# CITY OF NEW BERN BOARD OF ALDERMEN MEETING JULY 27, 2021 – 6:00 P.M. CITY HALL COURTROOM 300 POLLOCK STREET

- Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Bengel. Pledge of Allegiance.
- Roll Call.

#### Consent Agenda

- Consider Adopting a Resolution to Close the 500 Block of Metcalf Street for a Block Party.
- Consider Adopting a Resolution to Close Certain Streets for the Craven County Back to School Parade.
- Approve Minutes.

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

- 6. Update on Public Safety.
- Presentation on Equal Opportunity Employment Policy and Recruiting Practices.
- Consider Adopting a Resolution Authorizing the Submission of a CAMA Grant Application.
- 9. Consider Adopting a Resolution Approving the Sale of 135 Hillmont Road.
  - Consider Adopting a Resolution Approving a Deed Conveying 908 Bloomfield Street to the Redevelopment Commission of the City of New Bern.
  - Consider Adopting a Budget Ordinance Establishing the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund.
  - Consider Adopting a Resolution Approving a Declaration of Intent to Reimburse for the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund.
  - Consider Adopting a Resolution to Amend the Classification Pay Plan for Fiscal Year 2021-22.
  - Consider Adopting a Budget Ordinance Amendment for the FY2021-22 Operating Budget.

- 15. Consider Adopting a Resolution Approving the Addition of a Streetlight on 8th Street.
- 16. Appointment(s).
- 17. Attorney's Report.
- 18. City Manager's Report.
- 19. New Business.
- 20. Closed Session.
- 21. Adjourn.

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL 639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

#### 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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

Memo to: Mayor and Board of Aldermen

From: Foster Hughes, Interim City Manager

Date: July 22, 2021

Re: July 27, 2021 Agenda Explanations

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

Roll Call.

#### **Consent Agenda**

Consider Adopting a Resolution to Close the 500 Block of Metcalf Street for a Block Party.

(Ward 1) Lorelei Schaffhausen, a resident of Metcalf Street, has requested the 500 block of Metcalf Street be closed from New Street to the intersection of Johnson Street on Saturday, October 2, 2021, from 1 p.m. until 9 p.m. for a block party. A rain date of Sunday, October 3, 2021, is requested.

 Consider Adopting a Resolution to Close Certain Streets for the Craven County Back to School Parade.

(Wards 1 and 2) Craven County Schools has requested to close the 400-600 blocks of Fort Totten Drive, 1300-1400 blocks of Trent Boulevard, 400 block of First Street, 300-1200 blocks of Broad Street, 200-300 blocks of Craven Street, and the 200 block of South Front Street on August 21, 2021 from 9 a.m. until 2 p.m. for a Craven County Back-to-School Parade.

#### 5. Approve Minutes.

Minutes from the June 29, 2021 work session, which was recessed until June 30, 2021 and July 1, 2021, and the regular meeting on July 13, 2021 are provided for review and approval.

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#### 6. Update on Public Safety.

Police Chief Patrick Gallagher will share a PowerPoint presentation to review year-to-date crime stats in comparison to 2019 and 2020.

#### Presentation on Equal Opportunity Employment Policy and Recruiting Practices.

As requested by the Board at its July 13, 2021 meeting, Sonya Hayes, Director of Human Resources, will make a presentation on the City's equal opportunity policy and recruiting practices.

#### Consider Adopting a Resolution Authorizing the Submission of a CAMA Grant Application.

(Ward 2) Parks and Recreation has been invited to apply for a NC Public Beach and Coastal Waterfront Access grant that will be used to extend the marshwalk at Lawson Creek Park. The extension will be approximately 300 feet in length and will create a fishing/observation platform. The cost of the project is estimated at \$147,745.50. Grant funds would cover \$110,809.12, and the remaining \$36,936.38 would be a 25% match from the city. A memo is attached along with a copy of the application.

#### 9. Consider Adopting a Resolution Approving the Sale of 135 Hillmont Road.

(Ward 5) After receiving an offer of \$6,750 from Sandra Rodgers, the Board adopted a resolution on June 08, 2021 to initiate the upset bid process for 135 Hillmont Road. The offer was advertised, but no upset bids were received. The property is a vacant .380-acre lot with a tax value of is \$13,500, and was acquired by the City and County in May 2019 through tax foreclosure. The unpaid taxes at that time were \$6,182.47. If the sale of the property is approved, the City is projected to receive \$2,901.42 and the County is projected to receive \$3,848.58 from the proceeds. A memo from Brenda Blanco, City Clerk, is attached along with the offer to purchase, a copy of the tax card, and pictures of the property.

#### Consider Adopting a Resolution Approving a Deed Conveying 908 Bloomfield Street to the Redevelopment Commission of the City of New Bern.

(Ward 1) At its June 22, 2021 meeting, the Board expressed a desire to convey 908 Bloomfield Street to the Redevelopment Commission. The Commission discussed this at their July 14, 2021 meeting and adopted a resolution to accept the property and use it as a healthcare and community resource center. A memo from Jeff Ruggieri, Director of Development Services, is provided along with a copy of the resolution adopted by the Commission.

#### Consider Adopting a Budget Ordinance Establishing the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund.

Charlie Bauschard, Director of Public Utilities, discussed the MetroNet project at the Board's work session on June 15, 2021. As a follow-up to that discussion, Mr. Bauschard will provide an update on the project and review the request to establish the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund in the amount of \$7,200,000. Memos from Mr. Bauschard and Kim Ostrom, Accounting Manager, are attached.

#### Consider Adopting a Resolution Approving a Declaration of Intent to Reimburse for the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund.

This resolution relates to the previous item that establishes a project fund for broadband service providers. Pursuant to IRS regulations, a Declaration of Intent to Reimburse must be adopted prior to or within 60 days of payment of the project expenditures that are to be reimbursed. A memo from Mrs. Ostrom is attached.

#### Consider Adopting a Resolution to Amend the Classification Pay Plan for Fiscal Year 2021-22.

This item is also relative to the project fund identified in Item 11. As detailed by Mr. Bauschard in his memo and presentation, three positions will be added to the Classification Pay Plan. Those positions are a Utility Locator at a grade 11, Utility Locate Coordinator at a grade 13, and Utility Coordinator at a grade 20. The resolution and classification pay plan detail the minimum, midpoint, and maximum salaries for all three positions and grades.

#### Consider Adopting a Budget Ordinance Amendment for the FY2021-22 Operating Budget.

This budget ordinance amendment appropriates \$227,000 for the purchase of the NC Railroad property on the corner of Hancock and South Front Streets. It also appropriates \$7,300 for the PEG cloud-based video backup storage project and \$3,065,000 for costs associated with the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund. Grants funds of \$25,000 are acknowledged from the Governor's Highway Safety Program and \$5,000 from Walmart for National Night Out and the Fire Department's purchase of water rescue

equipment. No matches are required for any of these grants. Lastly, the MPO grant fund is amended to reflect the actual amount of \$230,532 approved by NCDOT, which is a decrease of \$25,888 from the previous projection. Additional details are available in the memo from Mrs. Ostrom.

### 15. Consider Adopting a Resolution Approving the Addition of a Streetlight on 8th Street.

(Ward 1) Mary Traina of 212 8<sup>th</sup> Street has requested additional streetlighting on 8<sup>th</sup> Street. The area was evaluated and determined to not meet the City's light standard. Staff has recommended one streetlight be installed at an estimated cost of \$702.57. The monthly utility charge to be paid by Public Works will be \$8.44. A memo from Mr. Bauschard is attached.

#### 16. Appointment(s).

- a) Dell Simmons' term on the Community Development Advisory Committee expired on June 30, 2021. Mr. Simmons is not interested in reappointment. Alderman Best is asked to make a new appointment to serve a three-year term.
- b) Alderman Aster is requested to make an appointment to the Police Civil Service Board. Victor Taylor's terms expired on June 30, 2021. Appointees serve for two-year terms and are not eligible to serve consecutive terms.
- c) Alderman Kinsey is asked to make a new appointment to the Historic Preservation Commission to fill seat 4 previously occupied by Christian Evans. The new appointee will serve a three-year term beginning July 1, 2021 and expiring on June 30, 2024.
- d) Mayor Outlaw is asked to make a new appointment or consider reappointing Joe Klotz to seat 9 on the Historic Preservation Commission. This is a rotating appointment, and Mayor Outlaw is next to make an appointment. Mr. Klotz's term expired on June 30, 2021.
- e) Gasper "Sonny" Aluzzo's term on the Planning and Zoning Board expired on June 30, 2021. Alderman Aster is asked to reappoint Mr. Aluzzo or make a new appointment to serve a three-year term to expire on June 30, 2024.
- f) Robbie Morgan and Julian Tripp's terms on the Redevelopment Commission will expire August 14, 2021. Both have expressed a desire to continue to serve in this capacity. The Board is asked to consider reappointing them for a 5-year term to expire on August 13, 2026 or, in the alternative, make two new appointments.
- 17. Attorney's Report.
- 18. City Manager's Report.
- 19. New Business.
- 20. Closed Session.
- 21. Adjourn.

### AGENDA ITEM COVER SHEET

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Consider Adopting a Resolution to close a certain street to vehicle traffic for Metcalf Street Block Party.

Date of Meeting: 7/27/2021  Department: Park & Recreation  Call for Public Hearing: □Yes□No		Ward # if applicable: 1  Person Submitting Item: Foster Hughes, Interim City Manager  Date of Public Hearing:				
				Explanation of Item:		Organizing Committee has requested to close the
					500 block of Metcalf Street to vehicle traffic for Metcalf Block Party from 1:00 p.m. until 9:00 p.m. on Saturday, 2, 2021, with a rain date of October 3, 2021.	
Actions Needed by Board:	Adopt the Resolution					
Backup Attached:	Resolution – Memo – Application – Map - Petition					
Is item time sensitive?	□Yes ⊠No					
Will there be advocates	s/opponents at t	he meeting? □Yes ☒ No				
Cost of Agenda Item:						
		been budgeted and are funds available  ☐Yes ☐ No				

**Additional Notes:** 

#### Aldermen

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



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw
Mayor
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

Memo To: Mayor and Board of Aldermen

From: Foster Hughes, Interim City Manager

Re: Request to close a certain street to vehicle traffic for Metcalf Block Party.

#### **Background Information:**

Metcalf Street Organizing Committee has made a request to close the 500 block of Metcalf Street to vehicle traffic for Metcalf Street Block Party from 1:00 p.m. until 9:00 p.m. on Saturday, October 2, 2021, with a rain date of October 3, 2021.

#### Recommendation:

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

#### RESOLUTION

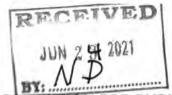
WHEREAS, Lorelei Schaffhausen, a resident of Metcalf Street, has requested the 500 block of Metcalf Street be closed to vehicular traffic on Saturday October 2, 2021, from 1:00 p.m. until 9:00 p.m. with a rain date of October 3, 2021, for a Metcalf Street block party; and

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

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

That the 500 block of Metcalf Street be closed to vehicular traffic from 1:00 p.m. until 9:00 p.m. on October 2, 2021, with a rain date of October 3, 2021, for a Metcalf Street block party.

DANA E. OUTLAW, MAYOR	



#### CITY OF NEW BERN

Jot, 2, 21 Sat

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

This application is hereby made for a permit to hold a Public Assembly and/or Parade as described in the City of New Bern Code of Ordinances (Sec. 66-85; 66-86; and 66-87) – Public Assemblies and Parades. This application along with attachments must be presented at least 60 days prior to the event date.

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

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

Name of Event/Activity: Metcalf St	t. Block Party			
Organization Name: Metcalf St. Block Party Organizing Committee				
Responsible Contact: Lorelei Schaffhausen				
Address: 511 Metcalf St.				
City: New Bern	State: NC Zip code: 28560			
Phone: 2522881358	Alternate Phone:			
Email: loreleics@gmail.com				
Type of Event:	emonstration			
Date of Event: October 2, 2021	Proposed Rain Date: October 3, 2021			
Event Set up time: 1:00pm	Event Tear Down Completed Time: 9:00pm			
vent Start Time: 3:00pm Event End Time: 7:00pm				
500 block of Metcalf St.	or route of the proposed event? (Attach additional information if needed)			
그렇게 있다는 내가 가는 가는 얼마 얼마 가지가 있는 것이 가지 않는 가장하는 것 같은 나를 다 되었다.	is well as a specific list of streets is required. The specific location of the Public Assembly marked. Festivals/Events require detailed aerial map with complete layout.			
그들이 되고 있다. 그렇게 요요요요 하는 이지 않는데 요즘 가장하게 그는 없다면 하는데 그리고 있다.	Please be detailed in your description - (Attach additional information if needed) bring their own chairs and a dish to share. Tables will be set up for food.			
Estimated attendance: 100	; Attendance not to exceed: 150 .			
nt the following link: http://www.newbernno required. Information must be submitted with	expected 1) <u>Proof of Crowd Manager Training Certification is required</u> . Training is available a gov/departments/fire department/crowd manager training.php 2) <u>Public Safety Plan is the application</u> . For additional info, please contact the Fire Marshall at 252-639-2931, povide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall.			
How will you handle trash general				
We are requesting # 0 trash cans.				
■We will provide our own bags & dispos	e of any trash generated ourselves.			
☐We request that City Staff dispose of al ncluding the cost of labor, and materials	I trash generated. We understand additional fees will be charged for this service,			

consideration. Street closures require barricades. A fee of \$5.00 per barricade must be paid 48 business hours prior to the event.  *What Street(s) are you requesting to close? Be specific: 500 block of Metcalf St. from intersection with New St. to intersection with Johnson St.		
Are you requesting any State Road or Bridge closures?  "If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roblease call NCDOT Office at 252-439-2816. The State Road/Bridge Closure permit must be attached this event includes the use of floats, vehicles, placards, loud speakers, or mechanical detailed explanation of their use, purpose and number.	ed to this application.	
Will Inflatables or other Play features be part of this event?   Will Food Vendors or Commercial/Non-Profit vendors be part of this event for your answered YES, Additional Fees apply. A detailed list of all vendors is required.)  The following items are required and must be attached at the time of Application:  A detailed map — including the location, route with beginning and ending point and so the following items are required within two (2) business days of the event or event so the following items are required within two (2) business days of the event or event so that of all food/commercial/non-profit vendors.  Certificate of Insurance — Listing the City of New Bern, PO Box 1129, New Bern, NC and List of all food/commercial/non-profit vendors.  Payment in full of applicable fees and charges.  Attest that I am authorized on behalf of this group/organization to request the permit for the action of the submitted with full details and attachments. I understand that additions charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash condensation that failure to provide the requested information within the specified timelines shall in the	tireet names included.  hall be cancelled: s "Additional Insured".  tivities prescribed herein. I understand tional fees and charges may be incurred. ollection, damages, etc. I further	
Indemnify and hold harmless the City of New Bern, its departments, agents, employees, official amage to person or property during this activity.  The following items must be submitted with Application:  Completed & Signed Application  Detailed maps of parade route and/or festival layout		
Petition of signatures (if road closure is requested)  Proof of Crowd Manager training & Public Safety Plan (if attendance is 1,000 or more)  Proof of Crowd Manager training & Public Safety Plan (if attendance is 1,000 or more)  On Lea Schaffhouse  Unthorized Signature  Date	Trash Collection:	
Il documents have been provided and this application is recommended for approval	City Staff: #	
dministrative Support Supervisor Date	\$	
Indiministrative Support Supervisor  This application has been approved.  To Parks & Recreation  Date	Park/Facility Rental: \$  Total Due: \$	

Google Maps 511 Metcalf St







### 511 Metcalf St

New Bern, NC 28560 Building











Directions

Save

Nearby

Send to your phone

Share

**Photos** 

#### 2021 Metcalf Street Petition Document

The undersigned (current residents of the 500 block of Metcalf Street; New Bern, NC) request permission to close the 500 block of Metcalf Street to all vehicular traffic to hold a block party for all residents of Metcalf Street on Saturday, October 2, 2021 (Rain Date Sunday, October 3) from 1:00 p.m. to 9:00 p.m.

	Signature: Barrara Bornemann
	Printed Name: Barbara Bornemann
	Street Address: 520 New Street (driveway on Metcalf Street)
	Email Address: pastor, bornemannegmail, com
505-	Signature: Cathy D aley for Mary S. McLead  Printed Name: Many S McLead
U	Street Address: 501 Metcalf Street
501-	Email Address & Sch Horse & glikele (6)
	Signature: Organic RoscH  Printed Name: Prin
- 1	Street Address: 505 Metcalf Street
605 -	Email Address: marysmcled@gmail.com
	Signature: Sterny Jones
	Printed Name: Sherry Jones
	Street Address: 507 Metcalf Street
	Email Address: Sherry one small agnail com

#### 2021 Metcalf Street Petition Document

Signature: David & Catherine Sevier Danid Sevier
Printed Name: David Sevier
Street Address: 508 Metcalf Street
Email Address: dsevier @ globalhealth one net
Signature: Hary L. Spannlan
Printed Name: Harry L. Gormley
Street Address: 509 Metcalf Street
Email Address: gormley/@ suddenlink, net
Signature:
Printed Name: BRENT GILL
Street Address: 510 Metcalf Street
Email Address: Crobinsongill cgmail. Com
Signature: Amely Schaffhousen
Printed Name: LORELEI SCHAFSHAUSEN
Street Address: 511 Metcalf Street
and the Court years
Email Address: Loreleics Egman, com
Signature:
Signature: C. Oyna

#### 2021 Metcalf Street Petition Document

Signature: Kelly Fun
Printed Name:
Street Address: 513 Metcalf Street
Email Address: Kelly-gehrhinogmail.com
Signature: SAM
Printed Name: COPY HUNTER
Street Address: 514 Metcalf Street
Email Address: COM hunter @ MSN : CON
Signature: Margo M. Brake
Printed Name: George M. Brake
Street Address: 515 Metcalf Street
Email Address: gbrake 38 Dogmail. Com
Signature: Paula W. Dessup
Printed Name: PAULA W. JESSUP
Street Address: 516 Metcalf Street
Email Address: granny jessupe ad l. Com
Signature: Paula Oyssep far Malar Brewer Printed Name: Nolan Brewer
Street Address: 5196 Metcalf Street
Email Address: not available

Signature: AROL D LILLHITE

Street Address: 5174 Metcalf Street

Email Address: CAROL CR 101 Q AOL COM

Signature: Printed Name: Carol Street

Email Address: 518 Metcalf Street

Email Address: 518 Metcalf Street

Signature: Carol Com

Signatu

Email Address: alixathy@ aol.com

### AGENDA ITEM COVER SHEET

**Agenda Item Title:** 

Consider	Adopting a Resolutio	n to close certain	streets to v	vehicle traffic f	or Craven	County	Back
to Schoo	Parade.						

Date of Meeting: 7/27/2021  Department: Parks & Recreation  Call for Public Hearing: □Yes□No		Ward # if applicable: 1 & 2		
		Person Submitting Item: Foster Hughes, Interim City Manager		
		Date of Public Hearing:		
Explanation of Item:	blocks of Fort T Boulevard, 400 Street, 200-300	er has made a request to close the 400-600 Totten Drive, 1300-1400 blocks of Trent block of First Street, 300-1200 blocks of Broad blocks of Craven Street, and 200 block of South vehicle traffic for Craven County Back to School		
Actions Needed by Board:	Parade.  Adopt the Resolution			
Backup Attached:	Resolution – Memo – Application – Map - Petition			
Is item time sensitive?		the meeting?   Yes   No		
Cost of Agenda Item:	морропеніз ас і	ine meeting. 11 es 23 110		
9		been budgeted and are funds available		

**Additional Notes:** 

#### Aldermen

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



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw
Mayor
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

Memo To: Mayor and Board of Aldermen

From: Foster Hughes, Interim City Manager

Request to close certain streets to vehicle traffic for Craven County Back to

School Parade.

#### **Background Information:**

Jennifer Wagner has made a request to close the 400-600 blocks of Fort Totten Drive, 1300-1400 blocks of Trent Boulevard, 400 block of First Street, 300-1200 blocks of Broad Street, 200-300 blocks of Craven Street, and 200 block of South Front Street to vehicle traffic for Craven County Back to School Parade.

#### Recommendation:

Re:

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

#### RESOLUTION

THAT WHEREAS, Craven County Schools is planning their first Back-to-School Parade and has requested that specific streets be closed to vehicular traffic from 9:00 a.m. until 2:00 p.m. on Saturday, August 21, 2021. Those streets are the 400-600 blocks of Fort Totten Drive,1300-1400 blocks of Trent Boulevard, 400 block of First Street, 300-1200 blocks of Broad Street, 200-300 blocks of Craven Street; and the 200 block of South Front Street; and

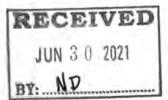
WHEREAS the Director of Parks and Recreation of the City of New Bern recommends the streets be closed as requested.

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

That the 400-600 blocks of Fort Totten Drive, 1300-1400 blocks of Trent Boulevard, 400 block of First Street, 300-1200 blocks of Broad Street, 200-300 blocks of Craven Street, and the 200 block of South Front Street be closed to vehicular traffic from 9:00 a.m. until 2:00 p.m. on August 21, 2021, for the Craven County Back-to-School Parade.

ADOPTED THIS 27th DAY OF JULY 2021.

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



Sat. aug 21, 2021

#### CITY OF NEW BERN

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

This application is hereby made for a permit to hold a Public Assembly and/or Parade as described in the City of New Bern Code of Ordinances (Sec. 66-85; 66-86; and 66-87) – Public Assemblies and Parades. This application along with attachments must be presented at least 60 days prior to the event date.

Festival - A concert, fair, festival, exhibit, athletic event, promotion, community event, block party, or similar event.

<u>Parade</u> – A march, ceremony, pageant, procession or other similar activities consisting of persons, animals, vehicles or things, or any combination thereof, that disrupts the normal flow of traffic upon any public street.

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

Name of Event/Activity: Back to School Parade  Organization Name: Craven County Schools					
					Responsible Contact: Jennifer Wagner
Address: 3600 Trent Road					
City: New Bern	State: NC Zip code: 28562				
Phone: 252-514-6333	Alternate Phone: 252-514-6314				
Email: jennifer.wagner@cravenk12.org					
Гуре of Event:	□ Demonstration □ Festival ■ Parade				
Date of Event: August 21, 2021 Proposed Rain Date: TBD					
event Set up time: 9:00 am Event Tear Down Completed Time: 2:00 pm Event Start Time: 11:00 am Event End Time: 1:30 pm					
	and/or route of the proposed event? (Attach additional information if needed) St - Broad St - Craven St - Front St - Union Point				
	route as well as a specific list of streets is required. The specific location of the Public Assembly ocation marked. Festivals/Events require detailed aerial map with complete layout.				
The purpose of this event is to k	event? Please be detailed in your description - (Attach additional information if needed) ick off our new school year and celebrate our families, staff and community				
working together towards a won	derful year ahead.				
at the following link: http://www.new	; Attendance not to exceed: TBD  see is expected 1) Proof of Crowd Manager Training Certification is required. Training is available observation. For additional info, please contact the Fire Marshall at 252-639-2931.  Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall.				
How will you handle trash ge We are requesting # 4 trash ca □We will provide our own bags &	enerated from the event?				

	*What Street(s) are you requesting to close? Be specific:  Fort Totten - Trent Rd - First St - Broad St - Craven St - Front St - Union Point  A portion of Trent Rd (at Fort Totten)					
First S	St (from Trent Rd to Broad St) Broad St	to Craven St to S. Front	St ending at Ur	nion Point		
*If yes please If this	you requesting any State Road on 5, a 90 day notice and application is required 6 call NCDOT Office at 252-439-2816. The State of floats, vehicle 6 event includes the use of floats, vehicle 7 ded explanation of their use, purpose and 8 december 19 decem	I by the NCDOT for in orde tate Road/Bridge Closure p es, placards, loud speake	ermit must be at	ttached to this app	olication.	
Will	Inflatables or other Play feature Food Vendors or Commercial/No	on-Profit vendors b	e part of this			
	ollowing items are required and must l			12		
	detailed map – including the location, re				included.	
	tition of Signatures – of business/reside					
	ollowing items are required within <u>two</u>					
	rtificate of Insurance – Listing the City of		29, New Bern, 1	NC as "Additiona	l Insured".	
	t of all food/commercial/non-profit ver					
□ Pa	yment in full of applicable fees and cha	ea o c				
I attes	[1] 20 He		the permit for th	ne activities prescri	ibed herein. I understand	
that the Those unders to inde	It that I am authorized on behalf of this grou his application must be submitted with full a charges include set-up tear down time for s stand that failure to provide the requested in emnify and hold harmless the City of New Bo ge to person or property during this activity.	ip/organization to request letails and attachments. I i taff, rental of barricades, F information within the spec ern, its departments, agent	understand that Public Safety, Tra cified timelines sh	additional fees and ash collection, dame hall result in applic fficials and volunte	d charges may be incurred. ages, etc. I further ation being denied. I agree eers for any injury, illness or	
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Map data @2021 500 ft L



**Explore Union Point Park** 

#### **Petition of Signatures**

(Street Closure)

Craven County Schools wishes to close the following streets

Ft. Totten – Trent Rd – First St – Broad St – Craven St – S. Front St –

Union Point Park

on

Saturday, August 21, 2021 for Back-to-School Parade. The street closure will begin at 9:00 a.m. and end at 2:00 p.m. The following residences will be affected by the street closure. We request your signature for approval of this street closure.

ADDRESS	SIGNATURE
beginning 1350 Trent Blud (BFL)	Brusa spinoz
1508 Trent Blud	Mary Hietors
1512 Trent Blvd	Maurier Careton
721 Broad	Linka Berke
Leve 819	notate PC.
609 Broad	Naluta Celli
519 Brook	Sanst the

#### Visited Houses for BTS Parade

- 1504 Trent Blvd Resident's daughter told her not to sign
- 1506 Trent Blvd No answer
- 1508 Trent Blvd Excited
- 1510 Trent Blvd No answer
- 1512 Trent Blvd Yes
- 1514 Trent Blvd No answer
- 1108 Broad St No answer
- 1110 Broad St No answer
- 721 Broad St Yes
- 719 Broad St No answer
- 711 Broad St No answer
- 709 Broad St No answer
- 701 Broad St No answer
- 704 Broad St No answer
- 706 Broad St No answer
- 708 Broad St No answer
- 517 Broad St No answer
- 515 Broad St No answer

### **AGENDA ITEM COVER SHEET**



## **Agenda Item Title:** Update on Public Safety

Date of Meeting: 7/27/2021  Department: Police		Ward # if applicable: NA	
		Person Submitting Item: Chief Patrick Gallagher	
Call for Public Hearing	g: □Yes⊠No	Date of Public Hearing:	
Explanation of Item:		Police Department will provide an update on me stats for 2021 along with comparing previous comparison.	
Actions Needed by Board:	Information only.		
Backup Attached:	One PPT with o	one slide	
Is item time sensitive?	□Vos ⊠No		
		the meeting?   Yes   No	
Cost of Agenda Item: \$			
If this requires an expe and certified by the Fir		been budgeted and are funds available  ☐ Yes ☒ No	

Additional Notes: See cover letter.







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

Police and Community come together here.

TO:

Board of Alderman

FROM:

Patrick L. Gallagher, Chief of Police

COPIES:

File

SUBJECT:

**New Bern Police Department Crime Stats** 

DATE:

July 21, 2021

The New Bern Police Department has collected and compared crime stats for previous years and year to date 2021 (see page 2). This memo contains three comparable stats:

- 1. Gun violence (shooting)
- 2. Uniform Crime Reporting, Part 1 crimes
- 3. Domestic Violence and Overdose Deaths

We tracked the trend line for 2021 data. In our attempt to have an easier means of comparing full year stats with year to date (YTD) totals, we created monthly averages. The monthly average for 2021 was used to project a yearly total. The monthly average and our projections were used to show percentage changes. The highlighted areas in the tables below reflect increases from 2020 stats.

In all other categories, New Bern has seen a decline in crime stats, especially with respect to gun violence (other than homicide).

The national trend: It is difficult to obtain accurate data for 2021; however, an open-source search via the internet reflects an increase in homicides in 37 cities across the country (New York Times). The FBI preliminary data reflects an increase in the number of murders for 2020 (an increase of 25%). 20,000 murders were reported in 2020 (the most since 1995) and an increase of 4,000 from 2019.

The NBPD as implemented a proactive crime unit (team 5) to address, (1) acts of violence, (2) drug distribution and (3) gang involvement. Team 5 will partner with other regional law enforcement agencies to impact the above categories. We are seeking to maximize our proactive enforcement strategies through evidence-based and intelligence-led policing strategies, along with leveraging modern and advancing law enforcement technologies.





Patrick L. Gallagher

Chief of Police

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

Police and Community come together here.

### Gun Fire Crimes (Red numbers generally reflect an average per month)

	2019		2020		2	021 YTD	Total	
Shots fired (no injuries)	27	2.25	34	2.8	11	1.6 (20) -41%	72	(81)
Shots fired (injuries)	10	.83	16	1.3	4	.61 (7) -56%	30	(33)
Shots fired (homicide)	2	.16	4	.33	4*	.61 (7) +75	10	(13)
Total	3	9	54	4	19	34 -37%	112	(127)

<sup>\*</sup>One homicide is still pending final review, possibly noncriminal

Index Crime Report	2018 Total		2019 Total		2020 Total		2021 YTD		% From previous year	
Homicide			2	.16	4	.33	4	.61	(7) +75%	
Rape	9	.75	8	.66	15	1.25	4	.61	(7) -53%	
Robbery	30	2.5	25	2	23	1.9	11	1.6	(20) -13%	
Aggravated Assault	87	7.2	88	7.3	119	9.9	44	6.7	(81) -31%	
B&E – Residence	168	14	177	14.7	176	14.6	53	8.1	(97) -44%	
B&E – Business	37	3	49	4	30	2.5	18	2.7	(33) +10%	
Theft from Motor Vehicle	111	9.2	141	11.7	127	10.5	44	6.7	(81) -36%	
Larceny	782	65	841	70	706	58.8	321	49	(592) -16%	
Motor Vehicle Theft	36	3	25	2	34	2.8	17	2.6	(31) -8%	
Arson	3	.25	7	.58	1	.08	1	.15	(2) +100%	
Total	1,2	55	1,3	360	1,235		517		954	
	10	)4	1	13	10	02	7	9	-22%	

Incident	2019 Total		202 Tot		2021 YTD	
OD Deaths	4	,33	6	.5	4	.61 (7) +16%
Domestic Violence CFS	708	59	568	47	214	32 (395) -30%

### New Bern Police Department

2021 Year to Date Crime Stats





1

## Gun Fire Crimes (Red numbers generally reflect an average per month)

	2019		2020		2	021 YTD	Total	
Shots fired (no injuries)	27	2.25	34	2.8	11	1.6 (20) -41%	72	(81)
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Total	3	19	54	4	19	34 -37%	112	(127

<sup>\*</sup>One homicide is still pending final review, possibly noncriminal

### UCR Crime Reports

Index Crime Report	2018 Total		2019 Total		2020 Total		2021 YTD		% From previous year
Homicide			2	.16	4	.33	4	.61	(7) +75%
Rape	9	.75	8	.66	15	1.25	4	.61	(7) -53%
Robbery	30	2.5	25	2	23	1.9	11	1.6	(20) -13%
Aggravated Assault	87	7.2	88	7.3	119	9.9	44	6.7	(81) -31%
B&E – Residence	168	14	177	14.7	176	14.6	53	8.1	(97) -44%
B&E – Business	37	3	49	4	30	2,5	18	2.7	(33) +10%
Theft from Motor Vehicle	111	9.2	141	11.7	127	10.5	44	6.7	(81) -36%
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Total	1,2	55	1,3	60	1,2	35	5:	17	954
	10	)4	1	13	10	02	. 7	9	-22%

3

### Domestic Violence and OD Deaths

Incident	. 20	19 tal	Z02	77%	2021 YTD		
OD Deaths	4	.33	6	.5	4	.61 (7) +16%	
Domestic Violence CFS	708	59	568	47	214	32 (395) -30%	

### AGENDA ITEM COVER SHEET

Presentation of the City's Equal Opportunity Policy and Recruiting Practices

Agenda Item Title:

Date of Meeting July 27, 2021	Ward # if applicable N/A
Department Human Resources	Person Submitting Item: Sonya Hayes
Call for Public Hearing ☐ Yes ✓ N	O Date of Public Hearing
Explanation of Item:	
Presentation of the City's Equal Opp	portunity Policy and Recruiting Practices.
Actions Needed by Board:	
Is item time sensitive?  Yes	No
Will there be advocates/opponents	s at the meeting? Yes No
Backup Attached:	
Presentation and Memo from Sonya	a Hayes, Director of Human Resources.
Cost of Agenda Item:	
If this item requires an expenditur certified by the Finance Director :	e, has it been budgeted and are funds available and Yes No
Additional notes:	



303 First Street, P.O. Box 1129 New Bern, NC 28563 Phone: (252) 639-7571 Fax: (252) 639-7577

TO:

Mayor and Board of Aldermen

FROM:

Sonya H. Hayes

Director of Human Resources

DATE:

July 27, 2021

SUBJECT: Equal Employment Opportunity Policy and Recruiting Practices

At the request of the Board of Aldermen during the July 13, 2021 meeting, I will be making a presentation on the City of New Bern's Equal Employment Opportunity Policy and recruiting practices.

If you have any questions, please do not hesitate to reach out to me.





#### **HUMAN RESOURCES**

July 27, 2021

1

### **Equal Employment Opportunity is**

# THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

2

#### What is the difference between EEO and AA?

#### **Equal Employment Opportunity**

- Employer makes hiring, training, and promotion decisions <u>without</u> reference to race, color, gender, religion, national origin, age, disability or military status.
- Required by the 14<sup>th</sup> Amendment, Title VII of the Civil Rights Act of 1964 and the North Carolina Equal Employment Practices Act.

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#### What is the difference between EEO and AA?

#### **Affirmative Action**

- Employers make deliberate use of preferences based on race or gender in selection or promotion.
- "It would likely be a violation of the Equal Protection Clause for [a] city to engage in affirmative action."
   Diane M. Juffras, Professor of Public Law and Government, School of Government, University of North Carolina at Chapel Hill.

### What about diversity?



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# City of New Bern Equal Employment Opportunity Policy

The policy of the City is to foster, maintain and promote equal employment opportunity. The City shall hire and promote employees on the basis of applicants' qualifications and without regard to age, sex, race, color, religion, national origin, political affiliation, sexual orientation or disability as defined by the Americans with Disabilities Act.

# City of New Bern Equal Employment Opportunity Policy

All personnel responsible for recruitment and employment shall continue to regularly monitor and review relevant practices to assure that equal employment opportunity, based on reasonable performance-related job requirements, is being actively observed, to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, national origin, political affiliation, sexual orientation or disability as defined by the Americans with Disabilities Act. Notices with regard to equal employment matters shall be posted in conspicuous places on City premises where notices are customarily posted.

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#### **Recruitment Sources**

All recruitment sources shall be advised periodically of the City's equal employment opportunity policy. The City shall include among its recruitment sources organizations and media which are utilized by and are available to minority group applicants. Information about job openings, employment qualifications and hiring practices shall be provided to all recruitment sources.

#### **Job Advertisements**

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding non-discrimination in employment matters.

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#### Qualifications

The City's policy includes the responsibility for ensuring that hiring qualifications for both entry level and promotional level jobs are fair and shall continue to be fairly administered. Qualifications shall be reviewed periodically to assure that requirements conform to the actual job performance requirements and to changing situations.

In keeping with both these responsibilities, the City may hire applicants who may not be fully qualified for a particular job, provided that the deficiency can be eliminated through orientation and on-the-job training.

## Compensation

The policy of the City is to pay compensation which is competitive with local rates for the work performed so that compensation does not create a barrier to the recruitment of protected group applicants. Opportunities for performing overtime work or otherwise increasing compensation will be distributed as equally as practicable among employees in the same job class, department and shift, regardless of age, sex, race, color, religion, national origin, political affiliation, sexual orientation or disability as defined by the Americans with Disabilities Act. It is the policy of the City to pay all employees equally, based upon job classification, experience and ability.

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## **Promotions and Employee Development**

Employees will be provided every reasonable means to succeed on their jobs and will be given opportunities to prepare themselves for full use of their talents and potential. On-the-job training will be provided to prepare employees to meet the full requirements of their new jobs, and special programs developed to meet specialized training needs.

## **Promotions and Employee Development**

Candidates for promotion shall be chosen on the basis of existing job openings, on their qualifications and on their work records without regard to age, sex, race, color, religion, national origin, political affiliation or disability as defined by the Americans with Disability Act. Performance evaluations and work records for all personnel shall be carefully examined when openings for positions in higher classifications occur.

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### **Job Announcements**

- > Email to City of New Bern employees
- > Post in visible areas in each department
- > Social Media
- > City of New Bern Career Opportunities Page
- Governmentjobs.com
- NC Division of Employment Security (NC Works)

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## **Area Recruiting Sources**

- ➤ Craven Community College
- ➤ Coastal Carolina Community College
- ➤ Carteret Community College
- ➤ Lenoir Community College

## **Area Recruiting Sources**

- ➤ US Marine Corps Marine Corps Community Services
- > Craven-Pamlico Re-Entry Council
- > DHHS Vocational Rehabilitation
- > Faith Connection

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## **Advertising Sources**

- ➤ N.C League of Municipalities
- ➤ Greater Diversity
- **▶** ElectriCities
- > American Public Power Association
- ➤ Government Finance Officer Association

## **Advertising Sources**

- > NC Association of Certified Public Accountants
- National Association of Black Accountants, Inc.
- ➤ International City/County Management Association
- ➤ NC Association of County Commissioners
- > International Association of Chiefs of Police

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## **Advertising Sources**

- > NC Association of Chiefs of Police
- ➤ Police Executive Research Forum
- > NC Recreation and Park Association
- Colleges and Universities (ECU, NC A&T State, Fayetteville State, Davidson College, NC State, NCCU, Meredith College, UNCW, Wake Forest, etc.)

## **Community Outreach**

- Craven Community College Gateway to Employment Classes
- ➤ Job Readiness Boot Camp
- > NC Works Recruitment Presentation
- > Craven-Pamlico Re-Entry Council
- Craven Works Job Fair
- New Bern High School Career Fair

NEW BERN

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## **Additional Community Outreach**

- > Parks and Recreation Department
  - Community Resource Fair Omega Center
  - Pembroke Community Clean-Up, Resource Fair and Cook-Out
  - Craven Resource Council meetings
  - Free classes for adults and children at Omega Center and West New Bern Recreation Center

## **Additional Community Outreach**

- > Parks and Recreation Department
  - Lifeguard certification
  - Facebook post announcing summer vacancies
- > Police Department
  - Veteran's Day Drive Thru Job Fair (NC Works)
  - Meet the Community (Chick-fil-A)

NEW BERN

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## **Additional Community Outreach**

- **➢ Police Department** 
  - Abundant Life Distribution Center
  - Duffyfield Community Cook-Out
  - Start of Summer 1<sup>st</sup> Responders
  - Special Olympics Torch Run
  - City of New Bern Juneteenth Parade/Festival
  - Craven Community College BLET Graduation

## **Additional Community Outreach**

### > Fire Department

- New Bern High School and West Craven High School Fire Technology Programs
- Job Fairs New Bern High School, Craven Community College and Craven Works
- Social Media post to announce vacancies
- Recruitment videos
- Efforts to expand Volunteer Program

NEW BERN

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## **Additional Community Outreach**

## > Fire Department

- Teen Mentoring Program (partnership with NBPD)
- Fire Academy starting in January 2022

## Ban the Box

March 26, 2019 – BOA Adopted a Resolution to Ban the Box in Support of Fair Hiring Practices.

May 1, 2019 – Implementation of Background Investigation Policy.

The City of New Bern has gone beyond "Banning the Box" and has **banned** any criminal record inquiry or check for many positions.

NEW BERN

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## **Background Checks**

#### 197 JOB CLASSES ON CLASSIFICATION PAY PLAN

TYPE OF RECORD CHECK	YES	NO	(DEPENDING UPON DEPARTMENT)
CRIMINAL RECORD	112	80	5
SEX OFFENDER			
REGISTRY	62	131	4
CREDIT REPORT	19	178	0
DRIVING RECORD	197	0	0

## **Background Checks**

508 POSITIONS (INCLUDES 485.5 BUDGETED REGULAR & 22 SEASONAL POSITIONS)

TYPE OF RECORD CHECK	YES	NO
CRIMINAL RECORD	336	172
SEX OFFENDER REGISTRY	268	240
CREDIT REPORT	100	408
DRIVING RECORD	490	18

NEW BERN

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# **QUESTIONS**

NEW BERN

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## **AGENDA ITEM COVER SHEET**

## **Agenda Item Title:**

Request approval to apply for the NC Public Beach and Coastal Waterfront Access Program Grant.

Date of Meeting: 7/27/2021  Department: Parks & Recreation  Call for Public Hearing: □Yes⊠No		Ward # if applicable: 2	
		Person Submitting Item: Foster Hughes	
		Date of Public Hearing:	
Explanation of Item:		ply for the N.C. Public Beach and Coastal cess Program Grant to extend the Marshwalk at Park.	
Actions Needed by Board:	Resolution to apply for the Grant		
Backup Attached:	Memo, Resolut	ion, Grant Application	
Is item time sensitive?	⊠Yes □No		
		the meeting?   Yes   No	
Cost of Agenda Item: \$			
If this requires an expe and certified by the Fir		been budgeted and are funds available  ○ □ Ves □ No	

Additional Notes: The Grant information has been reviewed by Lori Mullican.

#### Aldermen

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



Dana E. Outlaw
Mayor
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

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

Memo To: Mayor and Board of Aldermen

From: Foster Hughes, CPRE, Director Parks and Recreation

Re: CAMA Grant Submittal

Date: July 16, 2021

FH

Parks and Recreation has been invited to apply for a grant through the N.C. Public Beach and Coastal Waterfront Access Program. The purpose for this grant is to extend the Marshwalk at Lawson Creek Park by approximately 300 feet and to create a fishing/observation platform.

The anticipated project cost is \$147,745.50. The Grant request is for \$110,809.12. A 25% match in the amount of \$36,936.38 is required. The deadline to apply for the grant is August 16.

Attached, you will find the grant application and renderings.

Staff asks for approval and support to apply for this grant.

Please let me know if you have any questions.

#### RESOLUTION

WHEREAS, the Director of Parks and Recreation requests to apply for the N.C. Public Beach and Coastal Waterfront Access Grant in the amount of \$110,809.12. If received, these funds will be utilized to extend the marshwalk at Lawson Creek Park approximately 300 feet and to create a fishing/observation platform; and

WHEREAS, the total cost of the project is \$147,745.50, and the grant requires a 25% match based on the project cost, which is \$36,936.38.

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

- That the Director of Parks and Recreation is hereby authorized to execute a N.C. Public Beach and Coastal Waterfront grant application requesting \$110.809.12 in funds to be used for the marshwalk extension; and
- That it is recognized the grant requires a 25% match of the \$147,745.50 project cost, which is \$36,936.38.

ADOPTED THIS 27th DAY OF JULY, 2021.

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

ROY COOPER Governor DIONNE DELLI-GATTI Secretary BRAXTON DAVIS Director



## Invitation to Submit Final Application Public Beach and Coastal Waterfront Access Funds 2021-22 Cycle

TO:

Foster Hughes, Director of Parks and Recreation

City of New Bern

FROM:

Tancred Miller, Policy & Planning Section Chief

**Division of Coastal Management** 

DATE:

May 13, 2021

We are pleased to notify you that your preliminary request for funding of Lawson Creek Marshwalk by the Public Beach and Coastal Waterfront Access Grant Program has been reviewed by the Division of Coastal Management (DCM) and that you are invited to submit a final application for further consideration in the 2021-22 grant cycle.

Fourteen local governments within the 20 coastal counties submitted pre-applications totaling over \$2.8 million in grant requests. Approximately \$1 million in grant funding is available.

Local governments still interested in receiving financial assistance must complete and submit one (1) digital copy of the enclosed Final Application form with attachments and graphics via email to their District Planner. Only final applications titled 2021-22 Cycle will be accepted as the application packet. Each plan, map, and drawing shall be provided as a single digital file, separate from the application form. Acceptable digital formats for image files include: .gif, .jpg, .bmp, and .tif. Image files shall be no greater than 10 MB in size. Acceptable digital formats for document files include: .doc, .docx, .txt, .xls, .xlsx .ppt, .pptx, and .pdf. CAD or AutoCAD drawings (.dwf, .dxf, and other CAD formats) are not acceptable and should be converted to .pdf for submittal. Your local DCM District Planner must receive applications before 5:00 pm on Monday, August 16, 2021.

**Final Application Process:** Prior to submitting a final application, the local government is required to hold a public meeting or hearing to discuss its proposal if such a meeting was not held prior to submitting the preapplication. The local government is required to consider public comments prior to its decision to submit a



final application for state funds. Once the final application is submitted and reviewed, and approved by the Division of Coastal Management, a grant contract will be developed and approved by the Department of Environmental Quality. Grant funds cannot be used for construction or acquisitions that take place outside of the executed grant contract period.

Please contact your local DCM District Planner for additional guidance regarding your specific proposal. Guidance often includes clarifications or adjustments in your request due to partial funding, adjustments to required match, or a cost breakdown for phased projects.

All final applicants will be notified of funding decisions in October 2021. It is anticipated that Governor's award letters will be sent in late December and contracts executed in January 2022.

If you have any question about your application or application process, please contact me or your local DCM District Planner. Thank you for your continued efforts to provide public access to the state's coastal waters.

Charlan Owens 401 South Griffin Street, Ste. 300 Elizabeth City, NC 27909 (252) 264-3901 Charlan.Owens@ncdenr.gov Rachel Love-Adrick 400 Commerce Ave. Morehead City, NC 28557 252-808-2808 Rachel.Love-Adrick@ncdenr.gov Mike Christenbury 127 Cardinal Drive Ext. Wilmington, NC 28405-3845 910-796-7266 Mike.Christenbury@ncdenr.gov



#### NORTH CAROLINA PUBLIC BEACH AND COASTAL WATERFRONT ACCESS PROGRAM

PRE-APPLICATION 2021-2022 CYCLE

Please complete a separate application for each proposed project and submit on (1) electronic copy to your DCM District Planner. This application is also available <u>online</u>.

APPLICATION DEADLINE: BY 5PM, FRIDAY APRIL 16, 2021

Project Administrator  Name: Foster Hughes  Title: Director of Parks and Recreation  Address: 1307 Country Club Road  City/State/Zip: New Bern, NC 28562  Telephone: 252-639-2915  E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient: Yes No If  Budget Totals and Financial Assistance Requested:  Access	mprovements to an existing project)?  Yes No rshwalk at Lawson Creek Park that was recently
island, and build a 10'x30' fishing platform.  Is this an ongoing project (Phase II of a previously funded project, or in Please Describe This will be Phase II of an extension project to a material Project Phases: reconstructed.  Government Name: City of New Bern  Project Administrator  Name: Foster Hughes  Title: Director of Parks and Recreation  Address: 1307 Country Club Road  City/State/Zip: New Bern, NC 28562  Telephone: 252-639-2915  E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient:  Project Administrator  Description: Yes No If Budget Totals and Financial Assistance Requested:	mprovements to an existing project)?
Please Describe This will be Phase II of an extension project to a mare Project Phases: reconstructed.  Government Name: City of New Bern  Project Administrator  Name: Foster Hughes  Title: Director of Parks and Recreation  Address: 1307 Country Club Road  City/State/Zip: New Bern, NC 28562  Telephone: 252-639-2915  E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient: Yes No If  Budget Totals and Financial Assistance Requested:	rshwalk at Lawson Creek Park that was recently  pe of project: Land Acquisition Site Improvement  mand for Access: High Medium Low  e Control:  Ownership Lease (25 years or more)  Easement (25 years or more)
Project Phases: reconstructed.  Government Name: City of New Bern  Project Administrator  Name: Foster Hughes  Title: Director of Parks and Recreation  Address: 1307 Country Club Road  City/State/Zip: New Bern, NC 28562  Telephone: 252-639-2915  E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient:  Project Phases: reconstructed.  Ty  Ty  De  Ty  Ty  De  Ty  Ty  De  Ty  De  Ty  De  Ty  De  Ty  Ty  De  Ty  Ty  De  Ty  Ty  Ty  De  Ty  Ty  De  Ty  Ty  De  Ty  Ty  Ty  De  Ty  Ty  Ty  Ty  Ty  Ty  Ty  Ty  Ty  T	pe of project: Land Acquisition Site Improveme mand for Access: High Medium Low e Control: Ownership Lease (25 years or more) Easement (25 years or more)
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City/State/Zip: New Bern, NC 28562  Telephone: 252-639-2915  E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient: Yes No If  Budget Totals and Financial Assistance Requested:	Easement (25 years or more)
Telephone: 252-639-2915  E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient: Yes No If  Budget Totals and Financial Assistance Requested: Access	
E-mail: hughesf@newbernnc.gov  Previous DCM Access Grant Recipient: Yes No If  Budget Totals and Financial Assistance Requested: Access	Joint Use Agreement
Previous DCM Access Grant Recipient: Yes No If  Budget Totals and Financial Assistance Requested: Access	
Budget Totals and Financial Assistance Requested: Ac	
	yes, When? 2019-2020, 2016-2017, 2015-2016, 2001, 1988
1 DCM Grant Assistance Requested: \$ 110,809.12	Iditional Project Costs/Funding Sources NOT included in the
	oposal (if applicable):
2. Total Local Contribution: \$ 36,936.38	ource: Cost: \$
a. Local Cash: \$ 36,936.38	ource: Cost: \$
b. Other Grant Cash: \$	ource: Cost: \$
Source: \$	
c. Other Grant Cash: \$	
The state of the s	
Source: \$ d. Local In-Kind: \$	
TOTAL PROJECT COST: \$ 147,745.50	
Signature:	
Name (print): Foster Hughes	

#### PUBLIC BEACH AND COASTAL WATERFRONT ACCESS PROGRAM

N. C. Division of Coastal Management

PRE-APPLICATION 2021-22 Cycle

#### Provide the following ATTACHMENTS and NARRATIVE:

A. <u>Project location maps</u>: Provide a regional location map and a detailed vicinity map (street map) showing the project location.

Please see attachment A.

B. <u>Site description</u>: Provide a description of the site, including natural features and existing improvements. Also include NC Division of Water Resources Surface Water Classification(s).

The project location site is at Lawson Creek Park, 1309 Country Club Road, New Bern, NC at the confluence of the Trent and Neuse Rivers. The natural features of this area consist of wetlands, marsh grasses, native vegetation, and a variety of native trees.

To date many improvements have been made at Lawson Creek Park. Over the years boat ramps, docks, fishing piers, boardwalks, shelters, bathrooms, and sports fields have been constructed. Many of the piers and docks have recently been repaired and/or renovated due to hurricane damage.

Currently, there is a marshwalk that leads to a shelter at this proposed site. This marshwalk was recently reconstructed due to storm damage. Marshwalk Phase II would be an extension of this current marshwalk. The current marshwalk has accessible parking and provides accessible access for the entire length of the marshwalk. It was reconstructed with treated lumber and a trail width of 72" inches. All boards run perpendicular to travel to prevent mobility device entrapment.

The NC Division of Water Resources (NCDWR) Surface Water Classification for this area is SB; Sw, NSW. The NCDWR's definition for Class SB waters is, "Tidal salt waters protected for all SC uses in addition to primary recreation. Primary recreational activities include swimming, skin diving, water skiing, and similar uses involving human body contact with water where such activities take place in an organized manner or on a frequent basis".

- C. For Land Acquisition: Provide an exhibit or boundary survey indicating land area, an estimated cost of the property, and basis for the estimate. An overlay on aerial photos may be submitted. Indicate whether or not the property would be acquired in phases. N/A
- D. <u>Project description</u>: Provide a description of the project, including information on features, materials, and proximity to closest/other access sites.

This project would be an extension to the current marshwalk at Jack's Island in Lawson Creek Park. The current marshwalk is 400' in length with a 20'x20' platform at the end. An extension off the current marshwalk, before you reach the shelter will be constructed. The extension will extend towards the water and come around the southeast side of Jack's Island. The length of the extension will be 300'. At the end of the extended marshwalk, a 10' x 30' fishing platform will be constructed. The marshwalk and fishing platform will be constructed of treated lumber. The 10' x 30' platform will sit on plastic dock floaters.

Lawson Creek Park is one of the most used parks in the city's park system. It is used daily for boating, kayaking, fishing, and many other non-water related activities. Within Lawson Creek Park, there are fishing piers, boardwalks, one boat ramp and a soft launch for kayaks with access to Lawson's Creek at the front of the park property. There is a second boat ramp with access to the Trent and Neuse Rivers. at the rear of the park property.

#### PUBLIC BEACH AND COASTAL WATERFRONT ACCESS PROGRAM

N. C. Division of Coastal Management

The peninsula where Marshwalk Phase I is located, has no direct access to the water. There are marsh and water views but no access for fishing. Extending the current marshwalk will provide water access and fishing opportunities to an area of water that is currently only available to individuals with boats. Over the years, the land at Lawson Creek Park has been transformed from a landfill into a beautiful, highly used park on a major water way. New Bern Parks and Recreation wants to continue improving this park and maximize the use of all 55 acres, giving all individuals opportunities for water access.

In addition to water access sites at Lawson Creek Park, there are other sites throughout the city that offer water access. There are water access sites at Parks and Recreation Administration adjacent to Lawson Creek Park, Lourenco Park (.6 miles), Leander Morgan Park (.9 miles), Union Point Park (2.6 miles), Martin Marietta Park (3.5 miles), and Glenburnie Park (4.3 miles). Outside the city there are water access sites at Creekside Park, Riverbend, and Bridgeton.

E.	ADA requirements: Does this project meet ADA requirements? YES ☒ NO ☐			
	If yes, describe the handicapped accessible features of this project. If no, describe why a handicapped accessible			
	facility is impracticable and outline how handicapped accessibility needs are met within the area.			

The Lawson Creek Marshwalk Phase II project will meet ADA requirements for accessibility. The marshwalk will be 72" inches wide and constructed of treated lumber. Surface boards on the marshwalk will run perpendicular to travel. This will prevent items such as wheelchairs and walkers from getting stuck as they travel down the marshwalk. The running slope of the marshwalk will remain between 5% – 8.33%, and the cross slope will not exceed a slope of 2%. The 72" width of the marshwalk allows a generous amount of room for individuals using wheelchairs to turn around as needed.

As previously stated, the Lawson Creek Marshwalk Phase II will be an extension of the current marshwalk. Marshwalk Phase I provides an accessible route to the proposed extension with accessible parking, a 72" wide trail, surface boards running perpendicular to travel, and running and cross slopes within the required range.

The fishing platform at the end of the marshwalk will be 10' x 30' and constructed of treated lumber. This platform offers a large amount of space for wheelchair turn arounds. There will be railings around the fishing platform. To meet ADA requirements, at least 25% of the railing will be 34 inches maximum above the platform surfacing. Railing at this height (34" maximum) will be dispersed throughout the platform.

- F. Exceeding ADA requirements: Does this project exceed ADA requirements? YES □ NO ☒ If yes, describe the handicapped accessible features that exceed ADA requirements.
- G. Project site plan: Provide a to-scale site plan showing property lines, proposed construction, significant natural features, and existing uses on adjacent lots. Include a north arrow and graphic scale. Improvements shown as an overlay on aerial photos also may be submitted. Provide to-scale building elevations and floor plans as applicable.

Please see attachment G

H. Pre-project tasks: Identify tasks that must be completed prior to starting the project.

Prior to starting the Lawson Creek Boardwalk Extension project, a CAMA Major Permit and a Special Use Permit from the City of New Bern would need to be obtained.

#### PUBLIC BEACH AND COASTAL WATERFRONT ACCESS PROGRAM

N. List all necessary permits and/or certifications.

· Special Use Permit (City of New Bern)

• CAMA Major Permit (NCDEQ Coastal Management)

PRE-APPLICATION

N. C. Division of Coastal Management

. DIVI	sion of Coastal Management 2021-22 Cycle
1.	
	YES $\square$ NO $\boxtimes$ If so, indicate which program(s) and which fiscal year(s). Does the funding requested from another program duplicate or complement the funding requested from the Access Program? How viable is the project if complementary funding from another program is not secured?
J.	Is this project identified as high local priority in your certified Future Land Use Plan or local Access Plan?
	YES $\square$ NO $\boxtimes$ If so, attach a brief description of the plan and a statement of the extent to which the project implements the policies of the plan.
K.	Is this project reflected in other policy documents orordinances? YES $\square$ NO $\boxtimes$ If so, attach a brief
	description of the document or ordinance and a statement of the extent to which the project implements goals of the document or ordinance.
L.	<u>Proposed Local Match and Cost Assumptions</u> : Provide narrative indicating the source of cash match and availability of funds. Provide narrative explaining the relevance of proposed in-kind match to the project. If other state and/or federal funds are to be used as local match, indicate the amount, the funding source, when the funding will be awarded/available, and the specific project elements that will qualify for joint funding.
	The Cash match in the amount of \$36,936.38 will come from the City of New Bern. These funds will
	become available if we receive the grant.
	No other State/Federal funds will be used as a local match for this project.
M.	List the types and sources of utilities proposed; and identify associated costs.
	There are no proposed utilities.

N. C. Division of Coastal Management

2021-22 Cycle

O. Proposed Summary Budget: The form below must be completed and included with your application.

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Land Acquisition Costs:				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Permit and Design Fees:				
CAMA Permit \$400.00	\$ 0.00	\$400.00	\$ 0.00	\$400.00
City of New Bern Permits \$750.00	\$ 0.00	\$750.00	\$ 0.00	\$ 750.00
Subtotal	\$ 0.00	\$ 1,150.00	\$ 0.00	\$ 1,150.00
Site Improvement Costs: Materials				
Contracted Out \$146,095.50	\$110,809.12	\$35,286.38	\$	\$146,095.50
Signage \$500.00	\$ 0.00	\$500.00	\$	\$500.00
Subtotal	\$ 110,809.12	\$ 35,786.38	\$ 0.00	\$ 146,595.50
Site Improvement Costs: Labor				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Local Administrative Costs: In-kind				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL BUDGET	\$110,809.12	\$ 36,936.38	\$ 0.00	\$ 147,745.50

Additional Project Tasks NOT	Additional Project
Included in this Proposal	Cost
	\$
	\$
TOTAL ADDITIONAL COST	\$0

Proposed Budget: If available, attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include this information increase their likelihood of funding.

## **AGENDA ITEM COVER SHEET**



**Agenda Item Title:**Consider Adopting a Resolution Approving the Sale of 135 Hillmont Road

Date of Meeting: 7/27/2021		Ward # if applicable: 5	
Department: City Clerk  Call for Public Hearing: □Yes⊠No		Person Submitting Item: Brenda Blanco  Date of Public Hearing: N/A	
Actions Needed by Board:	Consider adopting resolution to sell the property		
Backup Attached:		on, offer to purchase, maps and pictures of the operty card, and estimate of proceeds	
Is item time sensitive? Will there be advocates		he meeting? □Yes ☒ No	
Cost of Agenda Item:	sopponents at t	ite meeting. — Tes — Tes	
		een budgeted and are funds available □Yes □ No	

**Additional Notes:** 

#### Aldermen

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



300 Pollock Street, P.O. Box 1129 New Bern, NC 28563-1129 (252) 636-4000 Dana E. Outlaw
Mayor
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

MEMO TO: Mayor and Board of Aldermen

FROM: Brenda Blanco, City Clerk

DATE: July 15, 2021

SUBJECT: Sale of 135 Hillmont Road

After receiving an offer from Sandra A. Rodgers to purchase 135 Hillmont Road for \$6,750.00, the Board adopted a resolution on June 08, 2021 to initiate the upset bid process. The bid was advertised, but no upset bids were received.

The parcel is a vacant .380-acre lot with a tax value of \$13,500. The property was acquired jointly by the City and County in May 2019 through tax foreclosure. The unpaid taxes at that time were \$6,182.47. If the sale of the property is approved, the City is projected to receive \$2,901.42 and the County is projected to receive \$3,848.58 from the proceeds.

/beb

#### RESOLUTION

THAT WHEREAS, the City of New Bern and Craven County have received an offer to purchase a parcel of property owned by the City and County identified as 135 Hillmont Road, and being more particularly described herein; and

WHEREAS, the Board of Aldermen is authorized to sell the City's interest in the property pursuant to North Carolina General Statute §160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the offer to purchase was in the sum of \$6,750.00 by Sandra Rodgers; that no increased bids were received; and

WHEREAS, the Board of Aldermen deems it advisable and in the best interest of the City to sell its interest in the subject property to the successful bidder and to convey its interest in said property by quitclaim deed.

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

Section 1. That the last and highest bid of Sandra Rodgers in the sum of \$6,750.00 for said parcel identified as 135 Hillmont Road, and being more particularly described herein, be and the same is hereby accepted as to the City's interest in said property, and the Mayor and the City Clerk be and they are hereby authorized and directed to execute a quitclaim deed to the purchaser for the City's interest in said property.

Section 2. That a copy of said quitclaim deed is attached hereto and incorporated herein by reference, and the original deed shall be delivered to said purchaser once the same has been executed on behalf of the City and County, upon payment of the purchase price.

Section 3. That the subject property is more particularly described as follows:

All that certain lot or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

Lying and being situate in Number 8 Township, Craven County, North Carolina, and being Lot Number 5, as shown and designated on that certain map entitled "Plat of Subdivision of property owned by John Gardner" and recorded in map Book 9, Page 14, in which reference is hereby made for a complete and accurate description by metes and bounds. Subject to restrictive covenants and easements of record.

Parcel identification Number: 8-21	9-008.	
ADOPTED THIS 27th DAY OF JU	JLY, 2021.	
	DANA E. OUTLAW, MAYOR	
BRENDA E. BLANCO, CITY CLERK		

Prepared by and return to:

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

Tax Parcel Nos. 8-219-008 Revenue Stamps: \$0.00

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

QUITCLAIM DEED

THIS QUITCLAIM DEED, made this 27<sup>th</sup> day of July 2021, by and between the CITY OF NEW BERN, a municipal corporation of the State of North Carolina, and CRAVEN COUNTY, a body politic and corporate of the State of North Carolina ("Grantors"); to SANDRA RODGERS, whose mailing address is 1516 Neuse Boulevard, New Bern, NC 28560, ("Grantee");

#### WITNESSETH:

That said Grantors for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration to Grantors paid by the Grantee, the receipt of which is hereby acknowledged, have remised and released, and by these presents do remise, release and forever quitclaim unto the Grantee, Grantee's heirs and assigns, the following described property, to wit:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

The property herein conveyed does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the above described lots or parcels of land and all privileges and appurtenances thereunto belonging to the Grantee, Grantee's heirs and assigns, free and discharged

from all right, title, claim or interest of the said Grantors or anyone claiming by, through or under the Grantors.

IN TESTIMONY WHEREOF, the CITY OF NEW BERN has caused this instrument to be executed as its act and deed by its Mayor, attested by its City Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Aldermen, and CRAVEN COUNTY has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

#### CITY OF NEW BERN

(SEAL)		
	By:	
	DANA E. OUTLAW, MAYOR	
ATTEST:		
BRENDA E. BLANCO, CITY C	CLERK	

## STATE OF NORTH CAROLINA

## COUNTY OF CRAVEN

I,, Notary Public in and for said County and State, do hereby certify that on the day of July, 2021 before me personally appeared DANA E. OUTLAW, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA E. BLANCO is the City Clerk for the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.								
WITNESS my hand and official seal this the day of July, 2021.								
Notary Public								
My Commission Expires:								

### CRAVEN COUNTY

(SEAL)	
	Ву:
	Chairman, Craven County Board of
	Commissioners
ATTEST:	
Clerk, Craven County Board of	
Commissioners	
STATE OF MODELL CAROLINA	
STATE OF NORTH CAROLINA	
COUNTY OF CRAVEN	
1	, Notary Public in and for said County and State, de
hereby certify that on the day of Ju	uly, 2021, before me personally appeared
with whom I am personally acquainted,	who, being by me duly sworn, says that he is the Chairman
	n County, and that NAN HOLTON is the Clerk of the Board
	e body politic and corporate described in and which executed the common seal of said body politic and corporate; that the
	is said common seal; that the name of the body politic and
이 그리고 하다.	said Chairman; that the said common seal was affixed, all by
	said body politic and corporate; and that the said instrumen
is the act and deed of said body politic ar	id corporate.
WITNESS my hand and official	seal this the day of July, 2021
	Notary Public
My Commission Expires:	
,	

#### **EXHIBIT A**

All those certain lots or parcels of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

Lying and being situate in Number 8 Township, Craven County, North Carolina, and being Lot Number 5, as shown and designated on that certain map entitled "Plat of Subdivision of property owned by John Gardner" and recorded in map Book 9, Page 14, in which reference is hereby made for a complete and accurate description by metes and bounds. Subject to restrictive covenants and easements of record.

Parcel identification Number: 8-219-008.

Subject to restrictive covenants and easements of record.

OFFER TO PURCHASE AND CONTRAC
CRAVEN COUNTY
Sordro A. Zoders , as Buyer, hereby offers to purchase and CRAVEN COUNTY and the CITY OF NEW BERN, collectively as Seller, upon acceptance of said offer, agrees to sell and convey, all of that plot, piece or parc of land described below (hereafter referred to as the "Property"), upon the following terms and conditions:
1. REAL PROPERTY: Located in or near the City of New Bern, Craven County, North Carolina, being known as and mor
particularly described as: Street Address: 135 Hillmort Rd
Subdivision Name: 5 John Goodner Sub
Tax Parcel ID No.: 8 - 219 - 08
Plat Reference:
Being all of that property more particularly described in Deed Book 3569, Page 0533n the Craven County Registry.
2. PURCHASE PRICE: The purchase price is \$ 6,750. " and shall be paid as follows:
(a) \$
terminated. In the event this offer is not accepted, then all earnest monies shall be refunded to Buyer. In the event of breach of
this contract by Seller, all earnest monies shall be refunded to Buyer upon Buyer's request In the event of breach of this contra
by Buyer, then all earnest monies shall be forfeited to Seller upon Seller's request, but such forfeiture shall not affect any other
remedies available to Seller for such breach.  (b) \$ 6.410.** , BALANCE of the purchase price in cash or readily available funds at Closing.
3. CONDITIONS:
(a) This contract is not subject to Buyer obtaining financing.
(b) The Property must be in substantially the same or better condition at Closing as on the date of this offer, reasonable wear and temperature.
(c) The Property is being sold subject to all liens and encumbrances of record, if any.
(d) Other than as provided herein, the Property is being conveyed "as is".
(e) This contract is subject to the provisions of G.S. §160A-269. Buyer acknowledges that this contract is subject to certain notice
provisions and the rights in others to submit upset bids in accordance therewith.
(f) Title shall be delivered at Closing by QUITCLAIM DEED
4. SPECIAL ASSESSMENTS: Seller makes no warranty or representation as to any pending or confirmed governmental special
assessments for sidewalk, paving, water, sewer, or other improvements on or adjoining the Property, or pending or confirmed owners
association special assessments. Buyer shall take title subject to all pending assessments, if any.  5. PAYMENT OF TAXES: Any ad valorem taxes to which the Property is subject shall be paid in their entirety by Buyer.
6. EXPENSES: Buyer shall be responsible for all costs with respect to any title search, title insurance, recording of the deed, ar
its legal fees. Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under the
agreement, and for any excise tax (revenue stamps) required by law.
7. EVIDENCE OF TITLE: Not Applicable.
8. CLOSING: Closing shall be defined as the date and time of recording of the deed. All parties agree to execute any and a
documents and papers necessary in connection with Closing and transfer of title within thirty (30) days of the granting of final
approval of the sale by Craven County's Board of Commissioners and the City of New Bern's Board of Aldermen pursuant to G.S.
§160A-269. The deed is to be made to Soroto A. Kodgers
<ol><li>POSSESSION: Unless otherwise provided herein, possession shall be delivered at Closing.</li></ol>
10. PROPERTY INSPECTION, APPRAISAL, INVESTIGATION:
(a) This contract is not subject to inspection, appraisal or investigation, as the Property is being bought "as is." Seller makes representation as to water, sewer, conditions, title, access, or fitness for any intended use.
(b) CLOSING SHALL CONSTITUTE ACCEPTANCE OF THE PROPERTY IN ITS THEN EXISTING CONDITION.
11. RIGHT OF ENTRY, RESTORATION AND INDEMNITY: Buyer and Buyer's agents and contractors shall not have the right
enter upon the Property for any purpose without advance written permission of the Seller. If such permission is given, Buyer w
indemnify and hold Seller harmless from all loss, damage, claims, suits or costs, which shall arise out of any contract, agreement, or injuring
to any person or property as a result of any activities of Buyer and Buyer's agents and contractors relating to the Property. This indemni
shall survive this contract and any termination hereof.
12. OTHER PROVISIONS AND CONDITIONS: (ITEMIZE ALL ADDENDA TO THIS CONTRACT AND ATTAC
HERETO.): None.
Buyer Initials Seller Initials

- 13. RISK OF LOSS: The risk of loss or damage by fire or other casualty prior to Closing shall be upon Seller.
- 14. ASSIGNMENTS: This contract may not be assigned without the written consent of all parties, but if assigned by agreement, then this contract shall be binding on the assignee and the assignee's heirs, successors or assigns (as the case may be).
- 15. PARTIES: This contract shall be binding upon and shall inure to the benefit of the parties, i.e., Buyer and Seller and their heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.
- 16. SURVIVAL: If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the Closing, it shall survive the Closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.
- 17. ENTIRE AGREEMENT: This contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by all parties.
- 18. NOTICE AND EXECUTION: Any notice or communication to be given to a party herein may be given to the party or to such party's agent. This offer shall become a binding contract (the "Effective Date") when signed by both Buyer and Seller and such signing is communicated to the offering party. This contract is executed under seal in signed multiple originals, all of which together constitute one and the same instrument, with a signed original being retained by each party, and the parties adopt the word "SEAL" beside their signatures below.

BUYER:	SELLER	
(If an individual)	CRAVEN COUNTY	
Name: Sandra Laskers  Date: 5/25/2021  Address: 1516 Neuse Blvd  New Bern, NC 28560	By: Its: Date:	(SEAL
Phone: 561-531-0834		
(If a business entity)	CITY OF NEW BERN	
By:(SEAL) Its:	By:	(SEAL)
Date:	Date:	
Address:		
Phone:		

#### Craven County Geographic Information System

Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessment purposes. This report was created by Craven County GIS reporting services on 5/26/2021 4:56:54 PM

Parcel ID: 8-219 -008

Owner: CRAVEN COUNTY & NEW BERN-CITY OF

PO BOX 1128 NEW BERN NC 28563 Mailing Address:

Property Address: 135 HILLMONT RD

Description: 5 JOHN GARDNER SUB

Lot Description: Subdivision:

Assessed Acreage: 0.379 Calculated Acreage: 0.380

Deed Reference: 3569-0533 Recorded Date: 5 3 2019

Recorded Survey:

**Estate Number:** 

Land Value: \$13,500 Tax Exempt: Yes

Improvement Value : \$0 # of Improvements :

Total Value: \$13,500

City Name: **NEW BERN** Fire tax District:

Drainage District: Special District:

VACANT-RESIDENTIAL TRACT Land use:

Recent Sales Information

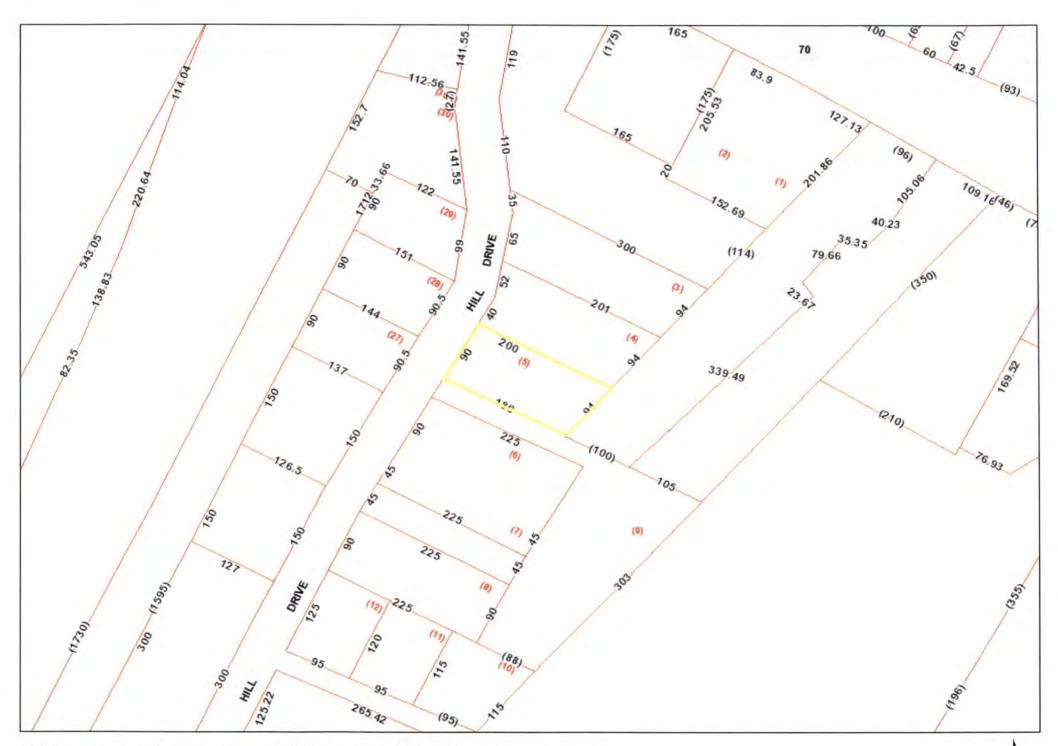
SALE DATE Sellers Name **Buyers Name** Sale Type Sale Price

5/3/2019 GARDNER, JOHNNIE R & CRAVEN COUNTY & NEW MULTI-PARCEL-\$19,500

> BERN-CITY OF LAURA PADILLA SALE\*

> > List of Improvements to Site

No improvements listed for this parcel









135 Hillmont Road

### ESTIMATE OF DIVISION OF PROCEEDS

#### Property: 135 Hillmont Road

Less: Reimb to City for publication of notice of offer (approx)			\$ 205.00	\$ 6,750.00
Balance				\$ 6,545.00
County cost reimbursement			\$ 1,274.94	
City cost reimbursement			\$ 553.42	\$ 1,828.36
Remaining Balance				\$ 4,716.64
County Taxes at Foreclosure	\$	2,387.81	54.565%	\$ 2,573.64
City Taxes/Priority Liens at Foreclosure	\$	1,988.27	45.435%	\$ 2,143.00
Total Taxes	\$	4,376.08		23.4.4.4
County Total	\$	3,848.58		
City Total	S	2,901.42		

ir website: classifieds.newbernsj.com

: 888.263.9575

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gals email: SunJournalLegals@gannett.com es email: NewBernBusSer@gannett.com

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NORTH CAROLINA CRAVEN COUNTY

CRAVEN COUNTY
NOTICE TO CREDITORS

The undersigned, Margaret B. Chance, having qualified on May 24, 2021, as Administrator of the Estate of Richard Alan Barnhill, late of Craven County, does hereby notify all persons having claims against the Estate to present them to the undersigned in care of White & Allen, P.A., 901 College Court, New Bern, North Carolina 28562, on or before September 18, 2021, or this Notice will be pleaded in bar of their recovery.

recovery.
All persons indebted to the Estate are requested to make immediate payment to Margaret B. Chance, Administrator, in care of White & Allen, P.A., 901 College Court, New Bern, North Carolina 28562.
This the 18th day of June, 2021.
Margaret B. Chance, Administrator of the Estate of Richard Alan Barnhill
WHITE & ALLEN, P.A.
901 College Court

901 College Court New Bern, North Carolina 28562 6/18, 6/25, 7/2, 7/9/2021 5968618

#### NOTICE TO CREDITORS NORTH CAROLINA, CRAVEN COUNTY

All persons, firms and corporations having claims against the Estate of Neal Wayne Sampson, File No.: 21-E-452, deceased, of Craven County, N.C., are notified to present the same to the personal representative listed below on or before September 25, 2021 or this notice will be pleaded in bar of recovery. All debtors of the said estate are asked to make immediate payment.

This 25th day of June, 2021.

Janet M. Sampson Executor of the Estate c/o Mewborn and DeSelms 829 Gum Branch Road, Suite C Jacksonville, NC 28540 5963641 6/25, 7/2, 7/9, 7/16/2021 4t

# NOTICE OF AN OFFER TO PURCHASE REAL PROPERTY OWNED BY CRAVEN COUNTY BEING ADVERTISED PURSUANT TO §§ 153A-176 OF THE NORTH CAROLINA GENERAL STATUTES

TAKE NOTICE that Craven County has received an offer to purchase the parcel of property herein below described, for the sum of Three Thousand Five and 00/100 Dollars (\$3,000.00)

Within ten (10) days hereof, any person, firm or corporation Within ten (10) days hereof, any person, firm or corporation interested in purchasing the property may raise the bid. The above-referenced bid must be raised by not less than ten percent (10%) of the first \$1,000.00 and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the County Clerk five percent (5%) of the increased bid amount, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until the further auditiving upset bids are received, at which time no further qualifying upset bids are received, at which time the Craven County Board of Commissioners may accept the offer and sell the property to the highest bidder. The Board of Commissioners may, at any time, reject any and all

THE SUBJECT PROPERTY IS

THE SUBJECT PROPERTY IS

DESCRIBED AS FOLLOWS:

That certain parcel identified as Tax Parcel No. 8-200-E-032
also being that property described in Deed Book 3491, at
Page 741 in the Craven County Registry, and shall be sold
subject to ony and all encumbrances and liens of record.

The is the 25th day of June, 2021.





## NOTICE TO CREDITORS NORTH CAROLINA, CRAVEN COUNTY

The undersigned, John Serumgard, having qualified on June 3, 2021, as Administrator of the Estate of VERNON GLENN KILLIAN, late of Craven County, does hereby notify all persons having claims against the Estate to present them to the undersigned in care of White & Allen, P.A., 901 College Court, New Bern, North Carolina 28562, on ar before SEPTEMBER 11, 2021, or this Notice will be pleaded in bar of their recovery. All persons indebted to the Estate are requested to make immediate payment to John Serumgard, Administrator, in care of White & Allen, P.A., 901 College Court, New Bern, North Carolina 28562.

This the 11th day of June, 2021.

John Serumgard, Administrator of the Estate of Vernon Glenn Killian WHITE & ALLEN, P.A. 901 College Court New Bern, North Carolina 28562

June 11, 18, 25, July 2, 2021 (adv) 5947103

# NOTICE OF AN OFFER TO PURCHASE REAL PROPERTY OWNED BY THE CITY OF NEW BERN BEING ADVERTISED PURSUANT TO §160A-269 OF THE N.C. GENERAL STATUTES

\$160A-269 OF THE N.C. GENERAL STATUTES

TAKE NOTICE that the City of New Bern and Craven County have received an offer to purchase the parcel of property hereinbelow described, which is located at 135 Hillmont Road in the City of New Bern, for the sum of Six Thousand Seven Hundred Fifty Dollars (\$6,750.00). Any person, firm, or corporation interested in purchasing the property may raise the bid by submitting a sealed offer to the office of the City Clerk before 5:00 p.m. on July 5, 2021. The above bid must be raised by not less than ten percent (10%) of the first \$1,000.00 and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the City Clerk five percent (5%) of the increased bid. At the end of the 10-day period, the City Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer, and the City Clerk shall readvertise the offer at the increased bid, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received, at which time the Board of Aldermen of the City of New Bern may accept the offer and sell the property to the highest bidder. The Board may, at any time, reject any and all offers. The Subject Property is described as follows:

That certain parcel identified as Craven County tax parcel number 8-219-008, and being the property described in Deed Book 3569 at Page 0533 of the Craven County Registry, subject to any and all liens and encumbrances of record.

This the 25th day of June, 2021.

BRENDA E. BLANCO, CITY CLERK NAN HOLTON, COUNTY CLERK

June 25, 2021 (adv) 5997325

the state of the state of

### AGENDA ITEM COVER SHEET



**Agenda Item Title:**Consider Adopting a Resolution Approving the Conveyance of 908 Bloomfield Street to the Redevelopment Commission.

021	Ward # if applicable: Ward 1		
ent Services	Person Submitting Item: Jeff Ruggieri, Development Services		
g: □Yes⊠No	Date of Public Hearing:		
Resolution Apr	proving the Conveyance of 908 Bloomfield Street		
	opment Commission .		
Adopt Resolution			
Memo, Resolution			
s/opponents at t	the meeting?   Yes   No		
None			
	been budgeted and are funds available  Yes No		
	Resolution Approximate to the Redevelor Adopt Resolution Memo, Resolution Memo, Resolution Memo, Resolution Memo, Resolution Sopponents at the None Penditure, has it		

**Additional Notes:** 



### **MEMORANDUM**

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

FROM: Jeff Ruggieri, Director Development Services

**DATE:** July 16, 2021

SUBJECT: Consider Adopting a Resolution Approving the Conveyance of 908

Bloomfield Street to the Redevelopment Commission.

At the June 22, 2021, Board of Aldermen meeting the board discussed the desire to convey 908 Bloomfield Street to the Redevelopment Commission. The Redevelopment Commission discussed this at their July 14, 2021 meeting. A motion was made with a unanimous vote to accept the property to be used as a health care and community resource center.

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

### RESOLUTION

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

That the Quitclaim Deed dated July 27, 2021, by and between the City of New Bern and the Redevelopment Commission of 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 for and on behalf of the City.

ADOPTED THIS 27th DAY OF JULY, 2021.

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

Prepared by and return to:

Jaimee Bullock Mosley DAVIS HARTMAN WRIGHT PLLC 209 Pollock Street New Bern, NC 28560

PARCEL NO. 8-006-318

REVENUE STAMPS: \$0.00

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

THIS QUITCLAIM DEED, made and entered into this 27th day of July, 2021, by and between the CITY OF NEW BERN, a municipal corporation of the State of North Carolina, ("Grantor"), and the REDEVELOPMENT COMMISSION OF THE CITY OF NEW BERN, with a mailing address of Post Office Box 1129, New Bern, North Carolina 28563, ("Grantee");

### WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations to it in hand paid by the Grantee, the receipt of which is hereby acknowledged, the Grantor has remised and released, and by these presents does remise, release and forever quitclaim unto the Grantee, its successors and assigns, all right, title and interest of the said Grantor in and to that certain lot or parcel of land located in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

The property herein conveyed does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the aforesaid tract or parcel of land and all privileges and appurtenances thereunto belonging to the said Grantee, its successors and assigns, free and discharged from all right, title, claim or interest of the said Grantor, or anyone claiming by, through or under it.

IN TESTIMONY WHEREOF, the CITY OF NEW BERN has caused this instrument to be executed as its act and deed by its Mayor, attested by its City Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Aldermen, as of the day and year first above written.

### CITY OF NEW BERN

(SEAL)	D	
	By; Dana E. Outlaw, Mayor	
ATTEST:		
Brenda E. Blanco, City Clerk		

### STATE OF NORTH CAROLINA

### COUNTY OF CRAVEN

I,	, Notary Public in and for said County and State, do
hereby certify that on the	day of July, 2021, before me personally appeared DANA E
	nally acquainted, who, being by me duly sworn, says that he is the Mayor
and that BRENDA E. BLANCO	is the City Clerk for the City of New Bern, the municipal corporation
described in and which executed the	ne foregoing instrument; that he knows the common seal of said municipa
	to the foregoing instrument is said common seal; that the name of the
	ibed thereto by the said Mayor; that the said common seal was affixed
	men of said municipal corporation; that the said instrument is the act and
deed of said municipal corporation	n.
WITNESSll	finial real this the day of July 2021
WITNESS my nand and o	official seal this the day of July, 2021.
	Notary Public
My Commission Expires:	

### EXHIBIT A

All that certain lot or parcel of land in Craven County, North Carolina, in the City of New Bern, lying and being situated on the east side of Bloomfield Street, and more particularly described as Lot No. 52 of Pavietown (a plat of which is of record in the office of the Register of Deeds of Craven County in book 106, page 385, reference to which is hereby made.) Together with the dwelling and improvements situated thereon, and being No. 908 Bloomfield Street according to the present postal enumerations of dwellings and buildings in the City of New Bern.

Being the same lot or parcel conveyed and described in the deed from J. C. Franks and his wife, Daisy Belle Franks, to W. H. Marshall and his wife, Hattie Marshall, dated January 17, 1941, and recorded in the office of the Register of Deeds of Craven County in book 354, page 142, reference to which is hereby made; which said deed created a tenancy by the entirety, and upon the death of the said W. H. Marshall, Hattie Marshall, his wife, became seized of title in fee simple to the said lot and premises.

Being the same lot or parcel conveyed and described in the deed from Bishop S. Rivers and wife, Blance L. Rivers, to Samuel D. McCotter and Robinette Smith, dated January 9, 1989 and recorded in the office of the Register of Deeds of Craven County in book 1214 page 45, reference to which is hereby made.

### RESOLUTION

BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF NEW BERN:

That the Redevelopment Commission of the City of New Bern requests the Board of Aldermen of the City of New Bern convey the real property located at 908 Bloomfield Street to be used as a health care and community resource center after considering community needs.

ADOPTED THIS 14<sup>TH</sup> DAY OF JULY, 2021.

Thomas Lx

THARESA LEE, CHAIRPERSON

### **AGENDA ITEM COVER SHEET**



**Agenda Item Title:**Consider adopting an ordinance to establish the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund.

Date of Meeting: 07/27/21		Ward # if applicable:		
Department: Finance		Person Submitting Item: Kim Ostrom, Accounting Manager		
Call for Public Hearing: □Yes⊠No		Date of Public Hearing:		
Explanation of Item:		ing an ordinance to establish the 2021 Make afrastructure for Broadband Service Providers		
Actions Needed by Board:	Adopt ordinance.			
Backup Attached:	Memo, Ordinance			
Is item time sensitive?	⊠Ves □No			
		the meeting?   Yes   No		
	PP	•		
Cost of Agenda Item:				
		been budgeted and are funds available ☐ Yes ☐ No		

**Additional Notes:** 



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

FROM: Kim Ostrom - Accounting Manager

DATE: July 13, 2021

RE: Ordinance to Establish 2021 Make Read Public Infrastructure for Broadband

Service Providers Project Fund

### **Background Information**

The emergence of broadband providers and the impact on City resources was discussed at the Board of Aldermen workshop on June 15, 2021. The project is expected to increase competition in the local retail broadband service market. City staff anticipates a significant impact on City operations, primarily on electric utilities, throughout the entire service territory. Current operating budgets and staffing levels are insufficient to make ready utility infrastructure for the emergence of broadband service providers while maintaining service for existing customers as well as rapid regional growth. This ordinance will establish a fund for this project. The total project (not including the three permanent utility positions added) is expected to cost \$7,200,000, which will be reimbursed by the broadband service providers. Transfers from the following will be made to initially fund the project for cash flow purposes. Once the project is complete, the fund balance will be redistributed.

Transfer from Electric Fund	\$3,000,000
Transfer from Water Fund	20,000
Transfer from Sewer Fund	20,000
Transfer from General Fund	25,000
	\$3,065,000

### Requested Action

The Board considers adopting the enclosed budget ordinance at its meeting on July 27, 2021.



### DEPARTMENT OF PUBLIC UTILITIES 210 Kale Road, P.O. Box 1129

210 Kale Road, P.O. Box 1129 New Bern, NC 28563-1129

TO: Foster Hughes, Interim City Manager; File

FROM: Charles D. Bauschard, Director of Public Utilities

COPIES: Kim Ostrom, Accounting Manager

SUBJECT: Make Ready Public Infrastructure for Broadband Service Providers

**DATE:** July 7, 2021

The emergence of broadband providers and the impact on City resources was discussed at the Board of Alderman workshop on June 15th 2021. In support of an ordinance to establish a project fund to make ready utility infrastructure for broadband service providers, I offer the following update and would be happy to discuss this matter in more detail. Please let me know if you have any questions or concerns.

#### Executive Summary

- A. The project is expected to increase competition in the local retail broadband service market.
- B. Construction meetings with MetroNet are scheduled to begin in August 2021.
- C. The utility pole attachment agreement needs to be finalized and executed.
- D. Construction is scheduled to begin in October 2021, sooner if possible.
- E. First customers connected in March/April 2022.
- F. CONB staff anticipates a significant impact on City operations, primarily on electric utilities throughout the entire service territory. Current operating budgets and staffing levels are insufficient to make ready utility infrastructure for the emergence of broadband service providers while maintaining service for existing customers as well as rapid regional growth.
- G. The following table reflects the estimated financial impact:

			METRONETS	UPPORT PLAN CASH	FLOW	
	Revenue Project Fees	Revenue Annual Fees	Expenses	Expense (reimburseable)	Staffing	
Electric	\$567,000	\$170,000	\$775,000	\$7,200,000	\$470,000	Excludes damage repair cost and repair of existing conditions
Water	\$0	\$0	\$20,000	\$0	\$105,000	Excludes damage repair cost and repair of existing conditions
Wastewater	\$0	\$0	\$20,000	\$0	\$105,000	Excludes damage repair cost and repair of existing conditions
Public Works	\$0	\$0	\$25,000	\$0	\$95,000	Excludes damage repair cost and repair of existing conditions

Expense (reimburseable) - Make ready contractual labor, equipment and material

Expense - Right of Way compliance, utility locates, supporting equipment, materials and supplies

No vehicle procurement is forecasted at this time, reassess later, alternate plan is rentals

H. Staff has developed a strategic plan and requests consideration towards approval of the estimated spending and staffing levels.

#### General Overview

- A. Exciting project for the local community and businesses increases broadband services and competition in the local market.
- B. MetroNet will deliver broadband services to homes and business
- MetroNet will construct a "Fiber to the Premise/Home" system and sell retail broadband services.
- D. MetroNet is a private broadband service provider with legal rights to use public easements and rights of way for the purpose of delivering their services.
- E. The CONB will not own, construct or operate any part of the MetroNet system
- F. Local Service Area (preliminary drawings)
  - 1. New Bern City limits
  - 2. Trent Woods
  - 3. River Bend
  - 4. Bridgeton
  - 5. James City
  - 6. Brices Creek
  - 7. Havelock
- G. MetroNet BOA presentation, Aug 24th, marketing & customer service information

### General Impact on the City

- A. Legal right to use public easements and rights of way and largely impact:
  - 1. Utility Operations
  - 2. Public Works
  - 3. Private Property
- B. Potential touch every public easement, right of way and private parcel
- Utility exposure is beyond the City limits, extends to the entire utility service area
- D. Project duration 3 years
- Massive volume of construction activities simultaneously spread throughout the City
  - 1. Boring 32,000 ft/week, 15 crews,
  - 2. Overhead 40,000 ft/week, 15 crews
- F. Anticipate 55% percent overhead and 45% underground
- G. August 2021 Expect first construction plans.
- H. October 2021 Construction activities.
- March April 2022 First customers connected.
- Staffing Insufficiently staffed to support the project and maintain service levels for existing customers as well as regional growth.
- K. Finance Large unbudgeted cash flow required

### Strategic Plan (staff)

- A. Large on impact on CONB utilities Utility leads project
- B. Work towards supporting MetroNet's pace and volume of work, i.e. do not delay
- C. Develop good partnering / stakeholder relationships with MetroNet and their contractors
- D. Proactive administration, management, and support
- E. Consult and collaborate with other North Carolina MetroNet communities.
- F. Assess cash flow, staffing requirements and work plan.

### Activities to Date (staff)

- A. MetroNet/City Agreement, April 19, 2021; outlines general terms for doing business
- B. Monthly meetings collaborating with other NC MetroNet communities; since last March
- C. Information gathering meetings with MetroNet; frequency is increasing
- D. Developing operational support plans and cost assessments
- E. Developing resource plans i.e. staffing levels, equipment, suppliers, service providers
- F. Project Kick Off June 2; MetroNet leadership discussed: conceptual plans, processes, safety, key contacts and general concerns.
- G. Reviewed and provided comments on MetroNet's primary ring bus preliminary plan
- H. Reviewed and commented on MetroNet's "Hut" search.
- I. CONB table top operational exercise to better understand processes and work flow.
- J. CONB staff had a joint meeting with 811 and Piedmont Gas leadership.

### Impact on Operations (Cost of Doing Business)

- A. Varies largely by MetroNet; volume, pace and route.
- B. Utilities
  - 1. Make ready utility owned poles for Metronet attachments.
    - i. Inventory pole assemblies, engineering, construction, quality control
    - ii. Discover and resolve conflicts with 3rd party attachments; preexisting conditions.
    - iii. Discover and resolve code violations; preexisting conditions; safety and reliability.
  - Locate and mark underground utilities anywhere Metronet puts a shovel in the ground.
  - 3. Utility damages by MetroNet
    - i. Respond, repair and restore service.
    - ii. Maintain additional material on hand
    - iii. Administer, manage and collect damage claims

### C. Public Works

- 1. Administer, manage right of way and easement permits
- 2. Resolve conflicts with permits
- Ensure quality control of permitted work
- 4. Damage response, repairs and restoration; stormwater, right of way structures.
- Administer, manage and collect damage claims

### Financial Impact (Cost of Doing Business)

- A. Estimated Revues, Expenses and Reimbursements NOT BUDGETED
- B. Expenses begin in late July
- C. Estimated minimum annual cash flow, \$3M; annually for duration of the project

			METRONET SUPPORT PLAN CASH FLOW			
	Revenue Project Fees	Revenue Annual Fees	Expenses	Expense (reimburseable)	Staffing	
Electric	\$567,000	\$170,000	\$775,000	\$7,200,000	\$470,000	Excludes damage repair cost and repair of existing conditions
Water	\$0	\$0	\$20,000	\$0	\$105,000	Excludes damage repair cost and repair of existing conditions
Wastewater	\$0	\$0	\$20,000	\$0	\$105,000	Excludes damage repair cost and repair of existing conditions
Public Works	\$0	\$0	\$25,000	\$0	\$95,000	Excludes damage repair cost and repair of existing conditions

Expense ( reimburseable) - Make ready contractual labor, equipment and material

Expense - Right of Way compliance, utility locates, supporting equipment, materials and supplies

No vehicle procurement is forecasted at this time, reassess later, alternate plan is rentals

- D. Expenses (reimbursable) Make ready contract labor, equipment and material
- Expenses Right of way compliance, utility locates, supporting equipment, materials and supplies.
- F. Staffing
  - i. Electric Utility Coordinator, 3 Lineman, GIS Tech, Control System Operator
  - ii. Water & WW Utility Locate Coordinator, 2 Utility Locators
  - iii. Public Works Project Coordinator
- G. Vehicles and Equipment TBD, looking for excess in the fleet, rental options
- H. System conflicts Large \$\$ variables; preexisting conditions; safety/reliability

### Next Steps (staff)

- A. Prepare for construction activities, finalize utility work plan.
- B. Firm up finances and staffing levels
- C. Continue meeting with other NC MetroNet communities.
- D. Continue meeting with MetroNet; August construction meeting
- E. Finalize a pole attachment agreement; TBD
- F. MetroNet BOA presentation; August 24th

### "2021 MAKE READY PUBLIC INFRASTRUCTURE FOR BROADBAND SERVICE PROVIDERS PROJECT FUND"

BE IT ORDAINED by the Governing Board of the City of New Bern, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statues of North Carolina, the following capital project ordinance is hereby adopted:

- Section 1: There is hereby established a Fund to be known as the "2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund".
- Section 2: The project authorized is to make ready public infrastructure for broadband service providers to include planning, design, construction, installation, materials, equipment as well as any related costs that might be incurred. This project will be financed by reimbursements from the broadband service providers. However, it will initially be funded by transfers from the Electric, Water, Sewer and General Funds for cash flow purposes.
- Section 3: The following amount is appropriated for the project:

2021 Make Ready Public Infrastructure for \$7,200,000
Broadband Service Providers

Section 4: The following revenues are estimated to be available to complete the project:

Reimbursements from Broadband Service Providers

\$7,200,000

- Section 5: The Finance Officer is hereby directed to maintain within the Fund sufficient specific detailed accounting records to provide the accounting to the agency as required by State and Federal regulations.
- Section 6: That the Finance Officer is authorized to make temporary loans between other funds and the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund to provide funding until anticipated reimbursements from broadband service provider(s) are received. The Board intends to adopt a "Declaration of Official Intent to Reimburse" in order to be reimbursed for any eligible funds expended prior to the receipt of the reimbursement proceeds. At the closing of the fund, the fund balance will be redistributed.

Transfer from Electric Fund	3,000,000
Transfer from Water Fund	20,000
Transfer from Sewer Fund	20,000
Transfer from General Fund	25,000
	\$3,065,000

Section 7: Copies of the ordinance shall be provided to the Budget Officer and the Finance Officer for use in the performance of their duties.

ADOPTED THIS 27<sup>TH</sup> DAY OF JULY, 2021.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

### **AGENDA ITEM COVER SHEET**



**Agenda Item Title:**Consider adopting a Resolution Approving a Declaration of Intent to Reimburse for the 2021 Make Read Public Infrastructure Broadband Service Providers Project

Date of Meeting: 07/27/2021		Ward # if applicable:		
Department: Finance		Person Submitting Item: Kim Ostrom, Accounting Manager		
Call for Public Hearing: □Yes⊠No		Date of Public Hearing:		
F 1 4 61	Consider adout	ing a Resolution Approxing a Declaration of		
Intent to Reimb		ing a Resolution Approving a Declaration of urse for the 2021 Make Ready Public or Broadband Service Providers Project.		
Actions Needed by Board:	Adopt resolution			
Backup Attached:	Memo, resolution			
Is item time sensitive?	MVes □No			
		he meeting? □Yes ⊠ No		
THE HELE DE AUTOCATES	o pponente at t	ne meeting. — 1 to E 110		
Cost of Agenda Item:				
	enditure, has it l	oeen budgeted and are funds available □Yes □ No		

**Additional Notes:** 



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

FROM: Kim Ostrom - Accounting Manager

DATE: July 13, 2021

RE: Declaration of Official Intent to Reimburse for the 2021 Make Ready Public

Infrastructure for Broadband Service Providers Project Fund

### Background

The previous agenda item established the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund and budget which includes \$3,065,000 to be initially funded with transfers from the following for cash flow purposes. Once the project is complete, this Declaration will allow the fund balance to be redistributed.

Electric Fund	\$3,000,000
Water Fund	20,000
Sewer Fund	20,000
General Fund	25,000
	\$3,065,000

### Requested Action

It is recommended that the Board adopt the Resolution and Declaration of Official Intent to Reimburse at its July 27, 2021 meeting.

### RESOLUTION

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

Section 1. That the document entitled "Declaration of Official Intent to Reimburse", a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor is hereby authorized and directed to execute said Declaration for and on behalf of the City of New Bern.

ADOPTED THIS 27th DAY OF JULY, 2021.

	DANA E. OUTLAW, MAYOR	
BRENDA E. BLANCO, CITY CLERK	-17	

### **DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

THIS DECLARATION ("Declaration") is intended to constitute a Declaration of Official Intent to Reimburse.

THE UNDERSIGNED, DANA E. OUTLAW, Mayor of the City of New Bern, North Carolina, is authorized to declare the official intent of the City of New Bern ("City") with respect to the matters contained herein.

- 1. FUNDS TO BE EXPENDED. The City intends to incur expenditures ("Expenditures") from its 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund ("Project"). The cost to complete this Project is \$7,200,000.
- 2. PLAN OF FINANCE. The Project will be funded by reimbursements ("Reimbursements") from the broadband service providers. The City intends to initially finance \$3,065,000 of the cost of the Project described above through the following transfers for cash flow purposes. Once the Project is complete, the fund balance will be redistributed.

Electric Fund	\$3,000,000
Water Fund	20,000
Sewer Fund	20,000
General Fund	25,000
	\$3,065,000

- 3. MAXIMUM AMOUNT OF FUNDS TO BE TRANSFERRED. The maximum amount of funds to be transferred by the City to finance the Project is Three Million Sixty-five Thousand Dollars (\$3,065,000).
- 4. DECLARATION OF OFFICIAL INTENT TO REIMBURSE. The City hereby declares its official intent to reimburse itself with the proceeds of the Reimbursements for any of the eligible Expenditures incurred by it prior to the receipt of the Reimbursements.

THIS 27th DAY OF JULY, 2021.

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DANA E. OUTLAW, MAYOR	

# **AGENDA ITEM COVER SHEET**



Agenda Item Title: Consider a Resolution to Amend Classification Pay Plan for Fiscal Year 2021-2022

Date of Meeting: July 27, 2021  Department: Administration		Ward # if applicable: N/A		
		Person Submitting Item: Foster Hughes, Interim City Manager		
Call for Public Hearing	g: □Yes⊠No	Date of Public Hearing: N/A		
Explanation of Item:	The state of the s	mend Classification Pay Plan to add the positions linator (Electric), Utility Locate Coordinator and		
Actions Needed by Board:	Utility Locator  Approve Resolution to amend Classification Pay Plan for Fis Year 2021-2022.			
Backup Attached:	Memo from Charles Bauschard, Memo from Foster Hughes, J Descriptions and Resolution			
Is item time sensitive?	⊠Yes □No			
Will there be advocates	s/opponents at t	he meeting? □Yes ☒ No		
Cost of Agenda Item: N	J/A			
		been budgeted and are funds available		

### 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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

TO: Mayor and Board of Aldermen

FROM: Foster Hughes, Interim City Manager

**DATE:** July 8, 2021

SUBJECT: Approval of Amended Classification Pay Plan

### Background

On May 25, 2021, the Board of Aldermen adopted the Budget Ordinance for Fiscal Year 2021-2022, which incorporated a Classification Pay Plan. After reviewing efficiencies and operational needs of the Utility Department, I am recommending a Classification Pay Plan amendment. This will better align the utility with the impact of broadband service providers on utility infrastructure. It is my recommendation that the Plan be amended to add the following positions:

<b>GRADE</b>	POSITION	<b>MINIMUM</b>	MIDPOINT	<b>MAXIMUM</b>
11	Utility Locator	\$32,876	\$43,191	\$53,506
13	Utility Locate Coordinator	\$36,246	\$47,617	\$58,989
20	Utility Coordinator (Electric)	\$51,000	\$67,003	\$83,004

### Requested Action

It is recommended that the Board of Aldermen adopt the proposed Resolution to Amend the Classification Pay Plan for the Fiscal Year 2021-2022.



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

TO:

Foster Hughes, Interim City Manager

FROM:

Charles D. Bauschard, Director of Public Utilities

COPIES:

Sonya Hayes, Director of Human Resources; File

SUBJECT:

Request Changes to the Classification Pay Plan/ Broadband Service Provider

Support Plan

DATE:

July 7, 2021

Request consideration toward recommended changes to the Fiscal Year 2021/22 Classification Pay Plan.

In response to the impact of broadband service providers on utility resources, staff has developed a strategic support plan. This plan was discussed at the Board of Alderman Workshop on June 15, 2021. As follow up to this matter, staff is prepared to provide an update to the Board at the July 27<sup>th</sup> Board of Alderman meeting.

As key component of the broadband service provider support plan, staff is requesting consideration towards the additions to the Classification Pay Plan, as follows:

Utility Locator; grade 11 Utility Locating Coordinator, grade 13 Utility Coordinator, grade 20

Job descriptions are attached for your review. Consideration of funding these new job classifications will be presented as separate matter.

Please let me know if you need any further information.

#### UTILITY LOCATOR

### General Definition of Work:

FLSA Status: Non-Exempt

Performs difficult semiskilled work in locating and marking the underground utilities owned and operated by City of New Bern; does related work as required. Work is performed under regular supervision.

### Essential Functions/Typical Tasks:

Precise locating, marking, and identifying of underground utilities owned by the City of New Bern.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receive NC811 tickets and conduct locates to in compliance with the NC811 standards.
- Identify and mark underground utility infrastructure with paint and/or flags by use of "as built" drawings, GIS
  information and various electronic locating equipment.
- · Complete, record, and process locate tickets within the NC811 system.
- · Operation and maintenance of locating equipment.
- Verifies field information and notifies supervisor regarding updates or corrections that need to be further investigated.
- · Communicates with City staff and excavation contractors in completing locate services.
- · Maintains knowledge of applicable laws, regulations, methods, and procedures of underground utilities.
- · Maintains on-call status during hurricanes, ice storms and other emergencies as required.
- · Performs related tasks as required.

### Knowledge, Skills and Abilities:

General knowledge of water, wastewater, electric, and fiber systems; some knowledge utility locating equipment and NC811 standards; ability to read technical language, construction drawings and maps; ability to understand and follow work orders and prepare simple reports; ability to operate trucks and utility locating equipment; ability to perform manual tasks for extended periods, often under unfavorable conditions; ability to establish and maintain effective working relationships with associates and the general public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and some experience with water, wastewater, electric and/or fiber infrastructure.

### Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by meads of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

#### Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

### UTILITY LOCATE COORDINATOR

General Definition of Work:

FLSA Status: Non-Exempt

Performs difficult skilled work coordinating, leading and participating in the work of a crew involved in locating and marking the underground utilities owned and operated by City of New Bern; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate crew members.

Essential Functions/Typical Tasks:

Coordinating, leading and participating in the precise locating, marking, and identifying of underground utilities owned by the City of New Bern.

(The following tasks are intended only as illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

· Coordinates with NC811 to ensure the City's compliance with NC811 standards.

- Plans, assigns, reviews, and participates in the identification and marking of underground utility infrastructure with paint and/or flags by use of "as built" drawings, GIS information and various electronic locating equipment.
- · Coordinates with GIS staff in verifying field information and advises when updates or corrections are needed.
- Investigates utility strikes by excavators and compiles incident reports.
- Trains and educates crew members on how to complete utility locates in compliance with NC811 standards and to
  perform these tasks and in a safe manner.
- · Supervises and participates in the inspection, maintenance and repair of equipment and tools used in performance of tasks.
- · Maintains knowledge of applicable laws, regulations, methods, and procedures of underground utilities.
- · Coordinates with City staff and excavation contractors in completing locate services.
- · Maintains on-call status during hurricanes, ice storms and other emergencies as required.
- · Orders supplies and maintains inventory
- · Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of water, wastewater, electric, and fiber systems; thorough knowledge of the methods and techniques involved in the utilizing locate equipment to identify, locate and mark underground utility infrastructure; thorough knowledge of NC811 standards; ability to read technical language, construction drawings and maps; ability to maintain records and prepare reports; ability to work with minimal supervision; ability to communicate ideas effectively both orally and in writing; skill in the operation of standard office and data entry equipment, including proficiency with word processing and spreadsheet software packages; ability to operate trucks and utility locating equipment; ability to perform manual tasks for extended periods, often under unfavorable conditions; ability to establish and maintain effective working relationships with associates and the general public.

**Education and Experience:** 

Any combination of education and experience equivalent to graduation from high school and extensive experience in identifying, locating, and marking underground utility infrastructure.

**Physical Requirements:** 

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by meads of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

Special Requirements:

Possession of an appropriate drivers license valid in the State of North Carolina.

### UTILITY COORDINATOR (ELECTRIC)

General Definition of Work:

FLSA Status: Exempt

The Utility Coordinator performs complex professional and administrative work in the development, design and operation of electrical distribution projects, line additions, relocations and rebuilding of an electric distribution system. The work is performed under the regular supervision of the Staff Engineer (Electric).

Essential Functions/Typical Tasks:

Conducting research; inspecting construction sites; designing plans and drafting specifications; reviewing and commenting on submitted plans.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Primary point of contact for contracted construction and contracted engineering when necessary.

- Designs and prepares plans for construction of overhead and underground lines, including new construction, reconductoring and rebuilding of old lines.
- · Stakes job sites and establishes locations for poles, transformers and u/g cable.
- Meets with land developers, industrial and residential customers and others to obtain service requirements and propose locations of utilities.
- Prepares and obtains permits, easements, rights-of-way, State road encroachments and railroad encroachments.
- · Prepares cost estimates for labor, equipment and materials.
- Reviews plans for proposed projects to ensure compliance with National Electric Safety Code, National Electric Code and City of New Bern utility design standards and good design practice.
- Drafts specifications for equipment, materials, maintenance and the operation of an electrical system
- Makes on-site inspections of work to ensure compliance with plans and safety codes.
- Coordinates and manages complex utility projects

Knowledge, Skills and Abilities:

Thorough knowledge of the theory, principles and practices of electrical engineering as related to the preparation of plans and specifications; thorough knowledge of modern methods and techniques as applied to the design, construction and maintenance of electric utility infrastructure; skill in the use of electrical engineering instruments and equipment; ability to climb in and around excavations, visit overhead and underground project locations for inspection purposes; ability to prepare technical reports in connection with electric utility projects; ability to establish and maintain effective working relationships with City officials, associates, contractors and the general public; ability to communicate ideas effectively, both orally and in writing.

**Education and Experience:** 

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in electrical engineering, electrical engineering technology, or related field and some engineering design experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

#### Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

# RESOLUTION TO AMEND CLASSIFICATION PAY PLAN FOR FISCAL YEAR 2021-2022

THAT WHEREAS, pursuant to Code Section 54-40, the City Manager may recommend, and the Board of Aldermen may approve that certain classes of positions be added to the Classification Pay Plan for fiscal year 2021-2022; and

WHEREAS, the City Manager recommends that the Classification Pay Plan for fiscal year 2021-2022 be amended to add the following positions:

GRADE	POSITION	<b>MINIMUM</b>	MIDPOINT	<u>MAXIMUM</u>
11	Utility Locator	\$32,876	\$43,191	\$53,506
13	Utility Locate Coordinator	\$36,246	\$47,617	\$58,989
20	Utility Coordinator (Electric)	\$51,000	\$67,003	\$83,004

WHEREAS, the Board of Aldermen desires to approve such recommendation.

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

THAT the Classification Pay Plan for fiscal year 2021-2022 be and the same is hereby amended by adding the following positions:

GRADE	POSITION	MINIMUM	MIDPOINT	<u>MAXIMUM</u>
11	Utility Locator	\$32,876	\$43,191	\$53,506
13	Utility Locate Coordinator	\$36,246	\$47,617	\$58,989
20	Utility Coordinator (Electric)	\$51,000	\$67,003	\$83,004

ADOPTED THIS 27th DAY OF JULY, 2021.

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

BRENDA E. BLANCO, CITY CLERK

### City of New Bern Classification Pay Plan Fiscal Year 2021 - 22 Effective July 1, 2021 Amended July 27, 2021

Grade	Title	Minimum	Midpoint	Maximum
1		20,183	26,516	32,847
2		21,192	27,841	34,490
3		22,252	29,234	36,214
4		23,364	30,695	38,025
5	Custodian	24,532	32,230	39,926
6	Lead Custodian Parks Worker	25,759	33,840	41,923
7	Accounting Clerk Hydrant/Meter Maintenance Worker I Inventory Control Clerk Office Assistant II Recreation Program/Athletic Assistant Senior Maintenance Worker Tree Trim Groundworker Utility Maintenance Worker I Utility Service Specialist	27,047	35,532	44,019
8	Billing Services Representative Enrichment Program Assistant Equipment Operator I Maintenance Construction Worker Payment Services Representative Police Service Technician Utility Service Technician	28,399	37,310	46,220
9	Bio-Solids Operator Customer Service Representative Electric Meter Technician Fire Trainee Hydrant/Meter Maintenance Worker II Irrigation Operator Lead Equipment Operator I Lead Maintenance Worker Office Assistant III Parks Maintenance Specialist Senior Billing Services Representative Tree Trimmer Trainee Utility Control System Operator Utility Maintenance Worker II Warehouse Assistant	29,819	39,175	48,530

10	Accounting Technician I Electric Groundworker Engineering Assistant Equipment Operator II Maintenance Technician Police Officer Trainee Police Service Technician (Animal Control) Police Service Technician (Property & Evidence) Senior Customer Service Representative Wastewater Treatment Plant Operator I Water Treatment Plant Operator I	31,311	41,133	50,957	
11	Administrative Assistant Fire Specialist Human Resources Assistant Hydrant/Meter Maintenance Lead Worker Police Service Technician/Telecommunicator I Tree Trimmer Utility Locator Utility Maintenance Lead Worker	32,876	43,191	53,506	
12	Auto Mechanic Fire Specialist I Laboratory Technician Lead Equipment Operator II Lead Maintenance Technician Metering and Billing Coordinator Parks Crew Leader Police Service Technician/Telecommunicator II Pump Station Mechanic Wastewater Treatment Plant Operator II Water Treatment Plant Operator II	34,520	45,350	56,180	
13	Accounting Technician II Cross Connection Coordinator Customer Service Supervisor Electric Line Worker 3rd Class Fire Specialist II Inflow and Infiltration Technician Load Management Systems Technician Payment Services Supervisor Police Service Technician/Telecommunicator III Utility Locate Coordinator	36,246	47,617	58,989	
14	Building Inspector I Electric Svc. Representative Fire Specialist III Human Resources Technician Lead Auto Mechanic Nuisance Abatement Officer Police Officer Substation Technician I Tree Trim Crew Leader Wastewater Treatment Plant Operator III Water Treatment Plant Operator III	38,058	49,998	61,939	

15	Biosolids Supervisor Electric Line Worker 2nd Class Electrical Engineer Technician Electrician Facilities Maintenance Crew Supervisor GIS Technician Hydrant/Meter Crew Supervisor Pretreatment Coordinator Water/Sewer Crew Supervisor	39,960	52,498	65,036
16	Account Services Supervisor Athletic Coordinator Billing Services Supervisor Building and Grounds Maintenance Supervisor Building Inspector II Fire Inspector/Educator Fire Prevention Inspector Heavy Equipment Manager IT Technician Master Police Officer I Planner I Recreation Program Coordinator Special Programs & Events Coordinator Special Projects Coordinator Substation Technician II Wastewater Treatment Plant Oper, IV Water Treatment Plant Operator IV	41,959	55,123	68,287
17	Accountant Administrative Support Supervisor Civilian Unit Supervisor Electric Line Worker 1st Class Fire Engineer Master Police Officer II MPO Planner Treatment Plants Maint. Supervisor	44,056	57,879	71,702
18	Athletic Supervisor Building Inspector III Center Supervisor Chief Treatment Plant Operator Deputy Fire Marshal Energy Management Specialist Facilities Maintenance Superintendent Field Service and Metering Supervisor Financial and Budget Analyst Fire Captain Laboratory Supervisor Master Police Officer III Planner II Project Coordinator Senior IT Technician Telemetry and Control Technician Water Facilities Maintenance Superintendent	46,259	60,773	75,287

### Water Resources Service Coordinator

19	Building and Grounds Maintenance Superintendent Business Assistant/Analyst Community Development Coordinator Fiber Systems Technician Fleet Maintenance Superintendent Key Accounts Analyst IT Infrastructure Analyst IT Systems Analyst Parks Superintendent Police Sergeant Purchasing and Warehouse Manager Recreation Superintendent Safety Officer Stormwater Superintendent Waste Collection Superintendent Water/Sewer Construction Superintendent	48,573	63,812	79,052
20	Electric Line Crew Leader Planner III Senior Accountant Utility Coordinator (Electric)	51,000	67,003	83,004
21	Chief Building Inspector City Clerk Land & Community Development Administrator Metropolitan Planning Organization Administrator Public Information Officer	53,551	70,353	87,155
22	Fire Battalion Chief Fire Division Chief of Training Fire Marshal/Division Chief of Fire Prevention Police Lieutenant SCADA/Control Systems Supervisor Senior Financial and Budget Analyst Senior IT Analyst Staff Engineer Streets Superintendent Utility Maintenance Superintendent Wastewater Treatment Plant Manager Water Treatment Plant Manager	56,229	73,871	91,512
23	Assistant Director of Public Works Asst. Director of Human Resources City Planner Electric Substation Superintendent GIS Manager Utility Business Operations Manager	59,040	77,563	96,087
24	Accounting Manager Community & Economic Development Manager Deputy Fire Chief/Operations Commander Police Captain Utility Business Office Manager	61,991	81,441	100,891

25	Electric Engineering Manager	65,091	85,514	105,936	
26		68,346	89,789	111,233	
27	Deputy Chief of Police Information Technology Manager	71,763	94,279	116,795	
28	Electric Distribution Superintendent	75,352	98,993	122,634	
29	Transmission and Distribution Manager	79,118	103,942	128,765	
30	Director of Human Resources Director of Parks & Recreation	83,075	109,139	135,204	
31	City Engineer Fire Chief	87,229	114,596	141,964	
32	Chief of Police Director of Development Services Director of Finance Director of Public Works Director of Utilities	91,590	120,326	149,063	
33	Assistant City Manager	96,170	126,343	156,516	

## **AGENDA ITEM COVER SHEET**



**Agenda Item Title:**Consider adopting an amendment to the FY 2021-22 annual adopted budget.

7/2021	Ward # if applicable:
	Person Submitting Item: Kim Ostrom, Accounting Manager
ig: □Yes⊠No	Date of Public Hearing:
	ing an amendment to the FY 2021-22 annual
Adopt ordinanc	e amendment.
Memo, Ordina	nce Amendment
⊠Yes □No	
es/opponents at t	he meeting? □Yes ☒ No
	Consider adopte adopted budget  Adopt ordinance  Memo, Ordina



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

FROM: Kim Ostrom - Accounting Manager

DATE: July 13, 2021

TO:

RE: Amendments to the FY 2021-22 Operating Budget

### **Background Information**

The General Fund is amended to appropriate \$227,000 for the purchase of real property from the NC Railroad Company approved at the July 13, 2021 BOA meeting. It also appropriates \$7,300 for the PEG cloud-based offsite video backup storage project which had been reduced at the end of FY21. In addition, the amendment will allow appropriations necessary for sufficient staffing to make ready public infrastructure for the emergence of broadband service providers while maintaining service for existing customers as well as rapid regional growth. The appropriations include salaries and benefits of \$95,000 for the General Fund (Public Works), \$105,000 each for the Water and Sewer Funds, and \$470,000 for the Electric Fund. The amendment will allow transfers to the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund from the General Fund (Public Works) of \$25,000, Water and Sewer Funds of \$20,000 each, and Electric Fund of \$3,000,000. It also acknowledges the transfer of \$500,000 from the Electric Fund to the 2021 Electric System Capacity Improvement Fund that was approved at the May 25, 2021 BOA meeting. The Grants Fund is amended to recognize the Governor's Highway Safety Program Grant of \$25,000 for the Law Enforcement Liaison position. It is also amended to recognize the Walmart Community Grant of \$5,000 of which \$2,500 is designated for PD's National Night Out and \$2.500 is designated for Fire's purchase of water rescue equipment. There are no city matches required for these grants. The MPO Grant Fund is amended to the actual amount approved by the NCDOT of \$230,532, which is a decrease of \$25,888 from the previous projection.

### Requested Action

The Board considers adopting the enclosed budget amendment at its meeting on July 27, 2021.

### CITY OF NEW BERN, NORTH CAROLINA REQUESTED AMENDMENT TO Fiscal Year 2021-2022

FROM: Kim Ostrom, Accounting N	Manager	Meeting Date:	July 27, 2021	
PROM. Kim Ostrom, Accounting t	Manager	wiceting Date.	July 21, 2021	

### **EXPLANATION:**

The General Fund is amended to appropriate \$227,000 for the purchase of real property from the NC Railroad Company approved at the July 13, 2021 BOA meeting. It also appropriates \$7,300 for the PEG cloud-based offsite video backup storage project which had been reduced at the end of FY21. In addition, the amendment will allow appropriations necessary for sufficient staffing to make ready public infrastructure for the emergence of broadband service providers while maintaining service for existing customers as well as rapid regional growth. The appropriations include salaries and benefits of \$95,000 for the General Fund (Public Works), \$105,000 each for the Water and Sewer Funds, and \$470,000 for the Electric Fund. The amendment will allow transfers to the 2021 Make Ready Public Infrastructure for Broadband Service Providers Project Fund from the General Fund (Public Works) of \$25,000. Water and Sewer Funds of \$20,000 each, and Electric Fund of \$3,000,000. It also acknowledges the transfer of \$500,000 from the Electric Fund to the 2021 Electric System Capacity Improvement Fund that was approved at the May 25, 2021 BOA meeting. The Grants Fund is amended to recognize the Governor's Highway Safety Program Grant of \$25,000 for the Law Enforcement Liaison position. It is also amended to recognize the Walmart Community Grant of \$5,000 of which \$2,500 is designated for PD's National Night Out and \$2,500 is designated for Fire's purchase of water rescue equipment. There are no city matches required for these grants. The MPO Grant Fund is amended to the actual amount approved by the NCDOT of \$230,532, which is a decrease of \$25,888 from the previous projection.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT THE 2021-2022 ANNUAL BUDGET ORDINANCE IS AMENDED AS FOLLOWS:

### Section 1 - Appropriations

Schedule	A - GENERAL FUND	
Increase:	Special Appropriations	\$ 227,000
	PEG	7,300
	Public Works Admin	95,000
	Transfer to Other Funds	25,000
		\$ 354,300
Schedule	C - WATER FUND	
Increase:	Water Distribution Maintenance	\$ 105,000
	Transfer to Other Funds	20,000
		\$ 125,000

Increase: Sewer Collection System Maintenance	\$	105,000
Transfer to Other Funds	*	20,000
Transfer to other rands	\$	125,000
Schedule E - ELECTRIC FUND		
Increase: Utility Service	\$	470,000
Transfer to Other Funds		3,500,000
11311313 (5 33)3) 1 31/132	\$	3,970,000
Schedule K - GRANTS FUND		
Increase: Grants Police	\$	27,500
Grants Fire	\$	2,500
	\$	30,000
Schedule Q - MPO PLAN GRANT		
Decrease: Development Services - SRF	\$	(25,888)
Section 2 - Estimated Rev	<u>venues</u>	
Section 2 - Estimated Rev	venues	
X257-17-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12-11-12	venues \$	354,300
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated Schedule C - WATER FUND		
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated Schedule C - WATER FUND		354,300 125,000
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated  Schedule C - WATER FUND Increase: Fund Balance Appropriated  Schedule D - SEWER FUND	<u>\$</u>	125,000
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated  Schedule C - WATER FUND Increase: Fund Balance Appropriated  Schedule D - SEWER FUND	\$	
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated  Schedule C - WATER FUND Increase: Fund Balance Appropriated  Schedule D - SEWER FUND Increase: Fund Balance Appropriated  Schedule E - ELECTRIC FUND	\$ \$	125,000 125,000
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated Schedule C - WATER FUND Increase: Fund Balance Appropriated Schedule D - SEWER FUND Increase: Fund Balance Appropriated Schedule E - ELECTRIC FUND	<u>\$</u>	125,000
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated Schedule C - WATER FUND Increase: Fund Balance Appropriated Schedule D - SEWER FUND Increase: Fund Balance Appropriated Schedule E - ELECTRIC FUND Increase: Fund Balance Appropriated Increase: Fund Balance Appropriated	\$ \$	125,000 125,000
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated  Schedule C - WATER FUND Increase: Fund Balance Appropriated  Schedule D - SEWER FUND Increase: Fund Balance Appropriated  Schedule E - ELECTRIC FUND Increase: Fund Balance Appropriated  Schedule K - GRANTS FUND Increase: Grants Police	\$ \$ \$	125,000 125,000 3,970,000 27,500
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated Schedule C - WATER FUND Increase: Fund Balance Appropriated Schedule D - SEWER FUND Increase: Fund Balance Appropriated Schedule E - ELECTRIC FUND Increase: Fund Balance Appropriated Schedule E - Fund Balance Appropriated Schedule K - GRANTS FUND	\$ \$ \$	125,000 125,000 3,970,000 27,500 2,500
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated  Schedule C - WATER FUND Increase: Fund Balance Appropriated  Schedule D - SEWER FUND Increase: Fund Balance Appropriated  Schedule E - ELECTRIC FUND Increase: Fund Balance Appropriated  Schedule K - GRANTS FUND Increase: Grants Police	\$ \$ \$	125,000 125,000 3,970,000 27,500
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated  Schedule C - WATER FUND Increase: Fund Balance Appropriated  Schedule D - SEWER FUND Increase: Fund Balance Appropriated  Schedule E - ELECTRIC FUND Increase: Fund Balance Appropriated  Schedule K - GRANTS FUND Increase: Grants Police	\$ \$ \$	125,000 125,000 3,970,000 27,500 2,500

NATURE	OF TRANSACTION:
X	ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION
Х	TRANSFER WITHIN ACCOUNTS OF SAME FUND OTHER: FUND BALANCE APPROPRIATED
	APPROVED BY THE BOARD OF ALDERMEN AND ENTERED ON MINUTES DATED JULY 27, 2021 AGENDA ITEM NUMBER
	BRENDA E. BLANCO, CITY CLERK

# **AGENDA ITEM COVER SHEET**



**Agenda Item Title:**Consider Adopting a Resolution for Street Lighting Request for 8th Street.

Date of Meeting: July 2	7, 2021	Ward # if applicable: 1				
Department: Public Utilities  Call for Public Hearing: □Yes⊠No		Person Submitting Item: Charles Bauschard				
		Date of Public Hearing: N/A				
Explanation of Item:	Customer has re	equested streetlight on 8th Street between Rail cer Avenue.				
Actions Needed by Board:  Approval of Request						
Backup Attached:	Memo, Resolution, Street Lighting Request Form, Cost Analysis and location map					
T 14	□Vac ⊠Na					
Is item time sensitive? Will there be advocated		the meeting?   Yes   No				
		8				
Cost of Agenda Item: I	Electric \$702.57; Pu	ublic Works \$8.44/mo				
If this requires an expe		been budgeted and are funds available				

Additional Notes: N/A

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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

TO:

Foster Hughes, Interim City Manager

FROM:

Charles Bauschard, Director of Public Utilities

DATE:

July 13, 2021

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 infrastructures in the area of 8th St. This area was evaluated, and it was determined that it does not meet the City's light standard. The recommendation and cost estimate is included.

#### Recommendation:

Upon completion of the staff's evaluation, I recommend the Board of Aldermen approve the resolution for the addition of a streetlight on 8th Street.

#### RESOLUTION

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

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

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

That the Mayor and the City Clerk be and they are hereby authorized and directed to accept the installation and costs to the Department of Public Utilities and Public Works for additional street lighting infrastructures in the area of 8th Street.

ADOPTED THIS 27th DAY OF JULY, 2021.

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

# **Street Lighting Request Form**

REQ # 120	
Customer Name: Mary Traina	
Customer Address: 212 8th St	
Phone Number of Requestor:	
Area of Request:	
Section of 8th Street between Rail Ct and Spencer Ave.	
(Street address, intersection, general description, etc)	
Pole # (if known): 5473	
Sent to Police Department Date:	
Police Recommendations:	
All items below this must be filled out by an Electric Department Engineer	771
Electric Department Engineer: Dustin Cayton	
Evaluations Results/Recommendation:	
This section of 8th Street does not meet the City of New Bern's street lighting standard. I recommend install 70W LED Cobra on an 8' arm on pole #5473.	ing a
Estimated Cost to Electric Department: \$702.57	
Estimated Cost to Public Works: \$8.44/month	

## REQ 120 Map





State of North Carolina DOT, State of North Carolina DOT, Esri, HERE, Garmin, INCREMENT P, USGS, EPA

# **NEW BERN ELECTRIC**

DATE:7/6/21				REC	120			
CUSTOMER:Mary Traina	LOCATION:8th Street							
LABOR	QUANTITY	REG. HRS	OT HRS	RATE*		OT RATE*		TOTALS
9608								
Electric Line Crew Leader	1	2	0	\$	53.28	\$	60.08	\$ 106.56
Electric Line Worker 2nd Class	1	2	0	\$	41.75	\$	47.08	\$ 83.49
						LAI	BOR TOTAL:	\$ 190.06
EQUIPMENT	QUANTITY	HOURS		F	RATE*			TOTALS
Bucket Truck/Service Truck 55'	1	2		\$	74.72			\$ 149.44
						EQ	UIPMENT TOTAL:	\$ 149.44
MATERIAL	QUANTITY		PRICE					TOTAL
70W LED Fixture	1		\$116.43					\$ 116.43
8' Arm	1		\$119.32					\$ 119.32
#6 ACSR TPX	200		\$0.40					\$ 80.00
Photocell	1		\$14.32					\$ 14.32
						MA	ATERIALS TOTAL:	\$ 330.07
						su	B TOTAL	\$ 669.57
						10	%TAX	\$ 33.01

\$ 702.57

**TOTAL DUE:** 

<sup>\*</sup>Labor Rates are based on hourly rates + benefits.

<sup>\*</sup>Equipment Rates are based on FEMA's 2019 Schedule of Equipment Rates.

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



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Mayor
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk
Mary M. Hogan
Director of Finance

#### Memorandum

TO:

Alderman Barbara Best

FROM:

Brenda Blanco, City Clerk

DATE:

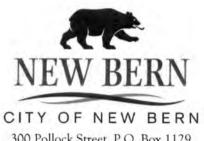
May 14, 2021

SUBJECT:

Appointment to Community Development Advisory Committee

Dell Simmons' term on the Community Development Advisory Committee will expire on June 30, 2021. Mr. Simmons is not interested in reappointment. You are asked to make a new appointment to serve in a three-year term. Appointments to this committee are made by each ward.

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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk
Mary M. Hogan
Director of Finance

### Memorandum

TO:

Alderman Sabrina Bengel, Alderwoman Jameesha Harris, Alderman Bobby

Aster, and Alderman Jeffrey Odham

FROM:

Brenda Blanco, City Clerk

DATE:

May 28, 2021

SUBJECT: Appointments to Police Civil Service Board

Kennail Humphrey, Eric Queen, Victor Taylor, and Robert West's terms on the Police Civil Service Board will expire on June 30, 2021. None are eligible for reappointment. Appointments to this Board rotate among the aldermen, and it is your turn to make the next appointments.

Appointees must be a City resident and cannot be an elected official, a member or employee of the Police Department or City, or a person who has volunteered at the Police Department within the previous three years. Terms are for a two-year period.

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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk
Mary M. Hogan
Director of Finance

#### Memorandum

TO:

Alderman Johnnie Ray Kinsey

FROM:

Brenda Blanco, City Clerk

DATE:

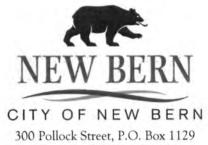
June 16, 2021

SUBJECT:

Appointment to HPC

Christian Evans recently resigned from the Historic Preservation Commission. His term would have expired on June 30, 2021, if he had completed it. Please make a new appointment to serve a three-year term to begin on July 1, 2021 and expire June 30, 2024.

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



New Bern, NC 28563-1129 (252) 636-4000

Dana E. Outlaw Mayor Foster Hughes Interim City Manager Brenda E. Blanco City Clerk Mary M. Hogan Director of Finance

#### Memorandum

TO:

Mayor Dana Outlaw

FROM:

Brenda Blanco, City Clerk

DATE:

June 16, 2021

SUBJECT:

Appointment to HPC

Joe Klotz's term on the Historic Preservation Commission will expire June 30, 2021, and he has expressed interest in reappointment. Please consider reappointing him for another three years or, in the alternative, make a new appointment to serve a three-year term to begin on July 1, 2021 and expire June 30, 2024.

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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk
Mary M. Hogan
Director of Finance

### Memorandum

TO: Alderman Bobby Aster

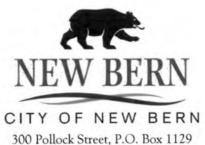
FROM: Brenda Blanco, City Clerk

DATE: June 16, 2021

SUBJECT: Appointment to P&Z

Gasper "Sonny" Aluzzo's term on the Planning and Zoning Board will expire June 30, 2021. You are asked to reappoint Mr. Aluzzo or make a new appointment to serve a three-year term that will expire on June 30, 2024.

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
Foster Hughes
Interim City Manager
Brenda E. Blanco
City Clerk

### Memorandum

TO:

Mayor and Board of Aldermen

FROM:

Brenda Blanco, City Clerk

DATE:

July 15, 2021

SUBJECT:

Appointment to Redevelopment Commission

Julian "Jay" Tripp and Leander "Robbie" Morgan, Jr.'s terms on the Redevelopment Commission will expire August 14, 2021. Both have expressed a desire to continue to serve in this capacity. The Board is asked to consider reappointing them for a 5-year term to expire on August 13, 2026 or, in the alternative, make two new appointments.