a 2-phase renovation process that will span two program years. (Multi-year activity)

	Target Date	6/30/2021		
	Estimate the number and type of families that will benefit from the proposed activities	1 Household Housing Unit		
	Location Description	Greater Five Points Neighborhood		
	Planned Activities	The National Objective is Low/Mod Housing Benefit (LMH).		
		The HUD Matrix Code is 14B Rehabilitation: Multi-Unit Residentia		
3.	Project Name	Duffyfield Stormwater Project		
	Target Area	Greater Five Points		
	Goals Supported	CDS-1 Infrastructure		
	Needs Addressed	Community Development Priority		
	Funding	CDBG: \$100,000		
	Description	Funds will be used for the Phase II study of the Duffyfield Stormwater Project. This is for engineering, permitting and possible acquisition services of properties within the project area. The project scope is TBD. (Multi-year Activity)		
	Target Date	6/30/2021		
	Estimate the number and type of families that will benefit from the proposed activities	1 Other.		
	Location Description	Duffyfield Neighborhood, City Block bounded by Biddle Street, East Street, F Street, and Railroad; City Block bounded by B Street, F Street, and Railroad; City Block bounded by Biddle Street, F Street, Fowlers Lane, and G Street; City Block bounded by Fowlers Lane, F Street, K Street, and G Street; City Block bounded by F Street, Murry Street, Sampson Street, Bloomfield Street, and K Street.		
	Planned Activities	The National Objective is Low/Mod Area Benefit (LMA).		
		The HUD Matrix Code is 03I Flood Drainage Improvements.		
4. Project Name CDBG-CV Administration		CDBG-CV Administration		
	Target Area	Low/Mod Areas		
Goals Supported		APM-1 Overall Coordination		
	Needs Addressed	Administration, Planning, and Management Priority		

	Funding	CDBG-CV: \$15,225		
	Description	Funds for the administration of the CDBG-CV grant.		
	Target Date	6/30/2021		
	Estimate the number and type of families that will benefit from the proposed activities	1 Other		
	Location Description	Citywide		
	Planned Activities	The Matrix Code is 21A General Program Administration.		
5.	Project Name	Rent and Utility Assistance		
	Target Area	Low/Mod Areas		
	Goals Supported	HOM-3 Homeless Prevention		
	Needs Addressed	Homeless Priority		
	Funding	CDBG-CV: 137,027		
	Description	CDBG funds will be used to fund Religious Community Services (RCS), a faith based organization that provides housing services, rental assistance and utility payments for low-income households who are in arrears.		
	Target Date	6/30/2021		
	Estimate the number and type of families that will benefit from the proposed activities	76 Households		
	Location Description	Citywide		
	Planned Activities	The National Objective is Low/Mod Income Housing (LMH).		
		The HUD Matrix Code is 05Q Subsistence Payments.		

Table 7 – Project Summary

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 following information provides a profile of the population, age, and racial/ethnic composition of the City of New Bern. This information was obtained from the U.S. Census Bureau American Factfinder website, <u>http://data.census.gov</u>. The 2014-2018 American Community Survey 5-Year Estimates were used to analyze the social, economic, housing, and general demographic characteristics of the City of New Bern. The 5-year estimates are the most recent data available for the City. The 2010 U.S. Census data is included when necessary.

Population

Key points are:

- Between 1990 and 2010, the population increased by approximately 43.6%
- The City population was 23,367 in the 2000 Census
- The City's population was 30,113 in 2018 according to the 2014-2018 ACS (a 28.9% increase)
- Population changes due to Hurricane Florence have not yet been recorded in the Census

Age

Key points are:

- Median age in New Bern is 37.5 years of age
- Youth under age 18 account for 21.9% of the total population

Race/Ethnicity

Composition from the 2014-2018 American Community Survey:

- 57.1% of population is White
- 32.3% of population is Black or African American
- 5.9% of population is Asian
- 1.8% of population is Two or More Races
- 6.8% is Hispanic or Latino

Income Profile

The current Median Income for a family of four (4) in the City of Craven County, North Carolina Metropolitan Statistical Area (MSA) is \$66,200 according to HUD's FY 2020 Income Limits. The following is a summary of income statistics for the City of New Bern:

• At the time of the 2014-2018 American Community Survey, the median household income in the City of New Bern was \$42,222 which was lower than the State of North Carolina (\$52,413).

- 37.9% of households have earnings received from Social Security income.
- 24.8% of households have earnings, received from retirement income.
- 7.3% of households have earnings received from public assistance.
- 41.6% of female-headed households with children were living in poverty.
- 33.0% of all youth under 18 years of age were living in poverty.

Low/Mod Income Profile

The low- and moderate-income profile for City of New Bern is a measurement of the area's needs. The City of New Bern has an overall low- and moderate-income percentage of 40.66%.

Economic Profile

The following illustrates the economic profile for the City of New Bern as of the 2014-2018 American Community Survey:

- 34.2% of the employed civilian population had occupations classified as management, professional, or related.
- 19.7% of the employed civilian population had occupations classified as sales and office.
- 23.0% were in the service sector.
- The educational, health, and social service industries represented 24.0% of those employed.
- 20.3% of workers were considered in the government class of employment.

According to the U.S. Labor Department, the preliminary unemployment rate for the City of New Bern in May of 2020 was 12.4%. New Bern's unemployment rate was lower than the May of 2020 rates of the State of North Carolina (12.7%) and the national percentage of 13.3%.

Geographic Distribution

Target Area	Percentage of Funds 20%	
Low- and Moderate-Income Areas		
Greater Five Points	80%	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The proposed activities and projects for FY 2020 are located in areas of the City with the highest percentages of low- and moderate-income persons, and those block groups with a higher than average percentage of minority persons. The following census tracts and block groups have at least 51% of the households with low- and moderate-incomes:

- C.T. 9605, B.G. 2
- C.T. 9606, B.G. 4

- C.T. 9608, B.G. 1
- C.T. 9608, B.G. 2
- C.T. 9608, B.G. 3
- C.T. 9608, B.G. 4
- C.T. 9609, B.G. 2

The total amount of FY 2020 CDBG funds available is \$258,814 of which 20.0% (\$51,762) is for administration and 80.0% (\$207,052) is allocated for project activities. Of the \$258,814 allocated for project activities, all of it is allocated to projects that will benefit low- and moderate-income persons giving the City a 100% low- and moderate-income benefit percentage for FY 2020.

Discussion

The geographic locations and the public benefit for the FY 2020 CDBG Activities are as follows:

- Administration 303 First Street, New Bern, NC 28560
- Housing Rehabilitation in the Five Points Area Greater Five Points Neighborhood, New Bern, NC 28562 – Low/Mod Income Housing Benefit (LMH)
- Duffyfield Stormwater Project Duffyfield Neighborhood, City Block bounded by Biddle Street, East Street, F Street, and Railroad; City Block bounded by B Street, F Street, and Railroad; City Block bounded by Biddle Street, F Street, Fowlers Lane, and G Street; City Block bounded by Fowlers Lane, F Street, K Street, and G Street; City Block bounded by F Street, Murry Street, Sampson Street, Bloomfield Street, and K Street, New Bern, NC 28560 – Low/Mod Income Area Benefit (LMA)

The geographic locations and the public benefit for the FY 2020 CDBG-CV Activities are as follows:

- CDBG-CV Administration 303 First Street, New Bern, NC 28560
- Rent and Utility Assistance 919 George Street, New Bern, NC 28560; Low/Mod Income Housing Benefit (LMH)

Affordable Housing

AP-55 Affordable Housing - 91.220(g)

Introduction

The City of New Bern is utilizing its CDBG and CDBG-CV funds to support the following housing activities during this program year:

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	77
Special-Needs	0
Total:	77

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

One Year Goals for the Number of Households Supported Through		
Rental Assistance	76	
The Production of New Units	0	
Rehab of Existing Units	1	
Acquisition of Existing Units	0	
Total:	77	

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

Discussion

Not Applicable.

AP-60 Public Housing – 91.220(h)

Introduction

The Housing Authority of the City of New Bern's mission is:

- Providing affordable housing opportunities in a safe environment
- Revitalizing and maintaining neighborhoods
- Providing opportunities for low and moderate-income homeownership
- Forming effective partnerships to maximize housing, social, and economic opportunities
- Continuing its partnership with the City of New Bern for the revitalization of communities
- Pursuing funding for the development of affordable housing for the residents of New Bern

The Housing Authority of the City of New Bern is not rated as a "troubled" agency by HUD.

The Housing Authority of the City of New Bern owns and professionally manages family communities and elderly/disabled rental apartments. NBHA had one (1) public housing development: Trent Court. NBHA had also previously owned a second property: Craven Terrace. This property was sold. Before Hurricane Florence hit the City, NBHA had a total of 218 public housing units, with 11 accessible units. After Hurricane Florence caused flooding in many of the units in Trent Court, the Housing Authority was left with 110 units, of which 4 are accessible. NBHA also owns and manages Section 8 Housing for elderly residents in New Bern Towers. There are 106 units in New Bern Towers. There are currently 54 people on the public housing waiting list, which was opened on August 1st and will remain open until the 31st, although NBHA is considering extending the closing date.

Twin Rivers Opportunities, Inc. assists families who wish to live in privately owned housing and receive rental subsidy through the Housing Choice Voucher Program instead of NBHA. Twin Rivers Opportunities, Inc. administers 998 as of July 30, 2020, 39 of which are for residents that were displaced from Trent Court. There are currently 800 households on the waiting list for Housing Choice Vouchers.

Actions planned during the next year to address the needs to public housing

The work items for the Housing Authority's properties are as follows:

Trent Court:

- The housing will be demolished in two phases. The first phase will include the 108 flood-damaged units. The rest of the Trent Court units will be demolished in the second phase.
- Greenspace will be developed along the Riverwalk.
- The Trent Court site will be developed with a mix of lofts, condominiums, market rate rentals, retail, and affordable housing.

New Bern Towers:

- Upgrade Lighting for the Parking Lot
- Security Cameras

- Add Ceiling Fans
- Building Pressure Wash

The Housing Authority will expend its 2020 Capital Fund on the following projects:

Roof Repairs

The Housing Authority was awarded a LIHTC to construct new affordable housing which will have units dedicated to persons displaced from Trent Court on Carolina Avenue. The project will entail the construction of 84 new units, and the Housing Authority is in the process of purchasing the land.

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

According to the Annual Plan for 2020, NBHA's progress in meeting their mission and goals states that NBHA set the goal of cooperating with the City of New Bern and other neighborhood partners to promote neighborhood revitalization and economic development in designated areas of the City, as evidenced by the resident input in the development of the Gateway Renaissance Plan and Greater Five Points Transformation Plan. New Bern Towers has an active resident council that expresses needs for both the New Bern Towers community and the public housing under the Housing Authority of the City of New Bern as a whole. Trent Court formerly had an active resident council, but Hurricane Florence caused the council to disband, and the residents of Trent Court have struggled to restore it. The Housing Authority of the City of New Bern was awarded LIHTC funds to provide housing for those displaced by Trent Court on Carolina Avenue, which will be an improvement over the living conditions in those apartments once completed.

The Housing Authority of the City of New Bern does not support any homeownership initiatives. NBHA previously held homeownership classes in Trent Court and Craven Terrace, and these classes had active participation. However, these classes have ceased since Craven Terrace was sold.

Twin Rivers Opportunities, Inc. runs the Family Self-Sufficiency (FSS) Program. The program gives Section 8 voucher holders the opportunity to set and reach goals that they set for themselves and their families, as well as save a significant amount of money. Section 8 voucher holders may also use their vouchers to realize the American dream of becoming a homeowner. Both of these opportunities are available to Section 8 holders who choose to become participants in Section 8's Family Self-Sufficiency Program. There are two parts to the program. The first part of the program is the Self-Sufficiency program where participants have the opportunity to work towards and meet goals that they set for their families as well as save money that will become theirs when they have completed their goals. The second part of the program is the Homeownership Program. In this part of the program, a Section 8 participant can choose to use his or her Section 8 voucher to assist with the purchase and payment of a home.

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

The Housing Authority of the City of New Bern is not designated as a troubled housing authority.

Discussion

The Housing Authority of the City of New Bern is continuing to meet its goals by securing funding through RAD and CNI for the revitalization of the Greater Five Points area. The Housing Authority will also continue to apply for funding for additional affordable housing.

Trent Court, one the Housing Authority's public housing communities, was severely affected by Hurricane Florence. The residents displaced by the Hurricane have been given Section 8 Housing Choice Vouchers. Twin Rivers Opportunities, Inc., will ensure the placement of these residents.

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

Introduction

The North Carolina Coalition to End Homelessness is collaborative applicant for the North Carolina Balance of State Continuum of Care. The 79 counties covered by the Continuum of Care are divided into 13 regions. The City of New Bern falls under the purview of Region 13 of the CoC, which is known as the Housing Alliance of Coastal Carolina (HACC) and includes Carteret, Craven, Jones, Onslow, and Pamlico Counties.

The FY 2020 CoC awards have not yet been announced.

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 Point In Time Count for Craven County in 2020 counted a total of 21 homeless persons and 18 homeless households. Of these, only 0 persons were unsheltered. There were no persons in transitional housing, and 21 persons that were housed in emergency shelter. There was one (1) homeless family with children, and no chronically homeless families with children. There was one (1) unaccompanied youth that were homeless in 2020. Of the 21 homeless people counted, nine (42.9%) were considered chronically homeless. There were two (2) homeless Veterans, and two (2) of the homeless Veterans was considered chronically homeless. This indicates a need for greater outreach and shelter/housing options for these special needs groups.

Families with children – The Point In Time count for 2017 counted 4 homeless households with children in Craven County, for a total of 15 persons. Numbers were lower in 2018 at 4 homeless households and 9 persons. County breakdowns were unavailable for 2019. In 2020, there was 1 homeless household with 3 persons.

Veterans and their families – There are large numbers of Veterans and support systems because of the nearby military base in Havelock. The NCWorks Career Center works both employment and housing issues for homeless Veterans. Homeless Veterans often require additional services, with mental health services being the most commonly cited need. The number of homeless Veterans in Craven County has decreased from 4 in 2017, to 4 in 2018, and 2 in 2020. County breakdowns were unavailable for 2019.

Unaccompanied youth – Teens aging out of foster care, and young adults in the 18-24 transition stage can be hard to locate. Many of them are staying with friends and family temporarily and are technically homeless. Unaccompanied youth may also move between different shelters. There were 2 unaccompanied youth counted in the 2017 Point In Time count, 5 unaccompanied youth counted in 2018, and 1 unaccompanied youth counted in 2020 for Craven County. County breakdowns were unavailable for 2019.

According to the NC Balance of State CoC Application for 2019, the CoC restructured its board to greater represent the diverse groups that make up the homeless population. The CoC utilizes Coordinated Entry

to track the various subpopulations and divides them up into 13 local referral zones across the 79 counties that the CoC serves. Much of the area served by the CoC is rural, and the CoC creates advertisements and hotlines to target these subpopulations and allow them to access the Coordinated Entry process.

Addressing the emergency shelter and transitional housing needs of homeless persons

The 2020 Point In Time Count saw a return to typical levels for homelessness in Craven County following Hurricane Florence. Though many of the barriers to emergency housing in the City of New Bern and Craven County had been removed in response to Hurricane Florence, it remains a challenge to rapidly re-house families. The Point In Time count for 2016 counted 3 homeless households with children in Craven County, for a total of 8 persons. There were 4 homeless households with children in Craven County breakdowns were unavailable for 2019. In 2020, there was 1 homeless household with 3 persons. There were 21 homeless persons counted overall, and all 21 homeless persons counted were in emergency shelters.

Religious Community Services provides much of the shelter space for individuals and families in the County while also partnering with Craven Community College for job training and Craven-Pamlico Re-Entry to assist ex-offenders with housing, transportation, and vocational skills. NCWorks provides job training and assists in housing homeless veterans. Coastal Women's Shelter partners with local landlords to provide stable housing and keep children of families experiencing domestic violence in the same schools to assist these children in maintaining stability. Crossroads is the major mental health provider in the area, but the need for mental health care far surpasses the amount of assistance that Crossroads can provide. Religious Community Services has the following emergency shelter beds for homeless populations:

- Homeless Families 4 beds
- Homeless Women 6 beds
- Homeless Veterans 5 beds

The Coastal Women's Shelter prioritizes providing safe, affordable housing for victims of domestic violence. The shelter has 19 total beds, 3 of which are infant cribs. The Coastal Women's Shelter will work with trusted landlords to place people in housing, but there is a shortage of trusted landlords.

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 North Carolina Balance of State CoC's written standards focus on a Housing First model and follow the best practices of that model. The written standards utilize several strategies to increase the number of people who exist Emergency Shelter, Transitional Housing, and Rapid Re-housing to Permanent Housing destinations. Evaluations of these standards will be based on the length-of-time homeless of an individual or family in Emergency Shelter, Transitional Housing, or Rapid Re-Housing. The CoC will seek to make progress on the turnover rate of individuals and families, the targeting of individuals and families based on risk, and the number of positive exits into Permanent Housing

The CoC Steering Committee has approved written standards that conform to best practices for Street Outreach, Emergency Shelter, Transitional Housing, Prevention and Rapid Rehousing, Permanent Supportive Housing, and Coordinated Entry Programs on September 6, 2016. There are additional policies for follow-ups to those that have exited Rapid Re-Housing, Anti-Discrimination, and Emergency Transfers based on the Violence Against Women Act (VAWA). The Balance of State CoC provides additional guidance to rural Continuums of Care

The number of homeless Veterans in Craven County has decreased from 11 in 2016, to 4 in 2017, and 2 in 2020. In addition to housing, there is a need for wrap around services for veterans. These services largely include mental health care and recovery systems for those with addictions. There are a number of instances of PTSD in the area due to the presence of the military base. Crossroads provides addiction counseling for Veterans, but they are limited to three (3) day emergency shelter stays. Volunteers will transport Veterans with addictions to Crossroads for these services. Twin Rivers Opportunities, Inc. recently received 10 VASH vouchers for Veterans. Of these, 2 are being utilized to house families, and 8 are committed to families but available units have not yet been found.

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.

Discharge policies at local hospitals are designed to prevent those leaving the hospitals from being referred to Religious Community Services. Religious Community Services supports homeless in the community through operating emergency shelters and food and clothing services for those in need. By providing other supportive services, Religious Community Services intends to assist people who may be extremely low income and help feed and clothe them so that other family income may go to rent.

Local services such as Craven-Pamlico Re-Entry Council, Children's Developmental Services Agency, and Carolina East Health work with various populations that are at-risk of becoming homeless. Wraparound services are necessary to prevent homelessness and encourage self-sufficiency. Discharge policies are also put in place to direct low-income individuals who are at risk of homelessness to services that may assist them. There is a need for additional caseworkers to expand these services.

Discussion

The City of New Bern will provide funding for the following activity in FY 2020 using CDBG-CV funds to address the needs of individuals and families with children who are homeless or imminent at risk of becoming homeless:

• **CV-20-02 Rent and Utility Assistance** - CDBG funds will be used to fund Religious Community Services (RCS), a faith based organization that provides housing services, rental assistance and utility payments for low-income households who are in arrears.

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

Introduction:

Eastern North Carolina lags behind the urban centers of the state economically. As a result, low- and moderate-income people have less income, and housing affordability is a greater issue in the area for all residents. Residents in protected classes can face even more housing affordability challenges, particularly when they cannot prove discrimination.

The most common fair housing complaint in the City of New Bern, as is the case nationally, is on the basis of disability. In Eastern North Carolina, there have been multiple instances of residents that faced evictions because landlords were unwilling to provide reasonable accommodations.

Transportation is a common barrier to affordable housing in the area. The local public transit system is unreliable. To access services and employment, residents must live near service providers and employers.

One of the major barriers to affordable housing in the City of New Bern is that cases go largely unreported. Though there are likely more instances of discrimination in the area, very few complaints are filed and little data is available on the types of complaints.

Hurricane Florence has also affected access to fair housing in the region. Many affordable housing units were destroyed in the Hurricane. This has resulted in the relocation of low- and moderate-income people. Following these relocations, people often find themselves farther away from the services.

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 of New Bern intends to address housing affordability issues with the construction of new affordable housing. New construction will increase the supply for housing for low- and moderate-income persons. Additional units will also be targeted to housing those displaced by Hurricane Florence.

The Housing Authority of the City of New Bern provides reasonable accommodations for its residents upon request. There is a need for additional accessibility improvements, which the City will undertake over the course of the Five Year Consolidated Plan.

The City of New Bern intends to partner with CARTS, the local transit agency, to improve services and transit-related infrastructure. CARTS has adopted a strategic transit plan to increase ridership, which the City will support with supplemental infrastructure projects.

To address the issue of unreported complaints, the City will conduct education and outreach on fair housing so that residents can know their rights and be aware of the instances when those rights are violated.

Discussion:

The City of New Bern proposes to undertake the following activities during the FY 2020 Program Year to affirmatively further fair housing:

- **CD-20-03 Housing Rehabilitation** Funds will be given to the Redevelopment Commission to begin the rehabilitation work for the property located in the Greater Five Points neighborhood. This will begin a 2-phase renovation process that will span two program years. (Multi-year activity).
- **CV-20-02 Rent and Utility Assistance** CDBG funds will be used to fund Religious Community Services (RCS), a faith based organization that provides housing services, rental assistance and utility payments for low-income households who are in arrears.
- The City of New Bern will continue to work with the New Bern Housing Authority and Twin River Opportunities, Inc. to address issues of accessible housing.
- The City continues to work with Twin Rivers Opportunities, Inc. to mitigate the concentration of minority households and Section 8 Voucher holders.
- The City of New Bern continues to collaborate with Twin Rivers Opportunities, Inc. to implement strategies to provide consistent communication about the Section 8 Housing Choice Voucher program.
- The City of New Bern will partner with local agencies and groups to raise Fair Housing awareness and conduct fair housing trainings. Past groups that have conducted trainings include Legal Aid of North Carolina and the North Carolina Housing Coalition.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of New Bern has developed the following actions which address the obstacles to meeting underserved needs, fosters affordable housing, reduces lead-based paint hazards, reduces the number of families living in poverty, develops institutional structures, and enhances coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The City of New Bern allocated FY 2020 CDBG-CV funds to principally benefit low- and moderate-income persons through:

• **Rent and Utility Assistance** - CDBG funds will be used to fund Religious Community Services (RCS), a faith based organization that provides housing services, rental assistance and utility payments for low-income households who are in arrears.

Despite efforts made by the City of New Bern and social service providers, a number of significant obstacles remain to meeting underserved needs. With funding resources being scarce, funding becomes the greatest obstacle for the City of New Bern to meet its underserved needs. Insufficient funding lessens the ability to fund many worthwhile public service programs, activities, and agencies. Through its planning efforts, the City will use its limited resources to address the City of New Bern's greatest needs and improve the quality of life for its residents. The following obstacles need to be overcome in order to meet underserved needs:

- Lack of decent, safe, sound, and affordable owner and renter housing.
- High cost of construction and rehabilitation work, exacerbated by Hurricane Florence.
- Aging in place population who need accessibility improvements.
- Need major rehabilitation of the City's aging housing stock.
- The increasing number of vacant and abandoned properties, exacerbated by Hurricane Florence.
- Low wages in the service and retail sector job market.
- Displaced residents from Hurricane Florence.
- Continued social pressures due to the recovery from Hurricane Florence.

Actions planned to foster and maintain affordable housing

To foster and maintain affordable housing, the City proposes the following Five-Year Goals and Strategies:

- **HSS-1 Homeownership** Promote and assist in developing homeownership opportunities for lowand moderate-income persons & families.
- HSS-2 Housing Construction Promote and assist in the development of affordable housing, both rental and sales housing.

- **HSS-3 Housing Rehabilitation** Promote and assist in the preservation of existing owner and renter occupied housing stock in the City.
- **HSS-4 Fair Housing** Affirmatively further fair housing by promoting fair housing choice throughout the City of New Bern.

The City will partner with the Housing Authority of the City of New Bern, Twin Rivers Opportunities, Inc. and other fair housing agencies to promote fair housing in the city, through fair housing trainings, education, and promotions.

The City of New Bern will continue to work with the City's Human Rights Commission during this program year to again provide education and outreach.

Actions planned to reduce lead-based paint hazards

According to the 2014-2018 American Community Survey, 54.2% of the housing units in the City of New Bern were built before 1980 and are therefore at risk for containing lead-based paint. According to the North Carolina Department of Health and Human Services' 2017 Lead Surveillance Report, 1,962 children were tested in Craven County for elevated blood lead levels. Of those tested, sixteen (16) had a blood lead level of 5-9 μ g/dL or greater. With 0.8% of children tested having blood lead levels greater than 5 μ g/dL, Craven County compares favorably to the rest of North Carolina, which averages 1.3% of children tested having blood lead levels greater than 5 μ g/dL.

The revised Federal Lead-Based Paint Regulations published on September 15, 1999 (24 CFR Part 35) have had a significant impact on many activities – rehabilitation, tenant based rental assistance, and property acquisition – supported by the CDBG program. The City of New Bern will comply with Title 24, Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule).

The City of New Bern reviewed the Blood Lead Level Screening Plan provided through the North Carolina Department of Health and Human Services – North Carolina Childhood Lead Poisoning Prevention Program (CLPPP). Additionally, the City reviewed the Blood Lead Level testing data provided through the Center for Disease Control and Prevention – Childhood Lead Poisoning Prevention Program.

If the City of New Bern will ensure that the following will be done in conjunction with its Housing Rehabilitation activities:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determines whether proposed projects are exempt from some or all lead-based paint requirements.
- The level of federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.

- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitors owner compliance with ongoing lead-based paint maintenance activities, when applicable.

In addition, in conjunction with its Housing Rehabilitation activities, the City will to ensure that:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determines whether proposed projects are exempt from some or all lead-based paint safety requirements.
- The level of federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.

Actions planned to reduce the number of poverty-level families

According to the 2014-2018 American Community Survey, 15.4% of all people in the City of New Bern have incomes below the poverty level. Additionally, 40.3% of female headed households with no husband present live in poverty. Individuals living on the threshold of poverty were faced with a collection of obstacles that prevent them from escaping their situation. Some may need adequate affordable housing, job skills training, day care for children, treatment for medical or substance abuse issues or they may be children and adults with educational needs.

The City allocates its Community Development Block Grant program to improve the living environments of low to moderate-income persons, specifically improving the lives of low- to moderate-income youth in order to break the cycle of poverty.

During this program year, the City of New Bern will fund the following activities to address the needs of individuals and households who live in poverty:

 CD-20-03 Housing Rehabilitation - Funds will be given to the Redevelopment Commission to begin the rehabilitation work for the property located in the Greater Five Points neighborhood. This will begin a 2-phase renovation process that will span two program years. (Multi-year activity). • **CV-20-02 Rent and Utility Assistance** - CDBG funds will be used to fund Religious Community Services (RCS), a faith based organization that provides housing services, rental assistance and utility payments for low-income households who are in arrears.

Actions planned to develop institutional structure

The City of New Bern works with the following agencies to enhance coordination:

- City of New Bern Development Services oversees the CDBG and HOME programs.
- Housing Authority of the City of New Bern oversees the improvements to public housing communities.
- **Twin Rivers Opportunities, Inc.** oversees the Section 8 Housing Choice Voucher Program and the development of scattered site affordable housing.
- **Social Services Agencies** the City provides funds to address the needs of low- and moderateincome persons.
- **Housing Providers** the City provides funds to rehabilitate and develop affordable housing for low- and moderate-income families and individuals.
- North Carolina Balance of State CoC oversees the Continuum of Care Network for 79 counties including Craven County. For planning purposes, the CoC is divided into thirteen (13) regions. Craven County is located in Region 13.

As part of the CDBG application planning process, local agencies, and organization are invited to submit proposals for CDBG funds for eligible activities.

The Development Services Department continues to look for gaps in the institutional structure. Maintaining and enhancing communication amongst all community and economic development stakeholders, is essential in addressing the needs identified in the City of New Bern's Five-Year Consolidated Plan.

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

Public Institutions: The City will act as a clearinghouse and facilitator for many of the activities described in the annual action plan. As the local unit of government, the City is empowered to apply for and administer certain types of grants. Support from the City, expressed as a certification of consistency or some other instrument, may be all that is required for some activities. Other activities will involve the more direct participation of the City for funding, acquisition of land or buildings, or in convening meetings of various agencies to iron out differences or strategies on how to seize opportunities. The City will continue to administer the CDBG program.

The Housing Authority of the City of New Bern administers public housing. Twin Rivers Opportunities, Inc. administers Section 8 Rental Assistance Programs in the City. This Authority is responsible for the

management and maintenance of public housing units. The Housing Authority will continue in its efforts to modernize these public housing units in order to provide decent, affordable housing in the City.

Non-Profit Organizations: Non-profit housing agencies play a role in the implementation of this plan. Through the construction of new housing, and the rehabilitation of existing units, these agencies access financing sources such as the Low Income Housing Tax Credit, Greenleaf Funding, and charitable contributions that increase the supply of affordable housing. While some groups focus on the rehabilitation of single units for resale to first time homebuyers, others have attempted to create assisted rental developments. In the future, the union of such groups with social service agencies that serve specific special needs populations will address the Five Year Consolidated Plan strategy for creation of supportive housing and affordable housing opportunities.

Non-profit educational institutions provide an important partnership for the City. Craven Community College is currently partnering with the City of New Bern on the construction of the VOLT Center. Craven Community College will provide job and vocational training at the center, which is located in the Greater Five Points Redevelopment Area.

Social service agencies are a link between the provision of housing and the population it is intended to serve. The agencies work directly with providers of services to persons with special needs including: mental health, mental retardation, elderly, drug and alcohol addiction and families that are at-risk of becoming homeless. Although these agencies cannot provide housing, they can direct housing efforts where needed and are integral in the planning of housing and services for target populations. Emergency shelters, including the Religious Community Services and Coastal Women's Shelter, will continue to provide shelter for the homeless.

Private Industry: Several lending institutions cooperate with the City to provide funding for downtown improvements. Those lending institutions play an important role by providing financing that would not otherwise be available. Additionally, the private businesses located in the area contributed to the Hurricane cleanup in Downtown New Bern.

Discussion:

Monitoring:

The Monitoring Plan represents the City of New Bern's strategy for overseeing the activities of entities that carry out CDBG assisted activities. The Monitoring Plan identifies the following:

- The organizations to be monitored
- The issues to be explored and the methodology to be utilized in conducting the monitoring
- Identification of the specific Development Services staff members that will assume responsibility for monitoring
- The follow-up measures to be followed in communicating the results of the monitoring to affected organizations and the methods that will be utilized to obtain feedback from affected organizations

The CDBG monitoring will be carried out at two (2) separate levels. First, the City will conduct an internal monitoring to review the homeowner rehab program and to ensure that the CDBG Program is being administered in accordance with CDBG and other federal regulatory and statutory requirements. Second, the City will conduct an external monitoring to review the activities of its sub-recipients.

The purpose of the City's monitoring efforts is:

- to identify and correct issues that prevent the City from achieving full compliance with the regulatory requirements of the CDBG Program and other Federal requirements before deficiencies lead to HUD monitoring findings, and
- to learn more about the strengths and weaknesses of the various organizations that plays a role in the City's CDBG program and to use this knowledge as the basis for structuring future CDBG activities.

Program Specific Requirements

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

Introduction:

The City of New Bern receives an annual allocation of CDBG funds. Since the City receives this federal allocation, the questions below have been completed, as they are applicable.

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	40.00
	of the next program year and that has not yet been reprogrammed	\$0.00
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	\$0.00
	the grantee's strategic plan.	
3.	The amount of surplus funds from urban renewal settlements	\$0.00
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	\$0.00
5.	The amount of income from float-funded activities	\$0.00
	Total Program Income	ć0.00
		\$0.00

Other CDBG Requirements

1. The amount of urgent need activities

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.

CDBG Percentages:

- Administrative Percentage: 20.0%
- Public Service Percentage: 0.0%
- Low and Moderate-Income Percentage: 100.0%
- No Slum and Blight Activities.

0

CDBG-CV Percentages:

- Administrative Percentage: 10.0%
- Public Service Percentage: 0.0%
- Low and Moderate-Income Percentage: 100.0%

AGENDA ITEM COVER SHEET

Agenda Item Title: Consider adopting a Resolution to temporarily close portions of Middle Street, Pollock Street, and Craven Street to vehicular traffic.

Date of Meeting: 9/8/2020	Ward # if applicable: Ward 1
Department: Parks & Recreation	Person Submitting Item: Foster Hughes, CPRE
Call for Public Hearing: □Yes⊠No	Date of Public Hearing:

Explanation of Item:	Lynne Harakal, with Swiss Bear Downtown Development Corporation has made a request to use Talbot Lot each Friday and Saturday in October and to close the 200-300 blocks of Middle Street, 300-400 block of Pollock Street, and the 200 block of Craven Street for MumFeast from 5:00 p.m. Friday, until 10:00 p.m. Saturday on the following dates for Mum Feast: Friday, October 2 through Saturday, October 3;Friday, October 9 through Saturday, October 10, 2020; Friday, October 16 through Saturday, October 17; Friday, October 23 through Saturday, October 24, 2020; and Friday, October 30 through Saturday, October 31, 2020.
Actions Needed by Board:	Adopt the Resolution
Backup Attached:	Resolution – Memo – Application –

Is item time sensitive? ⊠Yes □No	
Will there be advocates/opponents at the meeting? \Box Yes $oxtimes$ No	

Cost of Agenda Item:	
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 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
- Re: Adopt the Resolution to temporarily close portions of Middle Street, Pollock Street, and Craven Street to vehicular traffic

Background Information:

With a safely re-imaged MumFest, now appropriately renamed MumFeast, Lynne Harakal, with Swiss Bear Downtown Development Corporation, has made a request to use the Talbot lot at the corner of Craven Street and South Front Street each Friday and Saturday in October; to block 5 parking spaces on south Front Street adjacent to the Talbot Lot each Friday and Saturday in October; and to close the 200-300 blocks of Middle Street, 300-400 block of Pollock Street, and the 200 block of Craven Street from 5:00 p.m. Friday until 10:00 p.m. Saturday on the following dates for Mum Feast:

Friday, October 2 through Saturday, October 3, 2020, Friday, October 9 through Saturday, October 10, 2020, Friday, October 16 through Saturday, October 17, 2020, Friday, October 23 through Saturday, October 24, 2020, and Friday, October 30 through Saturday, October 31, 2020.

Recommendation:

The Parks and Recreation Department recommends approval and requests 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, MumFest has been safely re-imagined and appropriately named MumFeast. Swiss Bear Downtown Development Corporation has made a request to close the 200-300 blocks of Middle Street, 300-400 blocks of Pollock Street, and 300 block of Craven Street to vehicular traffic for MumFeast from 5:00 p.m. on Friday until 10:00 p.m. on Saturday on the following dates:

Friday, October 2 through Saturday, October 3, 2020, Friday, October 9 through Saturday, October 10, 2020, Friday, October 16 through Saturday, October 17, 2020, Friday, October 23 through Saturday, October 24, 2020, Friday, October 30 through Saturday, October 31, 2020; and

WHEREAS, Swiss Bear has further requested to use the vacant lots located at 304 and 308 South Front Street (known as the "Talbot's lot") and to block 5 parking spaces on South Front Street adjacent to the Talbot lot each Friday and Saturday in October; and

WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends the above requests be approved.

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

That the 200-300 blocks of Middle Street, and the 300-400 blocks of Pollock Street, and 300 block of Craven Street shall be closed to vehicular traffic from 5:00 p.m. Friday, until 10:00 p.m. on Saturday on the following dates:

Friday, October 2 through Saturday, October 3, 2020, Friday, October 9 through Saturday, October 10, 2020, Friday, October 16 through Saturday, October 17, 2020, Friday, October 23 through Saturday, October 24, 2020, Friday, October 30 through Saturday, October 31, 2020; and

Further, the use of the vacant lots located at 304 and 308 South Front Street (known as the "Talbot's lot") and the blockage of 5 parking spaces on South Front Street adjacent to the Talbot lot each Friday and Saturday in October is hereby granted to facilitate the 2020 MumFeast event.

ADOPTED this 8th day of September 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



August 28, 2020

Mark Stephens, City Manager City of New Bern

RE: Special Exception to Street Closures during Downtown Dining and MumFeast!

Dear Mr. Stephens,

Swiss Bear, Inc. has requested weekend street closures for downtown street dining and MumFeast! through the end of October, 2020. We understand there may be special circumstance when Downtown churches would need to request permission from the City for a vehicle to access either Pollock or Middle streets (i.e wedding, funeral). Swiss Bear does not object to providing access during street closures, however for the safety of the public attending these events, we do request that the vehicle be escorted entry and exit by New Bern Police.

Sincerely,

Lynne Harakal Executive Director Swiss Bear, Inc. We are happy to announce a safely re-imagined MumFest, now appropriately renamed MumFeast!

This month-long weekends only event will be an expansion of Downtown New Bern's very successful Friday and Saturday evenings diving in the streets. Downtown streets will close at 5pm Fridays and remain closed through 10:00pm Saturdays so participating restaurants can provide "Feasting in the Streets". Stores will have sidewalk and street displays, and a handful (6-8) of artisans will be safely positioned in the streets each weekend as well.

One of the most talked about components from 2019 will be here to stay -- the mum arch and maze in Union Point Park! Not only will you be able to walk through the maze and take pictures by the arch, but downtown streets will be decorated with mums as they have for the past five years. There will be local live music to enjoy outside to keep a highlight of prior years safely in place.

If you're unable or uncomfortable attending you can still enjoy some of your best-loved seasonal foods by taking advantage of our curbside pickup on South Front Street. A curated selection of "festival-style" food will be available at the lot on the corner of South Front and Craven each weekend. Favorites like funnel cake, fried oreos, sausage sandwiches, tacos and more will be available. And with curbside pickup you can take your order home or enjoy it in one of our beautiful City parks.

MumFeast! will be held on Middle, Pollock and Craven streets weekends in October. Join us in Downtown New Bern as we celebrate the 40th anniversary of Main Street and MumFest during the month of October with the safely re-imagined MumFeast! Face masks and social distancing are highly recommended.

CITY OF NEW BERN

APPLICATION FOR PUBLIC ASSEMBLY, PARADE & SPECIAL EVENTS IN CITY PARKS

This application is hereby made for a permit to hold a Public Assembly and/or Parade as described in the City of New Bern Code of Ordinances (Sec. 66-85; 66-86; and 66-87) – Public Assemblies and Parades. This application along with

attachments must be presented at least 60 days prior to the event date.

<u>Festival</u> – A concert, fair, festival, exhibit, athletic event, promotion, community event, block party, or similar event. <u>Parade</u> – A march, ceremony, pageant, procession or other similar activities consisting of persons, animals, vehicles or things, or any combination thereof, that disrupts the normal flow of traffic upon any public street.

Public Assembly – A festival or demonstration which is reasonably anticipated to obstruct the normal flow of traffic upon any public street and that is collected together in one place; or a festival in any city-controlled park.

Name of Event/Activity: Mum Feast
Organization Name: Swiss Bear, Inc.
Responsible Contact: Lynne Harakal / Karen Genua
Address: 316 S. Front St.
City: New Bern State: NC Zip code: 28560
Phone: 252-626-6280 (Lynne) Alternate Phone: 252-772-5036 (Karen)
Email: director & swissbear, org (cynn) business picialist & swissbear org
Type of Event: Demonstration Festivalish DParade
Date of Event: 10/2,10/3,10/9,10/10,10/16,10/17,10/23, Proposed Rain Date: NA Event Set up time: 10/24, 10/30,10/31 Event Tear Down Completed Time: Saturdays 10pm
Event Set up time: 50 Fordays Event Tear Down Completed Time: Saturdays 10 pm
Event Start Time: 5:30pm Fridays Event End Time: Saturdays 9:50pm
What is the specific location and/or route of the proposed event? (Attach additional information if needed) 200 - 300 Middle, 300-400 Pallock, 200 Craven, Talbot 10+
(See Map-attached)

Note: A detailed map of the proposed route as well as a specific list of streets is required. The specific location of the Public Assembly must include the aerial overview with location marked. *Festivals/Events require detailed aerial map with complete layout*.

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed) MumFeast - (See attached description)

Estimated attendance: Boo over 24 hours; Attendance not to exceed: <u>locs over 24 hours</u>. *Note: If more than 1,000 in attendance is expected 1) <u>Proof of Crowd Manager Training Certification is required</u>. Training is available at the following link: <u>http://www.newbernnc.gov/departments/fire_department/crowd_manager_training_php_2</u>) Public Safety Plan is required. Information must be submitted with application. For additional info, please contact the Fire Marshall at 252-639-2931

Tents # 6 Sizes 10 X 10 Provide additional info as needed (Note. Tents 700 sq ft. or bigger must be inspected by Fire Marshall.

How will you handle trash generated from the event?

We are requesting # 4-6 trash canse Talbot lot for 3-5 food trucks

 \Box We will provide our own bags & dispose of any trash generated ourselves

We request that City Staff dispose of all trash generated. We understand additional fees will be charged for this service, including the cost of labor, and materials (bags, etc.) used.

Are you requesting any City of New Bern Street Clos *Any street closures require approval of the Board of Aldermen. Street consideration. Street closures require barricades. A fee of <u>S5 00 per b</u> . *What Street(s) are you requesting to close? Be specific: <u>200 Craven</u> , <u>Talbat</u> bt	t closures must be received a arricade must be paid 48 busi	iness hours prior t	to the event
Are you requesting any State Road or Bridge closure *If yes, a 90 day notice and application is required by the NCDOT for in please call NCDOT Office at 252-439-2816. The State Road/Bridge Close If this event includes the use of floats, vehicles, placards, loud sp detailed explanation of their use, purpose and number	order to consider state roads ure permit must be attached	to this application	n
Will Inflatables or other Play features be part of this Will Food Vendors or Commercial/Non-Profit vendor (If you answered YES, Additional Fees apply. A detailed list of all vendor The following items are required and must be attached at the to A detailed map – including the location, route with beginning Petition of Signatures – of business/residents affected – If roo The following items are required within two (2) business days of Certificate of Insurance – Listing the City of New Bern, PO Bos List of all food/commercial/non-profit vendors. Payment in full of applicable fees and charges. I attest that I am authorized on behalf of this group/organization to require that this application must be submitted with full details and attachment Those charges include set-up tear down time for staff, rental of barricad understand that failure to provide the requested information within the to indemnify and hold harmless the City of New Bern, its departments, or	rs be part of this even rs is required.) time of Application: and ending point and strea ads are closed. of the event or event shall x 1129, New Bern, NC as "A usest the permit for the activit ts. I understand that addition des, Public Safety, Trash collect s specified timelines shall result	t? Eres C et names includ be cancelled: Additional Insur- ties prescribed her al fees and charg tion, damages, et it in application b	■No led. ed". rein. I understand res may be incurred. tc. I further eing denied. I agree
damage to person or property during this activity. The following items must be submitted with Application Completed & Signed Application		Total An Barricades:	ticipated Charges
Detailed maps of parade route and/or festival layout		Durreducs.	\$
Petition of signatures (<i>if road closure is requested</i>) Proof of Crowd Manager training & Public Safety Plan (if attendaments) Numer Hankel Slisle		Trash Collec	
Authonized Signature Date		City Staff:	#
All documents have been provided and this application is recomm	mended for approval	City otori	Ś
			T
Administrative Support Supervisor Date		Vendor Fee	s # Ś
		Park/Facility	
This application has been approved.	8-2020	raik/raciin	\$
Director of Parks & Recreation Date			\$
		Total Due:	L
Have HOA's been notified? [Yes _ No Spol Approved by Department Date: Submitted for Board Approval Date: All Paperwork collected Date: All fees collected \$ Date:	ke with:		Yes No

Lynne Harakal

From:	Danny Batten <dannyb@surfwindandfire.com></dannyb@surfwindandfire.com>
Sent:	Tuesday, August 18, 2020 11.56 AM
То:	Mark Stephens
Cc:	Lynne Harakal
Subject:	Mumfest street closures

Mark,

I am send this email to let you know that our downtown businesses voted at the July Downtown Business Council meeting in support of weekend street closures during the month of October. We understand the importance of offering some smaller scaled version of the Mumfest. We also understand the restaurants and bars are taking the hardest hit economically during this phase 2 period. Our other businesses are also feeling the economic pinch but not nearly as much as the restaurants. Closing the streets and expanding dining is the best way to support our restaurants at this time. Please pass this information to the Mayor and Aldermen. We truly appreciate all of the support we receive from the city.

Sincerely, Danny Batten Chair - Downtown Business Council

On Aug 18, 2020, at 10:58 AM, Mark Stephens <<u>stephensm@newbernnc.gov</u>> wrote:

Wednesday afternoon before 230p and Thursday morn after 930a.

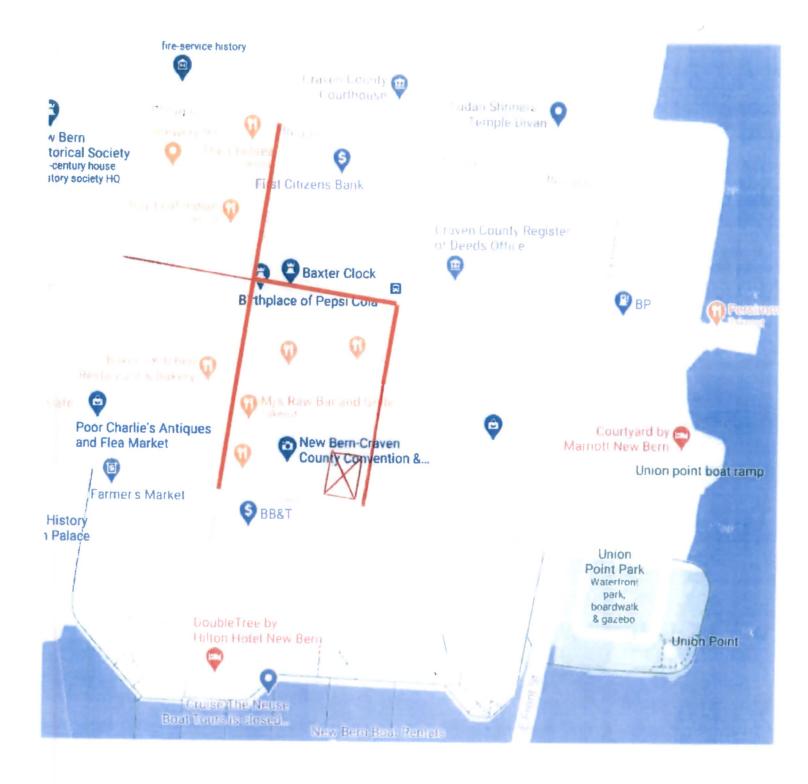
Thanks,

Mark

Mark A. Stephens, PE City Manager City of New Bern 300 Pollock Street PO Box 1129 New Bern, NC 28560

(O) 252-639-2700 stephensm@newbernnc.gov

From: <u>kroberts@newbernchamber.com</u> <<u>kroberts@newbernchamber.com</u>> Sent: Tuesday, August 18, 2020 9:24 AM To: 'Lynne Harakal' <<u>director@swissbear.org</u>>; Foster Hughes <<u>hughesf@newbernnc.gov</u>>; 'Amanda Banks' <<u>info@bearymerrychristmas.com</u>>; Sabrina Bengel <<u>bengels@newbernnc.gov</u>>; 'Danny Batten '



AGENDA ITEM COVER SHEET



Agenda Item Title:

Discussion of Citywide Radio Upgrade Project

Meeting: September 8, 2020 Ward # if applicable: N/A	
ent: POLICE Person Submitting Item: Captain Morrison-Brown	
Public Hearing: □Yes⊠No Date of Public Hearing:	
Public Hearing: □Yes⊠No Date of Public Hearing:	

Explanation of Item:	City of New Bern purchased current City-Wide radio system in 2011. Current radio consoles are no longer supported as of November 2019. Proposal to upgrade entire radio system to P25 Phase 2 standards.
Actions Needed by Board:	Initial presentation held on July 28, 2020. Board approval is requested.
Backup Attached:	Memorandum with Presentation

Is item time sensitive? ⊠Yes □No

Will there be advocates/opponents at the meeting? \Box Yes \boxtimes No

Cost of Agenda Item: \$1,276,518.02

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

Additional Notes: Chief Summers will answer questions related City-Wide Radio Upgrade project. Director Mary Hogan will present financing options on the City-Wide Radio Upgrade project.



NEW BERN

NEW BERN POLICE DEPARTMENT

Founded 1797

P.O. Box 1129, New Bern, NC 28563-1129 (252) 672-4100

Police and Community come together here.



Toussaint E. Summers, Jr. Chief of Police

TO: Mayor and Board of Alderman

FROM: Toussaint E. Summers, Jr., Chief of Police

SUBJECT: City-Wide Radio System Upgrade FY20-21

DATE: September 8, 2020

Background

This memorandum is a follow up to the initial request on July 28, 2020 for the Board of Alderman to consider a City-Wide Radio Upgrade.

The City's radio system is over eight (8) years old and therefore due for a major upgrade of technology. Each year that we do not upgrade, the City increases the risk of a significant or catastrophic failure to the system. The upgrade would include two-parts: 1) Symphony Workstations and 2) Replacing Current System to Phase 2 System with Redundant Virtualized Control Points.

Suggest total price of project to be split between several departments within the City. There is an additional cost of \$64,104.44 to purchase a minimum of 25 portable radios with the new system.

Recommendation

It is recommended that the Board of Alderman approve the City-Wide Radio Upgrade project.

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider adopting a resolution authorizing filing of an application with LGC for approval of financing for the Radio System Upgrade and the Pleasant Hill Community Center Building.

Ward # if applicable: 5
Person Submitting Item: Mary M. Hogan
Date of Public Hearing: N/A

Explanation of Item:	In order to proceed with financing the Radio System Upgrade and the Pleasant Hill Community Center Building, a resolution must be approved authorizing the filing of an application with the Local Government Commission for the approval of the financing agreement.
Actions Needed by Board:	Adopt a resolution authorizing the filing of an application with the LGC for approval of financing.
Backup Attached:	Memo, Resolution

Is item time sensitive? ⊠Yes □No Will there be advocates/opponents at the meeting? □Yes ⊠ No

Cost of Agenda Item: \$0.00

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

Additional Notes:



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

FROM: Mary M. Hogan - Director of Finance

DATE: August 27, 2020

RE Application for LCG Approval for the Radio System Upgrade and Pleasant Hill Community Center Building Financing

Background

At the September 8, 2020 meeting, the Board authorized the Director of Finance to proceed with the financing for the Radio System Upgrade and the Pleasant Hill Community Center Building with an estimated financing not to exceed \$1,803,895.

Current

Due to the dollar amount and the desired terms of the financing, the borrowing will have to be approved by the North Carolina Local Government Commission (LGC). Part of the approval process is the adoption of a resolution authorized by N.C.G.S. 160A-20. A public hearing will also need to be conducted at a later date.

We anticipate obtaining LGC approval at their November 3, 2020 meeting and closing on the loan shortly thereafter.

Requested Action

It is recommended that the Board consider adopting the attached resolution authorizing the filing of an application for approval of financing agreement authorized by N.C.G.S 160A-20 at the September 8, 2020 meeting.

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the City of New Bern, North Carolina desires to purchase and install a Radio System Upgrade and Pleasant Hill Community Center Building and the financing will be refunded through an installment loan with BB&T bank at 1.750% interest for a 10-year period; and

WHEREAS, the City of New Bern, North Carolina desires to finance the Project by use of an installment contract authorized under North Carolina General Statue 160A, Article 3, Section 20; and

WHEREAS, the City of New Bern, North Carolina desired to begin making purchases prior to finalization of the financing agreement and adopted a Declaration of Official Intent to Reimburse on September 8, 2020; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the City of New Bern, North Carolina, meeting in regular session on the 8th day of September 2020, make the following findings of fact:

- 1. The proposed contract is necessary because purchase and installation of the new radio system will replace the current radio system which is no longer supported and the City identified the need for a Community Center at Pleasant Hill, which will better serve the citizens of New Bern.
- 2. The proposed contract is preferable to a bond issue for the same purpose because the cost to issue general obligation bonds would be greater. The cost of the proposed Project exceeds the amount that can be prudently raised from currently available appropriations and unappropriated fund balances, and the City does not have any non-voted bonds that could be issued pursuant to Article V, Section 4, of the North Carolina Constitution (the "two-thirds limitation") to fund the project.
- The sums to fall due under the contract are adequate to complete the Project and are not excessive for the proposed purpose based upon engineering estimates.

- 4. The City of New Bern's debt management procedures and policies are good because the City carries out policies in strict compliance with the law and will continue to provide adequate debt management as directed by the Local Government Commission.
- 5. No increases in ad valorem taxes will be necessary to meet debt obligations.
- 6. The City of New Bern is not in default in any of its debt service obligations.
- 7. The attorney for the City of New Bern has rendered an opinion that the proposed project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.
- 8. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized to act on behalf of the City of New Bern in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 8th day of September, 2020.

The motion to adopt this resolution was made by Alderman _____,

seconded by Alderman _____ and passed by a vote of _____

to _____.

DANA E. OUTLAW, MAYOR

ATTEST:

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider adopting resolution approving Installment Purchase Financing for the Radio System Upgrade and the Pleasant Hill Community Center Building.

Date of Meeting: 9/8/2020	Ward # if applicable: N/A
Department: Finance	Person Submitting Item: Mary M. Hogan
Call for Public Hearing: \Box Yes \boxtimes No	Date of Public Hearing: N/A

Explanation of Item:	A resolution is required to approve the financing of the Radio System Upgrade and the Pleasant Hill Community Center Building. The financing term is 10 years from the closing date of the loan.
Actions Needed by Board:	Adopt a resolution authorizing financing.
Backup Attached:	Memo, Resolution, Summary of Financing Proposals

Is item time sensitive? \boxtimes Yes \square No Will there be advocates/opponents at the meeting? \square Yes \boxtimes No

Cost of Agenda Item: \$0.00

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

Additional Notes:



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

FROM: Mary M. Hogan - Director of Finance

DATE: August 27, 2020

RE: Radio System Upgrade and Pleasant Hill Community Center Building Installment Financing

Background

In the fiscal year 2020-21 budget, the Board appropriated \$300,000 for the Pleasant Hill Community Center. In addition, on August 25, 2020 in accordance with IRS regulations, the Board adopted a Resolution and Declaration of Official Intent to reimburse ourselves with loan proceeds, which will minimize the cost of borrowing.

The Police Department has identified the need to replace the current city-wide radio system purchased in 2011 to P25 Phase 2 standards radio system. Support on the current radio consoles was discontinued as of November 2019. The estimated cost of the radio system upgrade is \$1,503,895, which will be funded with loan proceeds.

Current

The total amount to be borrowed is not-to-exceed \$1,803,895. The term of the loan is 10 years. We sent out request for financing proposals to BB&T, PNC Bank and First Citizens Bank; enclosed is a summary of all proposals. BB&T was the only bank to submit a proposal and was therefore considered to have submitted the proposal with the lowest overall financing costs at the desired repayment period (10 years) with a tax-exempt fixed interest rate of 1.750%. The loan can be prepaid at any time with a 1% prepayment penalty; or, the loan can be non-callable for the first half of the term, then prepaid in whole without penalty.

Requested Action

It is recommended that the Board consider adopting the attached resolution to enter into an installment financing contract with BB&T at the September 8, 2020 meeting. The Mayor and Director of Finance are authorized to execute the contract.

RESOLUTION APPROVING FINANCING TERMS

WHEREAS, The City of New Bern ("City") has previously determined to undertake a project for financing the Radio System Upgrade and the Pleasant Hill Community Center Building (the "Project"), and the Director of Finance has now presented a proposal for the financing of such Project.

BE IT, THEREFORE, RESOLVED as follows:

1. The City hereby determines to finance the Project through Branch Banking & Trust Company in accordance with the proposal dated August 20, 2020. The amount financed shall not exceed \$1,803,895.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.750%, and the financing term shall not exceed ten (10) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Mayor and Director of Finance of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as Branch Banking & Trust Company may request.

3. The Director of Finance is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Director of Finance is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Director of Finance shall approve, with the Director of Finance's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Branch Banking & Trust Company financing described above.

The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 8th day of September 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

(SEAL)

City of New Bern Installment Purchasing Financing - Bid Tabulation Bank Proposals - Fire Pumper and Aerial Platform Trucks

14-Aug-20

Amount To Be-Fir	nanced: Not To Exceed -	\$1,720,621.00		
Terms of Financir	ng:	15 Years		
Bank		<u>BB&T</u>	First Citizens	PNC Bank
Interest Rate		2.0600%	None Provided	None Provided
Prepayment Pen	alty	1% at any time or at par after half the term has elapsed	None	None
Other Fees		None	None	None
Finance Charge	Life of Loan	\$290,241.05	None Provided	None Provided

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider adopting resolution approving Installment Purchase Financing for the purchase of a Fire Pumper and an Aerial Platform.

Date of Meeting: 9/8/2020	Ward # if applicable: N/A
Department: Finance	Person Submitting Item: Mary M. Hogan
Call for Public Hearing: □Yes⊠No	Date of Public Hearing: N/A

Explanation of Item:	A resolution is required to approve the financing of the Sutphen Pumper and Ariel Platform Fire trucks. The financing term is 15 years from the closing date of the loan.
Actions Needed by Board:	Adopt a resolution authorizing financing.
Backup Attached:	Memo, Resolution, Summary of Financing Proposals

Is item time sensitive? Yes No	
Will there be advocates/opponents at the meeting?	

Cost of Agenda Item: \$0.00

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

Additional Notes:



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

FROM: Mary M. Hogan - Director of Finance

DATE: August 27, 2020

RE: Fire Pumper and Aerial Platform Financing

Background

On May 28, 2019 the Board adopted the fiscal year 2019-20 operating budget. In this budget the Board approved the purchase of a Sutphen Pumper and Sutphen Aerial Platform ("Fire Trucks"). In addition, on July 9, 2019 in accordance with IRS regulations, the Board adopted a Resolution and Declaration of Official Intent to reimburse ourselves with loan proceeds, which will minimize the cost of borrowing.

Current

It is anticipated that the Fire Trucks will be delivered in October 2020. The trucks have an expected useful life of at least 20 years. The total amount to be borrowed is not-toexceed \$1,720,621. The term of the loan is 15 years. We sent out request for financing proposals to BB&T, PNC Bank and First Citizens Bank; enclosed is a summary of all proposals. BB&T was the only bank to submit a proposal and was therefore considered to have submitted the proposal with the lowest overall financing costs at the desired period (15 years) with a tax-exempt fixed interest rate of 2.060%. The loan can be prepaid at any time with a 1% prepayment penalty; or, the loan can be non-callable for the first half of the term, then prepaid in whole without penalty.

Requested Action

It is recommended that the Board consider adopting the attached resolution to enter into an installment financing contract with BB&T at the September 8, 2020 meeting. The Mayor and Director of Finance are authorized to execute the contract.

RESOLUTION APPROVING FINANCING TERMS

WHEREAS, The City of New Bern ("City") has previously determined to undertake a project for financing one (1) 2020 Sutphen Custom Pumper and one (1) Sutphen Custom SPH 100 Aerial Platform (the "Project"), and the Director of Finance has now presented a proposal for the financing of such Project.

BE IT, THEREFORE, RESOLVED as follows:

1. The City hereby determines to finance the Project through Branch Banking & Trust Company in accordance with the proposal dated August 4, 2020. The amount financed shall not exceed \$1,720,621.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.060%, and the financing term shall not exceed fifteen (15) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Mayor and Director of Finance of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as Branch Banking & Trust Company may request.

3. The Director of Finance is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Director of Finance is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Director of Finance shall approve, with the Director of Finance's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Branch Banking & Trust Company financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 8th day of September 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

(SEAL)

City of New Bern Installment Purchasing Financing - Bid Tabulation Bank Proposals - Fire Pumper and Aerial Platform Trucks

14-Aug-20

Amount To Be-Financed: Not To Exceed -	\$1,720,621.00		
Terms of Financing:	15 Years		
Bank	BB&T	First Citizens	PNC Bank
Interest Rate	2.0600%	None Provided	None Provided
Prepayment Penalty	1% at any time or at par after half the term has elapsed	None	None
Other Fees	None	None	None
Finance Charge Life of Loan	\$290,241.05	None Provided	None Provided

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider adopting resolution approving Installment Purchase Financing for FY2020-21 capital purchases

Date of Meeting: 9/8/2020	Ward # if applicable: N/A
Department: Finance	Person Submitting Item: Mary M. Hogan
Call for Public Hearing: □Yes⊠No	Date of Public Hearing: N/A
0	

Explanation of Item:	A resolution is required to approve the financing of the FY21 capital purchases. The financing term is 59 months from the closing date of the loan.
Actions Needed by Board:	Adopt a resolution authorizing financing.
Backup Attached:	Memo, Resolution, Summary of Financing Proposals

Is item time sensitive? ⊠Yes □No	
Will there be advocates/opponents at the meeting? □Yes 🛛 No	

Cost of Agenda Item: \$0.00

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

Additional Notes:



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

FROM: Mary M. Hogan - Director of Finance

DATE: August 27, 2020

RE: FY21 Capital Purchase Installment Financing

Background

On June 9, 2020 the Board adopted the fiscal year 2020-21 operating budget. In this budget the Board approved various capital vehicle and equipment purchases. In addition, on August 25, 2020 in accordance with IRS regulations, the Board was presented for adoption a Resolution and Declaration of Official Intent to reimburse ourselves with loan proceeds, which will minimize the cost of borrowing.

Current

Requests for financing proposals were sent to BB&T, PNC Bank and First Citizens Bank to provide financing options for the amounts of \$1,210,673. The options provide financing for the fiscal year 2020-21 capital vehicle and equipment purchases

Enclosed is a summary of all proposals received. BB&T submitted a proposal at the desired repayment period (59 months) with a tax-exempt fixed interest rate of 1.190%, the lowest total financing costs and the most favorable terms. The loan may be prepaid in whole on any payment date with no penalty. Based on the terms provided, it is recommended to accept the loan offer not to exceed \$1,210,673.

Requested Action

It is recommended that the Board consider adopting the attached resolution to enter into an installment financing contract with BB&T at the September 8, 2020 meeting. The Mayor and Director of Finance are authorized to execute the contract.

RESOLUTION APPROVING FINANCING TERMS

WHEREAS, The City of New Bern ("City") has previously determined to undertake a project for financing vehicles and equipment, and the Director of Finance has now presented a proposal for the financing of such Project.

BE IT, THEREFORE, RESOLVED as follows:

1. The City hereby determines to finance the Project through Branch Banking & Trust Company in accordance with the proposal dated August 20, 2020. The amount financed shall not exceed \$1,210,673.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.190%, and the financing term shall not exceed fifty-nine (59 months from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. The Mayor and Director of Finance of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as Branch Banking & Trust Company may request.

3. The Director of Finance is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Director of Finance is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Director of Finance shall approve, with the Director of Finance's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Branch Banking & Trust Company financing described above. The City intends that funds that have been advanced, or that may be advanced, from

the City's general fund, or any other City fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 8th day of September 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

(SEAL)

City of New Bern Installment Purchasing Financing - Bid Tabulation Bank Proposals - FY21 Capital Vehicles & Equipment

14-Aug-20

Amount To Be-Financed: Not To Exceed -	\$1,210,673.00		
Terms of Financing:	59 Months		
Bank	BB&T	First Citizens	PNC Bank
Interest Rate	1.1900%	1.4400%	None Provided
Prepayment Penalty	None	None	None
Other Fees	None	None	None
Finance Charge Life of Loan	\$40,980.64	None Provided	None Provided

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider adopting an amendment to the FY 2020-21 annual adopted budget.

Ward # if applicable:
Person Submitting Item: Mary M. Hogan, Director of Finance
Date of Public Hearing:

Explanation of Item:	Consider adopting an amendment to the FY 2020-21 annual adopted budget.
Actions Needed by Board:	Adopt ordinance amendment.
Backup Attached:	Memo, Ordinance Amendment

Is item time sensitive? ⊠Yes □No

Will there be advocates/opponents at the meeting? \Box Yes \boxtimes No

Cost of Agenda Item:

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

Additional Notes:



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

- FROM: Mary M. Hogan Director of Finance
- DATE: 8/28/2020

RE: Amendment to the FY 2020-21 Operating Budget

Background Information

This amendment acknowledges and appropriates funding allotted in Session Law 2020-4 for the Coronavirus Relief Fund, issued by the North Carolina Pandemic Recovery Office to Craven County. Craven County allocated \$497,477 to the City of New Bern for expenses that support the Craven County CRF Plan. The budget will allow expenditures for various medical, public health, safety and compliance costs related to COVID-19.

Requested Action

The Board considers adopting the enclosed budget amendment at its meeting on September 8, 2020.

CITY OF NEW BERN, NORTH CAROLINA REQUESTED AMENDMENT TO Fiscal Year 2020-2021

FROM: Mary M. Hogan, Director of Finance

Meeting Date: September 8, 2020

EXPLANATION:

This amendment acknowledges and appropriates funding allotted in Session Law 2020-4 for the Coronavirus Relief Fund, issued by the North Carolina Pandemic Recovery Office to Craven County. Craven County allocated \$497,477 to the City of New Bern for expenses that support the Craven County CRF Plan. The budget will allow expenditures for various medical, public health, safety and compliance costs related to COVID-19.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT THE 2020-2021 ANNUAL BUDGET ORDINANCE IS AMENDED AS FOLLOWS:

Section 1 - Appropriations

Schedule A - GENERAL FUND		
Increase: Information Technology	\$	1,999
Human Resources		74,564
General Administration		3,923
Fire		42,978
Public Works Administration		47,647
Parks & Recreation Administration		106,500
Police		35,646
	\$	313,257
Schedule E - ELECTRIC FUND		
Increase: Operations & Maintenance	\$	28,000
Customer & Payment Services		156,220
	\$	184,220
Section 2 - Estimated Revenues		
Schedule A - GENERAL FUND		
Increase: Miscellaneous Revenue	\$	313,257
Schedule E - ELECTRIC FUND	¢	104 000
Increase: Miscellaneous Revenue	\$	184,220

NATURE OF TRANSACTION:

X ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION TRANSFER WITHIN ACCOUNTS OF SAME FUND OTHER :

APPROVED BY THE BOARD OF ALDERMEN AND ENTERED ON MINUTES DATED SEPTEMBER 8, 2020 AGENDA ITEM NUMBER _____

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Executing Utility Preliminary Engineering Agreement R-1015 known as the US 70 Havelock Bypass.

Date of Meeting: September 8, 2020	Ward # if applicable: N/A
Department: Public Utilities	Person Submitting Item: Charles Bauschard
Call for Public Hearing: □Yes⊠No	Date of Public Hearing: N/A

Explanation of Item:	Request for Mayor to execute Utility Preliminary Engineering Agreement with NCDOT; R-1015; known as the US 70 Havelock Bypass.
Actions Needed by Board:	Execution by Mayor Outlaw
Backup Attached:	Memo, Utility Preliminary Engineering Agreement, Engineering Cost Estimate, Resolution

Is item time sensitive? ⊠Yes □No

Will there be advocates/opponents at the meeting? \Box Yes \boxtimes 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? \Box Yes \Box No

Additional Notes: Reimbursement of non-budgeted expenditures.



CITY OF NEW BERN DEPARTMENT OF PUBLIC UTILITIES 210 Kale Road, P.O. Box 1129 New Bern, NC 28563-1129

TO: Mayor Outlaw, Board of Aldermen

FROM: Charles D. Bauschard, Director of Public Utilities

COPIES: Mark Stephens, City Manager; File

- **SUBJECT:** NCDOT/Utility Preliminary Engineering Agreement R-1015 (Havelock Bypass)
- **DATE:** August 26, 2020

The North Carolina Department of Transportation has requested for the City of New Bern to relocate City owned electric utilities for the purpose of constructing NC DOT Element No. 34360.1.2 / Program No. R-1015; known as the US 70 Havelock Bypass. The scope of work includes the relocation of overhead and underground electrical distribution facilities of which is reimbursable by NC DOT.

Staff requests your consideration towards executing the attached "Utility Preliminary Engineering Agreement". This action establishes the utilities preliminary engineering cost estimate of \$81,800 and terms for reimbursement by NC DOT. The balance of reimbursable engineering and construction expenses will be forthcoming as a separate agreement. Executable documents are attached for your review.

RESOLUTION

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

That the Utility Preliminary Engineering Agreement for Transportation Improvement Program No. R-1015 for the US 70 Havelock Bypass dated September 8, 2020 by and between the NC Department of Transportation 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 the City Clerk are hereby authorized and directed to execute the same, in duplicate originals, for and on behalf of the City.

ADOPTED THIS 8TH DAY OF SEPTEMBER, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

UTILITY PRELIMINARY ENGINEERING AGREEMENT (PAYABLE)

242(0.1.2

	WBS ELEMENT:	34300.1.2
TRANSPORTATION IMPROVEME	NT PROGRAM NO.:	R-1015
	COUNTY:	Craven
******	* * * * * * * * * * * * * * * * * * * *	*****
This agreement made this	day of	,, by and
between the Department of Transp	oortation, an agency	of the State of North
Carolina, hereinafter referred to as	the DEPARTMENT,	and The City
of New Bern	hereinafter referr	ed to as the COMPANY:
<u>W</u>	<u>I T N E S S E T H</u> :	

THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:

Relocation of Electric Distribution Facilities for the US 70. Havelock bypass.

known as route US 70 in Craven County, North Carolina to be

designated as N.C. State Highway Project and/or WBS Element 34360.1.2 and,

WHEREAS, the construction of said project will require certain engineering of

plans for adjustments to be made to the existing facilities of the COMPANY;

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of

the said facilities of COMPANY, the DEPARTMENT and the COMPANY have

agreed as follows:

1. That the DEPARTMENT has agreed to reimburse the COMPANY for preliminary engineering charges associated with certain adjustments to be made to the existing facilities of the COMPANY.

2. That any work performed under this agreement shall comply with DEPARTMENT'S "POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON HIGHWAY RIGHTS OF WAY" dated January 1, 1975, and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments

thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY or COMPANY Engineering firm will prepare an estimate, broken down as to estimated cost of preliminary engineering, overhead rate, job classification pay rate, indirect cost rates, cost of capital rate and estimated man-day hours all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. The before mentioned estimate is attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any preliminary engineering not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY.

4. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

5. That the preliminary engineering work provided for in this agreement will be performed by the <u>method</u> or <u>methods</u> as specified below:

<u>BY COMPANY'S REGULAR FORCE</u>: The COMPANY proposes to use its regular personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

 \checkmark <u>BY EXISTING WRITTEN CONTINUING CONTRACT</u>: The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed. The COMPANY shall submit a copy of the continuing contract (including rates) to the DEPARTMENT for review and approval.

<u>BY CONTRACT</u>: The COMPANY does not have adequate staff to perform the necessary engineering design with its own forces. The COMPANY submits to DEPARTMENT a draft advertisement for review and approval, and in accordance with NC General Statute 143-64.31 and 23 CFR 172, will select firms qualified to provide such service on the basis of demonstrated competence and qualification for the type of professional services and to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. The COMPANY shall submit overhead rates to the DEPARTMENT for review and approval in accordance with DEPARTMENT audit requirements. Refer to DEPARTMENT requirements at the following site:

https://connect.ncdot.gov/projects/Roadway/Private%20Engineering%20Firm%20 Resources/NCDOT%20Audit%20Requirements%20Fiscal%20Form.pdf.

6. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the <u>December 1,2020</u> b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

Preliminary Engineering will be complete allowing adequate time for materials and completion of certain adjustments prior to highway construction.

Preliminary Engineering will be complete prior to highway construction; however, certain adjustments are not expected to be complete prior to highway construction.

___ Other (Specify)

7. Indicate if (a) or (b) is applicable:

- a. **V** That preliminary engineering is for the adjustments of existing facilities in conflict with said project.
- b. That the preliminary engineering involves COMPANY's request for new facilities in addition to adjustments of existing facilities in conflict with said project.

8. That the total estimated cost of the preliminary engineering proposed herein, including all cost to the DEPARTMENT and	g s 81,800.00
COMPANY, is estimated to be	<u>\$</u> 01,800.00
The estimated preliminary engineering cost to the DEPARTMENT, including all cost less any preliminary engineering for new	\$ 81,800.00
facilities requested by the COMPANY	<u><u>)</u> 01,000.00</u>
The estimated cost to the COMPANY for any additional preliminary engineering charges for new facilities requested	ф 0,00
by the COMPANY will be	<u>\$ 0.00</u>

(The above costs shall be supported by attached estimate)

9. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

10. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95[%] of the approved non-betterment estimate. Progress billing forms may be obtained from the Area Utility Agent. One final and detailed complete billing of all costs shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within 6 months after completion of work. The statement of final billing shall

follow as closely as possible the order of the items in the estimate portion of this agreement.

11. That the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

12. That in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered under this agreement, the DEPARTMENT does not obligate itself to participate in future payments for preliminary engineering.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY:_____

TITLE:

ATTEST OR WITNESS

City of New Bern

(NAME OF COMPANY)

BY:

Brenda E. Blanco

BY:

Dana E. Outlaw

TITLE: City Clerk

TITLE: Mayor

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

Form UT 16.9 07/18/2018



ELECTRIC UTILITIES DEPARTMENT OF THE CITY OF NEW BERN, NORTH CAROLINA

UTILITY PRELIMINARY ENGINEERING AGREEMENT FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

NCDOT PROJECT NO. 34360.1.2 TIP I.D. NO. R-1015



North Carolina License No.: F-1217 7001 Pinecrest Rd Raleigh, North Carolina 27613 Phone: (803) 835-7820 | Fax: (803) 835-7824 www.pike.com

ELECTRIC UTILITIES DEPARTMENT OF THE CITY OF NEW BERN, NORTH CAROLINA

UTILITY PRELIMINARY ENGINEERING AGREEMENT FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

NCDOT PROJECT NO. 34360.1.2 TIP I.D. NO. R-1015

Background and Scope of Project

The North Carolina Department of Transportation (NCDOT) is building a bypass around the Havelock City Limits to help improve traffic along the U.S. 70 corridor. This is the third section of this project and will widen the U.S.70 Four (4) Lane configuration and add entrance and exit ramps for the bypass in this section. The project involves widening Highway 70 approximately 1.5 miles North of Slocum Rd and following U.S. 70 approximately one mile in a northeasterly direction.

The Electric Utilities Department of the City of New Bern, North Carolina, owns and operates 23kV/13.2 kV distribution facility along the project, which will be relocated to accommodate the widening and new roadway configurations. All the New Bern Electric facilities cost for relocation are reimbursable for this project by the NCDOT. The New Bern Electric distribution facilities relocation starts at –SC-Sta. 17+91.86 and extends along U.S. 70 to -L-Sta. +159.00 RT.

The project management and design responsibilities for this project were assigned to Pike Engineering in March 2018. Pike Engineering's scope was to review the project design to date, coordinate any design revisions required, prepare and submit the project Cost Estimate to NCDOT, acquire any necessary easements for construction of the relocated electric facilities not previously acquired by the NCDOT, provide construction crews with the necessary construction documents, coordinate the acquisition of project materials, and coordinate the relocation construction of the new electric facilities.

PIKE

City of New Bern August 2020

ELECTRIC UTILITIES DEPARTMENT OF THE CITY OF NEW BERN, NORTH CAROLINA

UTILITY PRELIMINARY ENGINEERING AGREEMENT FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

NCDOT PROJECT NO. 34360.1.2 TIP I.D. NO. R-1015

Scope of Work Task Descriptions

Estimated consulting engineering service costs have been separated into the following tasks:

Task 1 Preliminary Design/Admin.

The engineering cost includes the Initial Review, site visits and kick off meetings. It also includes meetings and coordination with other utilities.

Task 2 Data Collection

This engineering cost includes ROW and PUE determination, requirements and preparation. Plan and profile field study and inventory of existing facilities.

Task 3 Design and Cost Estimate

This engineering cost includes design calculations to meet design and NESC requirements, conductor sag and structure loading. It also includes the preparation of the cost estimate and URA. Preparation of staking sheets material and installation specs and all bid documents.

Task 4 Construction and Final Inspection

This engineering cost includes pre-construction conference, pole staking, construction observation and management. It also includes final inspection and inventory of all construction units.

Total Estimated Engineering Costs	\$ 75,300.00
Total Estimated City of New Bern Administrative Costs	\$ 6,500.00
Project Costs to be Reimbursed to the City of New Bern	<u>\$ 81,800.00</u>

City of New Bern August 2020

\$<u>10,000.00</u>

\$ 7.500.00

\$49,600.00

\$ 8,200.00

PIKE

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider adopting an amendment to the 2019 Electric Improvements Project Fund.

Date of Meeting: 09/08/2020	Ward # if applicable:
Department: Finance	Person Submitting Item: Mary M. Hogan, Director of Finance
Call for Public Hearing: □Yes⊠No	Date of Public Hearing:

Explanation of Item:	Consider adopting an amendment to the 2019 Electric Improvements Project Fund to acknowledge and appropriate funding for expenses related to the NCDOT utility relocation projects in the amount of \$2,301,814.
Actions Needed by Board:	Adopt ordinance amendment.
Backup Attached:	Memo, Ordinance Amendment

Is item time sensitive? ⊠Yes □No

Will there be advocates/opponents at the meeting? \Box Yes \boxtimes No

Cost of Agenda Item:

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

Additional Notes:



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

- FROM: Mary M. Hogan Director of Finance
- DATE: August 28, 2020

RE: Amendment to the 2019 Electric Improvements Project Fund

Background Information

This amendment will acknowledge and appropriate funding for expenses related to the North Carolina Department of Transportation (NCDOT) utility relocation projects. The NCDOT requested the City of New Bern to relocate City owned electric and fiber structures that may conflict with a variety of roadway improvement projects throughout the City's service territory. The majority of electric expenses will be reimbursed by NCDOT and the majority of the fiber optic expenses will be shared with Craven County. The total costs for these projects have not been identified; however, this amendment justification supports the estimated costs of \$2,301,814 thus far in the plan. Future amendments will be presented as research and development continues.

Requested Action

The Board considers adopting the enclosed budget amendment at its meeting on September 8, 2020.

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE 2019 ELECTRIC IMPROVEMENTS PROJECT FUND

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

Section 1. That Section 3 of the 2019 Electric Improvements Project Fund Ordinance adopted on March 26, 2019 is hereby amended to recognize additional appropriation:

Increase: Electric Improvements NCDOT <u>\$2,301,814</u>

Section 2. That Section 4 of the 2019 Electric Improvements Project Fund Ordinance adopted on March 26, 2019 is hereby amended to recognize revenue from the North Carolina Department of Transportation and Craven County:

Increase: Miscellaneous Revenue – Other Reimbursements <u>\$2,301,814</u>

Section 3. This amendment shall become effective upon adoption.

ADOPTED THIS 8TH DAY OF SEPTEMBER, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Adopting an Amendment to Section 46-2 "Discharge of Firearms or Pellet Guns" of Chapter 46 of the Code of Ordinances.

Ward # if applicable: All	
Person Submitting Item: Jeff Ruggieri, Director of Development Services	
Date of Public Hearing:	

Explanation of Item:	Changes have been made to Section 46-2 "Discharge of Firearms or Pellet Guns" of Chapter 46 of the Code of Ordinances has been updated and includes a new section for the allowance of indoor firing ranges.
Actions Needed by Board:	Consider adopting the amended ordinance
Backup Attached:	Ordinance

Is item time sensitive? □Yes ⊠No	
Will there be advocates/opponents at the meeting? □Yes □ No	

Cost of Agenda Item: 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



CITY OF NEW BERN

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 Mary M. Hogan Director of Finance

MEMORANDUM

- TO: Mayor and Board of Aldermen
- **FROM:** Jeff Ruggieri, Director of Development Services
- **DATE:** August 28, 2020
- **SUBJECT:** Firearms Ordinance

Section 46-2 "Discharge of Firearms or Pellet Guns" of Chapter 46 "Offenses and Miscellaneous Provisions" of the Code of Ordinances has been updated and includes a new section for the allowance of indoor firing ranges.

The Board is asked to Consider Adopting an Amendment to Section 46-2 "Discharge of Firearms or Pellet Guns" of Chapter 46 of the Code of Ordinance.

Please contact Jeff Ruggieri at 639-7587 should you have any questions or need additional information.

AN ORDINANCE TO AMEND SECTION 46-2. "DISCHARGE OF FIREARMS OR PELLET GUNS" OF CHAPTER 46 "OFFENSES AND MISCELLANEOUS PROVISIONS" OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect certain revisions to Section 46-2. "Discharge of firearms or pellet guns" of Chapter 46 "Offenses and Miscellaneous Provisions" 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:

<u>SECTION 1</u>. That Section 46-2. "Discharge of firearms or pellet guns" of Chapter 46 "Offenses and Miscellaneous Provisions" be and the same is hereby amended by deleting Section 46-2 in its entirety and inserting in its stead the following:

"Sec. 46-2. Discharge of firearms or pellet guns.

(a) It shall be unlawful for any person to discharge any firearm, or pellet gun, of any type within the city, except:

(1) By law enforcement officers when in the discharge of their duties, or for purposes of training;

(2) When used in lawful defense of person or property; or

(3) A properly licensed individual for hunting purposes in the following areas only with the permission of the property owner and only during established hunting seasons as determined by the state wildlife resources commission:

a. *Pleasant Hill area.* The area, as shown on the official zoning map of the city, running along the right-of-way of the Atlantic and North Carolina Railroad to SR 1225. Along SR 1225 to SR 1005. Along SR 1005 to N.C. Highway 55. Along N.C. Highway 55 to Stanley Boulevard. Along Stanley Boulevard to the point of beginning at the Atlantic and North Carolina Railroad.

b. *North Glenburnie Road area.* The area, as shown on the official zoning map of the city, beginning at a point at the confluence of Taylors Creek and the Neuse River, extending northwesterly along the city limits, generally along Bachelors Creek, until such line turns westerly and then southwesterly along the city limits to a point 1,600 feet east of Washington Post Road; then running southeasterly along a line parallel to and 1,600 feet east of Washington Post Road and Neuse Boulevard and terminating at a point 500 feet northwest of North Glenburnie Road; running northeasterly in a straight line parallel to but no less than 500 feet from North Glenburnie Road approximately 800 feet to a branch of Taylors Creek; running

north and northeasterly along the boundaries of said branch Taylors Creek and thence easterly along such creek to its intersection with the Neuse River at the point of beginning.

Such discharge of firearms for hunting purposes shall be restricted from within 300 feet of residences and street rights-of-way. The use of high power rifles shall be strictly prohibited in the abovementioned area.

(4) Indoor firing ranges constructed and operated according to the following provisions:

a. The facility shall comply with all applicable OSHA guidelines and requirements concerning the construction and operation of an indoor firing range, in addition to the North Carolina building and fire codes, and shall be inspected annually for OSHA compliance.

b. The walls and ceiling of the indoor firing range be constructed such that any rounds, ammunition, or projectiles utilized in the firing range cannot penetrate the walls and ceiling or floor of the firing range. Observation areas shall be enclosed with bulletresistant material capable of successfully resisting any ammunition or rounds used on the range.

c. A range supervisor shall be present on the premises during all hours of operation. Such range supervisor shall have obtained a certificate of completion of the National Rifle Association's Range Safety Officer Course, or an equivalent course approved by the chief of police conducted by an appropriate governmental agency, educational institution, or nationally recognized private firearms safety training certification organization. The range operator shall maintain documentation of such training.

d. Any firearms training offered on the premises shall be taught by an instructor with the proper instructor qualification certification for the type of course such instructor is to teach (e.g., for pistol, rifle, shotgun, etc.) by the National Rifle Association, or an equivalent certification approved by the chief of police conducted by an appropriate governmental agency, educational institution, or nationally recognized private firearms instructor certification organization.

e. The indoor firing range shall operate in compliance with the city's noise ordinance as provided in Article III of Chapter 26 of the city code.

(b) For purposes of this section, a pellet gun is defined as a handgun or rifle in which a metal pellet of any size is propelled from said instrument by air which has been compressed in such instrument by a pump which is affixed to same, or by a gas cartridge. The term "pellet gun" shall not include a BB rifle or BB pistol by which a small round pellet, traditionally known as a "BB," is projected from the instrument by a spring device, instead of a device by which air may be compressed to varying degrees by a pump which is an integral part of the rifle or pistol.

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

ADOPTED THIS 8th DAY OF SEPTEMBER, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

RED-LINED VERSION

AN ORDINANCE TO AMEND SECTION 46-2. "DISCHARGE OF FIREARMS OR PELLET GUNS" OF CHAPTER 46 "OFFENSES AND MISCELLANEOUS PROVISIONS" OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect certain revisions to Section 46-2. "Discharge of firearms or pellet guns" of Chapter 46 "Offenses and Miscellaneous Provisions" 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:

<u>SECTION 1</u>. That Section 46-2. "Discharge of firearms or pellet guns" of Chapter 46 "Offenses and Miscellaneous Provisions" be and the same is hereby amended by deleting Section 46-2 in its entirety and inserting in its stead the following:

"Sec. 46-2. Discharge of firearms or pellet guns.

(a) It shall be unlawful for any person to discharge any firearm, or pellet gun, of any type within the city, except:

(1) A police officer in the performance of his duty By law enforcement officers when in the discharge of their duties, or for purposes of training;

(2) <u>A private citizen in justifiable self-defense</u> <u>When used in lawful defense of</u> person or property; or

(3) A properly licensed individual for hunting purposes in the following areas only with the permission of the property owner and only during established hunting seasons as determined by the state wildlife resources commission:

a. *Pleasant Hill area.* The area, as shown on the official zoning map of the city, running along the right-of-way of the Atlantic and North Carolina Railroad to SR 1225. Along SR 1225 to SR 1005. Along SR 1005 to N.C. Highway 55. Along N.C. Highway 55 to Stanley Boulevard. Along Stanley Boulevard to the point of beginning at the Atlantic and North Carolina Railroad.

b. *North Glenburnie Road area.* The area, as shown on the official zoning map of the city, beginning at a point at the confluence of Taylors Creek and the Neuse River, extending northwesterly along the city limits, generally along Bachelors Creek, until such line turns westerly and then southwesterly along the city limits to a point 1,600 feet east of Washington Post Road; then running southeasterly along a line parallel to and 1,600 feet east of Washington Post Road and Neuse Boulevard and terminating at a point 500 feet northwest of

North Glenburnie Road; running northeasterly in a straight line parallel to but no less than 500 feet from North Glenburnie Road approximately 800 feet to a branch of Taylors Creek; running north and northeasterly along the boundaries of said branch Taylors Creek and thence easterly along such creek to its intersection with the Neuse River at the point of beginning.

Such discharge of firearms for hunting purposes shall be restricted from within 300 feet of residences and street rights-of-way. The use of high power rifles shall be strictly prohibited in the abovementioned area.

(4) Indoor firing ranges constructed and operated according to the following provisions:

a. The facility shall comply with all applicable OSHA guidelines and requirements concerning the construction and operation of an indoor firing range, in addition to the North Carolina building and fire codes, and shall be inspected annually for OSHA compliance.

b. The walls and ceiling of the indoor firing range be constructed such that any rounds, ammunition, or projectiles utilized in the firing range cannot penetrate the walls and ceiling or floor of the firing range. Observation areas shall be enclosed with bulletresistant material capable of successfully resisting any ammunition or rounds used on the range.

c. A range supervisor shall be present on the premises during all hours of operation. Such range supervisor shall have obtained a certificate of completion of the National Rifle Association's Range Safety Officer Course, or an equivalent course approved by the chief of police conducted by an appropriate governmental agency, educational institution, or nationally recognized private firearms safety training certification organization. The range operator shall maintain documentation of such training.

d. Any firearms training offered on the premises shall be taught by an instructor with the proper instructor qualification certification for the type of course such instructor is to teach (e.g., for pistol, rifle, shotgun, etc.) by the National Rifle Association, or an equivalent certification approved by the chief of police conducted by an appropriate governmental agency, educational institution, or nationally recognized private firearms instructor certification.

e. The indoor firing range shall operate in compliance with the city's noise ordinance as provided in Article III of Chapter 26 of the city code.

(b) For purposes of this section, a pellet gun is defined as a handgun or rifle in which a metal pellet of any size is propelled from said instrument by air which has been compressed in such instrument by a pump which is affixed to same, or by a gas cartridge. The term "pellet gun" shall not include a BB rifle or BB pistol by which a small round pellet, traditionally known as a "BB," is projected from the instrument by a spring device, instead of a device by which air may be compressed to varying degrees by a pump which is an integral part of the rifle or pistol.

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

ADOPTED THIS 8th DAY OF SEPTEMBER, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Adopting a Resolution for Street Lighting Request for 122 Brookshire Dr.

ting:September 8, 2020Ward # if applicable: 6	Date of Meeting: September 8, 2020
Public Utilities Person Submitting Item: Charles Bauschard	Department: Public Utilities
lic Hearing: □Yes⊠No Date of Public Hearing:	Call for Public Hearing: □Yes⊠No
lic Hearing: □Yes⊠No Date of Public Hearing:	Call for Public Hearing: □Yes⊠No

Explanation of Item:	Customer has requested street light at the end of cul de sac of Brookshire Dr by 121/122 Brookshire Dr.
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? \Box Yes \boxtimes No

Cost of Agenda Item: Electric \$2095.18, Public Works \$20.28/mo If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? Section Yes No

Additional Notes:

Aldermen

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



CITY OF NEW BERN

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 Mary Hogan Director of Finance

TO:Mark Stephens, City ManagerFROM:Charles Bauschard, Director of Public UtilitiesDATE:August 27, 2020SUBJECT: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 122 Brookshire Drive. 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 122 Brookshire Drive.

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 Brookshire Drive, specifically at the end of the cul-de-sac near 121/122 Brookshire Drive.

ADOPTED THIS 8TH DAY OF SEPTEMBER 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Street Lighting Request Form

REQ	#106

Customer Name: Roseanna Cash

Customer Address: 122 Brookshire Dr

Phone Number of Requestor: 252-288-1022

Area of Request: End of cul de sac of Brookshire Dr by 121/122 Brookshire Dr.

(Street address, intersection, general description, etc)

Pole # (if known): N/A

Sent to Police Department Date: 8/17/20

Police Recommendations:

The area in question is noticeably darker than any surrounding area. Given the fact that it is a cul de sac and there is a visible cut through area leading to another residential area, I would strongly recommend a street light be erected. This could deter crime as well as foot traffic looking to cross this said path mentioned above. The pole could be built on the 122 side to match the staggering pattern that goes down Brookshire Dr.

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

Electric Department Engineer: Dustin Cayton

Evaluations Results/Recommendation:

Based on the City of New Bern's street lighting standard, this area meets our standard for street lighting. Per the Police Department recommendations, I recommend installing at 72W LED fixture on a 30' green fiberglass pole with a 6' arm.

Estimated Cost to Electric Department: \$2095.18

Estimated Cost to Public Works: \$20.28/mo

NEW BERN ELECTRIC

DATE:8/20/20

W.O. # REQ 106

CUSTOMER:Roseanna Cash

LOCATION:122 Brookshire Dr

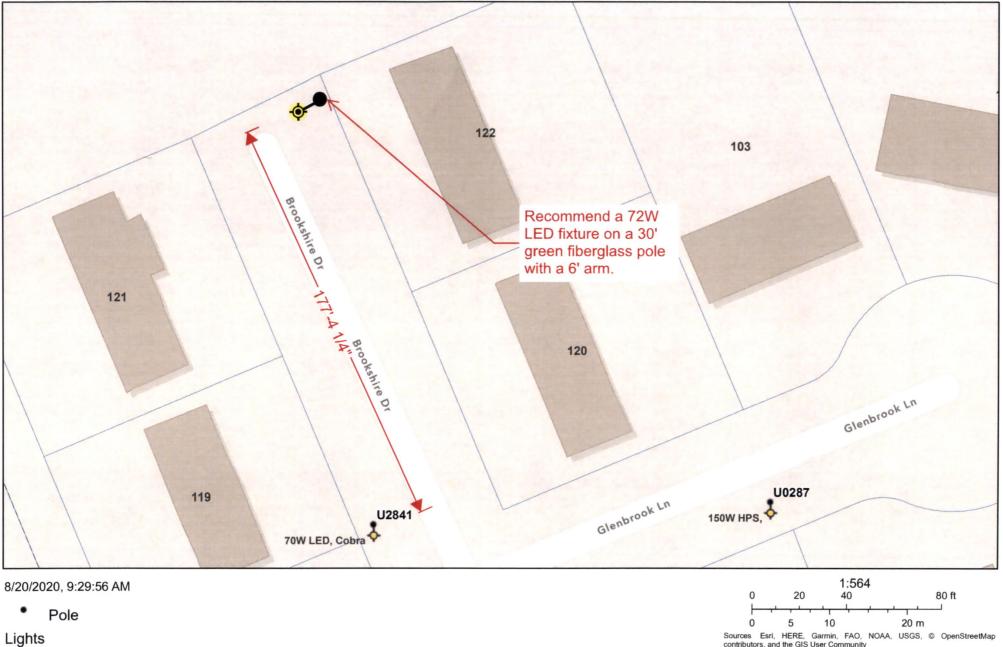
LABOR	QUANTITY	REG. HRS	OT HRS	RATE*		то	TALS
Crew Leader	1	3	0	\$ 52.00		\$	156.00
2nd Class	1	3	0	\$ 40.74		\$	122.22
Groundworker	1	3	0	\$ 31.92		\$	95.76
					TOTAL	\$	373.98
EQUIPMENT	QUANTITY	HOURS		RATE*		то	TALS
Bucket Truck/Service Truck 55'	1	3		\$ 74.72		\$	224.16
Pickup Truck	1	3		\$ 17.91		\$	53.73
					TOTAL	\$	277.89
MATERIAL	QUANTITY		PRICE			то	TAL
30' Green fiberglass pole with 6' arm	1		\$1,104.47			\$	1,104.47
72W LED Fixture	1		\$166.43			\$	166.43
Photocell	1		\$14.20			\$	14.20
#10 uf	50		\$0.54			\$	27.00
					TOTAL	\$	1,312.10

SUB TOTAL	\$ 1,963.97
10%TAX	\$ 131.21
TOTAL JOB	\$ 2,095.18

*Labor Rates are based on hourly rates + benefits.

*Equipment rates are based on FEMA's 2019 Schedule of Equipment Rates

Street Light REQ 106 122 Brookshire Dr



Sources Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Ŷ Street Light

Aldermen

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CITY OF NEW BERN 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 Mary M. Hogan Director of Finance

Memorandum

TO: Mayor and Board of Aldermen

FROM: Brenda Blanco, City Clerk

DATE: August 27, 2020

SUBJECT: Appointment to Stanley White Recreation Center Advisory Committee

Kandi Midgette-Ward resigned from the Stanley White Advisory Committee on August 26, 2020. A new appointment is needed to fill this vacancy.

/beb