CITY OF NEW BERN BOARD OF ALDERMEN MEETING SEPTEMBER 22, 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.

Consent Agenda

- 3. Consider Adopting a Resolution to Call for a Public Hearing to Amend Section 15-79 "Major Subdivision Approval Process" of the Code of Ordinances.
- 4. Approve Minutes.

- 5. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 215 Bernhurst Road.
- 6. Consider Adopting a Resolution Approving the 2020-2021 CDBG Annual Action Plan.
- 7. Consider Adopting a Resolution to Amend the CDBG Citizen Participation Plan.
- 8. Consider Adopting a Resolution Approving a Utility Relocation Agreement with NCDOT for the US 70 Havelock Bypass.
- 9. Consider Adopting a Resolution Approving the Installation of Additional Streetlights Along Sandy Point Road and Riverside Drive.
- 10. Consider Adopting an Ordinance to Amend the Township 7 Sewer Improvements Project Fund.
- 11. Consider Adopting a Budget Ordinance Amendment for the FY20-21 Operating Budget.
- 12. Discussion of County Line Road.
- 13. Appointment(s).
- 14. Attorney's Report.
- 15. City Manager's Report.
- 16. New Business.
- 17. Closed Session.
- 18. Adjourn.

Aldermen

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



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk
Mary M. Hogan
Director of Finance

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager

Date: September 16, 2020

Re: September 22, 2020 Agenda Explanations

 Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Best. Pledge of Allegiance.

2. Roll Call.

Consent Agenda

 Consider Adopting a Resolution to Call for a Public Hearing to Amend Section 15-79 "Major Subdivision Approval Process" of the Code of Ordinances.

Staff is proposing an amendment to Section 15-79 "Major Subdivision Approval Process" of the Code of Ordinances. The changes proposed would require three 18"x24" and one digital copy of final plats to be submitted to Development Services, and that complete applications with estimates for performance guarantees be submitted to the department three weeks prior to the next regularly scheduled Planning and Zoning Board meeting. It is requested a public hearing be scheduled for October 13, 2020 to receive comment on the proposed changes. A memo from Jeff Ruggieri, Director of Development Services, is attached.

4. Approve Minutes.

Draft minutes from the September 08, 2020 meeting are provided for review and approval.

Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 215 Bernhurst Road.

(Ward 1) Mary Kerr Rowlett petitioned the City to annex her property located at 215 Bernhurst Road, which is a 2.21-acre lot located in Number 2 Township. After conducting the public hearing, the Board is asked to consider adoption of an ordinance to annex the property. A memo from Jeff Ruggieri, Director of Development Services, is attached.

Consider Adopting a Resolution Approving the 2020-2021 CDBG 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. A public hearing was held at the Board's September 08, 2020 meeting, but no one from the public offered comment. A memo from Amanda Ohlensehlen, Community and Economic Development Manager, is attached.

Consider Adopting a Resolution to Amend the CDBG Citizen Participation Plan.

In February 2014, the Board adopted a Citizen Participation Plan with respect to the CDBG Entitlement Program. In response to the COVID-19 pandemic, the Department of Housing and Urban Development has issued regulatory waivers permitting the use of emergency procedures to reduce the public comment period for the Five-Year Consolidated Plan/Annual Action Plan from 30 days to 5 days. The Citizen Participation Plan has been amended to reflect this modification. A memo from Mrs. Ohlensehlen is attached.

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

NCDOT has requested the City relocate overhead and underground electric utilities for the purpose of constructing the Havelock Bypass. The cost of such relocation is estimated at \$181,400, and the agreement establishes the estimate and the terms for reimbursement from NCDOT. Of note, the Board approved the Utility Preliminary Engineering Agreement for this project at its last meeting. A memo from Charlie Bauschard, Director of Public Utilities, is attached.

Consider Adopting a Resolution Approving the Installation of Additional Streetlights Along Sandy Point Road and Riverside Drive.

(Ward 1) Timothy Querry of 313 Beach Street requested additional street lighting in the area of Sandy Point Road and Riverside Drive in the Bridgeton area. The Department of Public Utilities evaluated the area and determined the current lighting

did not meet the City's light standard. Although a good portion of this area has been annexed into the City, the City does not provide the area with electric service, nor is it feasible to extend electric service to the area. The City can request Duke Progress Energy install the 18 streetlights that are needed to meet the City's light standard. The installation cost would be absorbed by Duke, but the estimated monthly utility charge of \$131.94 to \$214.92 would be paid by the City. The actual charge would depend on the type of light fixture installed. A memo from Mr. Bauschard is attached.

Consider Adopting an Ordinance to Amend the Township 7 Sewer Improvements Project Fund.

The City entered into a contract with Rivers & Associates in February 2016 for engineering services associated with the Township 7 Sewer Force Main – Phase III project. A contract amendment was approved by the Board on August 25, 2020 in the amount of \$53,450, bringing the contract total to \$514,950. This amendment recognizes \$65,000 to be transferred from the Sewer Fund to the Project Fund to increase the project budget from \$450,000 to \$515,000. A memo from Mary Hogan, Director of Finance, is attached.

Consider Adopting a Budget Ordinance Amendment for the FY20-21 Operating Budget.

As described in the previous item, this budget amendment will transfer \$65,000 from the Sewer Fund to the Township 7 Sewer Improvements Project Fund to cover the increased contract price. A memo from Mrs. Hogan is attached.

12. Discussion of County Line Road.

(Ward 3) On November 12, 2019, the Board adopted a resolution requesting the NC Department of Transportation make improvements to County Line Road. The area has seen substantial growth, and with the anticipation of continued growth and improvements to US 70, the improvements are needed to enhance public safety and aid in facilitating the increased growth. Staff will provide updates on this topic, as requested by Alderman Aster.

- 13. Appointment(s).
- 14. Attorney's Report.
- City Manager's Report.
- New Business.
- Closed Session.
- 18. Adjourn.

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Adopting a Resolution to Call for a Public Hearing to Amend Section 15-79 "Major subdivision approval process" of the City of New Bern Code of Ordinances.

Date of Meeting: 9/22/2020 Department: Development Services Call for Public Hearing: Yes□No		Ward # if applicable: N/A Person Submitting Item: Jeff Ruggieri, Director of Development Services Date of Public Hearing: 10/13/2020				
			Explanation of Item:	Consider Adopting a Resolution to Call for a Public Hearing to Amend Section 15-79 "Major subdivision approval process" of the City of New Bern Code of Ordinances.		
			Actions Needed by Board:	Adopt a Resolution		
Backup Attached:	Memo, Resolution, Proposed Draft Ordinance with Revisions					
Is item time sensitive?						
Will there be advocates	s/opponents at t	he meeting? Yes No				
Cost of Agenda Item:						
	nditure, has it l	been budgeted and are funds available				

Additional Notes:

and certified by the Finance Director?

Yes

No

Aldermen

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



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk
Mary M. Hogan
Director of Finance

MEMORANDUM

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

FROM: Jeff Ruggieri, Director of Development Services

DATE: September 10, 2020

SUBJECT: Consider Adopting a Resolution to Call for a Public Hearing to Amend

Section 15-79 "Major subdivision approval process" of the City of New Bern

Code of Ordinances.

Background

The Mayor and Board of Aldermen are requested to Call for a Public on an Amendment of Section 15-79 "Major subdivision approval process" of the City of New Bern Code of Ordinances.

Staff is proposing the following changes to the major subdivision approval process:

- The submittal of three 18" by 24" copies and one digital copy of final plats to the Development Services department.
- The requirement that complete applications be submitted to Development Services three weeks prior to the next regularly scheduled meeting of the Planning and Zoning Board.
- The requirement that all estimates for performance guarantees be submitted at the time of application three weeks prior to the next regularly scheduled meeting of the Planning and Zoning Board.

Recommendation

Consider Adopting a Resolution to Call for a Public Hearing to Amend Section 15-79 "Major subdivision approval process" of the City of New Bern Code of Ordinances.

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

RESOLUTION CALLING FOR PUBLIC HEARING

WHEREAS, the Board of Aldermen of the City of New Bern desires to conduct a public hearing to receive public comments on amending Appendix A of the City of New Bern Land Use Ordinance, Section 15-79 "Major subdivision approval process"; and

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

That a public hearing will be conducted by the Board of Aldermen of the City of New Bern on Tuesday, October 13, 2020 in the City Hall Courtroom at 6:00 p.m., or as soon thereafter as the matter may be reached, on amending Appendix A of the City of New Bern Land Use Ordinance, Section 15-79 "Major subdivision approval process". All interested parties will be given an opportunity to be heard:

ADOPTED THIS THE 22nd DAY OF SEPTEMBER 2020.

AN ORDINANCE TO AMEND APPENDIX A "LAND USE" OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Planning and Zoning Board of the City of New Bern recommends that certain amendments be made to Appendix A "Land Use" of the Code of Ordinances of the City of New Bern; and

WHEREAS, the City's development services staff further recommends approval of said proposed amendments; and

WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect said revisions to Appendix A "Land Use" of the Code of Ordinances of the City of New Bern.

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

SECTION 1. That Section 15-79. "Major subdivision approval process." of Part II. "Major and minor subdivisions" of Article IV. "Permits and final plat approval" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting subsection (b)(2) in its entirety and inserting in its stead the following:

- "(2) The final plat shall be at the same scale (one inch equals 100 feet or larger) and on the same sheet size as the general plan (18 inches by 24 inches or larger) and shall conform substantially to the general plan as approved. The applicant shall furnish fourteen three 18" by 24" inch copies and one digital copy (in a format to be specified by the of the final plat to the planning staff secretary of the planning and zoning board) for distribution to the planning and zoning board no less than three weeks prior to the regularly scheduled meeting of the planning and zoning board. The final plat shall constitute only that portion of the approved general plan which the applicant proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of this ordinance. The final plat shall show:
 - (a) The lines of all streets and roads.
 - (b) Lot lines and lot numbers.
 - (c) Building envelopes in the case of PUDs.
- (d) Reservations, easements, alleys, and any other areas to be dedicated to public use or for conservation purposes, or sites for other than residential use with notes stating their purpose and any limitations.
- (e) Sufficient data to determine readily and reproduce on the ground, the location, bearing, and length of every street line, block line, and building line, whether curved or straight,

and including true north point. This should include the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.

- (f) All dimensions should be to the nearest one-tenth of a foot and angles to the nearest minute.
 - (g) Accurate location and description of all monuments and markers.
- (h) The names and locations of adjoining subdivisions and streets, and the location and ownership of adjoining unsubdivided property.
- (i) Title, date, name, and location of subdivision, graphic scale, and true north point.
 - (j) Name of owner, surveyor and land planner.
- (k) Written approval by the Corps of Engineers with reference to wetlands, if applicable.
 - (1) Postal enumeration of each lot in the subdivision."

SECTION 2. That Section 15-79. "Major subdivision approval process." of Part II. "Major and minor subdivisions" of Article IV. "Permits and final plat approval" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting subsection (b)(3) in its entirety and inserting in its stead the following:

- "(3) Supplementary materials for final plat:
- (a) A draft of all restrictive covenants whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.
- (b) In subdivisions where limited access streets are constructed, the final plat shall show a restricted easement of access along the entire length of the street as it is to be constructed denoting all connections to the street allowed for ingress and egress to properties whether improved or reserved for future improvement.
- (c) All documents establishing compliance with section 15-59 regarding performance guarantees."

SECTION 3. This ordinance shall be effective from and after the date of its adoption.

ADOPTED THIS 13TH DAY OF OCTOBER, 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET



Agenda Item Title:
Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 215 Bernhurst Road.

Date of Meeting: 9/22/2020 Department: Development Services		Ward # if applicable: Ward 1 Person Submitting Item: Jeff Ruggieri, Director of Development Services	
			Call for Public Hearing
Explanation of Item:	The Board of Alderman is requested to Conduct 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:	Conduct Public Hearing and Adopt Ordinance.		
Backup Attached:	Memo, Ordinance, Annexation map		
Is item time sensitive?	□Yes ⊠No		
Will there be advocates	opponents at t	the meeting? Yes No	
Cost of Agenda Item:			
If this requires an expe and certified by the Fin		been budgeted and are funds available □ Ves ⊠ No	

Additional Notes:



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: September 11, 2020

SUBJECT: Conduct a Public Hearing and Consider Adopting an Ordinance to Annex

215 Bernhurst Road.

Background

The Board of Alderman is requested to Conduct a public hearing 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

Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 215 Bernhurst Road.

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

Prepared by:

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

AN ORDINANCE ANNEXING TO THE CITY OF NEW BERN PROPERTY OF MARY KERR ROWLETT, CONSISTING OF 2.21 ACRES, MORE OR LESS, LOCATED AT 215 BERNHURST ROAD IN NUMBER TWO (2) TOWNSHIP

THAT WHEREAS, Mary Kerr Rowlett filed a petition requesting the annexation to the City of New Bern of property she owns, which is more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 2.21 acres, more or less, which said parcel is located at 215 Bernhurst Road in Number Two (2) Township, Craven County, North Carolina, the boundaries of which are illustrated on the annexation map prepared by the City of New Bern Development Services staff, which is attached hereto as Exhibit B, and incorporated herein by reference; and

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

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

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

WHEREAS, pursuant thereto, notice of a public hearing to be held at 6:00 p.m. on September 22, 2020, in the City Hall Courtroom was duly caused to be published as required by law in the *Sun Journal*, a newspaper having general circulation in the City; and

WHEREAS, on September 22, 2020, at 6:00 p.m., a public hearing on the question of

annexation of the subject area was held by the Board of Aldermen of the City of New Bern, at which time all interested parties were given an opportunity to be heard; and

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

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

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

Section 2. That the property owned by Mary Kerr Rowlett, the boundaries of which are more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 2.21 acres, more or less, which said parcel is located at 215 Bernhurst Road in Number Two (2) Township, Craven County, North Carolina, be and the same is hereby annexed to the City of New Bern. A survey of the property being annexed appears of record in Plat Cabinet I, Slide 172A of the Craven County Registry.

Section 3. That the effective date of annexation shall be midnight on September 22, 2020.

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

Section 5. That this ordinance shall be recorded forthwith in the Office of the Register of Deeds of Craven County.

ADOPTED THIS 22nd DAY OF SEPTEMBER, 2020.

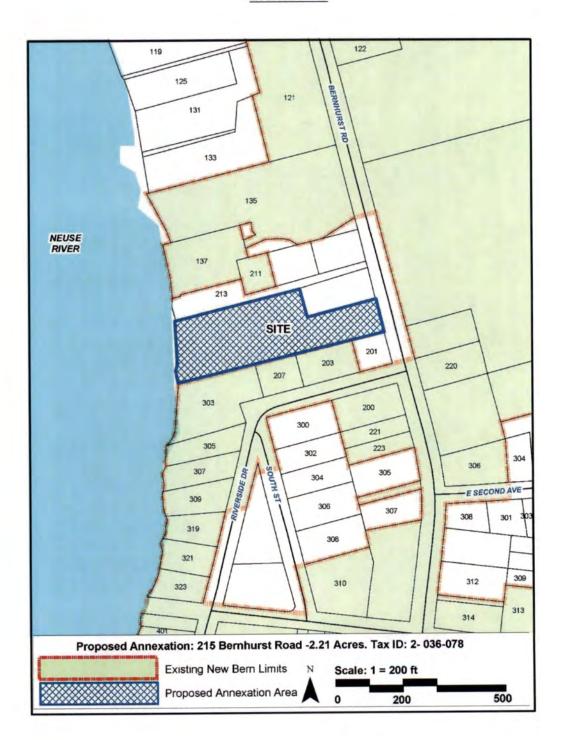
ANTA TO	TITT AST MANYOR
ANA E. C	UTLAW, MAYOR

EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Two (2) Township, Craven County, North Carolina, and being more particularly described as follows:

Being all of that property which appears on that certain map entitled "Recombination Survey for Mary Kerr Patterson Rowlett, Combination of Parcel 2-036-078 & 2-036-079 Into One Parcel, 215 Bernhurst Road" prepared by Robert Chiles Engineering dated July 30, 2020, and recorded in Plat Cabinet I, Slide 172-A of the Craven County Registry, said property consisting of a combined area of 2.21 acres.

EXHIBIT B







NOTICE OF PUBLIC HEARING

TAKE NOTICE THAT the Board of Aldermen of the City of New Bern will conduct a public hearing on September 22, 2020, in the City Hall Courtroom located at 300 Pollock Street in the City of New Bern 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 a parcel of land owned by Mary Kerr Rowlett, consisting of 2.21 acres, more or less, which said parcel is located at 215 Bernhurst Road in Number Two (2) Township, Craven County All interested parties will be given an opportunity to be heard

THIS 12th DAY OF SEPTEMBER, 2020

BRENDA BLANCO, CITY CLERK

September 12, 2020 (adv)

NOTICE TO CREDITORS NORTH CAROLINA, CRAVEN COUNTY

All persons, firms and corporations having claims against the Estate of MAMIE LOVELLA MINTS, File No 2020E000351, Deceased, of Craven County, NC, are notified to present the same to the personal representative listed below on or before DECEMBER 5, 2020, or this notice will be pleaded in bar of recovery. All debtors of the said estate are asked to make immediate payment

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THE NEW BERN SUN JOURNAL IS **ACCEPTING APPLICATIONS FOR: NEWSPAPER ROUTES NEW BERN SURROUNDING AREAS**

CALL FOR BETTY STONESTREET FOR A TELEPHONE INTERVIEW (252)635-5637

AGENDA ITEM COVER SHEET



Agenda Item Title:Consider Adopting a Resolution Approving the 2020-2021 Community Development Block Grant (CDBG) Annual Action Plan.

Date of Meeting: 9/22/2020 Department: Development Services Call for Public Hearing: □Yes⊠No		Ward # if applicable: N/A Person Submitting Item: Amanda Ohlensehlen, Community and Economic Development Manger Date of Public Hearing:				
			Explanation of Item:	Board is asked to Consider Adopting a Resolution Approving the 2020-2021 Community Development Block Grant (CDBG) Annual Action Plan. The U.S. Department of Housing and Urban Development (HUD) requires Entitlement Cities to submit their Annual Action Plan as an application for CDBG funding.		
			Actions Needed by Board:	Adopt Resolution		
Backup Attached:	Memo, Resolution, Plan					
Is item time sensitive?	⊠Yes □No					
Will there be advocates	opponents at t	the meeting? \(\subseteq \text{Yes} \subseteq \text{No} \)				
Cost of Agenda Item: If this requires an expe and certified by the Fin		been budgeted and are funds available				

Additional Notes:



MEMORANDUM

TO: Mayor Outlaw and Board of Aldermen

FROM: Amanda Ohlensehlen, Community and Economic Development Manager

DATE: September 9, 2020

SUBJECT: Consider Adopting a Resolution Approving the 2020-2021 Community

Development Block Grant (CDBG) Annual Action Plan

Background Information:

The U.S. Department of Housing and Urban Development (HUD) requires Entitlement Cities to submit their Annual Action Plan as an application for funding under the program. 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, to aid in response to the COVID-19 pandemic.

On September 8, 2020, the Mayor and Board of Aldermen held a public hearing to receive public comment as part of a consideration to adopt the 2020-2021 Community Development Block Grant (CDBG) Annual Action Plan. No comments were received.

Staff will submit the plan to HUD for review and approval to release funding. Staff is requesting that the Mayor and Board of Aldermen consider adopting a resolution to approve the final plan.

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

Recommendation:

Consider Adopting a Resolution Approving the 2020 Community Development Block Grant (CDBG) Annual Action Plan.

RESOLUTION

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

WHEREAS, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the prevention or elimination of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs; and

WHEREAS, the U.S. Department of Housing and Urban Development has advised the City of New Bern that under Fiscal Year 2020, the City is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of \$258,814, a CDBG-CV Program in the amount of \$152,252; and

WHEREAS, the City of New Bern's Department of Development Services has prepared an Annual Action Plan for Fiscal Year 2020, which proposes how the entitlement grant funds will be expended to address the housing and community development needs identified in the City's Five Year Consolidated Plan; and

WHEREAS, a draft of the FY 2020 Annual Action Plan was on public display from August 28, 2020 through September 21, 2020 and the City held a series of public meetings and hearings on the said Plan and the comments of various agencies, groups, and citizens were taken into consideration in the preparation of the final document

NOW THEREFORE, BE IT RESOLVED:

SECTION 1. That the FY 2020 Annual Action Plan for the Fiscal Year 2020 CDBG and CDBG-CV Programs is hereby in all respects APPROVED and the City Clerk is hereby directed to file a copy of said Annual Action Plan for Fiscal Year 2020 with the official minutes of this meeting of this Board; and

SECTION 2. That the City is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant Program with Federal financial assistance, including those relating to (a) the relocation of site occupants; (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and other assurances as set forth under the certifications; and

SECTION 3. That the Mayor, on behalf of the City of New Bern, North Carolina, is AUTHORIZED to file an application for financial assistance with the U.S. Department of Housing and Urban Development which has indicated its willingness to make available funds to carry out the CDBG Program in the amount of \$258,814 and CDBG-CV Program

in the amount of \$152,252; and its further AUTHORIZED to act as the authorized representative of the City of New Bern to sign any and all documents in regard to these programs; and

SECTION 4. That the Mayor, on behalf the City of New Bern, North Carolina, is AUTHORIZED to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; and any other supplemental or revised data which the U.S. Department of Housing and Urban Development may request in review of the City's Application.

ADOPTED THIS 22nd DAY OR SEPTEMBER 2020.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

CITY OF NEW BERN

303 First Street, New Bern, NC 28560

FY 2020 Annual Action Plan

For Submission to HUD for the Community Development Block Grant (CDBG) Program and CARES Act for COVID-19 Relief (CDBG-CV) Funding

Mayor:

Dana E. Outlaw

City Manager:

Mark Stephens

Director of Development

Services:

Jeffrey C. Ruggieri







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.

Available Funds:

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

CDBG: \$258,814.00

CDBG-CV Funds - \$152,252.00

Total: \$411,066.00

FY 2020 CDBG Programs Budget:

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

- CD-20-01 General Administration \$ 51,762.00
- CD-20-02 Housing Rehabilitation in the Five Points Area \$107,052.00
- CD-20-03 Duffyfield Stormwater Project \$100,000.00

FY 2020 CDBG-CV Programs Budget:

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.

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

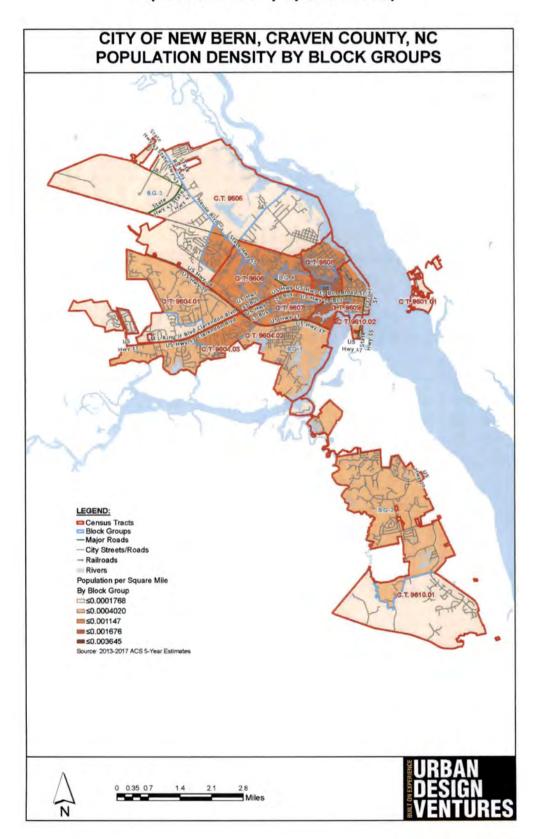
- CV-20-01 CV-CDBG-CV Administration \$15,225.00
- CV-20-02 CV-Rent and Utility Assistance \$137,027.00

Maps

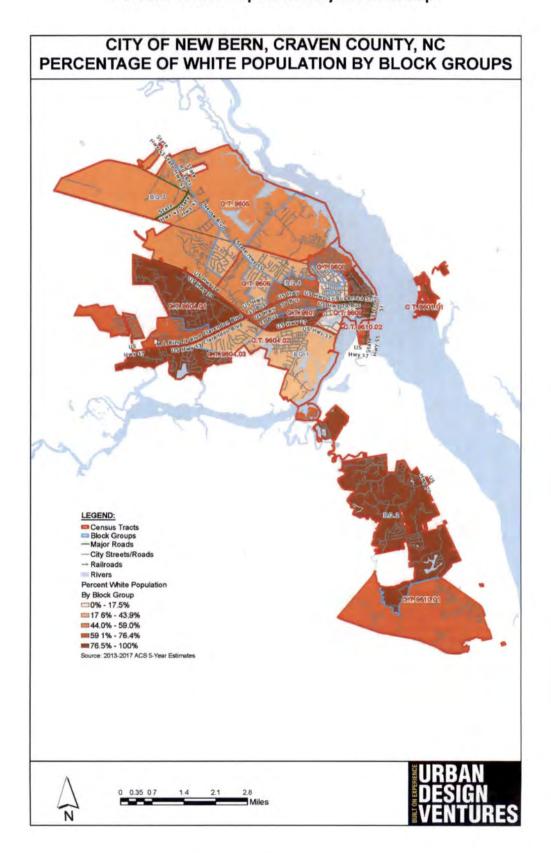
The following maps which illustrate the demographic characteristics of the City of New Bern:

- 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

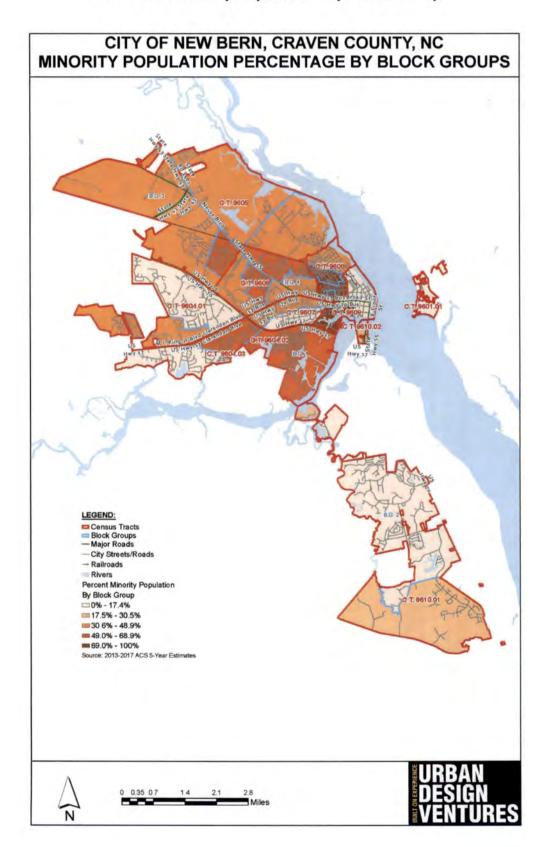
Population Density by Block Group



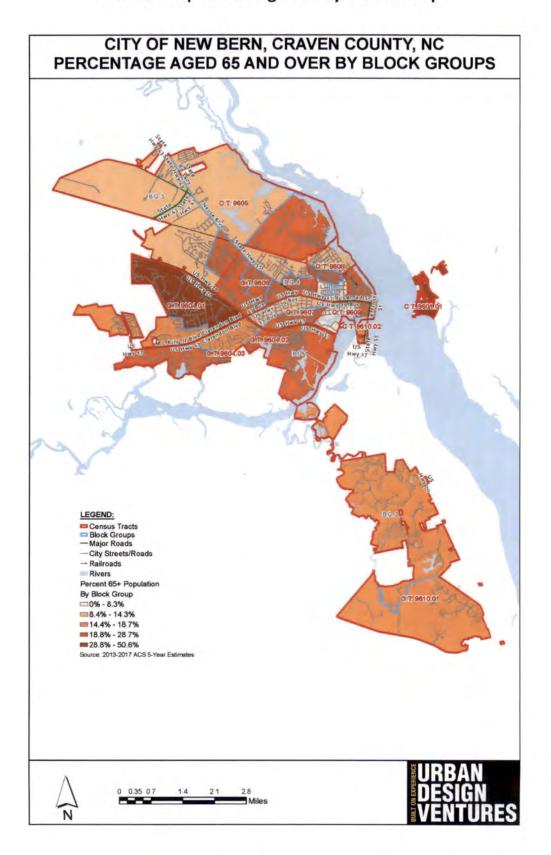
Percent White Population by Block Group



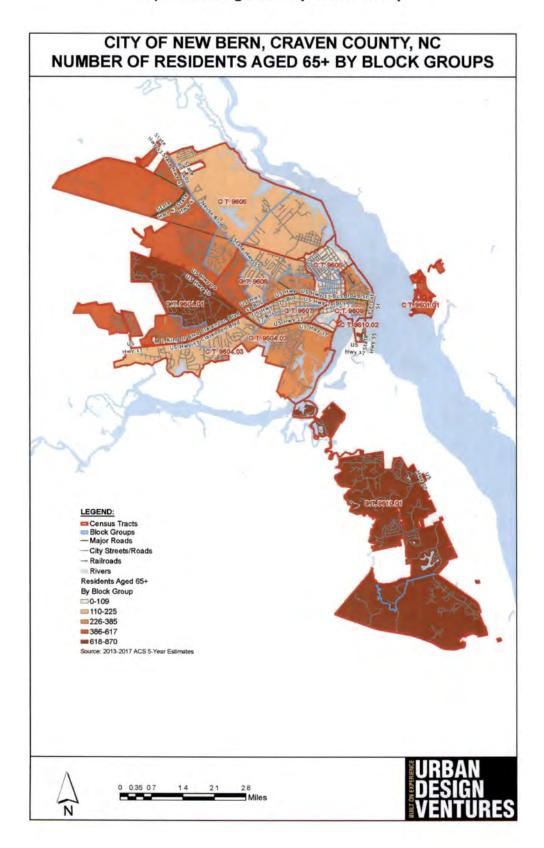
Percent Minority Population by Block Group



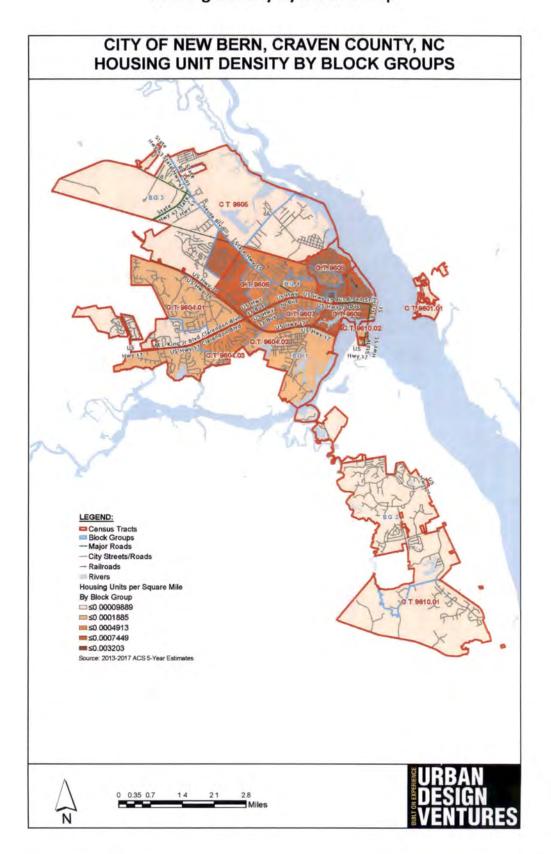
Percent Population Age 65+ by Block Group



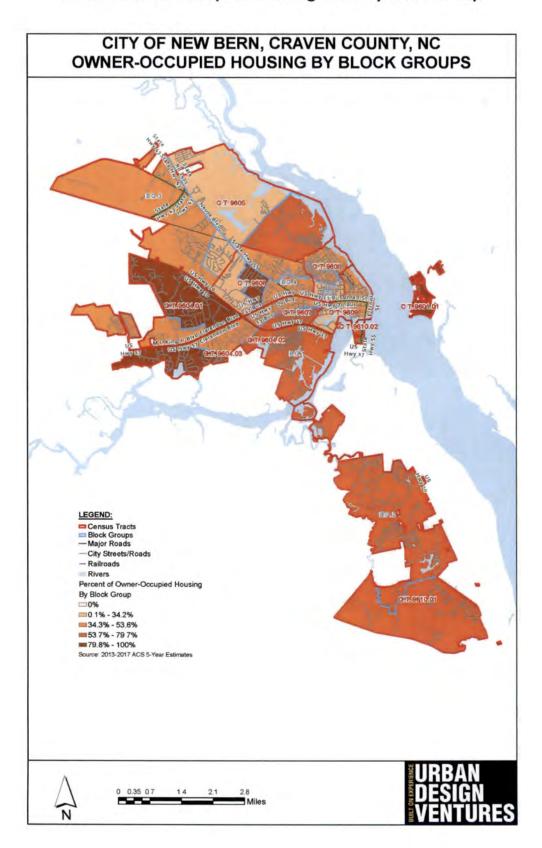
Population Age 65+ by Block Group



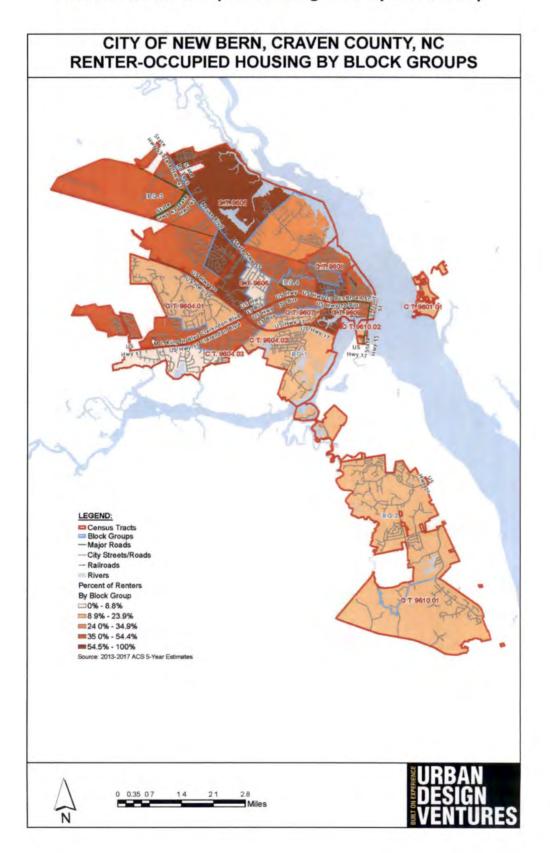
Housing Density by Block Group



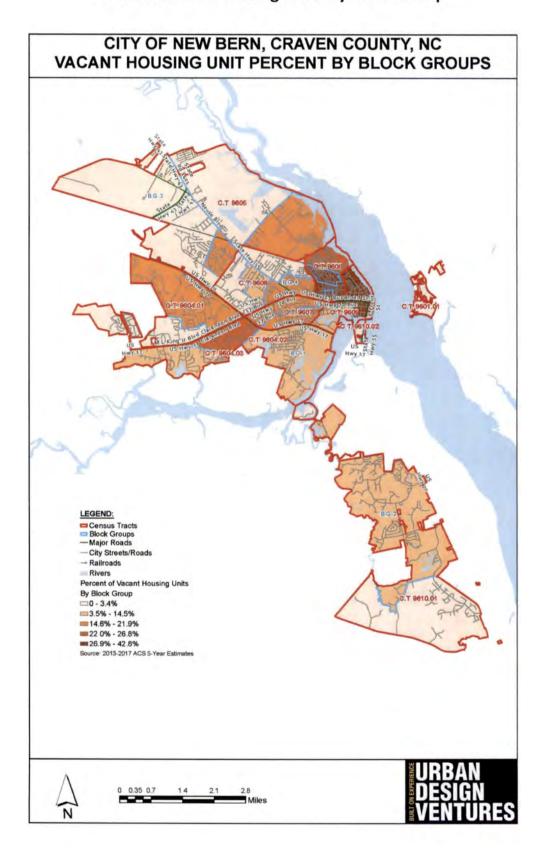
Percent Owner-Occupied Housing Units by Block Group



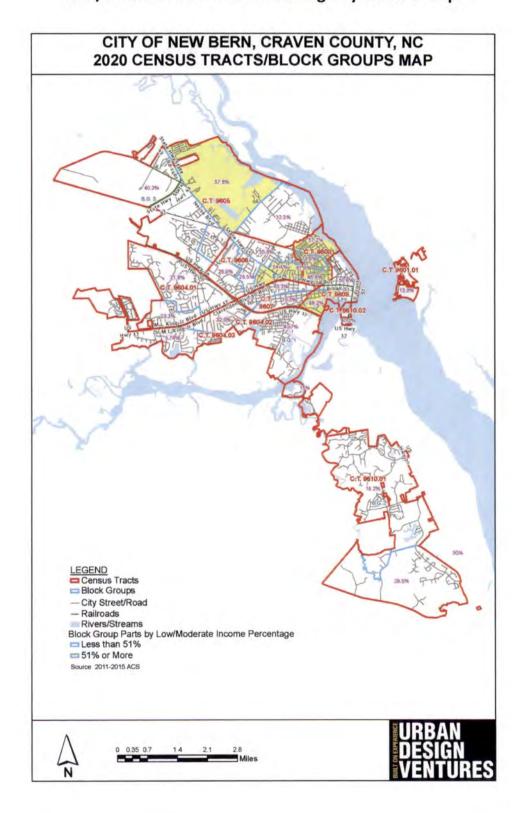
Percent Renter-Occupied Housing Units by Block Group



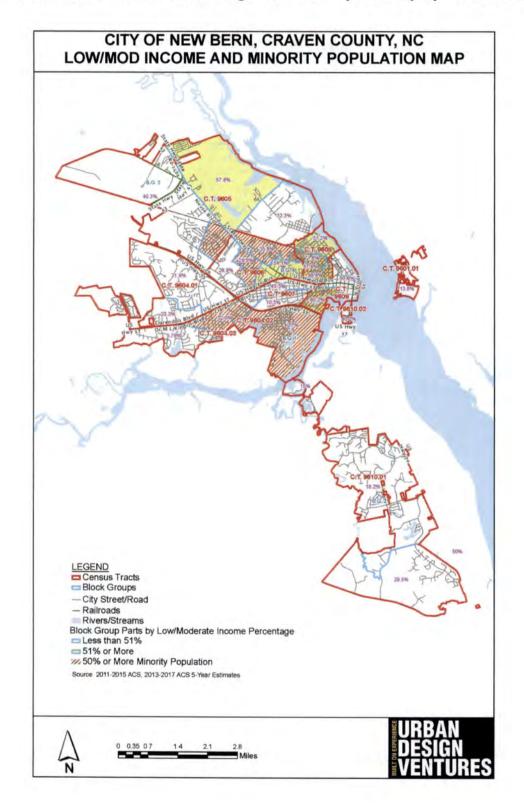
Percent Vacant Housing Units by Block Group



Low/Moderate Income Percentage by Block Group



Low/Moderate Income 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, firefighting 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 the 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 Thursday, 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 beginning Friday, August 28, 2020 and ending Monday, September 21, 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 Thursday, August 6, 2020
- First Public Hearing Monday, August 17, 2020 at 6:00 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 Tuesday, September 8, 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 Monday, August 17, 2020 at 6:00 PM at the Development Services Office and virtually. The City of New Bern advertised in the "Sun Journal" on Thursday, 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

CDBG-CV Funds - \$152,252.00

Total: \$411,066.00

During the FY 2020 CDBG and CDBG-CV 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 21, 2020. In addition, the City put the draft Plan on its website https://www.newbernnc.gov/departments/development_services/index.php). The Final Public Hearing was held on Tuesday, September 8, 2020 at 6:00PM in the City Hall Courtroom before the Board of Alderman to discuss the proposed activities and solicit resident comments. Upon

completion of the 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: fulmored@newbernnc.gov

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.

The leadership of Region 13 is responsible for acting as a member of the Balance of State CoC Steering Committee, the Coordinated Entry lead for the Region, the Point-in-Time and Housing Inventory Count lead for the region, and reviewing projects and processing state ESG grants for the regional geography.

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. Religious Community Services has recently opened a Veterans transitional shelter in the area to complement its family emergency and transitional housing shelters.

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 Services. 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.

 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.
7.	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 Services-Fair Housing Services - Victims Other government - County Regional organization Planning organization
	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?	Group meeting held, phone calls; housing and community development priorities; social service and economic development needs.

8.	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.			
9.	Agency/Group/Organization	CenturyLink			
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide			
	What section of the Plan was addressed by Consultation?	Community Development Strategy Broadband Strategy			
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	CenturyLink was contacted to determine the broadband access needs of the community.			
10.	Agency/Group/Organization	Spectrum			
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide			
	What section of the Plan was addressed by Consultation?	Community Development Strategy Broadband Strategy			

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?

Spectrum was contacted to determine the broadband access needs of the community.

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.				
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 faunder one of the goals outlined in the Five Year Consolidated Plan.				
Greater Five Points Transformation Plan	City of New Bern Redevelopment Commission	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.				
The New Bern Gateway Renaissance Plan	City of New Bern Redevelopment Commission	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.				
Emergency Management Plan	Craven County Emergency Manager	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.				
North Carolina State Broadband Plan Information Technology		They are incorporated in the Five Year Consolidated 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 and CDBG-CV programs. 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)

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 Monday, 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 (https://www.newbernnc.gov/departments/development-services/index.php). To expedite the disbursement of the City's FY 2020 CDBG and CDBG-CV funds, via 24 CFR 5.110, the CARES Act authorizes HUD to grant waivers to the public notice, public comment, and citizen participation plan requirements found in 24 CFR 91.105I(2) and (k), 24 CFR 91.115I(2) and (j) and 24 CFR 91.401. The City of New Bern's Citizen Participation Plan has been revised to conform to HUD's new regulatory requirements, including waivers which were granted to reduce the minimum 30-day public comment period to a 5-day period. The display period started on Friday, August 28, 2020 and ended on Monday, September 21, 2020. 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.

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

#	Mode of Outreach	Target of Outreach	Summary of Response / Attendance	Summary of Comments Received	Summary of Comments Not Accepted and Reasons	URL (If applicable)	
i		Agencies / Organizations					
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 and \$152,252 in CDBG-CV 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

	S 400		E	xpected Amou	nt Available Yea	r1	Expected Amount	
Program	Source of Funds	Uses of Funds	Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	Available Remainder of Con Plan \$	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	\$0.00	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 2020 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 Rehabilitation	2019	2023	Affordable Housing	Greater Five Points Low- and Moderate-Income Areas	Housing	CDBG: \$107,052	Rental Housing Rehabilitated: 1 Household Housing Unit
	HOM-3 Homeless Prevention	2019	2023	Homeless	Low- and Moderate-Income Areas	Homeless	CDBG-CV: \$137,027	Homelessness Prevention: 76 Persons Assisted
	CDS-1 Infrastructure	2019	2023	Non-Housing Community Development	Greater Five Points Low- and Moderate-Income Areas	Community Development	CDBG: \$100,000	Other: 1 Other
	APM-1 Overall Coordination	2019	2023	Administration	Greater Five Points Low- and Moderate-Income Areas	Administration, Planning, and Management	CDBG: \$51,763 CDBG-CV: \$15,225	Other: 2 Other

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.
ź.	Goal Name	HOM-3 Homeless Prevention
N	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
ñ	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) and the FY 2020 Community Development Block Grant - Coronavirus (CDBG-CV). 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 non-profit 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 and CDBG-CV funds:

Projects

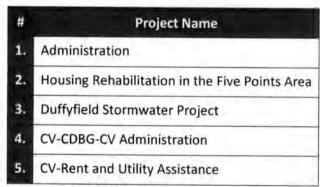


Table 6 - Project Information

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

The City of New Bern has allocated its CDBG and CDBG-CV 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 and CDBG-CV 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 Residential.		
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	CV-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	CV-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-CV funds will be used to fund Religious Community Services (RCS), a faith-based organization that provides housing services, renta 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, http://data.census.gov. 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
Low- and Moderate-Income Areas	20%
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:

- CV-20-01 CV-CDBG-CV Administration 303 First Street, New Bern, NC 28560
- CV-20-02 CV-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 House	The state of the s
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 Househ	olas sapportea (moagi
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

The City of New Bern will fund the following projects with FY 2020 CDBG and CDBG-CV funds:

- CD-20-02 Housing Rehabilitation in the Five Points Area 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) (1 Household Housing Unit)
- CV-20-02 CV-Rent and Utility Assistance CDBG-CV 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. (76 Households)

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 FY 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 leadership of Region 13 is responsible for acting as a member of the Balance of State CoC Steering Committee, the Coordinated Entry lead for the Region, the Point-in-Time and Housing Inventory Count lead for the region, and reviewing projects and processing state ESG grants for the regional geography.

The City of New Bern works closely with the homeless service providers within the City to identify and resolve issues of homelessness within the community. The Department of Development Services partners with statewide entities, as well as the local service providers including Religious Community Services, Coastal Women's Shelter, and Reviving Lives Ministries.

The 2020 Point-In-Time count revealed that 21 homeless individuals resided in Craven County. There was no data available for the City of New Bern specifically. All 21 of the homeless persons counted were recorded in Emergency Shelter.

The following shelters were open in the City of New Bern during FY 2019.

- Religious Community Services Emergency Crisis Shelter
- Religious Community Services Families in Transition
- Religious Community Services Veterans Transition Shelter
- Women's Coastal Shelter Domestic Violence Shelter
- Reviving Lives Ministries Addiction Recover Shelter

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, 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. 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 CV-Rent and Utility Assistance – CDBG-CV 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-20-02 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 CV-Rent and Utility Assistance CDBG-CV 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:

 CV-20-02 CV-Rent and Utility Assistance – CDBG-CV 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-20-02 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 CV-Rent and Utility Assistance — CDBG-CV 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 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	00.00
	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	\$0.00

Other CDBG Requirements

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.

CDBG-CV Percentages:

• Administrative Percentage: 10.0%

• Public Service Percentage: 100.0%

Low and Moderate-Income Percentage: 100.0%

AGENDA ITEM COVER SHEET



Agenda Item Title:

Consider Adopting a Resolution to Amend the Community Development Block Grant (CDBG) Citizen Participation Plan

Date of Meeting: 9/22/2020 Department: Development Services Call for Public Hearing: □Yes⊠No		Ward # if applicable: N/A	
		Person Submitting Item: Amanda Ohlensehlen, Community and Economic Development Manger	
		Date of Public Hearing:	
Explanation of Item:	(HUD) has issuemergency pro- the Five-Year (rtment of Housing and Urban Development ned regulatory waivers, permitting the use of cedures to reduce the public comment period for Consolidated Plan/Annual Action Plan from 30 The Citizen Participation Plan has been updated language.	
Actions Needed by Board:	Adopt resolution		
Backup Attached:	Memo, Resolut	tion, Plan	
Is item time sensitive? Will there be advocate	7 The second sec	the meeting? □Yes □ No	
Cost of Agenda Item:	enditure, has it	been budgeted and are funds available	

Additional Notes:



(252)639-7587

MEMORANDUM

Mayor Outlaw and Board of Aldermen TO:

Amanda Ohlensehlen, Community and Economic Development Manager FROM:

DATE: September 9, 2020

Consider Adopting a Resolution to Amend the Community Development SUBJECT:

Block Grant (CDBG) Citizen Participation Plan

Background Information

The Mayor and Board of Aldermen are asked to Consider Adopting the Amended 2014 Citizen Participation Plan. This plan was originally adopted on February 25, 2014 as a plan to describe how the City of New Bern will encourage citizen participation, while also adhering to specific policies and procedures related to the Community Development Block Grant (CDBG) Entitlement Program.

Since the COVID-19 pandemic, the Department of Housing and Urban Development (HUD) has issued regulatory flexibility through waivers, which permit the use of emergency procedures to be applied to the Five-Year Consolidated Plan and Annual Action Plan process.

The amended plan includes updated language that permits the City of New Bern to reduce its public comment period for the Five-Year Consolidated Plan and Annual Action Plan from 30 days to 5 days.

Recommendation

Consider Adopting a Resolution to Amend the CDBG Citizen Participation Plan.

Please contact Amanda Ohlensehlen at 639-7580 should you have any questions or need additional information.

RESOLUTION

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

That the document entitled "City of New Bern Community Development Block Grant Citizen Participation Plan," a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby adopted and approved, and the Mayor is hereby authorized and directed to execute the same for and on behalf of the City.

ADOPTED THIS 22nd DAY OF SEPTEMBER 2020.

ANA E. OUTLAW, MAYOR	

CITY OF NEW BERN COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN AMENDED SEPTEMBER 22, 2020

1. Introduction

The Citizen Participation Plan provides for and encourages citizens, organizations, businesses and other stakeholders to participate in the development of the Consolidated Plan, any substantial amendments to the consolidated plan, and the annual performance report. This plan describes how the City of New Bern encourages and promotes participation through the establishment of policies and procedures for participation in the implementation of the Community Development Block Grant (CDBG).

The City of New Bern is required to adopt a Citizen Participation Plan that meets HUD's minimum requirements as set forth in the regulations for "Consolidated Submission for Community Planning and Development Programs" (24 CFR 91 Subpart B). In carrying out these requirements the City of New Bern understands that participation on the part of its citizens, organizations, businesses and other stakeholders is vital to the effectiveness of all Consolidated Plan activities.

The Citizen Participation Plan outlines procedures by which each of the requirements set forth in 91:105 of the Federal Regulations are carried out. This Plan is effective as of May 12, 2020 and remains in effect until such time as all activities assisted are completed, or until superseded by a new Plan.

2. Goals of the Citizen Participation Plan

- A. To provide for involvement of citizens, organizations, businesses and other stakeholders in the identification of community development needs and housing; review of proposed activities and assessment of program performance in accordance with the schedule that is adopted each year.
- B. To enable the City to respond to the needs of its citizens through community development and housing programs, policies and plans.
- C. To encourage citizens, particularly very low, low and moderate income persons, residents of blighted neighborhoods, members of minority groups, nonprofit agencies, public housing residents, the business and civic community, and special populations, to submit their comments, questions and proposals regarding the City of New Bern's Community Development Program.

3. Development of the Consolidated Plan

The Citizen Participation Plan requires that before adoption of the Consolidated Plan the City will provide the following information:

- A. The amount of assistance the City expects to receive from any grant funds and program income.
- B. The range of activities that may be undertaken including the estimated amount that will benefit very low, low-and-moderate income persons.
- C. The City's plans to minimize displacement.
- D. The City's specific action steps to end chronic homelessness.
- E. The City's long-term and short-term objectives for neighborhood revitalization strategies.
- F. The percentage of funds dedicated to target areas.
- G. The City's public hearing calendar and process for developing and submitting the Consolidated Plan.
- H. Provisions for receiving public comments on the proposed Plan.

4. The Participation Process

The participation process will be conducted both at a community wide-level and in neighborhoods where redevelopment activity is proposed or underway. The community wide process involves consultations with businesses, developers, community and faith-based organizations, and other interested citizens concerning housing and redevelopment issues.

- A. Agency Consultation Process: Agency consultations will be a part of the ongoing process that includes service providers, advocacy groups and coordinating bodies responsible for providing services, especially to populations with special housing needs. City staff will meet throughout the year with a number of local housing, social service, homeless, and economic development agencies to determine the housing needs of specific populations and groups. The City also will consult with local health agencies to examine lead-based paint hazards within the local community.
- B. Public Housing Residents: The City will consult with the New Bern Housing Authority (NBHA) staff, Board, and residents of public and assisted housing developments to provide information about consolidated plan activities related to

its developments and surrounding communities so that the housing authority can make this information available at their annual public hearing required under the Comprehensive Grant program.

The City also will consult with NBHA to define and address the housing needs of its residents. The NBHA resident councils will also be informed of the Community and Economic Development Division's planned activities and benefits. This consultation also helps to ensure that activities with regard to local illegal drug activity elimination, neighborhood improvement programs, resident programs and services funded under the public housing program are coordinated to achieve comprehensive community development goals.

- C. Neighborhood Based Citizen Committees: The City will meet with citizen's groups such as neighborhood associations and residents' councils, primarily in redevelopment areas. The City may also meet with other neighborhood associations and citizen groups as needed.
- D. Community Development Advisory Committee (CDAC): The Board of Aldermen will appoint a committee to advise the staff and to assure that the citizen participation plan encourages the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. The CDAC will consist of private citizens appointed for three (3) year terms.

This process and schedule will be the established operating procedure for citizen participation and may be affected from one fiscal year to the next in regard to the date of the public hearings, which is at the discretion of Board of Aldermen, as well as the timetable for the City of New Bern budget development.

5. Consolidated Plan Public Meetings

Each year the City will schedule at least two (2) public meetings for the development of an annual Action Plan for the City's housing and community development programs. The first of these will be held in the community as a "listening session" and the last as a public hearing at a Board of Aldermen meeting. The State of North Carolina's Open Meeting Law will be followed.

A. First Public Meeting: The first meeting or ("listening session will occur at the beginning of the planning process to review past program performance, to obtain views on community development and housing needs and to identify general strategic priorities for projected funding. The purpose of this meeting is to let very low, low- and moderate-income persons and residents of blighted neighborhoods offer their perceptions of problems within their neighborhoods and in the community at large and present proposals aimed at solving the problems. This meeting will take place at a community facility located within the areas where housing and community development activities are underway or

planned. Other meetings may be scheduled for the purpose of receiving input on housing needs and program priorities and funding.

- B. Public Hearing: The public hearing is held after staff has drafted the proposed annual budget and Consolidated Plan (or annual Action Plan) but prior to Board of Aldermen approval of the Plan. This public hearing will be held in the City Hall Courtroom.
- C. Public Notice: Notices of all public meetings will be advertised in the Sun Journal, no later than 10 days prior to the hearing. Public notices will indicate the date, time and location of the hearing, and the topics to be covered. The City will also post informational flyers about the public meeting at the New Bern-Craven County Public Library and recreation and community centers. Mailings (electronic where appropriate) will be sent to interested persons and entities and the public meeting notices will be posted on the City of New Bern's website at https://www.newbernnc.gov.
- D. Accessibility: All public meetings will be held at locations providing accessibility for persons with physical disabilities and take place in locations convenient to residents.

6. Public Comment Period

The Consolidated Plan and each annual Action Plan will be made available in draft form to receive public comments at least thirty (30) days before final approval by the Board of Aldermen.

The draft Consolidated Plan will be available at the New Bern-Craven County Public library. The library is open weekend and evening hours and is accessible to the physically challenged. Copies of the draft Plan will also be available at the Development Services Department, the City Hall, and the Stanley White Recreation Center. The draft plan will also be posted the City's website at https://www.newbernnc.gov.

The proposed plan will include public comments made either orally or in writing. A summary of these comments or views and a summary of any comments or views not accepted and the rationale for not accepting the comments will be attached to the final Consolidated Plan. Written responses will be provided to all written comments including complaints and grievances and/or proposals submitted during the Citizen Participation Planning process. The City will make every reasonable effort to provide a written response to all written comments within fifteen days of receipt of the comment. A concise summary of citizen participation and consultation process, including efforts to broaden public participation, will be included in the Consolidated or annual Action Plan.

7. Adequate and Timely Information

All aspects of citizen participation in the City of New Bern government are conducted in an open manner, with freedom of access for all interested persons or groups. Information pertinent to the activities of the Community and Economic Development Division will be circulated to the public and made available for review in the Development Services Department during normal business hours of the City. This information will be made public subject to all applicable laws regarding confidentiality and person privacy in the Community Development office. Access to all documents is open except where prohibited by law. There may be a reproduction cost charged to persons requesting personal copies of Community Development documents. Every attempt is made to respond to written requests for information within 15 days of receipt.

8. Non-English Speaking Persons

Where a significant number of very low, low and moderate income residents of blighted neighborhoods speak and read a primary language other than English, public hearing notices and basic information summaries will be produced and made available in the appropriate language(s).

Also, bilingual opportunities when appropriate will be made available at the public hearings. Informational material will be sent as appropriate to non-profit and social service organizations that serve non-English speaking residents.

9. Persons with Disabilities

The Community and Economic Development Division will take steps to ensure that individuals with disabilities are able to participate in the public hearing and the consolidated planning process.

For public hearings in the City Hall Courtroom, persons with disabilities should contact (252) 639-7586. It is the responsibility of the Community and Economic Development Department to request this service when required.

10. Annual Performance Assessment and Reports

The Consolidated Annual Performance and Evaluation Report (CAPER) is a summary of Community Development Block Grant accomplishments for the past fiscal year. The CAPER will be sent to HUD ninety days after the completion of the program year. Prior to its submission, the Community and Economic Development Division will inform the public of the CAPER's availability for comment through the Sun Journal, the City's website (https://www.newbernnc.gov), and electronic notices.

Citizens will have 15 days to examine the report and provide comments prior to its submission to HUD. A summary of all comments or views will be attached to the CAPER submitted to HUD.

11. Program Amendments

From time to time, the Consolidated Plan may be substantially amended to reflect changes in program activities and priorities. The following are considered substantial changes:

- A. Addition of a new activity or new priority (see D. below for threshold) not previously described,
 - B. Cancellation of an activity category or deletion of a priority,
 - C. A change in the purpose, scope, location, or beneficiaries of an activity, and
 - D. A substantial change in the allocation or distribution of funds is defined as when the dollar amount of that change is equal to or greater than 20% of the City's current fiscal year federal budget by source (e.g., CDBG is undergoing a substantial change when 20% or more of that year's CDBG allocation plus CDBG program income is affected).

Prior to amending the Consolidated Plan, citizens will be given reasonable notice of, and opportunity to comment on, such proposed changes and the re-use of funds. The process to substantially amend the plan will include a minimum 10-day public notice prior to a public hearing (held in accordance with section 5c above) and a thirty-day (30) comment period to receive citizen comments on the proposed amendment prior to implementation.

Citizens' comments, orally or in writing, will be considered. A summary of the comments and the rationale for not accepting any comments will be attached to the substantial amendment of the Consolidated Plan.

12. Technical Assistance

Technical assistance will be provided to citizen organizations and very low, low- and moderate-income persons upon request.

Examples of assistance include information on the CDBG law, neighborhood planning, review of accomplishments, briefings on community development requirements and opportunities, development of neighborhood goals and objectives, and design of neighborhood proposals.

13. Complaint Procedure

Written or oral complaints or grievances concerning the Consolidated Planning process or the CDBG program should first be directed to the City's Community and Economic Development Division. It is the policy of the City to provide a procedure for the acknowledgement, presentation, consideration, investigation, and disposition of complaints received concerning Community Development programs.

The Community and Economic Development Division will make every effort to respond to all complaints within fifteen (15) days of receipt by sending a written response. Should the complainant not be satisfied, the complainant may arrange a meeting with the Development Services Director to discuss the complaint. If the complaint can still not be satisfied, a written complaint may be submitted in writing to the City Manager. Any citizen may make an oral or written petition to the Board of Aldermen to discuss problems not resolved at the staff level.

14. Relocation Plan and Anti-Displacement Policy

Displacement will be minimized but when it is unavoidable, any person(s) displaced due to the activities of the Consolidated Plan programs will receive relocation assistance and relocation payments in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The Community Development staff will provide information and assistance one-on-one to prospective displaced persons.

15. Declaration of an Emergency

When a Declaration of an Emergency has been ordered by the President of the United States, or the Governor of North Carolina, and regulatory flexibility is permitted by HUD, the City of New Bern will follow the following process concerning public hearings and public display of plans when necessary for public health reasons. These Emergency procedures will apply to the Five Year Consolidated Plan/Annual Action Plan amendments and initial Plan submissions, as permitted through regulatory waiver authority or programmatic flexibility:

- A. If the City is unable to hold open public hearings in person, the City will be allowed to instead hold virtual public hearings through conference calls or an online video conference call platforms as long as the public is able to provide public comments during the virtual public hearing.
- B. If the City is not able to publicly place the plans on public display at the locations referenced in the Citizen Participation Plan, the City will put the plans on the City's website (https://www.newbernnc.gov) and will also email copies of the plans to any person who will request a copy of the plans via email upon request.

- C. If the City Council is unable to conduct an open public forum type meeting, the City then can approve the plans at a City Council meeting through an on-line virtual City Council meeting, if an in-person Council meetings are not happening because of the Emergency.
- D. The public comment period for substantial amendments to the Five Year Consolidated Plan/Annual Action Plan will be five (5) days.
- E. The public comment period for the FY 2020 Five Year Consolidated Plan/Annual Action Plan submission will be five (5) days.
- F. All other requirements relative to the City's Citizen Participation Plan for Consolidated Plans remain in effect, including the consultation requirements, as required by 24 CFR 91.105.

ADOPTED THIS 22nd DAY OF SEPTEMBER 2020.

DANA E. OUTLAW, MAYOR

COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION DEVELOPMENT SERVICES DEPARTMENT CITIZEN PARTICIPATION ACTIVITIES JANUARY 1st THROUGH JUNE 30th

Monthly	Community Development Advisory Committee Meeting
February - March	Public Meetings and Listening Sessions to receive comments for development of Citizen Participation Plan, Consolidated Plan and Annual Action Plan.
	Conduct Needs Assessment to develop priorities for Annual Action Plan
End of February	Public Hearing to receive input from citizens on proposed Citizen Participation Plan
April	National Community Development Week- Proclamation to be adopted by Board or Aldermen to raise awareness of community and economic development programs.
	Public Comment period and Public Hearing on Consolidated Plan and Annual Action Plan.
Middle of May	Information booth at DUFFEST.
July	Public information meeting - Community and Economic Development Programs.
October	Information booth at MUMFEST.
January - February	Public Meetings and Listening Sessions to receive comments for development of Annual Action Plan.
March - April	National Community Development Week- Proclamation to be adopted by Board or Aldermen to raise awareness of community and economic development programs.
April - May	Public comment period and Public Hearing on Consolidated Plan amendment (if needed) and Annual Action Plan.
Мау	Information Booth at DUFFEST.

AGENDA ITEM COVER SHEET



Agenda Item Title:

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

Date of Meeting: September 22, 2020 Department: Public Utilities Call for Public Hearing: □Yes⊠No		Ward # if applicable: N/A Person Submitting Item: Charles Bauschard Date of Public Hearing: N/A				
				Explanation of Item:		yor to execute Utility Relocation Agreement R-1015; known as the US 70 Havelock Bypass.
				Actions Needed by Board:	Execution by Mayor Outlaw	
Backup Attached:	Memo, Utility Relocation Agreement, Engineering Cost Estimate, Resolution					
Is item time sensitive?	⊠Yes □No					
		he meeting? Yes No				
Cost of Agenda Item: N	J/A					
	nditure, has it l	been budgeted and are funds available □Yes □ No				

Additional Notes: Reimbursement of non-budgeted expenditures.

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 Relocation Agreement (Havelock Bypass)

DATE: September 9, 2020

The North Carolina Department of Transportation has requested that the City of New Bern relocate City owned electric utilities for the purpose of constructing NC DOT Element No. 34360.1.2/ Program No. R-1015; known as the 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 Relocation Agreement". This action establishes the utilities engineering and construction cost estimate of \$181,400.00 and terms for reimbursement by NC DOT.

RESOLUTION

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

That the Utility Relocation Agreement, identified as program number R-1015 and known as Havelock Bypass, dated September 22, 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 City Clerk are hereby authorized and directed to execute the same, in duplicate originals, for and on behalf of the City.

ADOPTED THIS 22ND DAY OF SEPTEMBER, 2020.

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

UTILITY RELOCATION AGREEMENT

NCDOT HIGHWAY WBS ELEMENT NO).	34360.1.2
TRANSPORTATION IMPROVEMENT PROGRAM NO. R-1		R-1015
	COUNTY	Craven
*******	******	*********
This agreement made this	day of	,, by
and between the Department of Transport Carolina, hereinafter referred to The City of New Bern, North Carolina COMPANY:	as the l	DEPARTMENT, and
WITN	ESSETH:	
THAT WHEREAS, the DEPAR construction as follows:	15211	submit a project for
Relocation of Electrical distribution facilities f	for the US 70 Have	elock Bypass.
known as route US Hwy 70 i	n Craven	County,
North Carolina to be designated as N.C	C. State Highwa	y Project and/or WBS
Element 34360.1.2 and, WHEREAS	S, the constructi	on of said project will
require certain adjustments to be made to	the existing facilit	ies 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:

 That the scope, description, and location of work to be undertaken by the COMPANY are as follows

Relocation of overhead and electrical distribution facilities along US Hwy 70.

- 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 will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.
- 4. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.

 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.
6. That the construction work provided for in this agreement will be performed by the <u>method</u> or <u>methods</u> as specified below:
BY COMPANY'S REGULAR FORCE: The COMPANY proposes to use its regular construction or maintenance crews and personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.
BY EXISTING WRITTEN CONTINUING CONTRACT: 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.
BY CONTRACT: The COMPANY does not have adequate staff or equipment to perform the necessary work with its own forces. The COMPANY proposes to award a contract to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed as set forth in an appropriate solicitation for bids.
7. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the <u>1st</u> day of <u>December</u> , 2020 .
b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:
Materials are available and it is expected that work will be complete prior to highway construction.
All work will take place during highway construction and arrangements for said work will be coordinated with highway construction operations at preconstruction conference.
Work will begin promptly upon notification by DEPARTMENT; however, it is not expected to be complete prior to highway construction. Any remaining work will be coordinated with highway construction operations at preconstruction conference.
Other (Specify)

8. That the method used by the COMPANY in developing the costs shall be as indicated by Paragraph (a), (b), or (c) as follows:	he relocation
a. Actual direct and related indirect costs accordance with a work order accounting proce by the applicable Federal or State regulatory bod	edure prescribed
b. Actual direct and related indirect costs accordance with an established accounting proc by the COMPANY and approved by the DEPAR	edure developed
c. On a lump-sum basis where the estimate DEPARTMENT does not exceed \$100,000.00. Except are used and approved, the estimate shall sas man-hours by class and rate; equipment charge and rate; materials and supplies by items and pradditives and other overhead factors.	scept where unit how such details ges by type, size,
9. Indicate if (a) or (b) is applicable:	
a. That the replacement facility is not of greater fur or capability than the one it replaces, ar COMPANY betterments.	nctional capacity nd includes no
b. That the replacement facility involves COMPAL or is of greater functional capacity or capability replaces.	
10. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and	
COMPANY less any credit for salvage, is estimated to be	\$ 181,400.00
The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the	
COMPANY will be	\$ <u>181,400.00</u>
The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be	\$ 0.00
(The above costs shall be supported by attached estimate and plans)	

11. 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.

- 12. 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 State Utility Agent.
- 13. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six 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
- 14. 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.
- 15. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of the Statute and such other laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.
- 16. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the non-betterment cost of same will be that of the DEPARTMENT.
- 17. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT.
- 18. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.
- 19. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.
- 20. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.
- 21. The COMPANY agrees to comply with Buy America. United States
 Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires
 the use of domestic steel and iron in all federally funded construction projects.

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:_	
		ASST. STATE UTILITY AGENT
ATTEST OR WITNESS		
CONTRACT TO		
(TITLE)		
		The City of New Bern, North Carolina
		(NAME OF COMPANY)
	BY:_	
		DANA E. OUTLAW
ATTEST:	TITLE:	Mayor
(1)		
		(SEAL)
BRENDA E DI ANCO CITY C	LEDK	(SEAL)

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 Rev. 03/6/15



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

COST ESTIMATE 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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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



7001 Pinecrest Rd Raleigh, North Carolina 27613 Phone: (803) 835-7820

Fax: (803) 835-7824

I hereby certify this Cost Estimate
Document was prepared by me or
under my direct supervision. I also
certify I am a duly registered
professional engineer under the laws
of the State of North Carolina, P.E.

September, 2020 John Palmiter, PE Pike Engineering.

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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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

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SECTION 1 BACKGROUND AND SCOPE OF PROJECT



SECTION 1

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

COST ESTIMATE 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 of 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.



CAUTION:

Due to the proximity of existing and relocated overhead electric facilities to the roadway construction, the Electric Utilities Department of the City of New Bern does herby notify the North Carolina Department of Transportation (NCDOT) and its contractors of the existence and danger of 23 kV high voltage electric overhead and underground facilities in the vicinity of this project. The NCDOT and its contractors must observe OSHA requirements (at a minimum) to maintain proper clearance to such facilities along with performing all construction activities in full compliance with the requirements of NCGS 95, Article 19A, the Overhead High Voltage Line Safety Act.



SECTION 2 COST ESTIMATE BASIS



SECTION 2

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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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

COST ESTIMATE BASIS

Cost Estimate Basis

- 2.1 All New Bern Electric facilities to be relocated on this project will be replaced-in-kind using similar materials of construction and current New Bern Electric Utilities construction standards. Relocated facilities will be of a similar functional capacity as the existing facilities and are therefore non-betterment facilities. Similarly, New Bern Electric Utilities will not be adding any additional work to the project scope so no "Additional Work" will be encountered.
- 2.2 All construction labor costs are based on bid labor contract unit pricing for like type of similar work. Pricing shown was taken from bid contract data or New Bern Electric labor costs adjusted by percentage based on the difference of their in-house costs and similar bid unit costs. New Bern Electric equipment costs are also incorporated into the costs.

Additionally, Right-of-Way clearing costs are included in this section of the estimate.

- 2.3 Material costs are based on material quantities and cost taken from the City of New Bern Electric Work Order System. All materials will be purchased by the City of New Bern Electric through their standard purchasing process. The City of New Bern Electric will issue all materials for work on this project. Existing materials removed from the project will be returned to the City of New Bern Electric for salvage, restocking, or disposed as junk.
- 2.4 All New Bern Electric facilities designs incorporate clearances for and space on the poles for the attachment of NCDOT signal fiber optic, telephone, CATV, and New Bern Electric fiber optic cables.



- 2.5 Traffic control measures and coordination will be per the MUTCD and as approved by the NCDOT Resident Engineer for the project.
- 2.6 Due to the location of the proposed utility construction in relation to the existing and proposed roadway traffic lanes, New Bern Electric will limit their construction to similar work zone requirements and limitations as those required for the NCDOT contractor.
- 2.7 In order to facilitate a proposed new water line and drainage facilities along the project route. The City of New Bern Electric may be required to either set poles deeper than normal or hold existing poles during the pipeline installations. Costs for these requirements are not included in this Cost Estimate. Actual costs may be adjusted as required to assist the NCDOT contractor and are considered necessary and chargeable to the project and reimbursable to New Bern Electric.

ESTIMATED CONSTRUCTION COSTS

Construction Cost Basis

2.8 Construction material costs reflected in this estimate are based on the City of New Bern Electric material cost including material overheads. Construction labor costs reflected in this estimate are based on the City of New Bern Electric construction unit labor cost plus equipment/vehicle cost and have been adjusted to reflect bid contractor cost based on a comparison of similar units or types of construction. Adjustments were based on a percentage difference by category of construction unit.

All costs have been rounded to the next dollar (with minor exceptions) or part thereof for this Cost Estimate.

The City of New Bern Electric will supply all materials for this project. Construction labor will be done by the City of New Bern crews. Actual cost will be tracked and invoiced for reimbursement on this project



SECTION 3 ESTIMATED CONSTRUCTION COSTS



ELECTRIC UTILITIES DEPARTMENT OF THE CITY OF NEW BERN, NORTH CAROLINA PROPOSAL SUMMARY ELECTRIC DISTRIBUTION FACILITIES

Install			
Part 1	Pole Assembly Units	S	15,950 00
Part 2	Single Phase Primary Pole Top Assembly Units	S	1,125,00
Part 3	Three Phase Primary Pole Top Assembly Units	\$	7,650.00
Part 4	Guy Assembly Units	S	5,358.00
Part 5	Anchor Assembly Units	S	2,925.00
Part 6	Transforner Assembly Units	S	10,950.00
Part 7	Grounding Assembly Units	S	6,055.00
Part 8	Secondary Assembly Units	S	990.00
Part 9	Conductors - Overhead and Underground Assembly Units	S	40,600.50
Part 10	Miscellaneous Assembly Units	S	3,615.00
Part 11	Switches - Overhead Assembly Units	S	4,700.00
Part 12	Underground Secondary and Service	S	780,00
Part 13	Three Phase Cable Underground Construction Assembly Units	S	3,950.00
Part 14	Traffic Control	S	15,000.00
	TOTAL NEW CONSTRUCTION INSTALL	S	119,648.50
Removal			
Part 1	Pole Assembly Units	S	10,625.00
Part 2	Single Phase Primary Pole Top	5	875.00
Part 3	Three Phase Primary Pole Top	S	3,150.00
Part 4	Guy Assembly Units	S	3,745.00
Part 5	Anchor Assembly Units	S	2,300.00
Part 6	Transformer Assembly Units	S	2,525.00
Part 7	Grounding Assembly Units	S	135.00
Part 8	Secondary Assembly Units	S	675.00
Part 9	Conductor Assembly Units	S	28,956.50
Part 10	Miscellaneous Assembly Units	S	1,320,00
Part 11	Three Phase Underground Construction Assembly Units	S	2,000.00
	TOTAL REMOVALS	s	56,306.50
	TOTAL UNITS	S	175,955.00
	TOTAL UNITS		173,933.01



INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PART 1-POLE ASSEMBLY UNITS

A pole unit consists of one pole in place. It does not include pole-top assembly units or other parts attached to the pole. The first two numbers indicate the length of the pole; the third number shows the classification per ANSI (Example: 35/5 means pole 35 feet long, class 5.)

Unit No.	No. of Units			Extended Price					
		Labor		Materials		Labor & Materials		(Labor & Materia	
		\$	350.00	\$	300.00	\$	650.00	\$	650.00
45/3	17	\$	550.00	\$	350,00	\$	900.00	\$	15,300.00
	Total Pa	rt	1-Pole Asser	mbly	Units			\$	15,950.00

INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PARTS 2&3-DISTRIBUTION POLE TOP ASSEMBLY UNITS

A distribution pole top assembly unit generally consists of the insulator(s), cross arm(s), braces, and hardware, except tie wire, required to support the primary and neutral conductors, as indicated on the applicable drawing. It does not include the pole or other miscellaneous assemblies.

-7	No. of			Extended Price					
Unit No.	Units	Labor		Materials		Labor & Materials		(Labor & Materials	
Single Phase									
VA5-2EC	5	S	150.00	S	75.00	\$	225.00	S	1,125.00
Total Pa	rt 2-Single l	Phase	Primary l	Pole T	op Assen	nbly Un	its	\$	1,125.00

	No. of Units			Extended Price					
Unit No. Three Phase		Labor		Materials		Labor & Materials		(Labor & Materials	
VC1LP-1EC	6	S	250.00	\$	200.00	\$	450.00	\$	2,700.00
VC1LPA-EC	11	S	250.00	\$	200.00	\$	450.00	S	4,950.00
Total Pa	rt 3-Three	Phase	Primary I	ole T	Γορ Assen	nbly Uni	its	\$	7,650.00

INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PARTS 4 & 5-GUYS AND ANCHORS ASSEMBLY UNITS

A guy assembly unit generally consists of the guy attachment, guy wire, guy wire attachment, grounding jumpers, attachment hardware and guy marker all-inclusive or separate, dependent upon the unit noted, as indicated on the applicable drawing.

An anchor assembly unit generally consists of the anchor, of type and size indicated, including associated extensions and adapters as indicated on the applicable drawing.

	No. of Units			Extended Price						
Unit No. Guys		Labor		Materials		Labor & Materials		(Labor & Materials)		
E1-1EC	6	S	150.00	S	100.00	\$	250.00	\$	1,500.00	
E1-1FEC	11	S	180.00	S	100.00	\$	280.00	S	3,080.00	
E2-2FEC	2	\$	180.00	S	125.00	S	305.00	S	610.00	
E3-10EC	12	S	6.00	S	8.00	S	14.00	S	168.00	
	Total Pa	art 4-	Guying Ass	semb	ly Units			\$	5,358.00	

	No. of Units			Extended Price					
Unit No.		Labor		Materials		Labor & Materials		(Labor & Materials)	
F2-XEC	13	S	185.00	S	40.00	S	225.00	S	2,925.00
	Total Pa	rt 5	Anchor As	embl	v I Inite			•	2,925.00

INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PART 6-TRANSFORMER ASSEMBLY UNITS

A transformer generally consists of the transformer and its hardware as indicated on the applicable drawing. It does not include the pole top, secondary, service or grounding units.

	No. of				UNIT PRIC	CE		Extended Price	
Unit No.	Units	Labor		Materials		Labo	Labor & Materials		
G105EC-15	2	S	150.00	\$	800.00	S	950.00	S	1,900.00
G109EC-15	3	S	150.00	S	800.00	S	950,00	S	2,850.00
G109EC-25	2	S	175.00	\$	1,025.00	S	1,200.00	S	2,400.00
G109EC-37.5	=-1	S	175.00	S	1,200.00	S	1,375.00	S	1,375.00
G109EC-1.5	1	S	175.00	\$	700.00	S	875.00	S	875.00
G210-EC	1	S	250.00	S	1,300.00	S	1,550.00	S	1,550.00
	Total Part	6-Tra	ansformer	Asse	embly Unit	8		\$	10,950.00

INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PART 7-GROUNDING ASSEMBLY UNITS

A grounding construction assembly unit generally consists of the grounding conductor, ground rod, connectors, hardware and clamps as indicated on the applicable drawing.

Unit No.	No. of Units			Extended Price						
		Labor		Materials		Labor & Materials		(Labor & Materials)		
		\$	100.00	\$	70.00	\$	170.00	S	5,780.00	
M2-15REC	1	\$	150.00	\$	125.00	S	275.00	S	275.00	
	Total Pa	rt 7-0	Grounding .	Asse	mbly Units			S	6,055.00	



INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PART 8-SECONDARY ASSEMBLY UNITS

A secondary assembly unit generally consists of the any connector, hardware and clamps needed for installation of a secondary service.

Unit No.	No. of Units			Extended Price					
		Labor		M	Materials		& Materials		& Materials)
J1EC .	18	S	40.00	\$ 15.00		\$ 55,0		\$	990.00
	Total Pa	rt 8-Se	econdary 2	Assen	ibly Units			\$	990.00

PART 9-CONDUCTORS OVERHEAD AND UNDERGROUND ASSEMBLY UNITS

A conductor assembly unit consists of one foot of conductor or cable for primaries, secondaries or services for overhead or underground construction and as described on the applicable drawing/conductor list. In computing the compensation to the bidder for conductor assembly units, only the horizontal distance between conductor supports or pole stakes shall be used for overhead conductor. Underground conductor assembly units include the conductor lengths up the pole for risers or into equipment such as transformers or switches. Conductor units also include units for conductor jumpers with connectors and conductor splices/sleeves as shown on the applicable drawing/unit list. The conductor or cable sizes and types listed are the manufacturer's designation.

Unit No.	No. of				Extended Price				
	Units	Labor		Materials		Labor	Labor & Materials		
	394.5 AAAC	12888	S	2.00	\$	1.00	\$	3.00	\$
#2 ACSR	572	\$	2.00	\$	0.75	\$	2.75	\$	1,573.00
1/0 ALTP	99	\$	1.00	\$	0.50	\$	1.50	\$	148.50
350 ALQP	50	S	1.00	\$	1.50	\$	2.50	\$	125.00
4/0 ALQP	40	\$	1.00	\$	1.25	\$	2.25	\$	90.00
Tot	al Part 9-Co	nduct	tors-Overh	ead a	nd Under	ground		\$	40,600.50



INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PART 10-MISCELLENOUS ASSEMBLY UNITS

Miscellaneous units include but are not limited to outdoor lighting and associated mounting hardware, arrestors, cutouts, and post insulators.

Unit No.	No. of Units			Extended Price						
		Labor		Materials		Labor & Materials		(Labor & Materials)		
		\$	75.00	\$	50.00	\$	125.00	S	625.00	
VM5-9EC	13	\$	100.00	\$	130.00	\$	230.00	\$	2,990.00	
	Total Part	0-Mi	scellenous	Asse	mbly Unit	s		s	3,615.00	

PART 11-SWITCHES-OVERHEAD ASSEMBLY UNITS

These units are gang operated switches for sectionalizing purposes.

Unit No. VM3-25PEC	No. of			Extended Price						
	Units	Labor		N	Materials		Labor & Materials		(Labor & Materials)	
	1	S	2,200.00	S	2,500.00	S	4,700.00	\$	4,700.00	
To	otal Part 11-9	Swite	ches-Overh	ead .	Assembly U	Inits		S	4,700.00	

PART 12-UNDERGROUND SECONDARY AND SERVICE

Underground secondary and service includes secondary underground pedestals and manholes.

-0.00	No. of			Extended Price					
Unit No. Secondary Pedestal	Units	Labor		Materials		Labor & Materials		(Labor & Materials)	
		S	280.00	S	500.00	S	780.00	S	780.00
					-				
Total	Part 12-U	nder	ground Sec	onda	ry and Ser	vice	e	\$	780.00



INSTALLATION ASSEMBLY UNITS-REIMBURSABLE PART 13- THREE PHASE UNDERGROUND CONSTRUCTION ASSEMBLY UNITS

Three phase underground assembly units include all materials associated with three phase underground primary's. These include all connectors, terminators, cutouts and arrestors.

Unit No.	No. of Units			Extended Price					
		Labor		Materials		Labor & Materials		(Labor & Materials)	
UG2-4EC	1 -	\$	1,500.00	\$	1,200.00	S	2,700.00	\$	2,700.00
UG1-3EC	1	S	750.00	\$	500.00	S	1,250.00	S	1,250.00
Total Part 13	3-Three phase	Une	derground	Con	struction A	ssen	nbly Units	S	3,950.00

PART 14-TRAFFIC CONTROL

Traffic Control includes the cost for subcontractor traffic control flagging and work zone setup each day as required and includes off duty police/sheriff patrol escort or safety presence as determined by the city.

	No. of Units			Extended Price				
Unit No. Traffic Control			Labor	Materials	Labor & Materials		(Labor & Materials)	
		S	1,200.00		S	1,200.00	S	12,000.00
Police/Sheriff	10	\$	300.00		S	300.00	S	3,000.00
	Tota	I Par	rt 14-Traffic	Control			S	15,000.00



REMOVAL ASSEMBLY UNITS-REIMBURSABLE PART 1-POLE ASSEMBLY UNITS

Unit No.	No. of Units			Extended Price				
			Labor	Materials	Labor	& Materials	(Labor & Materi	
		\$	200.00		\$	200.00	\$	2,600.00
35/5	2	\$	225.00		\$	225.00	\$	450.00
40/4	3	\$	250.00		\$	250.00	\$	750.00
45/4	21	S	325.00		\$	325.00	\$	6,825.00
	Total	Part 1	-Pole Asser	nbly Units	1		\$	10,625.00

REMOVAL ASSEMBLY UNITS-REIMBURSABLE PARTS 2&3-DISTRIBUTION POLE TOP ASSEMBLY UNITS

	No. of			Extended Price				
Unit No.	Units	Labor		Materials	Labor	& Materials	ls (Labor & Materi	
Single Phase								
VA5EC	2	S	50.00		\$	50.00	\$	100.00
VA5-1EC	3	S	50.00		S	50.00	\$	150.00
VA7EC	2	\$	125.00		S	125.00	\$	250.00
VA8EC	2	S	125.00		\$	125.00	S	250.00
VA9-1EC	1	S	125.00		S	125.00	\$	125.00
Total Pa	rt 2-Single	Phase	Primary P	ole Top Asser	nhly Uni	te	•	875.00

122.20	No. of			Extended Price					
Unit No.	Units	Labor		Materials	Labor & Materia		ls (Labor & Materia		
Three Phase									
VC1LPA-EC	16	\$	150.00		\$	150.00	\$	2,400.00	
VC1LP-1EC	1	\$	150.00		\$	150.00	\$	150.00	
VC7SEC	1	\$	150.00		\$	150.00	\$	150.00	
VC7EC	1	\$	150.00		\$	150.00	\$	150.00	
VC6-1EC	1	\$	300.00		\$	300.00	\$	300.00	
Total Pa	rt 3-Three	Phase	Primary P	ole Top Asser	nbly Uni	its	\$	3,150.00	



REMOVAL ASSEMBLY UNITS-REIMBURSABLE PART 4 & 5-GUY ASSEMBLY UNITS

	No. of Units			Extended Price				
Unit No.		Labor		Materials	Labor	& Materials	s (Labor & Materia	
		\$	100.00		\$	100.00	\$	1,300.00
E1-1FEC	16	\$	125.00		\$	125.00	\$	2,000.00
E3-10EC	15	\$	5.00		\$	5.00	\$	75.00
E2-2FEC	1	\$	130.00		\$	130.00	\$	130.00
E2-2EC	2	\$	120.00		S	120.00	\$	240.00
	Total 1	Part 4	-Guy Asser	nbly Units			\$	3,745.00

PART 5-ANCHOR ASSEMBLY UNITS

Unit No.	No. of			Extended Price					
	Units 20		Labor	Materials	Labor &	Materials	(Labor & Material		
		\$	115.00		\$	115.00	\$ 2,300	2,300.00	
	Total Pa	rt 5-A	Anchor Ass	embly Units			S	2,300.00	

REMOVAL ASSEMBLY UNITS-REIMBURSABLE PART 6-TRANSFORMER ASSEMBLY UNITS

	No. of			UNIT PRI	CE		Extended Price	
Unit No.	Units	Labor		Materials	Labor	& Materials		
G105EC-15	2	\$	100.00		\$	100.00	\$	200.00
G109EC-1.5	1	\$	75.00		\$	75.00	\$	75.00
G109EC-15	3	\$	150.00		\$	150.00	\$	450.00
G109EC-25	4	\$	200.00		\$	200.00	\$	800.00
G109EC-37.5	2	\$	200.00		\$	200.00	\$	400.00
G210-EC	1	\$	300.00		\$	300.00	\$	300.00
G314-EC	1	\$	300.00		\$	300.00	\$	300.00
	Total Part	6-Tra	insformer A	ssembly Unit	s		\$	2,525.00

PART 7-GROUNDING ASSEMBLY UNITS

	No. of Units			Extended Price				
Unit No.		1	Labor	Materials	Labor	& Materials	(Labor & Materia	
		\$	5.00		\$	\$ 5.00	\$	90.00
M2-12EC	5	\$	5.00		\$	5.00	\$	25.00
M2-15REC	1	\$	20.00		\$	20.00	\$	20.00
				1.01.1				
	Total Par	t 7-Gr	ounding A	ssembly Units			\$	135.00

PART 8-SECONDARY ASSEMBLY UNITS

Unit No.	No. of Units			Extended Price				
		L	abor	Materials	Labor &	Materials	(Labor & Material	
		\$	15.00		\$	15.00	\$ 675.	675.00
	Total Par	t 8-Seco	ondary A	ssembly Units			S	675.00



REMOVAL ASSEMBLY UNITS-REIMBURSABLE PART 9-CONDUCTOR ASSEMBLY UNITS

	No. of	UNIT PRICE				Exter	nded Price	
Unit No.	Units	73	Labor		1 2 2 2 2 2 2 2			
394.5 AAAC	12824	\$	1.50		\$	1.50	\$	19,236.00
#2 ACSR	5198	\$	1.50		\$	1.50	\$	7,797.00
1/0ALTP	1365	\$	0.60		\$	0.60	\$	819.00
6A CWC	2209	\$	0.50		S	0.50	\$	1,104.50
	Total Part	9-C	onductor As	sembly Units			\$	28,956.50

PART 10-MISCELLANEOUS ASSEMBLY UNITS

10.500	No. of	UNIT PRICE					Fyto	nded Price
Unit No.	Units		Labor	Materials	Labor	& Materials	V	& Materials)
M5-5EC	1	\$	25.00		\$	25.00	\$	25.00
M5-6EC	1	\$	20.00		\$	20.00	\$	20.00
M5-9EC	8	\$	50.00		\$	50.00	\$	400.00
M5-4PEC	3	\$	25.00		\$	25.00	\$	75.00
M5-2EC	10	\$	15.00		\$	15.00	\$	150.00
Security Light	3	\$	50.00		\$	50.00	\$	150.00
M3-25PEC	1	\$	500.00		\$	500.00	\$	500.00
7	Total Part 1	0-Mis	scellaneous	Assembly Uni	its		s	1,320.00

PART 11-THREE PHASE PRIMARY UNDERGROUND ASSEMBLY UNITS

	No. of			UNIT PRI	CE		Evt	anded Dules
Unit No.	이 그는 그 그 그리아 하는데 하를 다시는데 모든데 그렇게 되었다. 그리아 이 이 그는 어디에 다른다.	& Materials	Extended Price (Labor & Material					
UG1-3EC	2	\$	500.00		\$	500.00	\$	1,000.00
UG2-4EC	1	\$	1,000.00		S	1,000.00	\$	1,000.00
Total Part	11-Three Ph	ase	Primary Und	derground As	sembly	Units	s	2,000.00



SECTION 4 ESTMATED NEW BERN ELECTRIC COSTS



SECTION 4

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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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

Estimated New Bern Electric Utilities Cost

In addition to the Construction Costs for this project, the New Bern Electric Utilities and its different departments have and will incur costs associated with the project. These costs are broken down into the following:

4.1 New Bern Electric Administration Costs

This category includes Departmental and Administration, Accounting and Purchasing estimated costs.

Estimated Administration Costs

\$1,500.00

4.2 New Bern Electric Engineering Costs

This category includes cost to date and anticipated in-house New Bern Electric Engineering Department Costs.

Estimated Engineering Costs

\$3,000.00

4.3 Right-of-Way Department Administrative Costs

Although this Right-of-Way acquisition portion of this project is being handled through the Consulting Engineer, Pike Engineering, there will be in-house departmental costs incurred for title searches, record keeping, recording and payment handling by New Bern Electric. These costs have been estimated below by the New Bern Electric Right-of-Way Department.

Right-of-Way Department Administrative Costs

\$ 2,000.00

Total New Bern Electric Estimated Costs

\$ 6,500.00



SECTION 5 CREDITS TO NCDOT



SECTION 5

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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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

Credits to NCDOT

Salvage Credits

As stated in Section 2 – Cost Estimate Basis, this estimate includes a salvage credit for the value of removed materials either sold as scrap or returned to the City of New Bern for stock for reuse. This includes items such as removed conductors, transformers, air break switches, brackets or other items. Removed conductors were typically sold by type to a local scrap dealer by the pound and a salvage/scrap credit is shown in this section. The salvage credit shown for removed conductors is based on current scrap prices for metal as obtained from commercial scrap dealers in the area or under contract to the City of New Bern. Estimated quantities and credit amounts may vary widely from estimates and will be adjusted in this final payment invoicing for this project.

Conductor	Footage	Wt/Ft	Weight	\$/lb.	Total
394.5 AAAC	12824	0.3679	4718	0.192	\$ 905.85
2 ACSR	5198	0.062	322	0.192	\$ 61.88
					22202
Total Salvage Credit for Conductor					\$ 967.72

Salvage values per New Bern Electric contract with Recovery Material Recycling, for scrap metal recycling.



Credit for Removed Transformers

Transformers removed and not reused on this project are either returned to stock or disposed of by PWC. Where transformers are returned to stock, a salvage credit based on 90% of the purchased price, current stock price or calculated (indexed) material price based on age will be applied. Where transformers are to be sold or disposed of, a credit of \$1.00 per kVA is reflected in this Cost Estimate.

Transformer	Quantity	Credit/kVA	Stock Cost	x .90	(Credit
25kVA	2	25			S	50.00
37kVA	1	37			S	37.00
	Total Credit t	or Removed Tra	ansformers		S	87.00

Betterment Credit

This project is considered a replacement-in-kind project, thus there is no betterment or increased functional capacity in the relocated facility.

Betterment Credit

\$ 0.00

Additional Work Credit

New facilities will not be installed on this project in additional to the replacement-in-kind relocated electric facility.

Additional Work Credit

\$ 0.00

Summary of Credits

	Si	ummary of Cre	dits to NC	DOT		
Credit Types		Wire	Trai	nsformers		Cost
Salvage	S	967.72	\$	87.00	\$	1,054.72
Betterment						
Additional Work					1-1	
	Total Cre	dits to NCDOT			S	1,054.72



SECTION 6 SUMMARY OF ESTIMATED PROJECT COSTS

SECTION 6

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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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

SUMMARY OF ESTIMATED PROJECT COSTS

Estimated Construction Cost (Labor & Material)

Installed Assembly Cost	\$	119,648.50
Removal Assembly Cost	\$	56,306.50
Subtotal Construction Costs	\$	175,955.00
Estimated New Bern Electric Costs		
New Bern Electric Administration Costs	\$	1,500.00
New Bern Electric Engineering Costs	\$	3,000.00
New Bern Electric Right-of-Way Dept. Admin. Costs (Prior Rights Research)	S	2,000.00
Subtotal New Bern Electric Costs	\$	6,500.00



3	Subtotal Project Costs-Total Project	s _	182,455.00
Credits to NCDO			
	Salvage Credits	\$_	1,055.00
1	Betterment Credits	\$_	0.00
4	Additional Work Credits	\$_	0.00
5.5	Subtotal Credits to NCDOT	s _	1,055.00
Total Project Con	its to be Deimburged to New Down Floatuie		
of the City of Nev	sts to be Reimbursed to New Bern Electric	S	181,400.00

SECTION 7 CONSTRUCTION SCHEDULE



SECTION 7

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

COST ESTIMATE FOR THE RELOCATION OF ELECTRIC DISTRIBUTION FACILITIES US 70 HAVELOCK BYPASS

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

Construction Schedule

City of New Bern Rightof Way Acquisition	Complete
City Of New Bern Cost Estimate Approval	9/30/2020
City Of New Bern URA Approval	10/7/2020
City Of New Bern Material Acquisition	10/27/2020
Rightof Way Clearing/Flagging	11/3/2020
Staking of Construction	11/17/2020
Construction of Utilities Start	12/1/2020

Project schedule is dependent on material deliveries, weather, traffic conditions, electric system circuit feed and loading capabilities, right-of-way acquisition and right of entry.



AGENDA ITEM COVER SHEET



Agenda Item Title:Consider Adopting a Resolution for Street Lighting Request for Bridgeton area.

Date of Meeting: Septer	mber 22, 2020	Ward # if applicable: 1	
Department: Public Utili	ties	Person Submitting Item: Charles Bauschard	
Call for Public Hearing	g: □Yes⊠No	Date of Public Hearing: N/A	
Explanation of Item:		juesting street lights in the area of Sandy Point side Drive in the Bridgeton area.	
Actions Needed by Board:	Approval of Request		
Backup Attached:	Memo, Resolution, Street Lighting Request Form, Locat map		
Is item time sensitive?	□Yes ⊠No		
Will there be advocates	s/opponents at t	he meeting? □Yes ☒ No	
depending on street light fixt	nditure, has it l	Public Works - \$131.94-\$214.92/mo. ded by Duke Progress Energy been budgeted and are funds available XYes \Boxedot No	

Additional Notes: N/A

Aldermen

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



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk
Mary Hogan
Director of Finance

TO: Mark Stephens, City Manager

FROM: Charles Bauschard, Director of Public Utilities

DATE: September 10, 2020

SUBJECT: Request for Additional Street Lighting from Resident

Background Information:

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

The Department of Public Utilities has received a request from a resident for additional street lighting infrastructure in the area of Riverside Dr. and Sandy Point Road in the Bridgeton area. This area was evaluated, and it was determined that it does not meet the City's light standard. The recommendation is included.

Recommendation:

Upon completion of the staff's evaluation, I recommend the Board of Aldermen approve the resolution for the addition of a streetlights in the area of Rivershore Drive and Sandy Point Road; however, the City does not provide electric service in this area, nor is it feasible to extend electric service to this area. As an alternative, the City may consider requesting service from Duke Progress Energy.

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.

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 cost to Public Works for additional street lighting infrastructure along Sandy Point Road and Riverside Drive in the Bridgeton area.

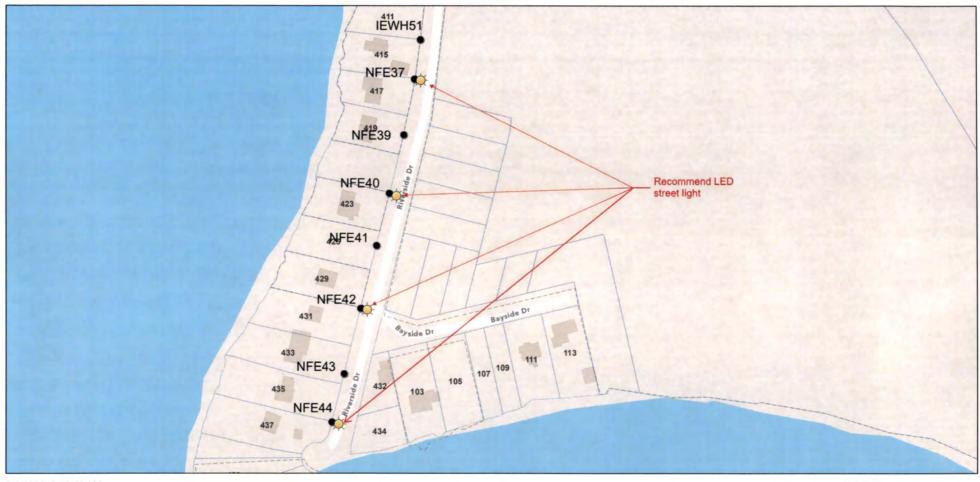
ADOPTED THIS 22nd DAY OF SEPTEMBER 2020.

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

Street Lighting Request Form

REQ # 107
Customer Name: Timothy Querry
Customer Address: 313 Beach Street
Phone Number of Requestor: 8142429171
Area of Request:
City limit in the Bridgeton area. City of New Bern electric service is not available in this area.
(Street address, intersection, general description, etc)
Pole # (if known):
Sent to Police Department Date:
Police Recommendations:
All items below this must be filled out by an Electric Department Engineer
Electric Department Engineer: Dustin Cayton
Evaluations Results/Recommendation: Based on the 2018 Powell Bill map, Sandy Point Rd and Riverside Dr are maintained by the City of New Bern. Since they are considered as City of New Bern's streets, I recommend having the electric utility provider in that area to add street lights to their existing poles. Based on the City of New Bern's street lighting standard, there will need to be 18 street lights. Service for these lights will have to be provided by Duke Progress Energy.
Estimated Cost to Electric Department: None

RIVERSIDE DR

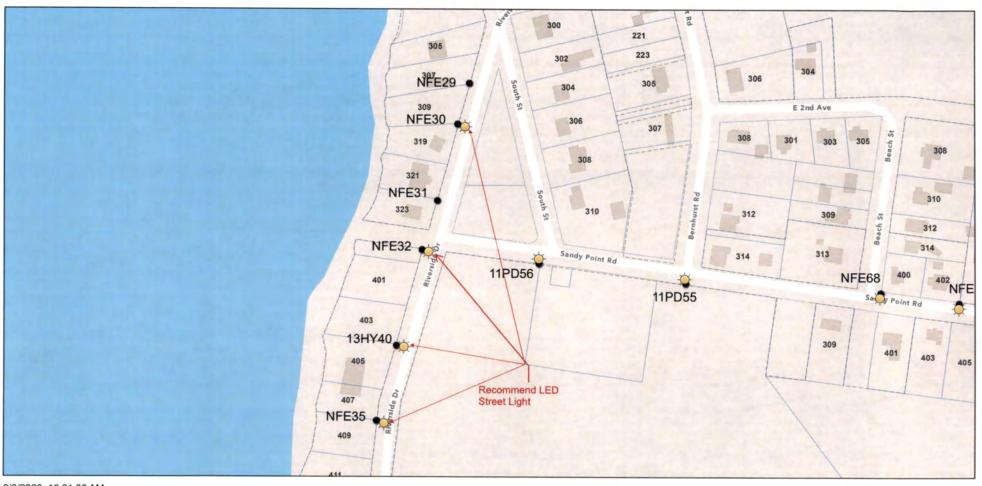


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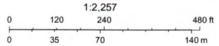


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RIVERSIDE DR

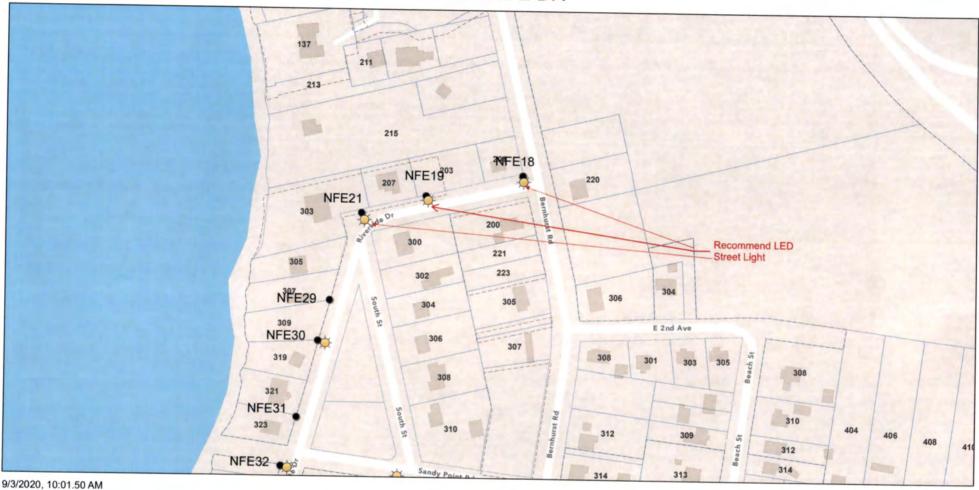


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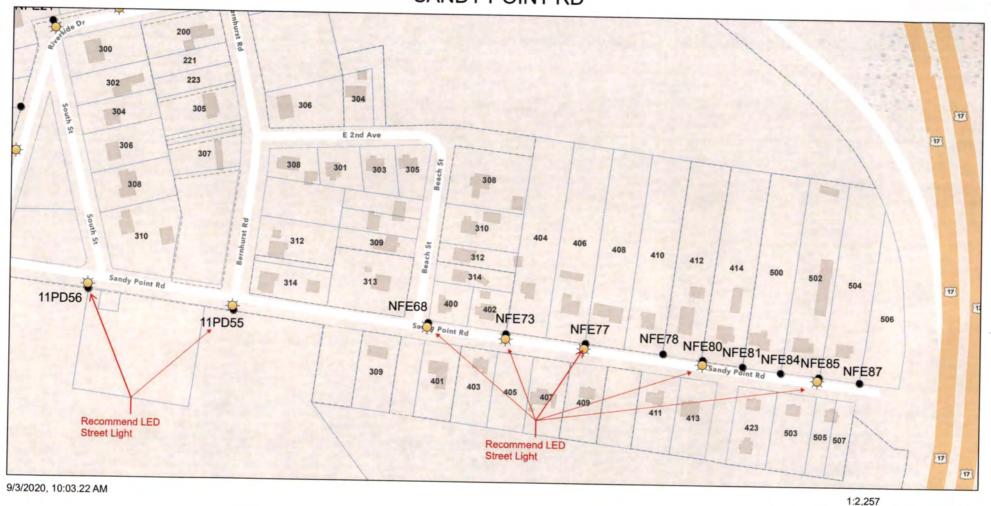
RIVERSIDE DR

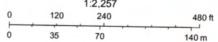




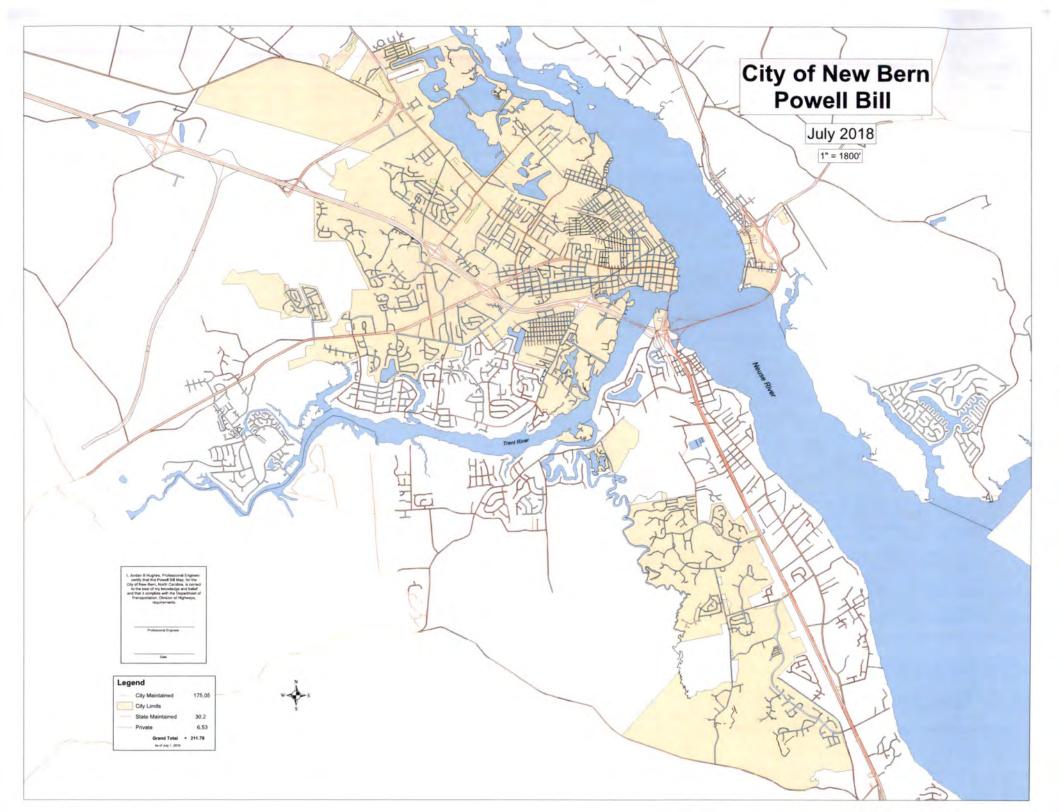
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SANDY POINT RD





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AGENDA ITEM COVER SHEET



Agenda Item Title: Consider adopting an amendment to the Township 7 Sewer Improvements Project Fund

Date of Meeting: 09/22/2020 Department: Finance Call for Public Hearing: □Yes⊠No		Ward # if applicable: Person Submitting Item: Mary M. Hogan, Director of Finance Date of Public Hearing:					
					Explanation of Item:	Consider adopti Improvements I Sewer Fund.	ing an amendment to the Township 7 Sewer Project Fund to recognize a transfer from the
					Actions Needed by Board:	Adopt ordinance amendment.	
Backup Attached:	Memo, Ordinance Amendment						
Is item time sensitive?	⊠Yes □No						
Will there be advocates	opponents at t	he meeting? □Yes ☒ No					
Cost of Agenda Item:							
If this requires an expe and certified by the Fin		een budgeted and are funds available Yes No					

Additional Notes:



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

FROM: Mary M. Hogan - Director of Finance

DATE: September 11, 2020

RE: Amendment to the Township 7 Sewer Improvements Project Fund

Background Information

The City entered a contract with Rivers & Associates, Inc. on February 23, 2016 in the amount of \$349,500 to provide engineering services for the Township 7 Sewer Force Main – Phase III project. Previous amendments in the amount of \$112,000 increased the contract to \$461,500. The contract amendment approved on August 25, 2020 in the amount of \$53,450, increased the total contract amount to \$514,950.

This budget amendment will transfer \$65,000 from the Sewer Fund to the Township 7 Sewer Improvements Project Fund, increasing the project budget from \$450,000 to \$515,000.

Requested Action

The Board considers adopting the enclosed budget amendment at its meeting on September 22, 2020.

AN ORDINANCE TO AMEND THE CAPITAL PROJECT ORDINANCE TOWNSHIP 7 SEWER IMPROVEMENTS PROJECT FUND

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

Section 1. That Section 3 of the Township 7 Sewer Improvements Project Fund Ordinance adopted on December 10, 2015 is hereby amended to recognize additional appropriation:

Increase: Sewer System Improvements Project Fund \$65,000

Section 2. That Section 4 of the Township 7 Sewer Improvements Project Fund Ordinance adopted on December 10, 2015 is hereby amended to recognize revenue from the Sewer Fund:

Increase: Transfer from Sewer Fund \$65,000

Section 3. This amendment shall become effective upon adoption.

ADOPTED THIS 22ND 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 the FY 2020-21 Annual Adopted Budget.

Date of Meeting: 09/22/2020 Department: Finance Call for Public Hearing: □Yes⊠No		Ward # if applicable: Person Submitting Item: Mary M. Hogan, Director of Finance Date of Public Hearing:					
					Explanation of Item:	Budget to trans	ing an amendment to the FY 2020-21 Annual fer funds from the Sewer Fund to the Township 7 ments Project Fund.
					Actions Needed by Board:	Adopt ordinance amendment.	
Backup Attached:	Memo, Ordinance Amendment						
Is item time sensitive?	MVas TNo						
		he meeting? □Yes ☒ No					
Cost of Agenda Item:							
If this requires an expe and certified by the Fin		been budgeted and are funds available					

Additional Notes:



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

FROM: Mary M. Hogan - Director of Finance

DATE: September 11, 2020

RE: Amendment to the FY 2020-21 Operating Budget

Background Information

The City entered a contract with Rivers & Associates, Inc. on February 23, 2016 in the amount of \$349,500 to provide engineering services for the Township 7 Sewer Force Main – Phase III project. Previous amendments in the amount of \$112,000 increased the contract to \$461,500. The contract amendment approved on August 25, 2020 in the amount of \$53,450, increased the total contract amount to \$514,950.

This budget amendment will transfer \$65,000 from the Sewer Fund Balance to the Township 7 Sewer Improvements Project Fund, increasing the project budget from \$450,000 to \$515,000.

Requested Action

The Board considers adopting the enclosed budget amendment at its meeting on September 22, 2020.

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

FROM: Mary M. Hogan, Director of Finance	Meeting Date:	Septe	mber 22, 2020
EXPLANATION:			
This budget amendment will transfer \$65,000 Improvements Project Fund for the engineer contract amendment with Rivers & Associate total contract amount to \$514,950.	ring services contract with I	Rivers &	Associates, Inc. The
BE IT ORDAINED BY THE BOARD OF ALI THAT THE <u>FY 2020-2021 ANNUAL BUDGE</u>	그 그렇게 하지만 그 이번에 되면 어떻게 되었다.		
Sect	ion 1 - Appropriations		
Schedule D - SEWER FUND Increase: Transfer to Other Funds		\$	65,000
Section	2 - Estimated Revenues		
Schedule D - SEWER FUND Increase: Fund Balance Appropriated	, 10	\$	65,000
NATURE OF TRANSACTION:			
X ADDITIONAL REVENUE AVAIL TRANSFER WITHIN ACCOUNT X OTHER: Appropriated Fund B	TS OF SAME FUND	ON	
E	PPROVED BY THE BOAR NTERED ON MINUTES DA GENDA ITEM NUMBER		
B	RENDA E. BLANCO, CITY	CLERK	_

AGENDA ITEM COVER SHEET



Agenda Item Title: Discussion of County Line Road.

Date of Meeting: 9/22/2020 Department: Administration Call for Public Hearing: □Yes⊠No		Ward # if applicable: 3 Person Submitting Item: Mark Stephens Date of Public Hearing:					
					Explanation of Item:	Discuss the nee	ed for improvements on County Line Road and
					Explanation of Item.	growth in the area.	
Actions Needed by Board:	Discussion						
Backup Attached:	Copy of resolution 19-111						
Y 11 11 11 11 11 11 11 11 11 11 11 11 11	DV. DN.						
Is item time sensitive?		the mosting? Two No					
will there be advocate	s/opponents at t	the meeting? Yes No					
Cost of Agenda Item:	adition basis	haan budgatad and ana funda available					
and certified by the Fir		been budgeted and are funds available □ Yes □ No					

Additional Notes:

Aldermen

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



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: Mark Stephens, City Manager

DATE: September 18, 2020

SUBJECT: Discussion of County Line Road

On November 12, 2019, the Board adopted a resolution requesting improvements to County Line Road. The area has seen substantial growth, and with the anticipation of continued growth and improvements to US 70, the improvements are needed to enhance public safety and aid in facilitating the increased growth. Alderman Aster has requested a follow-up on this topic. Status updates will be provided by staff.

/beb

RESOLUTION REQUESTING IMPROVEMENTS TO COUNTY LINE ROAD

WHEREAS, County Line Road (SR 1101) is a secondary road located in Craven County, North Carolina. The road is situated, in part, in the municipal city limits of New Bern, and the portion of road that exists from Old Airport Road to Wilcox Road is gravel; and

WHEREAS, the NC Department of Transportation plans significant and muchneeded improvements to a 5.1-mile stretch of U.S. 70 from Thurman Road to the Neuse River Bridge in James City, which is in close proximity to County Line Road. These improvements are scheduled to begin in 2021 and will result in a potential increase in traffic along County Line Road; and

WHEREAS, the vicinity of U.S. 70 has seen substantial growth over recent years, and that growth is anticipated to continue. Plans are underway for the development of over 650 residential properties along Old Airport Road; and

WHEREAS, with the impending improvements to U.S. 70, the continued development of residential properties, and the projected growth of the immediate area, the City of New Bern requests that the NC Department of Transportation consider paving the section of County Line Road from the point of Old Airport Road to the existing paved surface near the intersection of Wilcox Road. This action will not only improve access to neighborhoods, but will enhance public safety and accommodate the projected increase in traffic.

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

- That the City requests and encourages the NC Department of Transportation to improve and pave the gravel portion of County Line Road that lies within the municipal city limits of New Bern from the point of Old Airport Road to the existing paved surface near the intersection of Wilcox Road; and
- A request is further made for paving to be completed prior to the commencement of the U.S. 70 Improvements Project in 2021.

ADOPTED THIS 12th DAY OF NOVEMBER, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK