

**CITY OF NEW BERN  
BOARD OF ALDERMEN MEETING  
MAY 09, 2023 – 6:00 P.M.  
CITY HALL COURTROOM  
300 POLLOCK STREET**

1. Meeting opened by Mayor Odham. Prayer Coordinated by Alderman Royal. Pledge of Allegiance.
2. Roll Call.
3. Approve Agenda.
4. Request and Petition of Citizens.

Consent Agenda

5. Consider Approving a Proclamation Honoring Rev. Robert Johnson.
6. Consider Adopting a Resolution to Close South Front Street at Palace Point Commons for Tryon Palace's Glorious 4<sup>th</sup> Event.
7. Consider Adopting a Resolution Closing Streets for United Worship Center's Community Day.
8. Consider Adopting a Resolution Closing Streets for Juneteenth of New Bern Celebration.
9. Consider Adopting a Resolution to Call for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024.
10. Approve Minutes.

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11. Presentation by CPL Architects on Bids for Stanley White Recreation Center.
12. City Manager's Presentation of Fiscal Year 2023-2024 Budget.
13. Consider Approving an Amended 2023 Holiday Calendar.
14. Consider Adopting a Resolution Approving the 2023 Community Development Block Grant ("CDBG") Program Annual Action Plan.
15. Consider Adopting a Resolution Approving an Audit Contract for Fiscal Year Ending June 30, 2023.
16. Consider Adopting a Resolution Approving the Sale of Tax Parcel ID 8-006-173 on Lees Avenue.

17. Consider Adopting a Resolution Establishing a Bicycle and Pedestrian Advisory Committee.
18. Consider Adopting a Resolution Restating Support and Authorization for the Submission of an Application for a Rural Transformation Grant for the Stanley A. White Recreation Center Project.
19. Appointment(s).
20. Attorney's Report.
21. City Manager's Report.
22. New Business.
23. Closed Session.
24. Adjourn.

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL  
639-2931 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

Aldermen  
  
Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



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

Jeffrey T. Odham  
Mayor  
Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk  
Kimberly A Ostrom  
Director of Finance

**Memo to: Mayor and Board of Aldermen**  
  
**From: Foster Hughes, City Manager**  
  
**Date: May 05, 2023**  
  
**Re: May 09, 2023 Agenda Explanations**

1. **Meeting opened by Mayor Jeffrey T. Odham. Prayer Coordinated by Alderman Royal. Pledge of Allegiance.**
2. **Roll Call.**
3. **Approve Agenda.**
4. **Request and Petition of Citizens.**

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

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

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

## Consent Agenda

**5. Consider Approving a Proclamation Honoring Rev. Robert Johnson.**

After pastoring Ebenezer Presbyterian Church for 43 years, Rev. Robert Johnson is retiring. This proclamation recognizes not only his time pastoring the church, but his extensive involvement and contributions to the citizens of New Bern.

**6. Consider Adopting a Resolution to Close South Front Street at Palace Point Commons for Tryon Palace's Glorious 4<sup>th</sup> Event.**

(Ward 1) Tryon Palace has requested to close the portion of South Front Street by Palace Point Commons on July 4, 2023 from 8 a.m. until 1 p.m. for their annual Glorious Fourth of July Celebration. A memo from Kari Warren, Director of Parks and Recreation, is attached.

**7. Consider Adopting a Resolution Closing Streets for United Worship Center's Community Day.**

(Wards 1, 2 and 5) Denise Robinson with United Worship Center has requested the 900 block of Main Street and the 800 block of West Street be closed to vehicular traffic on May 20, 2023 from 12 noon until 6 p.m. for a community day event. A rain date of May 27, 2023 has been requested. A memo from Mrs. Warren is attached along with the event application, maps, and a petition of signatures for the affected residents and/or businesses.

**8. Consider Adopting a Resolution Closing Streets for Juneteenth of New Bern Celebration.**

(Ward 2) On behalf of Juneteenth of New Bern, Talina Massey has requested to close to vehicular traffic the 500-700 blocks of Third Avenue from 8 a.m. until 12 noon on June 17, 2023 for a parade and the 1000-1200 blocks of Broad Street and 500-600 blocks of Roundtree Street from 8 a.m. until 6 p.m. for festivities. A rain date has not been provided. A memo from Mrs. Warren is attached.

**9. Consider Adopting a Resolution to Call for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024.**

Copies of the proposed budget for Fiscal Year 2023-24 were distributed to the Board at a work session on May 02, 2023. A public hearing is required, and it is requested the hearing be held on May 23, 2023. A memo from Kim Ostrom, Director of Finance, is attached.

**10. Approve Minutes.**

Draft minutes from the April 25, 2023 meeting are provided for review and approval.



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**11. Presentation by CPL Architects on Bids for Stanley White Recreation Center.**

(Ward 2) Bids for the Stanley White Recreation Center project were opened on April 25, 2023. Five bids were received, and T.A. Loving Company submitted the lowest bid at \$13,180,400. CPL Architects reviewed the bids and has recommended the City enter into contract negotiations with this company.

**12. City Manager's Presentation of Fiscal Year 2023-2024 Budget.**

The City Manager will make a formal presentation of the proposed budget distributed to the Board at the May 02, 2023 work session.

**13. Consider Approving an Amended 2023 Holiday Calendar.**

As directed by the Board at its April 25, 2023 meeting, the 2023 holiday calendar has been amended to add one personal observance day to be used by employees at any time during the calendar year in accordance with guidelines that are forthcoming. The personal observance day will not accrue. A memo from Sonya Hayes, Director of Human Resources, is attached.

**14. Consider Adopting a Resolution Approving the 2023 Community Development Block Grant ("CDBG") Program Annual Action Plan.**

Each year, the US Department of Housing and Urban Development ("HUD") requires Entitlement Cities to submit an Annual Action Plan as application for funding. The plan summarizes the actions, activities and specific resources that will be used to address needs and goals in the Strategic Plan. A public hearing was held to receive input on how to utilize the funds. The City's funding allocation for program year 2023 is \$294,122 and is designated for the following uses: \$58,824 for administration (staff salaries, planning activities, and market studies), \$70,500 to demolish up to three structures in low-moderate income areas, \$24,000 for Catholic Charities to provide rent and utility assistance for homelessness prevention, \$20,000 for staff salaries at My Sister's House, \$35,000 for improvements to the Omega Center, \$50,000 for The Village youth center to acquire adjacent properties for expanded outdoor play space, and \$35,798 to construct an outdoor, half-court basketball court in the Sunnyside community. A memo from D'Aja Fulmore, Community Development Coordinator, is attached.

**15. Consider Adopting a Resolution Approving an Audit Contract for Fiscal Year Ending June 30, 2023.**

After advertising a Request for Proposal for audit services last year, the Board selected Thompson, Price, Scott, Adams & Co. to perform the City's audit again. The firm has performed the audits for Fiscal Years 2019, 2020, 2021 and 2022.

The cost for services is \$42,500, which includes all major programs and does not represent an increase from last year. A memo from Mrs. Ostrom is attached.

**16. Consider Adopting a Resolution Approving the Sale of Tax Parcel ID 8-006-173 on Lees Avenue.**

(Ward 5) After receiving a bid of \$2,000 from Beau Dorsey for the purchase of Tax Parcel ID 8-006-173 on Lees Avenue, the bid was advertised. No upset bids were received. The parcel is a vacant 0.12-acre residential lot with a tax value of \$4,000. It was acquired jointly by the City and County in October 2015 through tax foreclosure. If the property is sold, the City will be reimbursed advertising costs and the County will receive proceeds of \$1,822.90. A memo from Brenda Blanco, City Clerk, is attached.

**17. Consider Adopting a Resolution Establishing a Bicycle and Pedestrian Advisory Committee.**

In October 2022, the Board adopted a Bicycle and Pedestrian Plan that calls for an advisory committee to guide the implementation of the plan. The committee will offer input, advocate for project funding, assist in applying for grants, and assist with organizing pedestrian and bicycle-related events. The committee will meet at least quarterly and will be comprised of five voting members appointed by the Governing Board. Staggered, three-year terms will be established. Ex-Officio members will include one member of the Board of Aldermen, the Metropolitan Planning Organization Administrator, and Directors of Development Services, Public Works, and Parks and Recreation. A memo from Jessica Rhue, Director of Development Services, is attached.

**18. Consider Adopting a Resolution Restating Support and Authorization for the Submission of an Application for a Rural Transformation Grant for the Stanley A. White Recreation Center Project.**

(Ward 2) At its April 25, 2023 meeting, the Board directed the City Manager to proceed with an application for the Rural Transformation Grant through the NC Department of Commerce. This resolution formally declares the Board's desire to pursue the grant to help with funding the Stanley White Recreation Center project. A memo from Mrs. Warren is attached.

**19. Appointment(s).**

- a) Betty Blythe's term on the Friends of the Firemen's Museum Board of Directors has expired, and she does not desire to be reappointed. Wayne Unangst has expressed an interest in serving. Alderman Kinsey is asked to consider the appointment for a three-year term that will expire on April 22, 2026.
- b) Elona Fowler's term on the Friends of the Firemen's Museum Board of Directors has expired, and she would like to be reappointed. Alderman Brinson is asked

to consider the reappointment or to make a new appointment to fill the seat. The appointee will serve a three-year term that will expire on April 22, 2026.

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

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL  
639-2931 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

## AGENDA ITEM COVER SHEET

### **Agenda Item Title:**

Proclamation Recognizing Pastor Robert Johnson

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> City Clerk	<b>Person Submitting Item:</b> Brenda Blanco
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	Martha Johnson has requested a proclamation recognizing Rev. Robert Johnson upon his retirement as Pastor of Ebenezer Church for his community contributions.
<b>Actions Needed by Board:</b>	Consider approving the proclamation
<b>Backup Attached:</b>	Proclamation
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Cost of Agenda Item:</b> \$0
<b>If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Notes:**





## MAYOR'S OFFICE P R O C L A M A T I O N

- WHEREAS,** since May of 1980, Robert Johnson has faithfully served as Pastor of Ebenezer Presbyterian Church, the only African American Presbyterian congregation in Craven County; this year marks 43 years of dedicated service and earns him the title of the longest-serving pastor of Ebenezer Church; and
- WHEREAS,** Rev. Johnson is a leader with the ability to unite people; he felt the calling of ministry on his life at the early age of 9 and later pursued a Bachelor Degree in History and a Master of Divinity degree; and
- WHEREAS,** during his tenure at Ebenezer Church, Rev. Johnson was instrumental in establishing Religious Community Services ("RCS") and opened the church's fellowship hall to serve as the first soup kitchen; he served two terms as RCS' president, being the first black president for the organization, then transitioned to supervisor of the family home ministry; Rev. Johnson also monitored the 24-hour hotline and served as shelter manager; RCS played a part in New Bern's award as All-American City in 1989, and Rev. Johnson joined City officials in Chicago for the event; and
- WHEREAS,** his involvement in our community has been steadfast and extensive; Rev. Johnson was one of the founding members of the Martin Luther King Jr. Outreach Ministry in New Bern, chair of the Phoenix House program that provided addicts with counseling and assistance during their recovery process, the longest-serving chaplain at CarolinaEast Medical Center, a member of the New Bern Interdenominational Ministerial Alliance, president of the Duffyfield Phoenix Project pursuing a mission to improve the surroundings and quality of life for Duffyfield residents, past president of the Historic Dryborough Neighborhood Association, chair of Reviving Lives Ministry for 22 years, a member of the Craven County AIDS Task Force and Neuse River Community Development Corporation, assistant chaplain for the Good Shepherd Homes for the Aged, and was involved in an afterschool program for students of J.T. Barber Elementary School who needed mentorship and afterschool care; and
- WHEREAS,** Rev. Johnson has answered the call countless times to open New Bern's Board of Aldermen meetings with prayer; his prayers and guidance have extended outside of the meetings, and he has been a consistent source of encouragement for community leaders; and
- WHEREAS,** while New Bern's elected officials, city staff, and citizens are honored to recognize Rev. Johnson's retirement and years of community involvement, it is with greater honor to acknowledge his friendship and impact on our lives.
- NOW THEREFORE,** I, Jeffrey T. Odham, Mayor of the City of New Bern, on behalf of the New Bern Board of Aldermen do hereby proclaim May 08, 2023 as

### "REV. ROBERT JOHNSON DAY"

in the City of New Bern and recommend citizens acknowledge the contributions Rev. Johnson has made to our great city and community.

**IN WITNESS WHEREOF,** I have hereunto set my hand and affixed the Seal of the City of New Bern this the 9<sup>th</sup> day of May in the Year of Our Lord Two Thousand and Twenty-Three.

JEFFREY T. ODHAM, MAYOR

## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to close a specific street for Tryon Palace Glorious Fourth of July Celebration.

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b> Ward 1
<b>Department:</b> Parks & Recreation	<b>Person Submitting Item:</b> Kari Warren, Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	Tryon Palace requested a blockage of South Front Street at Palace Point Commons at the intersection of Eden and Metcalf Streets be closed to vehicular traffic from 8:00 a.m. until 1:00 p.m. on July 4, 2023, for their annual Glorious Fourth of July Celebration. This event will not be rescheduled.
<b>Actions Needed by Board:</b>	Adopt the Resolution
<b>Backup Attached:</b>	Resolution – Memo – Map
<b>Is item time sensitive?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

**Additional Notes:** N/A



**Aldermen**

Rick Prill  
Hazel B. Royal  
Bobby Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



**Kari Warren, CPRP**  
Director of Parks & Recreation

**Jeffrey T. Odham**  
Mayor

**Foster Hughes**  
City Manager  
**Brenda E. Blanco**  
City Clerk  
**Kimberly A. Ostrom**  
Director of Finance



**Memo To:** Mayor and Board of Aldermen

**From:** Kari Warren, CPRP  
Director of Parks and Recreation

**Re:** Street Closure for Tryon Palace Glorious Fourth of July Celebration.

**Background Information:**

Tryon Palace requested a blockage of South Front Street at Palace Point Commons at the intersection of Eden and Metcalf Streets be closed to vehicular traffic from 8:00 a.m. until 1:00 p.m. on July 4, 2023, for their annual Glorious Fourth of July Celebration. This event will not be rescheduled.

**Recommendation:**

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

If you have any questions concerning this matter, please let me know.

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

## **RESOLUTION**

THAT WHEREAS, Tryon Palace has scheduled its annual July 4<sup>th</sup> Celebration and requested South Front Street at Palace Point Commons be closed to vehicular traffic at the intersection of Eden and Metcalf Streets from 8:00 a.m. until 1:00 p.m. on Tuesday, July 4, 2023, for their annual Glorious Fourth of July Celebration; 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 South Front Street at Palace Point Commons be closed to vehicular traffic at the intersection of Eden and Metcalf Streets from 8:00 a.m. until 1:00 p.m. on July 4, 2023.

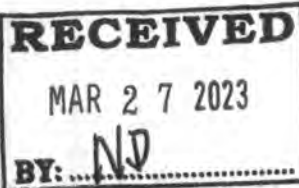
ADOPTED THIS 9<sup>TH</sup> OF MAY 2023.

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JEFFREY T. ODHAM, MAYOR

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BRENDA BLANCO, CITY CLERK



July 4th  
Tuesday

**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.

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

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

Name of Event/Activity: Glorious Fourth

Organization Name: Tryon Palace

Responsible Contact: Susan Briley

Address: 529 S. Front St.

City: New Bern

State: NC

Zip code: 28562

Phone: 252-639-3584

Alternate Phone: 252-670-1101

Email: susan.briley@ncdcr.gov

Type of Event:

☐ Demonstration

☒ Festival

☐ Parade

Date of Event: July 4, 2023

Proposed Rain Date: n/a

Event Set up time: 8 am

Event Tear Down Completed Time: 1 pm

Event Start Time: 9 am

Event End Time: 12 noon

What is the specific location and/or route of the proposed event? (Attach additional information if needed)  
On the grounds of Tryon Palace, within the fencing. Not on city property.

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

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed)  
Our annual July 4th celebration. There will be readings of the Declaration of Independence along with Fife & Drum performances and the firing of a cannon. This will be the first firing of the Continental First's Verbruggen 3-pounder cannon mounted on period-correct field carriage.

Estimated attendance: 900

; Attendance not to exceed: 999

\*Note: If more than 1,000 in attendance is expected 1) **Proof of Crowd Manager Training Certification is required.** Training is available at the following link: [http://www.newbernnc.gov/departments/fire\\_department/crowd\\_manager\\_training.php](http://www.newbernnc.gov/departments/fire_department/crowd_manager_training.php) 2) **Public Safety Plan is required.** Information must be submitted with application. For additional info, please contact the Fire Marshall at 252-639-2931.

Tents # 0

Sizes

Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall.

How will you handle trash generated from the event?

We are requesting # 0 trash cans.

☒ We will provide our own bags & dispose of any trash generated ourselves.

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

Street  
Closing

**Are you requesting any City of New Bern Street Closures?**☒ Yes\*☐ No

\*Any street closures require approval of the Board of Aldermen. Street closures must be received **at least 60 days in advance** for 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:** We provide our own barricades.

We would like to close the "horseshoe" bend road behind the Palace from the intersection of Metcalf St. and S. Front St. all the way to the intersection of Eden St. and Walt Bellamy Drive. No one lives along this section of road and Tryon Palace is the only business.

**Are you requesting any State Road or Bridge closures?**☐ Yes\*☒ No

\*If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roads or bridges. For additional information, please call NCDOT Office at **252-439-2816**. The State Road/Bridge Closure permit must be attached to this application.

If this event includes the use of floats, vehicles, placards, loud speakers, or mechanical devices of any type, please provide a detailed explanation of their use, purpose and number.

**Will Inflatables or other Play features be part of this event?**☐ Yes☒ No (Additional insurance may be required)**Will Food Vendors or Commercial/Non-Profit vendors be part of this event?**☐ Yes☒ No

(If you 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 street names included.

☐ Petition of Signatures – of business/residents affected – If roads are closed.

The following items are required within **two (2) business days of the event or event shall be cancelled**:

☐ Certificate of Insurance – Listing the City of New Bern, PO Box 1129, New Bern, NC as "Additional Insured".

☐ List of all food/commercial/non-profit vendors.

☐ Payment in full of applicable fees and charges.

I attest that I am authorized on behalf of this group/organization to request the permit for the activities prescribed herein. I understand that this application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of New Bern, its departments, agents, employees, officials and volunteers for any injury, illness or damage 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)

Susan R. Bailey  
Authorized Signature

3/27/2023  
Date

All documents have been provided and this application is recommended for approval

Administrative Support Supervisor

Date

This application has been approved.

Harri Warren  
Director of Parks & Recreation

4-21-2023  
Date

**Total Anticipated Charges**

Barricades: # 0  
\$ 0

Trash Collection: \$ 0

City Staff: # 0  
\$ 0

Vendor Fees # 0  
\$ 0

Park/Facility Rental: \$ 0

Total Due: \$ 0

\* ☐ Have HOA's been notified? ☐ Yes ☐ No Spoke with:

\* ☒ Approved by Department

Date: 4-21-23

Staff Initials: KW

\* ☐ Submitted for Board Approval

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

\* ☐ All Paperwork collected

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

\* ☐ All fees collected \$ \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**City Sponsored Event**

☐ Yes ☒ No

Updated 6-3-2019

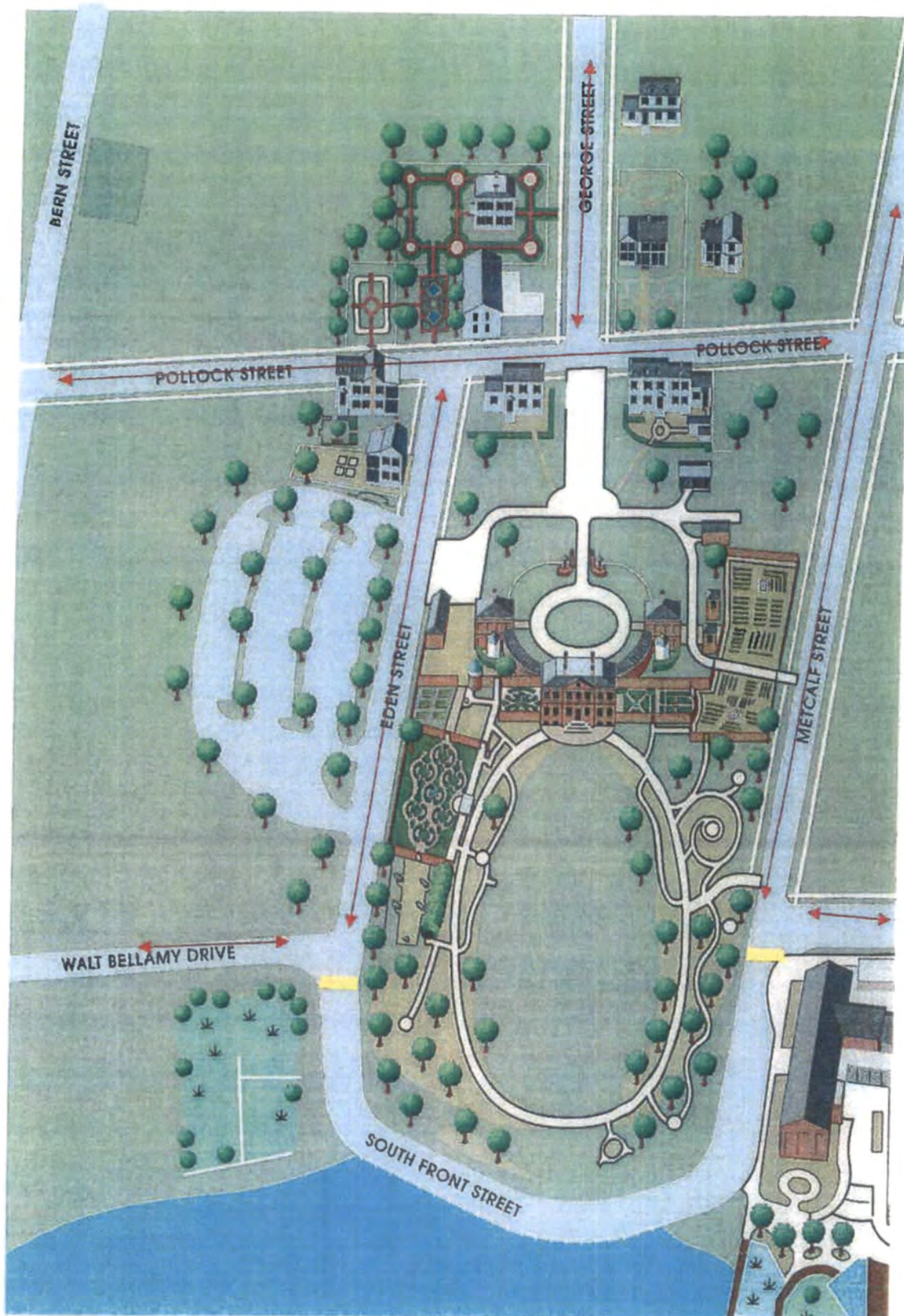


### Road Closures:

Security Personnel will assist in directing traffic

 Road Closure Barricades

 Traffic Patterns



## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Consider Adopting a Resolution to close streets for United Worship Center Community Day.

<b>Date of Meeting:</b> May 9, 2023	<b>Ward # if applicable:</b> Ward 1, 2, & 5
<b>Department:</b> Parks & Recreation	<b>Person Submitting Item:</b> Kari Warren, Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	United Worship Center has made a request to close the 900 block of Main Street and the 800 block of West Street to vehicular traffic from 12:00 p.m. until 6:00 p.m. on Saturday, May 20, 2023, with a rain date of May 27, 2023, for United Worship Center Community Day.
<b>Actions Needed by Board:</b>	Adopt the Resolution
<b>Backup Attached:</b>	Resolution – Memo – Map - Petition
<b>Is item time sensitive?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

**Additional Notes:** N/A



**Aldermen**

Rick Prill  
Hazel B. Royal  
Bobby Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



Kari Warren, CPRP  
Director of Parks & Recreation

Jeffrey T. Odham  
Mayor  
Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk  
Kimberly A. Ostrom  
Director of Finance



Memo To: Mayor and Board of Aldermen  
From: Kari Warren, CPRP *KW*  
Director of Parks and Recreation  
Re: Street Closures for United Worship Center Community Day

**Background Information:**

United Worship Center has made a request to close the 900 block of Main Street and the 800 block of West Street to vehicular traffic from 12:00 p.m. until 6:00 p.m. on Saturday, May 20, 2023, with a rain date of May 27, 2023, for United Worship Center Community Day.

**Recommendation:**

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

If you have any questions concerning this matter, please let me know.

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

## **RESOLUTION**

THAT WHEREAS, United Worship Center has scheduled a Community Day and has requested the 900 block of Main Street, and the 800 block of West Street be closed to vehicular traffic from 12:00 p.m. until 6:00 p.m. on Saturday, May 20, 2023, with a rain date of May 27, 2023; 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 900 block of Main Street, and the 800 block of West Street be closed to vehicular traffic from 12:00 p.m. until 6:00 p.m. on Saturday, May 20, 2023, with a rain date of May 27, 2023, for United Worship Center Community Day.

ADOPTED THIS 9<sup>th</sup> DAY OF MAY 2023.

---

JEFFREY T. ODHAM, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

RECEIVED  
APR 17 2023  
BY: \_\_\_\_\_

Sat May 20<sup>th</sup>

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.

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

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

Name of Event/Activity: Community Day  
Organization Name: United Worship Center  
Responsible Contact: Denise Robinson  
Address: 907 main St  
City: New Bern State: NC Zip code: 28560  
Phone: 252-259-1348 Alternate Phone: 252-229-7993  
Email: unitedmbc1eemb@gmail.com

Type of Event: ☐ Demonstration ☒ Festival ☐ Parade \*  
Date of Event: May 20, 2023 Proposed Rain Date: May 27, 2023  
Event Set up time: 2pm Event Tear Down Completed Time: 5pm  
Event Start Time: 1pm Event End Time: 6pm  
What is the specific location and/or route of the proposed event? (Attach additional information if needed)  
West & main.

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

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed)  
Do it To unite a Community together to share love, compassion, joy and encouragement

Estimated attendance: 250; Attendance not to exceed: 400.  
\*Note: If more than 1,000 in attendance is expected 1) Proof of Crowd Manager Training Certification is required. Training is available at the following link: [http://www.newbernnc.gov/departments/fire\\_department/crowd\\_manager\\_training.php](http://www.newbernnc.gov/departments/fire_department/crowd_manager_training.php) 2) Public Safety Plan is required. Information must be submitted with application. For additional info, please contact the Fire Marshall at 252-639-2931.  
Tents # \_\_\_\_\_ Sizes \_\_\_\_\_ Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall).

How will you handle trash generated from the event?

We are requesting # \_\_\_\_\_ trash cans.

☒ We will provide our own bags & dispose of any trash generated ourselves.

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

Are you requesting any City of New Bern Street Closures?

☒ Yes\*

☐ No

\*Any street closures require approval of the Board of Aldermen. Street closures must be received **at least 60 days in advance** for 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:

Main 900 Block  
West 7

Are you requesting any State Road or Bridge closures?

☐ Yes\*

☒ No

\*If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roads or bridges. For additional information, please call NCDOT Office at **252-439-2816**. The State Road/Bridge Closure permit must be attached to this application.

If this event includes the use of floats, vehicles, placards, loud speakers, or mechanical devices of any type, please provide a detailed explanation of their use, purpose and number.

Will Inflatables or other Play features be part of this event?

☒ Yes

☐ No (Additional insurance may be required)

Will Food Vendors or Commercial/Non-Profit vendors be part of this event?

☐ Yes

☒ No

(If you 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 street names included.
- ☐ Petition of Signatures – of business/residents affected – If roads are closed.

The following items are required within **two (2) business days of the event or event shall be cancelled**:

- ☐ Certificate of Insurance – Listing the City of New Bern, PO Box 1129, New Bern, NC as "Additional Insured".
- ☐ List of all food/commercial/non-profit vendors.
- ☐ Payment in full of applicable fees and charges.

I attest that I am authorized on behalf of this group/organization to request the permit for the activities prescribed herein. I understand that this application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of New Bern, its departments, agents, employees, officials and volunteers for any injury, illness or damage 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)

Denise Johnson

Authorized Signature

4-17-2023

Date

All documents have been provided and this application is recommended for approval

Administrative Support Supervisor

Date

This application has been approved.

Harri Warren

Director of Parks & Recreation

4-21-2023

Date

#### Total Anticipated Charges

Barricades: # 6  
\$ 30.00

Trash Collection: \$ \_\_\_\_\_

City Staff: # \_\_\_\_\_  
\$ \_\_\_\_\_

Vendor Fees # \_\_\_\_\_  
\$ \_\_\_\_\_

Park/Facility Rental: \$ \_\_\_\_\_

Total Due: \$ 30.00

- ☐ Have HOA's been notified? ☐ Yes ☐ No Spoke with: \_\_\_\_\_

- ☒ Approved by Department

Date: 4-21-23

Staff Initials: KW

- ☐ Submitted for Board Approval

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

- ☐ All Paperwork collected

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

- ☐ All fees collected \$ \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_


#### City Sponsored Event

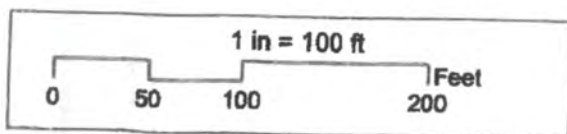
☐ Yes ☒ No

Updated 6-3-2019





 Area to be Temporarily Closed



### Temporary Street Closing

**Closed Streets:**  
 900 Block - Main Street  
 (Between Lees Ave & West St.)  
 & 800 Block of West Street  
 (Between Cedar & Main Sts.)

# United Worship Center

907 Main Street, New Bern, NC 28560  
252.633.6808

## THE 10<sup>TH</sup> ANNUAL COMMUNITY DAY MAY 20, 2023

Petition to Stop Traffic on West Street and Main St.  
Hours: 12 PM-5 PM

Name:

Address:

1. Chen Paw 813 West St New Bern, NC 28560
2. Rose Faye 810 West St. New Bern, NC 28560
3. Whitl Ave 808 West street Newbern NC 28560
4. Beth Oliver 812 West St NB, NC 28560
5. Shenatta Powell 814 West St. New Bern 28560
6. Scottie Williams 803 West St. New Bern, NC 28560
7. Jordin Cornelius 819 West Street
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



## AGENDA ITEM COVER SHEET

### **Agenda Item Title:**

Consider Adopting a Resolution to close specific streets for Juneteenth of New Bern 2023's Celebration.

<b>Date of Meeting:</b> May 9, 2023	<b>Ward # if applicable:</b> Ward 2
<b>Department:</b> Parks & Recreation	<b>Person Submitting Item:</b> Kari Warren, Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	The organizers of Juneteenth have requested to close the 500-700 blocks of Third Avenue to vehicular traffic from 8:00 a.m. until 12:00 p.m. for their annual parade on Saturday, June 17, 2023, for Juneteenth of New Bern's 2023 Celebration. Also, the organizers requested the 1000-1200 blocks of Broad Street and 500-600 blocks of Roundtree Street be closed to vehicular traffic from 8:00 a.m. until 6:00 p.m. on Saturday June 17, 2023, for their celebration.
<b>Actions Needed by Board:</b>	Adopt the Resolution
<b>Backup Attached:</b>	Resolution – Memo – Map - Petition
<b>Is item time sensitive?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

**Additional Notes:** N/A

**Aldermen**

Rick Prill  
Hazel B. Royal  
Bobby Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



Kari Warren, CPRP  
Director of Parks & Recreation

Jeffrey T. Odham  
Mayor

Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk  
Kimberly A. Ostrom  
Director of Finance



Memo To: Mayor and Board of Aldermen

From: Kari Warren, CPRP *KW*  
Director of Parks and Recreation

Re: Street Closures for Juneteenth of New Bern 2023 Celebration.

**Background Information:**

The organizers of Juneteenth have made a request to close the 500-700 blocks of Third Avenue to vehicular traffic from 8:00 a.m. until 12:00 p.m. for their annual parade on Saturday, June 17, 2023, for Juneteenth of New Bern's 2023 Celebration.

Also, the organizers requested the 1000-1200 blocks of Broad Street and the 500-600 blocks of Roundtree Street be closed to vehicular traffic from 8:00 a.m. until 6:00 p.m. on Saturday, June 17, 2023, for their celebration.

**Recommendation:**

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

If you have any questions concerning this matter, please let me know.

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

## **RESOLUTION**

THAT WHEREAS, organizers of Juneteenth are planning their annual parade and have requested the 500-700 blocks of Third Avenue be closed to vehicular traffic from 8:00 a.m. until 12:00 p.m. on Saturday, June 17, 2023; and

WHEREAS, Juneteenth has also requested the 1000-1200 blocks of Broad Street and the 500-600 blocks of Roundtree Street be closed to vehicular traffic from 8:00 a.m. until 6:00 p.m. on Saturday, June 17, 2023; 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 500-700 blocks of Third Avenue be closed to vehicular traffic from 8:00 a.m. until 12:00 p.m. on June 17, 2023; and

Further, that the 1000-1200 blocks of Broad Street and the 500-600 blocks of Roundtree Street be closed to vehicular traffic from 8:00 a.m. until 6:00 p.m. on June 17, 2023, for the Juneteenth celebration.

ADOPTED THIS 9<sup>th</sup> DAY OF MAY 2023.

---

JEFFREY T. ODHAM, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

**RECEIVED**

APR 01 2023

**CITY OF NEW BERN**June 17  
Saturday**BY: 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.

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

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

Name of Event/Activity: Juneteenth of New Bern 2023 Celebration - Festival and Parade

Organization Name: Juneteenth of New Bern

Responsible Contact: Talina Massey

Address: 202 Trappers Trail

City: New Bern State: NC Zip code: 28560

Phone: 252-497-8838 Alternate Phone: 716-367-9950

Email: juneteenthofnewbern@gmail.com

Type of Event: ☐ Demonstration ☒ Festival ☒ Parade

Date of Event: 06/17/2023 Proposed Rain Date: None

Event Set up time: 0800 Event Tear Down Completed Time: 1800 6 pm

Event Start Time: 1100 Event End Time: 1600 4 pm

What is the specific location and/or route of the proposed event? (Attach additional information if needed)

Map attached. Parade to start at Henderson Park, go down 3rd Ave, turn left onto Broad St., proceeding down Broad, then turn left onto RoundTree St. and ending in the CT Big Field

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

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed)  
Family fun and community engagement around history, education and awareness.

Estimated attendance: 600; Attendance not to exceed: 1,000

\*Note: If more than 1,000 in attendance is expected 1) **Proof of Crowd Manager Training Certification is required.** Training is available at the following link: [http://www.newbernnc.gov/departments/fire\\_department/crowd\\_manager\\_training.php](http://www.newbernnc.gov/departments/fire_department/crowd_manager_training.php) 2) **Public Safety Plan is required. Information must be submitted with application.** For additional info, please contact the Fire Marshall at 252-639-2931.

Tents # 40 Sizes 10x10 Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall.)

How will you handle trash generated from the event?

We are requesting # 20 trash cans.

☐ We will provide our own bags & dispose of any trash generated ourselves.

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

Street Closing

Crowd Manager

**Are you requesting any City of New Bern Street Closures?**☒ Yes\*☐ No

\*Any street closures require approval of the Board of Aldermen. Street closures must be received **at least 60 days in advance** for 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: Map attached

**Are you requesting any State Road or Bridge closures?**☐ Yes\*☒ No

\*If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roads or bridges. For additional information, please call NCDOT Office at 252-439-2816. The State Road/Bridge Closure permit must be attached to this application.

If this event includes the use of floats, vehicles, placards, loud speakers, or mechanical devices of any type, please provide a detailed explanation of their use, purpose and number.

**Will Inflatables or other Play features be part of this event?**☒ Yes☐ No (Additional insurance may be required)**Will Food Vendors or Commercial/Non-Profit vendors be part of this event?**☒ Yes☐ No

(If you 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 street names included.
- ☐ Petition of Signatures – of business/residents affected – If roads are closed.

The following items are required within two (2) business days of the event or event shall be cancelled:

- ☐ Certificate of Insurance – Listing the City of New Bern, PO Box 1129, New Bern, NC as "Additional Insured".
- ☐ List of all food/commercial/non-profit vendors.
- ☐ Payment in full of applicable fees and charges.

I attest that I am authorized on behalf of this group/organization to request the permit for the activities prescribed herein. I understand that this application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of New Bern, its departments, agents, employees, officials and volunteers for any injury, illness or damage 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)

**Total Anticipated Charges****Barricades:** # \_\_\_\_\_

\$ \_\_\_\_\_

**Trash Collection:**

\$ \_\_\_\_\_

**City Staff:**

# \_\_\_\_\_

\$ \_\_\_\_\_

**Vendor Fees**

# \_\_\_\_\_

\$ \_\_\_\_\_

**Park/Facility Rental:**

\$ \_\_\_\_\_

**Total Due:**\$ 0

Lisa Massey  
Authorized Signature

03/31/2023

Date

All documents have been provided and this application is recommended for approval

Administrative Support Supervisor

Date

This application has been approved.

Hari Warren

Director of Parks & Recreation

4-28-2023

Date

• ☐ Have HOA's been notified? ☐ Yes ☐ No Spoke with: \_\_\_\_\_

• ☒ Approved by Department

Date: 4-28-2023Staff Initials: KW

• ☒ Submitted for Board Approval

Date: 4-28-23Staff Initials: KW

• ☐ All Paperwork collected

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

• ☐ All fees collected \$ \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**City Sponsored Event**☒ Yes ☐ No

Updated 6-3-2019







## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Consider adopting a Resolution Calling for a Public Hearing on the Proposed Fiscal Year 2023-24 Budget

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> Finance	<b>Person Submitting Item:</b> Kim Ostrom, Director of Finance
<b>Call for Public Hearing:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Public Hearing:</b> 5/23/2023

<b>Explanation of Item:</b>	A Public Hearing must be held on the proposed budget for Fiscal Year 2023-24
<b>Actions Needed by Board:</b>	
<b>Backup Attached:</b>	Memo; Resolution
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Additional Notes:**

**Aldermen**

Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



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

Jeffrey T. Odham  
Mayor

Foster Hughes  
City Manager

Brenda E. Blanco  
City Clerk

Kimberly A. Ostrom  
Director of Finance

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

FROM: Kim Ostrom - Director of Finance

DATE: April 30, 2023

RE: Call for Public Hearing for the FY2023-24 Proposed Budget

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**Background**

The proposed budget for FY2023-24 has been prepared, will be delivered to the Board on or before May 9, 2023 and will be made available for public inspection on the same date. A public hearing needs to be scheduled for May 23, 2023 on the proposed budget.

**Requested Action**

It is recommended that the Board adopt the enclosed resolution to Call for a Public Hearing on the FY2023-24 proposed budget at its meeting on May 9, 2023.

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

WHEREAS, the City of New Bern is required to hold a public hearing to receive public comments on the proposed fiscal year 2023-2024 budget.

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

That a public hearing will be conducted by the Board of Aldermen of the City of New Bern at 6:00 p.m., or as soon thereafter as the matter may be reached, on the 23<sup>rd</sup> day of May, 2023 for public discussion on the proposed fiscal year 2023-2024 budget.

ADOPTED THIS THE 9<sup>TH</sup> DAY OF MAY, 2023.

\_\_\_\_\_  
JEFFREY T. ODHAM, MAYOR

\_\_\_\_\_  
BRENDA E. BLANCO, CITY CLERK

## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Consider a resolution authorizing the City Manager to move forward in contract negotiations with a contractor for construction of the Stanley A. White Recreation Center.

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> Administration	<b>Person Submitting Item:</b> Foster Hughes, City Manager
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	A bid opening was held on April 25, 2023 for construction of the new Stanley A. White Recreation Center. Five bids were received for this project.
<b>Actions Needed by Board:</b>	Authorize the City Manager to move forward in contract negotiations with T. A. Loving Company for the construction of the Stanley A. White Recreation Center.
<b>Backup Attached:</b>	Memo, Bid Award Recommendation
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Cost of Agenda Item:</b> 13,180,400.00
<b>If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Notes:**



**Aldermen**

Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



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

Jeffrey T. Odham  
Mayor

Foster Hughes  
City Manager

Brenda E. Blanco  
City Clerk

Kimberly A. Ostrom  
Director of Finance

**To:** Mayor and Board of Aldermen  
**From:** Foster Hughes, City Manager  
**Date:** May 4, 2023  
**Subject:** Stanley A. White Recreation Center

**Background Information:**

Bids for construction of the new Stanley A. White Recreation Center were opened at City Hall on Tuesday, April 25, 2023. Bids were received from the following contractors: T. A. Loving Company, Farrior & Sons, Inc. Construction, Daniels & Daniels Construction Co. Inc., Cooper Tacia, and Monteith Construction Corp.

The low bid was submitted by T.A. Loving Company of Goldsboro, NC in the amount of \$13,180,400.00.

**Recommendation:**

Authorize the City Manager to move forward in contract negotiations with T. A. Loving Company for construction of the Stanley A. White Recreation Center. Upon authorization, the Architect will present the contract for the board to consider during the May 23, 2023 board meeting.



May 4, 2023

**Via Email**

Mr. Foster Hughes ([hughesf@newbernnc.gov](mailto:hughesf@newbernnc.gov))  
City Manager  
City of New Bern  
300 Pollock Street  
New Bern, NC 28560

RE: **BID AWARD RECOMMENDATION**  
Stanley A. White Recreation Center, New Bern, NC

Foster,

At your request, CPL has reviewed the bids submitted on April 25, 2023, for the above referenced project. The bids received were within a reasonable percentage of current market conditions.

The low bid was submitted by T.A. Loving Company of Goldsboro, NC in the amount of \$13,180,400.00. CPL is in the process of evaluating the aforementioned contractor and their current ability to perform the work. Therefore, we recommend moving forward in contract negotiations with T.A. Loving Company in the amount of \$13,180,400.00, which includes the Base Bid, Alternate #2, Alternate #3, and the listed Allowances. With your approval, CPL will request references and conduct our due diligence of T.A. Loving Company.

Sincerely,

CPL

Chris Vulcano, AIA, LEED AP  
Architectural Project Manager



**Bid Tabulation Form**

Stanley A. White Recreation Center  
 City of New Bern  
 16578.00  
 04/25/2023  
 3:00PM  
 300 Pollock St, New Bern, NC 28560

1	Contractor Information	Bid Category	Bid Amount	Contractors Roof/M/E/P	Bid Bond	Hub Forms	E-Verify Affidavit	Non-Collusion Affidavit	Addendum #1	Addendum #2	Notes
<i>General Contractor:</i> <b>TA Loving Company</b> <i>License No:</i> <b>03 25</b> <i>Mechanical Contractor:</i> <b>Humphrey Mechanical</b> <i>Plumbing Contractor:</i> <b>Humphrey Mechanical</b> <i>Electrical Contractor:</i> <b>EL Electric Contracting LLC</b> <i>Roof Contractor:</i> <b>RE Bengal Sheet Metal Company</b>		Base Bid	\$12,993,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
		Alternate #1	\$50,000								
		Alternate #2	\$43,000								
		Alternate #3	\$64,400								
		Alternate #4	\$76,500								
		Alternate Total	\$233,900								
		Allowances Total	\$80,000								
		Unit Prices Total	\$78,500								
		Total Bid	\$13,385,400								

2	Contractor Information	Bid Category	Bid Amount	Contractors Roof/M/E/P	Bid Bond	Hub Forms	E-Verify Affidavit	Non-Collusion Affidavit	Addendum #1	Addendum #2	Notes
<i>General Contractor:</i> <b>Farrior &amp; Sons Inc Construction</b> <i>License No:</i> <b>3934</b> <i>Mechanical Contractor:</i> <b>Performance Heating &amp; Cooling, Inc</b> <i>Plumbing Contractor:</i> <b>CL Warters Inc</b> <i>Electrical Contractor:</i> <b>EL Electric Contracting LLC</b> <i>Roof Contractor:</i> <b>RE Bengal Sheet Metal Company</b>		Base Bid	\$13,089,375	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Base Bid amount has been adjusted from number reflected on the Bid Form. This information has been coordinated with the contractor to reflect Unit Prices as separate line item as shown on this Bid Tab. The Total Bid Amount is unchanged.
		Alternate #1	\$50,000								
		Alternate #2	\$56,000								
		Alternate #3	\$56,000								
		Alternate #4	\$101,000								
		Alternate Total	\$263,000								
		Allowances Total	\$80,000								
		Unit Prices Total	\$120,625								
		Total Bid	\$13,553,000								



### Bid Tabulation Form

Stanley A. White Recreation Center

City of New Bern

16578.00

04/25/2023

3:00PM

300 Pollock St, New Bern, NC 28560

3	Contractor Information	Bid Category	Bid Amount	Contractors Roof/M/E/P	Bid Bond	Hub Forms	E-Verify Affidavit	Non-Collusion Affidavit	Addendum #1	Addendum #2	Notes
<i>General Contractor:</i> <b>Daniels &amp; Daniels Construction Co Inc</b> <i>License No:</i> <b>23697</b> <i>Mechanical Contractor:</i> <b>Humphrey Mechanical</b> <i>Plumbing Contractor:</i>  <b>Humphrey Mechanical</b> <i>Electrical Contractor:</i> <b>EL Electric Contracting LLC</b> <i>Roof Contractor:</i> <b>Colby Roofing</b>		Base Bid	\$13,156,000	Yes	Yes	Yes	Yes	Yes	Yes	Base Bid amount has been adjusted from number reflected on the Bid Form. This information has been coordinted with the contractor to reflect Unit Prices as separate line item as shown on this Bid Tab. The Total Bid Amount is unchanged.	
		Alternate #1	\$50,000								
		Alternate #2	\$76,775								
		Alternate #3	\$26,800								
		Alternate #4	\$80,375								
		Alternate Total	\$233,950								
		Allowances Total	\$80,000								
		Unit Prices Total	\$119,000								
		Total Bid	\$13,588,950								

4	Contractor Information	Bid Category	Bid Amount	Contractors Roof/M/E/P	Bid Bond	Hub Forms	E-Verify Affidavit	Non-Collusion Affidavit	Addendum #1	Addendum #2	Notes
<i>General Contractor:</i> <b>Cooper Tacia</b> <i>License No:</i> <b>65299</b> <i>Mechanical Contractor:</i> <b>Performance Heating &amp; Cooling, Inc</b> <i>Plumbing Contractor:</i>  <b>Tim McCarter</b> <i>Electrical Contractor:</i> <b>EL Electric Contracting LLC</b> <i>Roof Contractor:</i> <b>RE Bengal Sheet Metal Company</b>		Base Bid	\$13,370,000	Yes	Yes	Yes	Yes	Yes	Yes		
		Alternate #1	\$50,000								
		Alternate #2	\$25,000								
		Alternate #3	\$25,000								
		Alternate #4	\$120,000								
		Alternate Total	\$220,000								
		Allowances Total	\$80,000								
		Unit Prices Total	\$171,700								
		Total Bid	\$13,761,700								



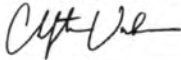


**Bid Tabulation Form**  
Stanley A. White Recreation Center  
City of New Bern  
16578.00  
04/25/2023  
3:00PM  
300 Pollock St, New Bern, NC 28560

5 Contractor Information	Bid Category	Bid Amount	Contractors Roof/M/E/P	Bid Bond	Hub Forms	E-Verify Affidavit	Non-Collusion Affidavit	Addendum #1	Addendum #2	Notes
<b>General Contractor:</b> <b>Monteith Construction Corp.</b> <b>License No:</b> <b>43319</b> <b>Mechanical Contractor:</b> <b>Arnold Service Company</b> <b>Plumbing Contractor:</b> <b>Baker Mechanical</b> <b>Electrical Contractor:</b> <b>Tecsource</b> <b>Roof Contractor:</b> <b>Southern Metal Systems</b>	Base Bid	\$13,515,000								
	Alternate #1	\$52,400								
	Alternate #2	\$61,600								
	Alternate #3	\$42,300								
	Alternate #4	\$123,400	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Alternate Total	\$279,700								
	Allowances Total	\$80,000								
	Unit Prices Total	\$144,550								
	Total Bid	\$14,019,250								

Bid Alternate Descriptions		
Bid Alternate	Description	Narrative
Alternate #1	Stanley A. White History Wall	Provide the Stanley A. White history wall, including research of the display, all associated materials, labor, and installation of the display as indicated on the Architectural and Interiors drawings.
Alternate #2	Engineered Entry Canopy	Provide the engineered entry canopy including miscellaneous steel, concrete footings, electrical, miscellaneous materials, labor, and installation as indicated on the Architectural, Structural, and Electrical drawings.
Alternate #3	Additional Basketball Goals	Provide the (4) Basketball Goals adjacent to the gym divider curtain along grid line 'E', including additional framing members, materials, labor, and installation as indicated on the Architectural drawings.
Alternate #4	Landscaping	Provide the procurement and installation of all of the mulch, trees, shrubs, perennials, groundcovers, sod and permanent seed. The maintenance and warranty of associated items in this bid alternate shall be included.

This is to certify that this is a true and accurate copy of bids received


05/05/23

BY: \_\_\_\_\_ Date \_\_\_\_\_

## AGENDA ITEM COVER SHEET

### Agenda Item Title:

City Manager's Presentation of the Fiscal Year 2023-2024 Budget

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> Administration	<b>Person Submitting Item:</b> Foster Hughes, City Manager
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	The Manager will present the FY 2024 budget. The Board will receive the budget at the May 2nd workshop, and any Board requested changes will be updated and provided at the Board meeting. On 5/10/23, the budget will also be available for review in the Clerk's office, the Library and at <a href="http://www.NewBernNC.gov">www.NewBernNC.gov</a>
<b>Actions Needed by Board:</b>	Receive the information
<b>Backup Attached:</b>	Memo
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Additional Notes:**

Aldermen  
  
Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



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

Jeffrey T. Odham  
Mayor  
Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk  
Kimberly A. Ostrom  
Director of Finance

**To:** Mayor and Board of Aldermen  
  
**From:** Foster Hughes, City Manager  
  
**Date:** April 30, 2023  
  
**Subject:** City Manager's Presentation of Fiscal Year 2023-2024 Budget

**Background Information:**

The FY 2024 budget will be distributed to the Board at the workshop on May 2, 2023. Any Board requested changes will be updated and provided at the Board meeting. An overview of the budget will be provided. The budget will also be available for review by the public in the City Clerk's office, the library, and online at [www.NewBernNC.gov](http://www.NewBernNC.gov).

A public hearing will be scheduled for May 23, 2023. Our goal is for the board to approve the budget on June 13, 2023.

**Recommendation:**

## City Manager's Budget Message | FY 2023-24

---

May 5, 2023

Honorable Mayor, Board of Aldermen, and Citizens of the City of New Bern:

In accordance with the North Carolina General Statutes Article 159-11, it is my pleasure to recommend the annual budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024 (FY24) for the City of New Bern. The fiscal year 2023-2024 budget is balanced at \$149,449,202.

Improving quality of life issues for our citizens remains a priority, which includes continued emphasis on public safety, resiliency, utilities infrastructure upgrades (Electric, Water and Sewer), street and sidewalk enhancements, storm water improvements, and Parks and Recreation enhancements.

The Craven County Tax Department conducted a countywide tax revaluation of all real estate property for Tax Year 2023. Revaluation is required at least every eight years by North Carolina General Statutes. The revaluation is critical in ensuring that all properties are appraised at their current fair market value. The 2023 valuation estimate for the City of New Bern is \$4,722,540,000.

Additionally, G.S. 159-11 requires each taxing unit to calculate and publish a revenue-neutral property tax rate for the fiscal year following the revaluation of its real property. The revenue neutral tax rate with this new property valuation is \$0.3734 per one hundred dollars (\$100).

The FY24 proposed budget as presented to the Board recommends an ad valorem property rate of \$0.4159 per one hundred dollars (\$100), which is a decrease of \$0.0663 from the current ad valorem property rate of \$0.4822 per one-hundred dollars (\$100) of assessed value for FY24. Based on New Bern's new valuation, the City will generate approximately \$472,000 for every \$0.01 added to our tax rate.

Additionally, the new valuation estimate for New Bern's Municipal Service District (MSD) is \$183,500,000. The MSD revenue neutral tax rate is \$0.1122 per one hundred dollars (\$100). The proposed budget recommends lowering the current MSD tax rate of \$0.1375 to the revenue neutral tax rate of \$0.1122. Based on the MSD's new valuation, we generate approximately \$18,350 for every \$0.01 added to our tax rate.



## City Manager's Budget Message | FY 2023-24

For the benefit of comparison, the chart below reflects the tax rates for the benchmark cities in our area. The chart below will be updated in the final budget as new rates are received.

City	Tax Rate	Most Recent Total Valuation	Estimated Collection %	Estimated Annual Ad-Valorem	Latest Valuation
Greensboro	0.6625	\$ 36,800,000,000	99.56%	\$ 244,255,725	2022
Greenville	0.4945	\$ 7,466,217,267	99.73%	\$ 36,603,437	2020
Havelock	0.5900	\$ 883,277,962	99.52%	\$ 5,218,537	2016
Kinston	0.7300	\$ 1,358,821,068	97.58%	\$ 9,930,582	2017
Rocky Mount	0.6850	\$ 4,177,761,581	94.00%	\$ 28,539,579	2017
Washington	0.5300	\$ 892,078,182	98.29%	\$ 4,739,865	2018
Wilmington	0.4984	\$ 15,927,751,465	99.02%	\$ 79,529,664	2017
Wilson	0.5750	\$ 4,342,591,269	98.37%	\$ 25,011,905	2016
New Bern	0.4822	\$ 3,317,691,186	99.07%	\$ 16,033,503	2016

The City currently monitors an average of 40 federal, state and local grants totaling \$20.5 million. The City has recently applied for a GRIP (Grid Resilience Utility and Industry) grant in the amount of \$13,200,000 for a new substation and other electrical infrastructure. The City also applied for a Rural Transformation Grant in the amount of \$950,000 for construction of the new Stanley A. White Recreation Center.

The City's total debt is \$28,762,620, with the General Fund consisting of \$12,126,688, Municipal Service District \$505,693, and the Enterprise Funds of \$16,130,239. Enterprise Funds consist of the following:

- Electric Fund - \$2,307,778
- Water Fund - \$13,712,000
- Sewer Fund - \$103,340,000
- Solid Waste Fund - \$7,201

During the FY24 budget year, the City plans to partially finance construction of the Stanley White Recreation Center at approximately \$5 million, and \$2.67 million for General Fund related capital items.

## **FY24 Budget Highlights**

- **Personnel** - This budget reflects a total of 501 budgeted positions. Two new positions are recommended. One Administrative Assistant for Human Resources and one Heavy Equipment Mechanic for Public Works. Two Geographic Information System (GIS) positions were moved from Information Technology to Development Services. In addition, there is a reclassification of five positions due to administrative reorganization within Purchasing & Warehouse, Development Services and Water Resources. I am proposing that an additional position title of Director of Water Resources be added to the Classification Pay Plan and assigned to Grade 33. The employee who currently serves as the City Engineer will assume this position title and will serve as Department Head of the Water Resources Department. The Director of Public Utilities position title will change to Director of Electric Utility. The employee in this position will serve as Department Head of the Electric Department.

Our personnel expenses account for 64% of the General Fund Budget and 25% of the Enterprise Fund Budgets. Our employees are our greatest assets and in effort to reduce employee turnover, it is important to make sure that we continue to monitor the job market and make adjustments in salary to reflect the market around us. In the fall of 2022, the City of New Bern completed a salary study. The first phase of the study totaled \$2.4 million and was implemented in January, 2023 at a cost of \$1.2 million for the last six months of FY23. The second phase of the salary study implementation is included in this budget at an additional annual cost of \$1.2 million. The FY24 total cost for the salary study is \$2.4 million, which recognizes the remaining six months of phase one and the annual costs for phase two. To recognize the hard work of our employees, this budget includes a 3% COLA for all staff, and a merit-based salary increase of 0-2% based on employee evaluations through December 31, 2022.

- **Public Safety** –The proposed budget recommends the replacement of (2) motors on the fire rescue boat, the replacement of one fire truck and refurbishment of two other fire trucks. In keeping with the Police Department's vehicle replacement policy, 10 new vehicles are proposed to provide sustainable public safety services.
- **Transportation Improvements** - The Public Works budget includes \$600,000 to resurface and repair various streets within the City. The study will also include an update of the 2018 Street Rating Analysis, which will be used to determine the priority in paving city streets. Sidewalk improvements in the amount of \$50,000 is also included in the budget.
- **Enterprise Funds** – The proposed FY24 budget will also allow for the replacement of aging vehicles and equipment, as well as various rehabilitation projects to further strengthen the integrity of our utility systems. Forecasted challenges for our electric utility

## City Manager's Budget Message | FY 2023-24

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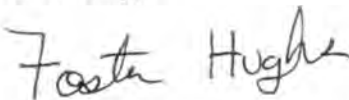
include financing electric system improvements estimated in the range of \$20 million for a substation. This project will provide room for future growth of our system and accommodate future residential and commercial growth for years to come, as well as minimize redundancy and an annual power supply gross cost avoidance of approximately \$4.8 million per year. Water and Sewer line expansions are also planned.

Details pertaining to the revenues and expenditures, comparisons to prior years, and departmental highlights are also included with these budgets and supporting documents. Our staff are committed to continue to deliver exceptional services that enhance the quality of life for our current and future generations by building upon our successes and execution of goals.

Lastly, it is important to provide an update regarding the ARPA funds and the City's plans for the utilization of these funds thus far. The American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds (ARPA/CSLFRF) program to assist state and local governments with the resources to respond to the effects of the COVID-19 pandemic. The Federal Government issued \$65.1 Billion, and the State of North Carolina received \$1.37 Billion, and the City of New Bern was awarded \$6,704,351. The City of New Bern elected the Standard Allowance under the Revenue Loss category. At this time, the Board of Aldermen has allocated \$6,227,375 to a variety of city projects.

In closing, on behalf of the department heads and our dedicated staff, everything comes together here.

Sincerely,

A handwritten signature in black ink that reads "Foster Hughes". The signature is written in a cursive, flowing style.

Foster Hughes  
City Manager

## **AGENDA ITEM COVER SHEET**

**Agenda Item Title:** Amended 2023 Holiday Schedule

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> Human Resources	<b>Person Submitting Item:</b> Sonya H. Hayes
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	As directed by the Board of Aldermen, the 2023 Holiday Schedule has been amended to include a Personal Observance Day to be used by employees at any time during the 2023 calendar year.
<b>Actions Needed by Board:</b>	Approval of the Amended 2023 Holiday Schedule
<b>Backup Attached:</b>	Amended 2023 Holiday Schedule and memo from Sonya H. Hayes, Director of Human Resources.
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Additional Notes:**





**NEW BERN**  
NORTH CAROLINA  
303 First Street, P.O. Box 1129  
New Bern, NC 28563  
Phone: (252) 639-7571

TO: Mayor and Board of Aldermen

FROM: Sonya H. Hayes  
Director of Human Resources

DATE: May 9, 2023

**SUBJECT: 2023 Holiday Schedule Amended**

Enclosed is the amended 2023 Holiday Schedule for your review and consideration for approval.

**Background Information**

During the April 11, 2023 meeting, the Board of Aldermen discussed Juneteenth as a possible paid holiday. At the conclusion of the discussion, the Board voted to add a 13<sup>th</sup> holiday to the Holiday Schedule to be reflected as a Personal Observance Day.

During the April 25, 2023 meeting, Foster Hughes, City Manager, sought clarification regarding the calendar year in which the Personal Observance Day will be effective. The Board voted to amend the 2023 Holiday Schedule to add the Personal Observance Day as a 13<sup>th</sup> paid holiday that can be used by employees at any time during the 2023 calendar year.

**Recommendation**

We are requesting that the Board of Aldermen approve the Amended 2023 Holiday Schedule which reflects the addition of one (1) Personal Observance Day to be used by employees at any time during the calendar year in accordance with guidelines that will be disseminated to all employees. We are proposing that employees be allowed to this leave effective May 28, 2023 which will allow staff adequate time to disseminate guidelines and set up necessary codes in the HR/Payroll system to enable and track leave usage.

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

Enclosure

City of New Bern  
2023 Holiday Schedule  
**AMENDED**

---



Monday	January 2, 2023	New Year's Day
Monday	January 16, 2023	Martin Luther King, Jr. Day
Friday	April 7, 2023	Good Friday
Monday	May 29, 2023	Memorial Day
Tuesday	July 4, 2023	Independence Day
Monday	September 4, 2023	Labor Day
Friday	November 10, 2023	Veterans Day
Thursday	November 23, 2023	Thanksgiving Day
Friday	November 24, 2023	Day After Thanksgiving
Monday	December 25, 2023	Christmas Holiday
Tuesday	December 26, 2023	Christmas Holiday
Wednesday	December 27, 2023	Christmas Holiday
	TBD by Employee	Personal Observance Day*

\*Personal Observance Day may be used effective May 28, 2023. Guidelines will be disseminated prior to the effective date.

## **AGENDA ITEM COVER SHEET**

### **Agenda Item Title:**

Consider Adopting a Resolution to Approve the 2023 Community Development Block Grant (CDBG) Annual Action Plan.

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> Development Services	<b>Person Submitting Item:</b> D'Aja Fulmore, Community Development Coordinator
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	The U.S. Department of Housing and Urban Development (HUD) requires Entitlement Cities to submit an Annual Action Plan detailing the intended use of CDBG funding for the 2023 year. The plan includes a summary of actions, activities, and specific federal and non-federal resources the City will use to address priority needs. The City is receiving an allocation of \$292,122. The submission of this plan is the City's final application for funding.
<b>Actions Needed by Board:</b>	Adopt a Resolution
<b>Backup Attached:</b>	Memo, Resolution, Annual Action Plan
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Additional Notes:**



## MEMORANDUM

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

**FROM:** D'Aja Fulmore, Community Development Coordinator

**DATE:** May 9, 2023

**SUBJECT:** Consider Adopting a Resolution to Approve the 2023 Community Development Block Grant (CDBG) Annual Action Plan.

---

### Background Information:

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

For the 2023 program year, the City of New Bern will receive a \$294,122 Entitlement Fund allocation for eligible community development activities to benefit low-moderate income areas and households. City staff conducted a Public Needs Hearing on February 20, 2023, in the Development Services Conference Room to receive public comments on priority community needs.

Of the \$294,122 in Entitlement Funds, up to 20% may be used for Planning and Administration. The city is proposing \$58,824 be used towards Administration, which includes staff salaries, planning activities and market studies. \$70,500 is proposed for demolition and clearance projects for up to 3 structures in low-moderate income areas. \$24,000 is proposed for Catholic Charities to receive to provide rent and utility assistance for homelessness prevention. \$20,000 is proposed for My Sister's House to receive additional agency staff salaries. \$35,000 is proposed for the Omega Center



to receive for the improvement of the facility. \$50,000 is proposed for The Village, a youth center, for the acquisition of 2 adjacent properties to expand the facility's outdoor play space. Lastly, \$35,798 is proposed to be used towards the construction of an outdoor, half-court basketball court for the Sunnyside community.

The draft plan was placed on display on April 7, 2023, for a 30-day display period. The Mayor and Board of Aldermen conducted a public hearing on April 25, 2023, to receive public comment.

**Recommendation:**

That the Mayor and Board of Aldermen Consider Adopting a Resolution to Approve the 2023 Community Development Block Grant (CDBG) Annual Action Plan.

If you have any questions or need additional information, please contact D'Aja Fulmore at 252-639-7586.

## **RESOLUTION**

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

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

**WHEREAS**, the U.S. Department of Housing and Urban Development has advised the City of New Bern that under FY 2023, the City is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of \$294,122; and

**WHEREAS**, the City of New Bern's Department of Development Services has prepared an Annual Action Plan for FY Year 2023, which proposes how the entitlement grant funds will be expended to address community development needs identified in the City's Five-Year Consolidated Plan; and

**WHEREAS**, a draft of the FY 2023 Annual Action Plan was on public display from April 7, 2023 through May 8, 2023 and the City held a series of public meetings and hearings on the said Plan and the comments of various agencies, groups, and citizens were taken into consideration in the preparation of the final document.

### **NOW THEREFORE, BE IT RESOLVED:**

**SECTION 1.** That the Annual Action Plan for the FY 2023 CDBG Program is hereby in all respects APPROVED and the City Clerk is hereby directed to file a copy of said Annual Action Plan for FY 2023 with the Official Minutes of this Meeting of this Board

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

**SECTION 3.** That the Mayor, on behalf of the City of New Bern, North Carolina, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of Housing and Urban Development which has indicated its willingness to make available funds to carry out the CDBG Program in the amount of \$294,122; and its further

AUTHORIZED to act as the authorized representative of the City of New Bern to sign any and all documents in regard to these programs.

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

ADOPTED THIS 9<sup>th</sup> DAY OF MAY, 2023.

---

JEFFREY T. ODHAM, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

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**CITY OF NEW BERN**  
*303 First Street, New Bern, NC 28560*

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# **FY 2023 Annual Action Plan**

*For Submission to HUD for the  
Community Development Block Grant (CDBG) Program*

*May 15, 2023*

**Mayor:**  
Jeffrey T. Odham

**City Manager:**  
Foster Hughes



**NEW BERN**

CITY OF NEW BERN





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## Executive Summary

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

#### 1. Introduction

The City of New Bern, North Carolina is a Federal entitlement community under the U.S. Department of Housing & Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In compliance with the HUD regulations, the City of New Bern has prepared this FY 2023 Annual Action Plan for the period of July 1, 2023 through June 30, 2024. This Annual Action Plan is a strategic plan for the implementation of the City's Federal Programs for housing, community, and economic development within the City of New Bern. This is the fifth Annual Action Plan under the City's FY 2019-2023 Five-Year Consolidated Plan.

The FY 2023 Annual Action Plan is a collaborative effort of the City of New Bern, the community at large, social service agencies, housing providers, community development agencies, and economic development groups. The planning process was accomplished through public meetings, statistical data, review of the City's Comprehensive Plan, and other community plans.

#### Available Funds:

During the FY 2023 Program Year, the City of New Bern will receive the following Federal funds:

- **CDBG: \$294,122.00**
- **Total: \$294,122.00**

#### FY 2023 CDBG Programs Budget:

The City of New Bern proposes to undertake the following activities with the FY 2023 CDBG Funds:

- **CD-23-01 General Administration - \$58,824.00**
- **CD-23-02 Demolition/Clearance - \$70,500.00**
- **CD-23-03 Catholic Charities - \$24,000.00**
- **CD-23-04 My Sister's House - \$20,000.00**
- **CD-23-05 Omega Center Facility Improvements - \$35,000.00**

- **CD-23-06 The Village – Acquisition & Development of Playground** - \$50,000.00
- **CD-23-07 Sunnyside Area ½ Basketball Court Installation** - \$35,798.00

### **Maps**

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

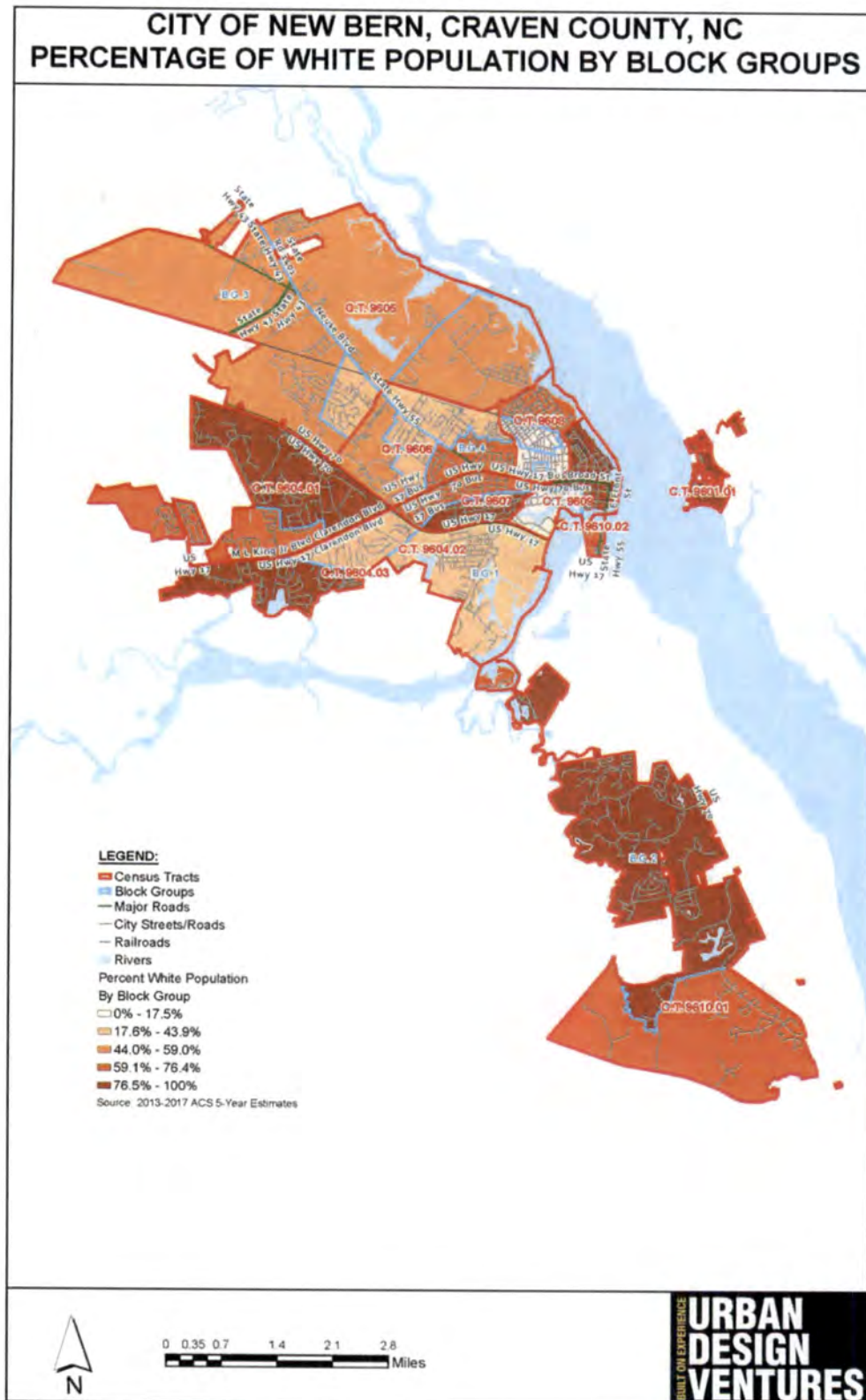
- Percent White Population by Block Group
- Percent Minority Population by Block Group
- Number of People Aged 65+ by Block Group
- Percent Population Age 65+ by Block Group
- Population Density by Block Group
- Housing Density by Block Group
- Percent Owner-Occupied Housing Units by Block Group
- Percent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

Population Density by Block Group

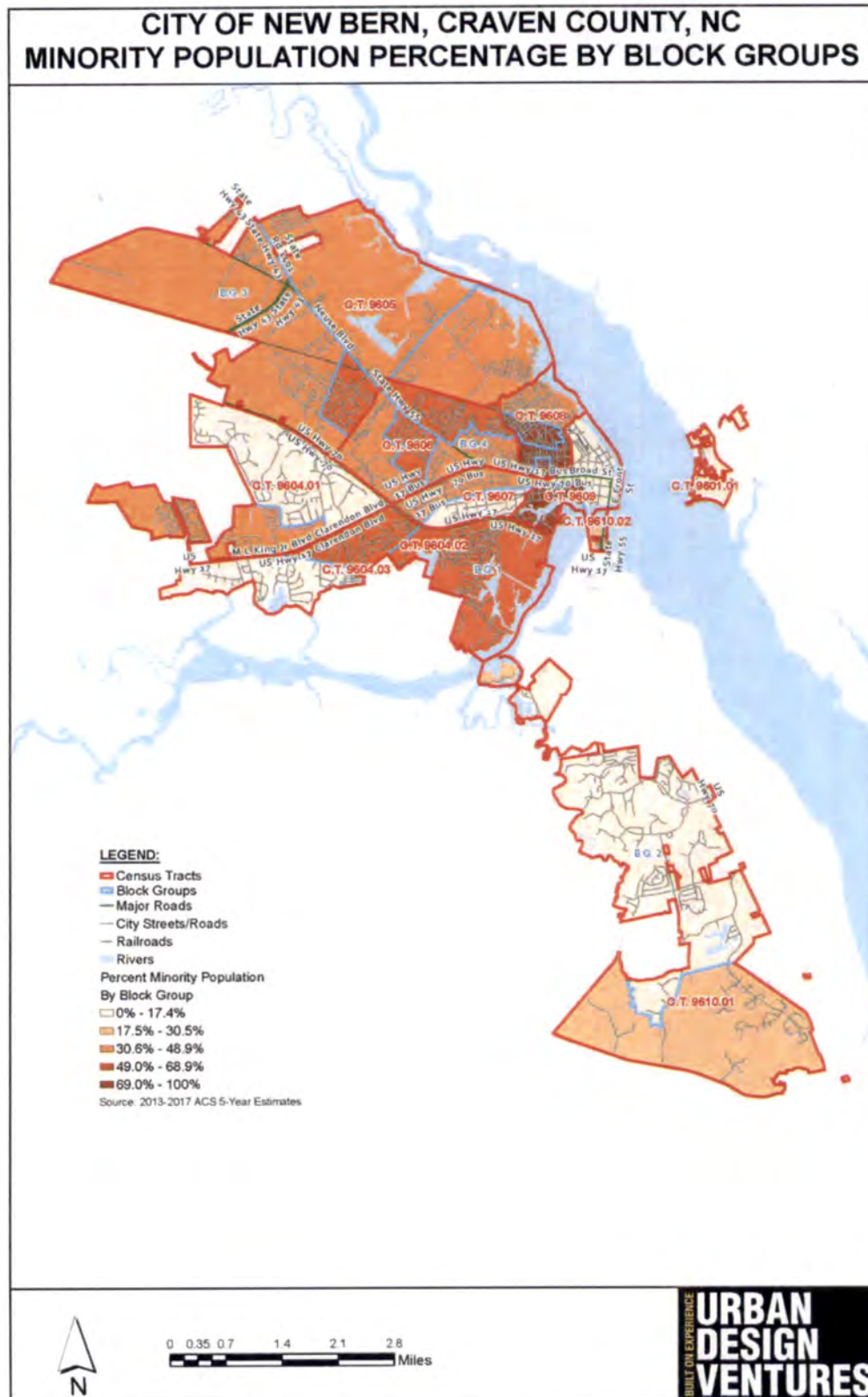




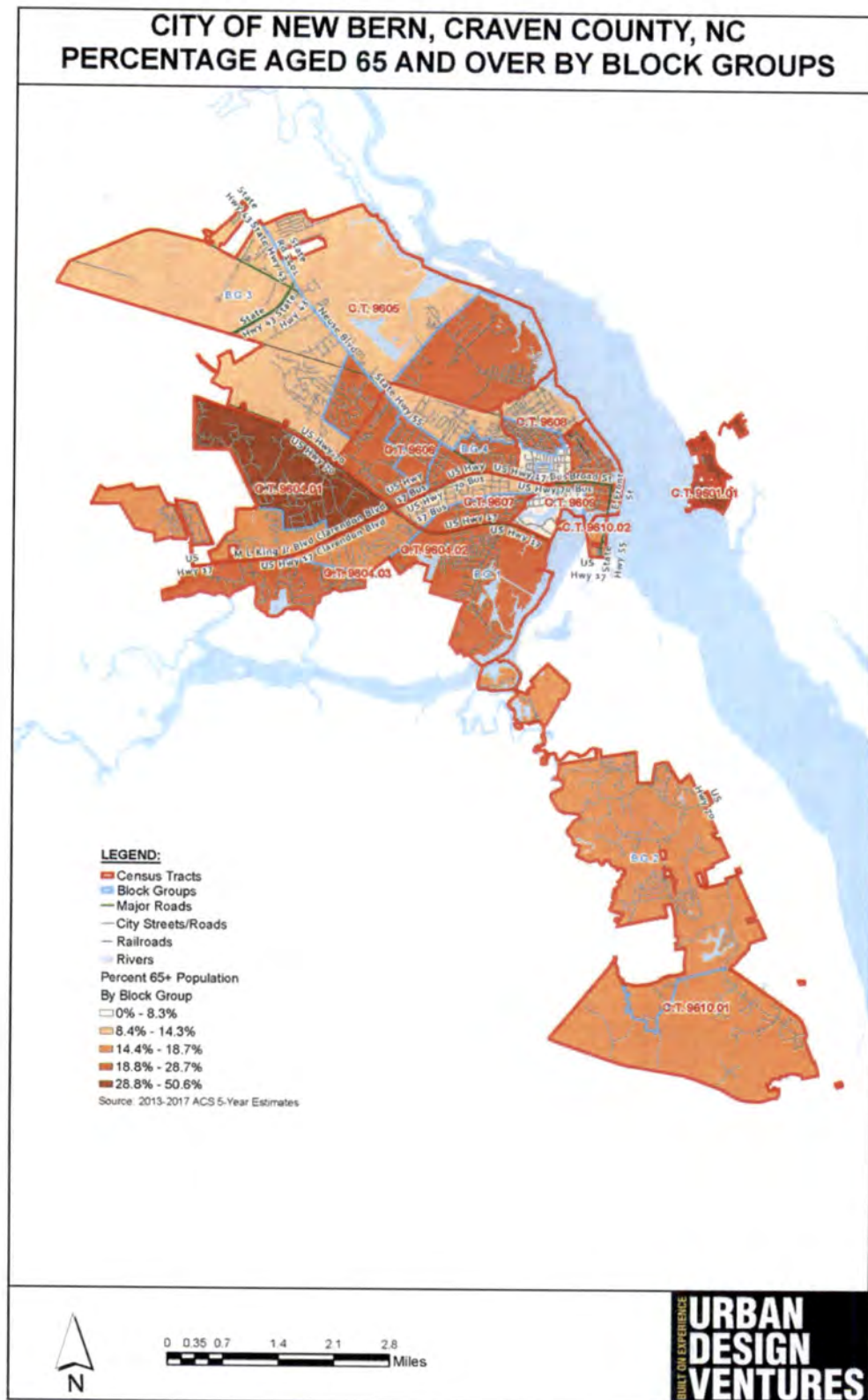
## Percent White Population by Block Group



## Percent Minority Population by Block Group

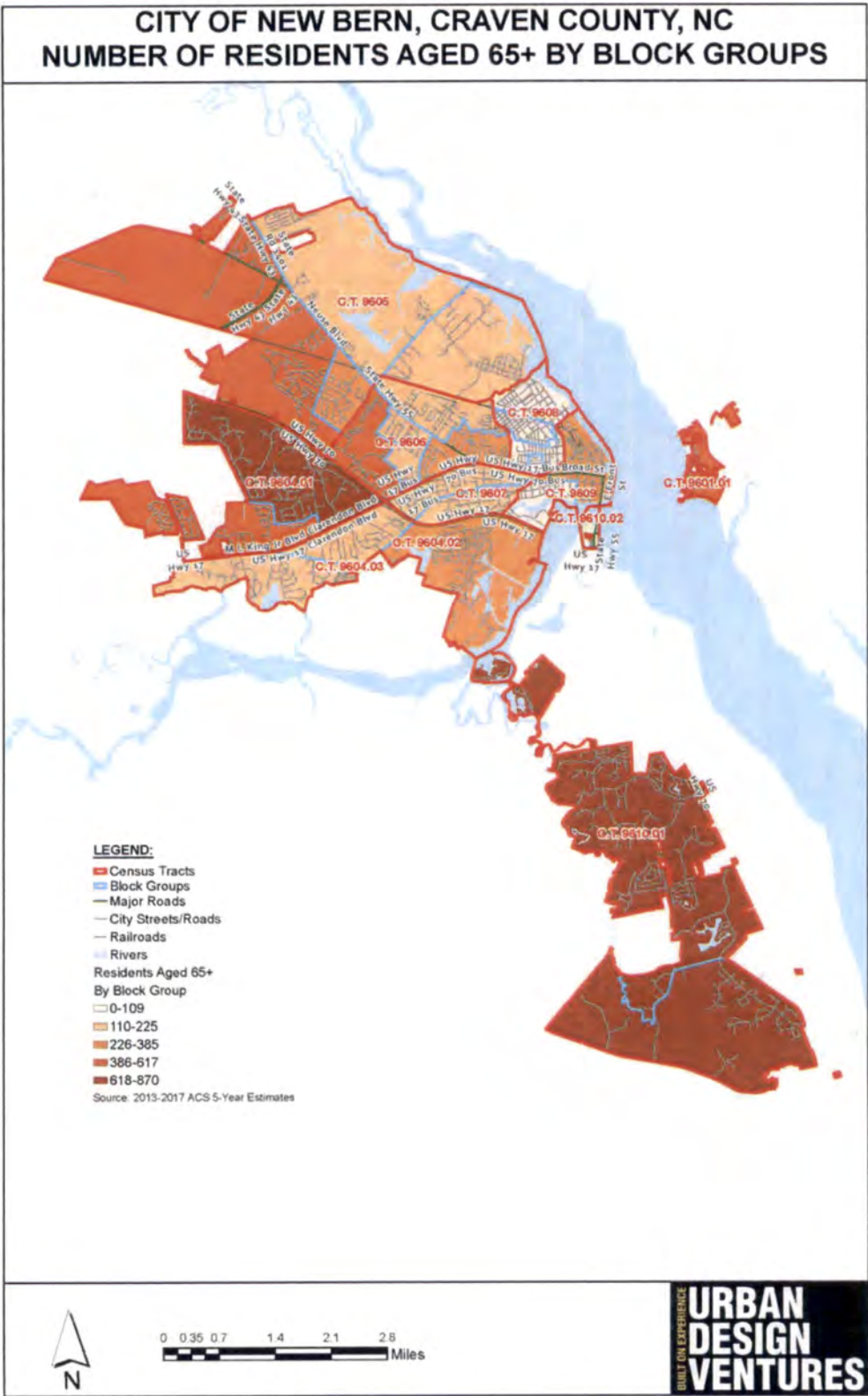


# Percent Population Age 65+ by Block Group



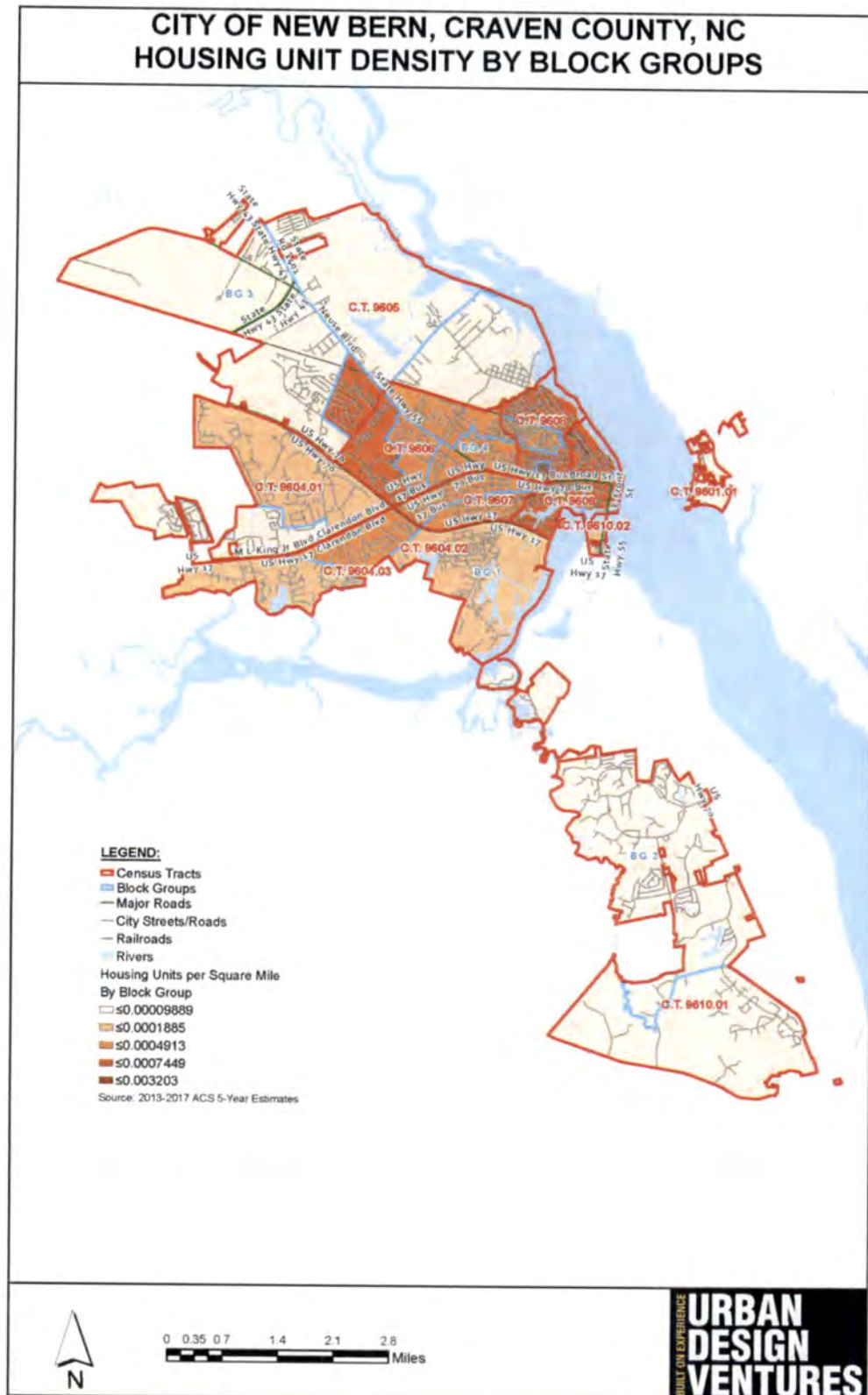


Population Age 65+ by Block Group

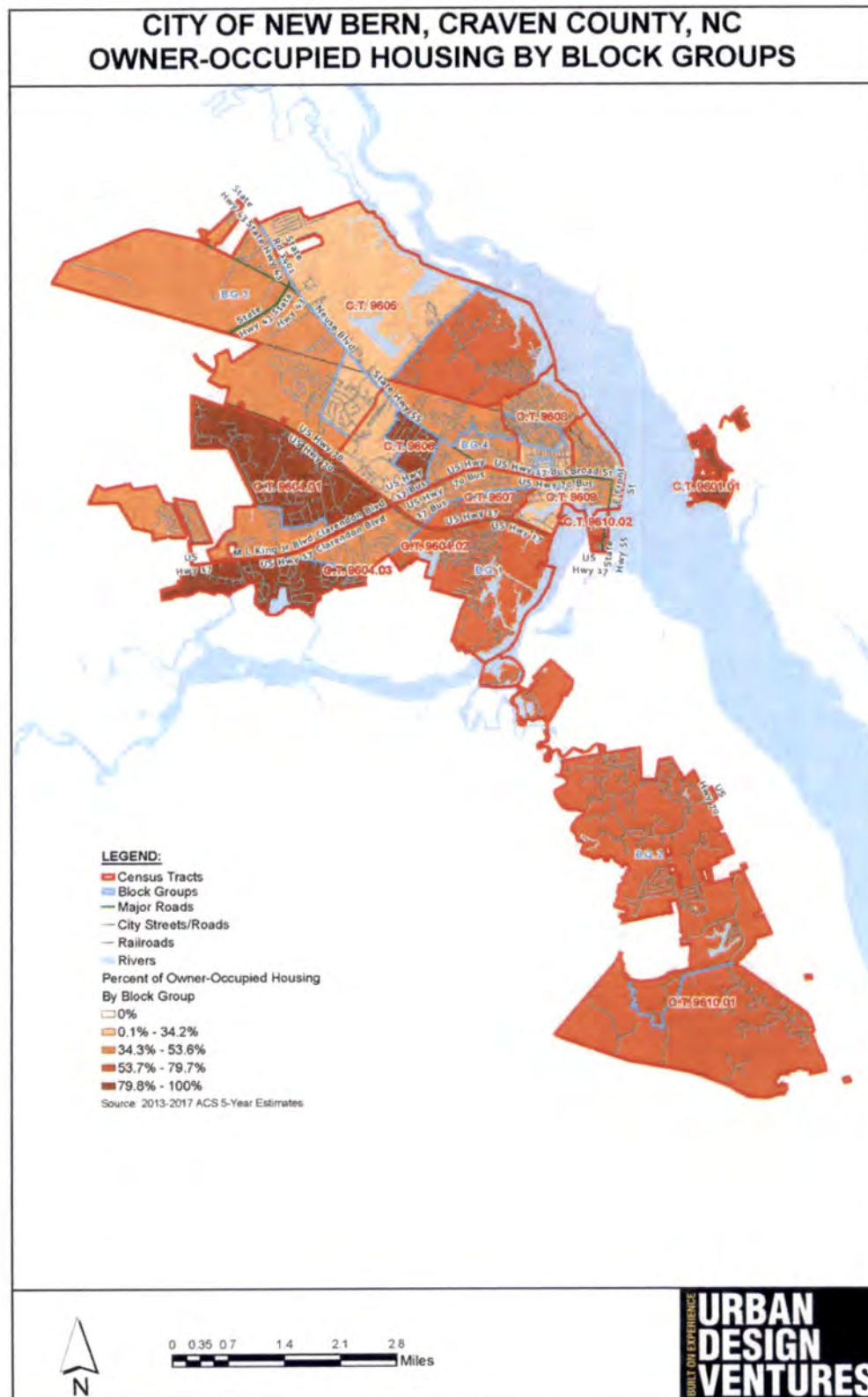




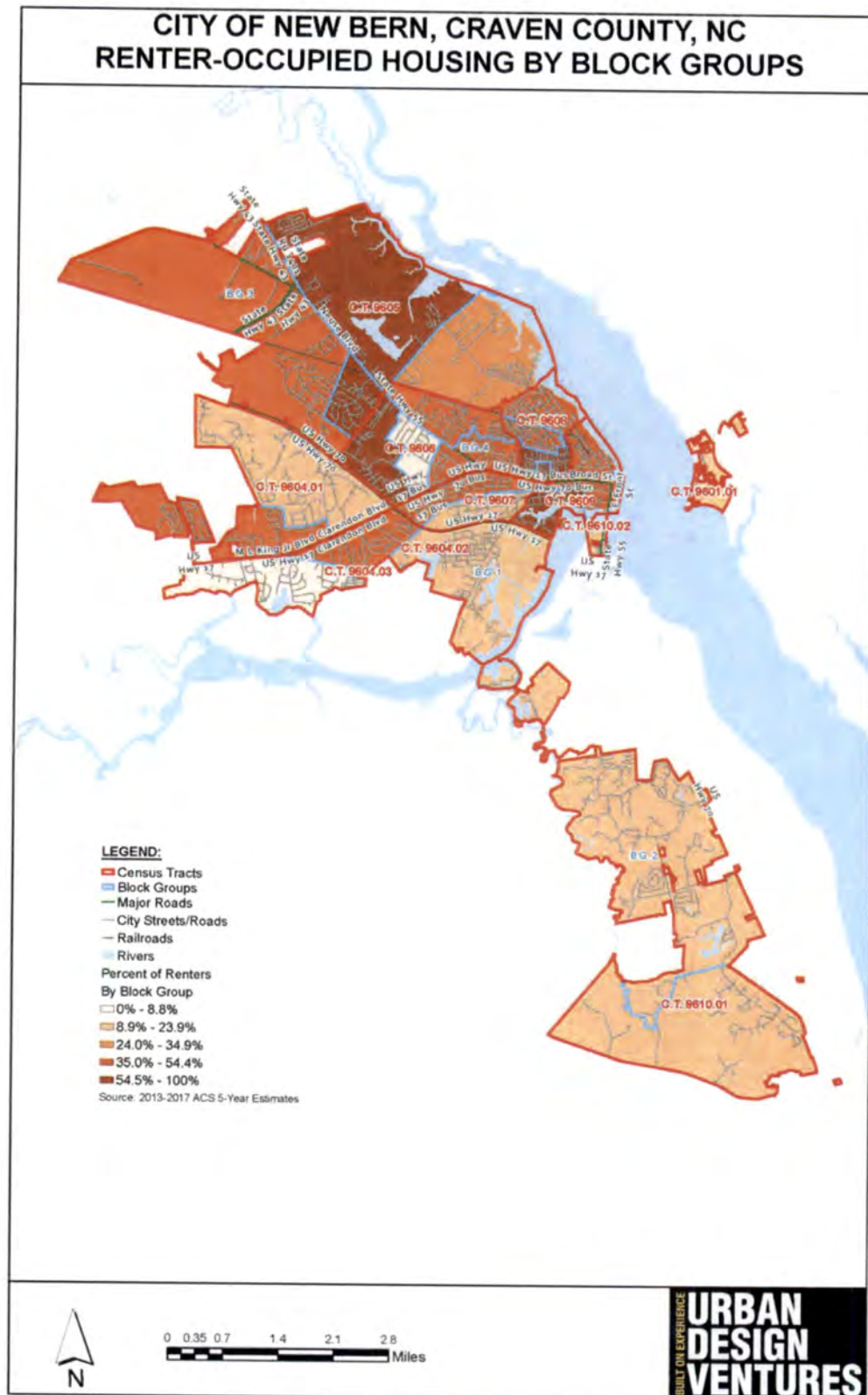
## Housing Density by Block Group



## Percent Owner-Occupied Housing Units by Block Group

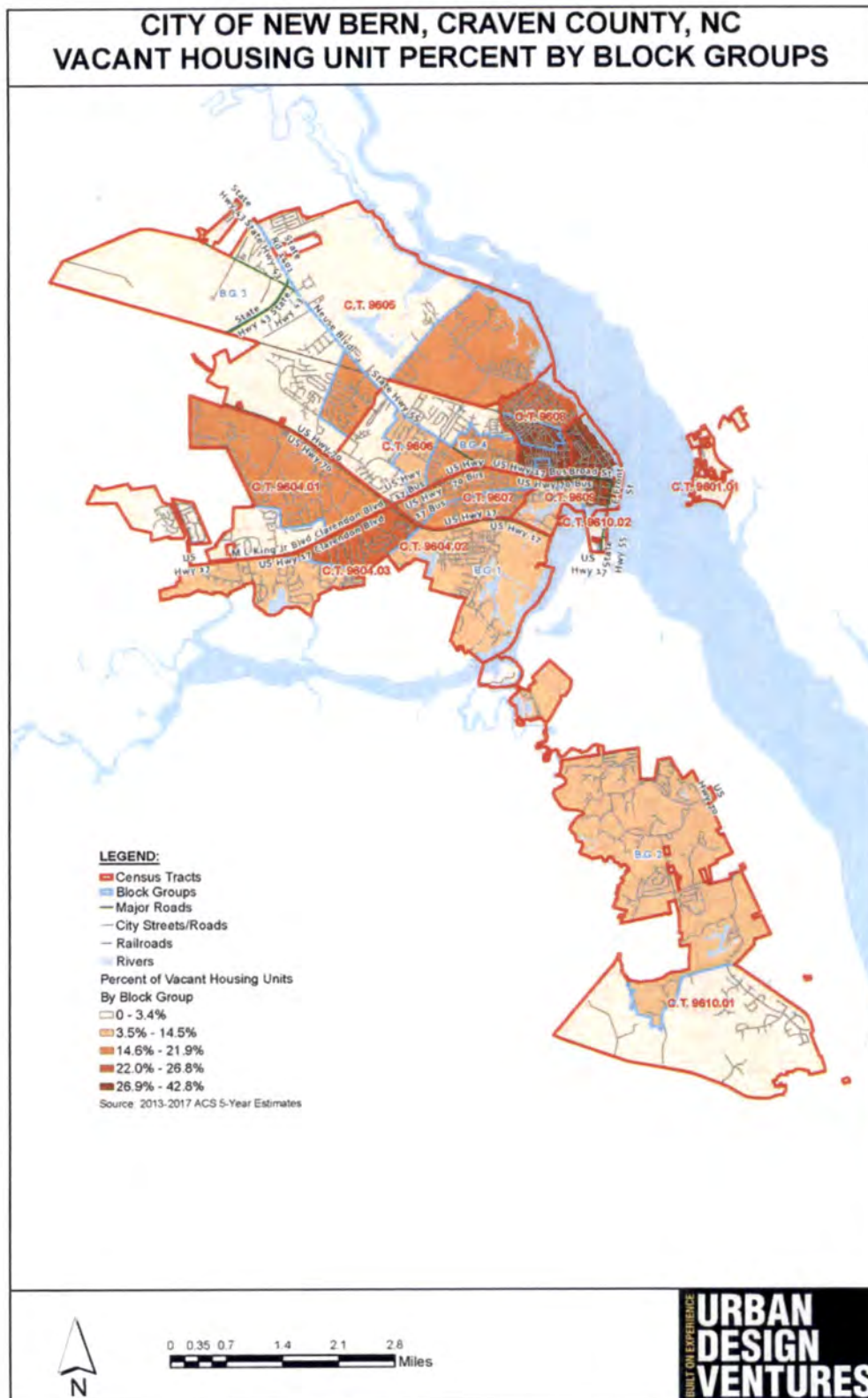


## Percent Renter-Occupied Housing Units by Block Group





## Percent Vacant Housing Units by Block Group





## Low/Moderate Income Percentage by Block Group



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



## 2. Summarize the objectives and outcomes identified in the Plan

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

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

### HOUSING STRATEGY - HSS

#### Goal:

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

#### Objectives:

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

### HOMELESS STRATEGY - HOM

#### Goal:

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

#### Objectives:

- **HOM-1 Housing** - Promote and assist in developing housing opportunities for homeless persons and families, and those who are at-risk of becoming homeless.



- **HOM-2 Operations/Support** - Promote and assist in program support services for the homeless.
- **HOM-3 Homeless Prevention** - Promote and assist in anti-eviction and prevention of unfair housing practices which may contribute to homelessness.
- **HOM-4 Rapid Rehousing** - Promote and assist in providing housing options for residents of the City of New Bern displaced by natural disasters or evictions.

#### **SPECIAL NEEDS STRATEGY - SNS**

##### **Goal:**

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

##### **Objectives:**

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

#### **COMMUNITY DEVELOPMENT STRATEGY - CDS**

##### **Goal:**

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

##### **Objectives:**

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



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

#### **ECONOMIC DEVELOPMENT STRATEGY - EDS**

##### **Goal:**

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

##### **Objectives:**

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

#### **ADMINISTRATION, PLANNING, AND MANAGEMENT STRATEGY - APM**

##### **Goal:**

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

##### **Objectives:**

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

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

### **3. Evaluation of past performance**

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

Each year, the City of New Bern prepares and submits its CAPER to HUD within ninety (90) days after the start of the new program year. The FY 2021 CAPER is the most recent CAPER to be completed by the City of New Bern. The CAPER was approved by HUD. The City obligated 100% of its CDBG funds for the benefit of low- and moderate-income persons. The City expended \$30,619.32 for public service activities, which was below the 15% public services cap. The City obligated \$53,753.00.00, which met the 20% administrative cap. The City's drawdown ratio was 1.47, which is below the 1.5 HUD requirement.

### **4. Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

The Annual Action Plan has many components to gather citizen participation which includes: citizen participation plan; citizen participation process; Consultation Process; and the development of the annual action plan. Each component of this plan principally serves the needs of the low- and moderate-income population in the City.

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

The City of New Bern held a needs public hearing on Monday, February 20, 2023 at 6:00 PM. The public hearing was able to be attended in person. This hearing provided residents, agencies, and organizations with the opportunity to discuss the City's CDBG Program and to provide suggestions for future priorities and activities. The City of New Bern advertised the public needs hearing in the "Sun Journal" on Friday, February 3, 2023.

The Second Public Hearing Notice was published on Thursday, April 6, 2023 in the "Sun Journal" and the Second Public Hearing was held on Tuesday, April 25, 2023 at 6:00 PM. During the Second



Public Hearing, the residents were given the opportunity to comment on the draft version of the FY 2023 Annual Action Plan.

The "FY 2023 Annual Action Plan" was on display for a 30-day period beginning Friday, April 7, 2023 and ending Monday, May 8, 2023. The availability for review of the "draft plan" was advertised in the local newspapers and the plan was on display at the City of New Bern's website [https://www.newbernnc.gov/departments/development\\_services/index.php](https://www.newbernnc.gov/departments/development_services/index.php).

**Schedule:**

The following schedule was used in the preparation of the FY 2023 Action Plan:

- **Publish Notice of Needs Hearing** – Friday, February 3, 2023
- **First Public Hearing** – Monday, February 20, 2023 at 6:00 PM in the Development Services Office and virtually
- **Publish Notice of Display of Draft and Public Hearing in the Newspaper** – Thursday, April 06, 2023
- **Annual Action Plan on Display** – Friday, April 7, 2023
- **Second Public Hearing** – Tuesday, April 25, 2023 at 6:00 PM in the City Hall Courtroom
- **End of Annual Action Plan on Display** – Monday, May 8, 2023
- **Board of Aldermen Adopts FY 2023 Annual Action Plan** – Tuesday, May 9, 2023
- **Submission of Annual Action Plan to HUD on or before** – May 15, 2023

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

**5. Summary of public comments**

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

A public hearing was held to seek input from interested residents and community organizations for the FY 2023 funds on Monday, February 20, 2023 at 6:00 PM at the Development Services Office and virtually. The City of New Bern advertised in the "Sun Journal" on Friday, February 3, 2023. There was a total of fifteen (15) persons in attendance including one (1) City staff members.

The FY 2023 Annual Action Plan was placed on public display on Friday, April 7, 2023 and a Second Public Hearing was held in the City Hall Courtroom, 300 Pollock Street, New Bern, NC 28560 on Tuesday, April 25, 2023 at 6:00 PM. A newspaper notice announcing that these documents were placed on public display was published on Thursday, April 6, 2023 in the "Sun Journal," a newspaper of general circulation in the area. Comments that were received at the Second Public Hearing are included in the Citizen Participation Section of the Annual Action Plan, which also includes the newspaper ads, sign-in sheets, agendas, and summaries of the meeting minutes.

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

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

## 7. Summary

The FY 2023 Annual Action Plan for the City of New Bern includes the City's CDBG Program and outlines which activities the City will undertake during the program year beginning July 1, 2023 and ending June 30, 2024. This is the City's fifth year of the FY 2019-2023 Five-Year Consolidated Plan.

During the FY 2023 Program Year, the City of New Bern, North Carolina anticipates the following Federal financial resources:

- **CDBG: \$294,122.00**
- **Total: \$294,122.00**

During the FY 2023 CDBG, the City of New Bern proposes to address the following strategies from its Five-Year Consolidated Plan:

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

A "draft" of the FY 2023 Annual Action Plan was placed on public display on the City's website at [https://www.newbernnc.gov/departments/development\\_services/index.php](https://www.newbernnc.gov/departments/development_services/index.php). The display period started on Friday, April 7, 2023 through Monday, May 8, 2023 for a 30-day display period. In addition, the City put the draft Plan on its website ([https://www.newbernnc.gov/departments/development\\_services/index.php](https://www.newbernnc.gov/departments/development_services/index.php)). The Final Public Hearing was held on Tuesday, April 25, 2023 at 6:00 PM in the Craven Community College, Orringer Auditorium before the Board of Alderman to discuss the proposed activities and solicit resident comments. Upon completion of the 30-day comment period, the City of New Bern submitted the FY 2023 Annual Action Plan to the U.S. Department of Housing and Urban Development Greensboro Office on or before Monday, May 15, 2023.



**PR-05 Lead & Responsible Agencies – 91.200(b)****1. Agency/entity responsible for preparing/administering the Consolidated Plan**

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

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

**Table 1 – Responsible Agencies**

**Narrative (optional)**

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

**Consolidated Plan Public Contact Information**

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

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

While preparing the FY 2023 Annual Action Plan, the City of New Bern consulted with the Housing Authority of the City of New Bern, Twin Rivers Opportunities, Inc., social services and housing agencies, and member organizations of Region 13 of the North Carolina Balance of State Continuum of Care.

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

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

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

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

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

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

Currently, Religious Community Services conducts its own referrals for services, and receives information from other agencies, shelters, police departments, hospitals, and churches. Once referred, Religious Community Services places Veterans first in their Emergency Shelters, and



follows up by filling beds with other families or individuals. All referrals to Religious Community Services through other entities are required to check with the local police department first. Religious Community Services has recently opened a Veterans transitional shelter in the area to complement its family emergency and transitional housing shelters.

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

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

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

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

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

to provide good data quality, because the CoC has moved toward a data-driven project review and ranking system. Projects with poor data quality are more likely to show poor outcomes, which can impact their funding.

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

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



	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Housing Authority of the City of New Bern was contacted to determine the housing needs of its very low-income clients. The City reviewed its program and funded activities that met the goals and objectives as outlined in the City's Five Year Consolidated Plan to address these housing needs.
3.	<b>Agency/Group/Organization</b>	<b>Habitat for Humanity of Craven County</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Community Development Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Habitat for Humanity was contacted to determine the housing needs of its very low-income clients.
4.	<b>Agency/Group/Organization</b>	<b>TWIN RIVERS OPPORTUNITIES, INC</b>
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Twin Rivers Opportunities, Inc. was contacted to determine the housing needs of its very low-income clients.
5.	<b>Agency/Group/Organization</b>	<b>Religious Community Services</b>
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Publicly Funded Institution/System of Care
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy



	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Religious Community Services was contacted to determine the needs of the community.
6.	Agency/Group/Organization	<b>City of New Bern Redevelopment Commission</b>
	Agency/Group/Organization Type	Services-Housing Redevelopment Authority
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Members of the City of New Bern Redevelopment Commission was contacted to determine the housing needs of its very low-income clients.
7.	Agency/Group/Organization	<b>CRAVEN COUNTY</b>
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Other government - County Regional organization Planning organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Craven County was contacted to determine the needs of the community.
8.	<b>Agency/Group/Organization</b>	<b>My Sister's House</b>
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy Community Development Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	My Sister's House was contacted to determine the needs in the City. My Sister's House submitted an application and was funded.
9.	<b>Agency/Group/Organization</b>	<b>The Village</b>
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Village was contacted to determine the needs of the youth in the City. The Village submitted an application and was funded.



10.	Agency/Group/Organization	<b>North Carolina Department of Health and Human Services</b>
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Publicly Funded Institution/System of Care Other government - State Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	NCDHHS was contacted for health and lead-based paint statistics and information.
11.	Agency/Group/Organization	<b>CenturyLink</b>
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Broadband Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	CenturyLink was contacted to determine the broadband access needs of the community.
12.	Agency/Group/Organization	<b>Spectrum</b>
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Broadband Strategy

<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Spectrum was contacted to determine the broadband access needs of the community.
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Table 2 – Agencies, groups, organizations who participated

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

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

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
<b>Continuum of Care</b>	North Carolina Balance of State Continuum of Care	The City of New Bern is located in Region 13 of the North Carolina Balance of State Continuum of Care. The goals of the City and the Consortium of Care are complementary.
<b>Annual and Five Year Capital Plans</b>	The Housing Authority of the City of New Bern	The Housing Authority of the City of New Bern is the lead agency providing public housing assistance in the City of New Bern. The goals of the City and the Housing Authority are complementary.
<b>FY 2019-2023 Five Year Consolidated Plan</b>	City of New Bern, NC	The FY 2022 Annual Action Plan adopts the goals of the FY 2019-2023 Five Year Consolidated Plan. The activities undertaken during this program year will fall under one of the goals outlined in the Five Year Consolidated Plan.
<b>Greater Five Points Transformation Plan</b>	City of New Bern Redevelopment Commission	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
<b>The New Bern Gateway Renaissance Plan</b>	City of New Bern Redevelopment Commission	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
<b>Emergency Management Plan</b>	Craven County Emergency Manager	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.
<b>State Broadband Plan</b>	North Carolina Department of Information Technology	They are incorporated in the Five Year Consolidated Plan and the Annual Action Plans.

Table 3 – Other local / regional / federal planning efforts



**Narrative (optional)**

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

**AP-12 Participation – 91.105, 91.200(c)**

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

This Annual Action Plan was developed in accordance with the City’s Citizen Participation Plan. The City of New Bern advertised for a needs hearing in “The Sun Journal” on Thursday April 6, 2023. On Tuesday, April 25, 2023 at 6:00 pm, the City of New Bern held both an in person and a virtual public needs hearing.

A “draft” of the FY 2023 Annual Action Plan was placed on public display on the City’s website at ([https://www.newbernnc.gov/departments/development\\_services/index.php](https://www.newbernnc.gov/departments/development_services/index.php)). The display period started on Friday, April 7, 2023 and ended on Monday, May 8, 2023 for a 30-day display period. A second public hearing was held on Tuesday, April 25, 2023 at 6:00 PM to discuss the proposed activities and solicit resident comments. Upon completion of the public comment period, the City of New Bern submitted the FY 2023 Annual Action Plan to the U.S. Department of Housing and Urban Development on or before Monday, May 15, 2023.

**Citizen Participation Outreach**

#	Mode of Outreach	Target of Outreach	Summary of Response / Attendance	Summary of Comments Received	Summary of Comments Not Accepted and Reasons	URL (If applicable)
1.	Newspaper Ad #1	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Agencies / Organizations	None.	None.	None.	Not Applicable.



#	Mode of Outreach	Target of Outreach	Summary of Response / Attendance	Summary of Comments Received	Summary of Comments Not Accepted and Reasons	URL (If applicable)
2.	<b>Public Meeting #1</b>	Minorities Persons with disabilities Non-targeted /broad community Residents of Public and Assisted Housing Agencies / Organizations	The City held a public needs hearing on Monday, February 20, 2023 at 6:00 pm. There was a total of fifteen (15) attendees in addition to the one (1) City staff member. See meeting summary comments and agendas for the Public Hearings in the Exhibit Section.	See the Public Hearing comments in the Exhibit section of the FY 2023 Annual Action Plan.	All comments were accepted.	Not Applicable.
3.	<b>Internet Outreach</b>	Minorities Persons with disabilities Non-targeted /broad community Residents of Public and Assisted Housing Agencies / Organizations	None.	None.	None.	<a href="https://www.newbernnc.gov/departments/development_services/index.php">https://www.newbernnc.gov/departments/development_services/index.php</a>

4.	<b>Newspaper Ad #2</b>	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Agencies / Organizations</p>	None.	None.	None.	Not Applicable.
5.	<b>Public Hearing #2</b>	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Social Services and Housing Agencies</p>	The City held its Second Public Hearing on Tuesday, April 25, 2023 at 6:00 pm to discuss the Draft FY 2023 Annual Action Plan.	See the Second Public Hearing comments in the Appendix section of the FY 2023 Annual Action Plan.	None.	<a href="https://www.newbernnc.gov/departments/development_services/index.php">https://www.newbernnc.gov/departments/development_services/index.php</a>

Table 4 – Citizen Participation Outreach

## Expected Resources

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

#### Introduction

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

The City of New Bern is receiving \$294,122.00 in CDBG funds for the FY 2023 program year. The program year goes from July 1, 2023 through June 30, 2024. These funds will be used to address the following strategies:

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

The accomplishments of these projects/activities will be reported in the FY 2023 Consolidated Annual Performance and Evaluation Report (CAPER).

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
<b>CDBG</b>	public federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$294,122.00	\$0.00	\$0.00	<b>\$294,122.00</b>	\$0.00	Seven (7) projects/activities were funded based on the FY 2023 CDBG allocation.



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

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

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

Private and non-Federal resources that may be available to the City of New Bern in FY 2023 to address needs identified in the FY 2019-2023 Five Year Consolidated Plan are listed below.

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

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

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

**Discussion**

Not Applicable.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1.	<b>HOM-3 Homeless Prevention</b>	2019	2023	Homeless	Low- and Moderate-Income Areas	Homeless	CDBG: \$24,000	Homelessness Prevention: 32 Persons Assisted
2.	<b>CDS-2 Community Facilities</b>	2019	2023	Non-Housing Community Development	Greater Five Points Low- and Moderate-Income Areas	Community Development	CDBG: \$120,798	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,110 Persons Assisted  Other: 3 Other
3.	<b>CDS-3 Public Services</b>	2019	2023	Non-Housing Community Development	Greater Five Points Low- and Moderate-Income Areas	Community Development	CDBG: \$20,000	Public service activities for Low/Moderate Income Housing Benefit: 8 Persons Assisted
4.	<b>CDS-5 Clearance</b>	2019	2023	Non-Housing Community Development	Greater Five Points Low- and Moderate-Income Areas	Community Development	CDBG: \$70,500	Buildings Demolished: 3 Buildings



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5.	<b>APM-1 Overall Coordination</b>	2019	2023	Administration	Greater Five Points Low- and Moderate-Income Areas	Administration, Planning, and Management	CDBG: \$58,824	Other: 1 Other

Table 5 – Goals Summary

### Goal Descriptions

1.	<b>Goal Name</b>	<b>HOM-3 Homeless Prevention</b>
	<b>Goal Description</b>	Promote and assist in anti-eviction and prevention of unfair housing practices which may contribute to homelessness.
2.	<b>Goal Name</b>	<b>CDS-2 Community Facilities</b>
	<b>Goal Description</b>	Improve the City's parks, recreational centers, community centers, and public community facilities through rehabilitation and new construction.
3.	<b>Goal Name</b>	<b>CDS-3 Public Services</b>
	<b>Goal Description</b>	Improve and increase public safety programs for the youth, the elderly, disabled, and target income population, including food programs and social/welfare programs throughout the City.
4.	<b>Goal Name</b>	<b>CDS-5 Clearance</b>
	<b>Goal Description</b>	Remove and eliminate slum and blighting conditions through demolition of vacant and abandoned structures throughout the City.
5.	<b>Goal Name</b>	<b>APM-1 Overall Coordination</b>
	<b>Goal Description</b>	Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, performance evaluation, monitoring; and compliance with all Federal, state, and local laws and regulations.

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

During the FY 2023 Annual Action Plan, the City of New Bern is not funding any affordable housing projects/activities with CDBG funds. Not Applicable.



## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The FY 2023 Annual Action Plan outlines the needs, resources, priorities and proposed activities of the City of New Bern to be undertaken with the FY 2023 Community Development Block Grant (CDBG). The City of New Bern has participated in CDBG as an Entitlement recipient since 2014.

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

The City of New Bern encourages citizens to provide input and participate in planning, implementation and assessment of the CDBG program. The FY 2023 Annual Action Plan was developed through public hearings, the use of existing data from previously approved plans and studies, consultation with local non-profit agencies, and discussions with other City of New Bern departments. For-profit, non-profit, community and faith-based organizations were engaged throughout the year to assess City needs and priorities.

The City of New Bern proposes to undertake the following activities with FY 2023 CDBG funds:

#### Projects

#	Project Name
1.	Administration
2.	Demolition/Clearance
3.	Catholic Charities
4.	My Sister's House
5.	Omega Center Facility Improvements
6.	The Village – Acquisition & Development of Playground
7.	Sunnyside Area ½ Basketball Court Installation

Table 6 - Project Information

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

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

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

The proposed activities and projects for FY 2023 are located in areas of the City with the highest percentages of low- and moderate-income persons, and those block groups with a higher than average percentage of minority persons. The following census tracts and block groups have at least 51% of the households with low- and moderate-incomes:

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

## AP-38 Project Summary

### Introduction

The City of New Bern proposes to undertake the following activities with the FY 2023 CDBG funds:

### Project Summary Information

1.	<b>Project Name</b>	<b>Administration</b>
	<b>Target Area</b>	Low- and Moderate-Income Areas
	<b>Goals Supported</b>	APM-1 Overall Coordination
	<b>Needs Addressed</b>	Administration, Planning, and Management Priority
	<b>Funding</b>	CDBG: \$58,824.00
	<b>Description</b>	Overall program administration of the CDBG Programs, including: staff salaries, wages, and benefits; related costs to administer the programs including supplies, materials, mailings, duplications, etc.; monitoring and oversight; advertising and public hearing costs; market studies; planning activities and the preparation of the Annual Action Plan, Environmental Review Record, Consolidated Annual Performance and Evaluation Report, Fair Housing, etc.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 Organization
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	The Matrix Code is 21A General Program Administration.
2.	<b>Project Name</b>	<b>Demolition/Clearance</b>
	<b>Target Area</b>	Low- and Moderate-Income Areas
	<b>Goals Supported</b>	CDS-5 Clearance
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$70,500.00
	<b>Description</b>	Demolition of vacant substandard structures to remove slums and blight on a spot basis in the City.
	<b>Target Date</b>	6/30/2024



	Estimate the number and type of families that will benefit from the proposed activities	3 Structures
	Location Description	Citywide
	Planned Activities	The National Objective is Slum and Blight Removal on a Spot Basis (SBS). The HUD Matrix Code is 04, Clearance and Demolition.
3.	Project Name	<b>Catholic Charities</b>
	Target Area	Low- and Moderate-Income Areas
	Goals Supported	HOM-3 Homeless Prevention
	Needs Addressed	Homeless Priority
	Funding	CDBG: \$24,000.00
	Description	CDBG funds will be used to pay for rent and utility assistance to low-moderate income households to prevent homelessness.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	32 Households
	Location Description	Citywide
	Planned Activities	The National Objective is Low/Mod Income Housing (LMH). The HUD Matrix Code is 05Q Subsistence Payments.
4.	Project Name	<b>My Sister's House</b>
	Target Area	Greater Five Points
	Goals Supported	CDS-3 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$20,000.00
	Description	CDBG funds will be used to pay for additional staff salaries for two (2) residential aides to be added to agency.
	Target Date	6/30/2024



	Estimate the number and type of families that will benefit from the proposed activities	8 persons
	Location Description	524 Roundtree St, New Bern, NC 28560
	Planned Activities	The National Objective is Low/Mod Limited Clientele (LMC). The HUD Matrix Code is 05Z Other Public Services Not Listed in 03T and 05A-05Y
5.	Project Name	<b>Omega Center Facility Improvements</b>
	Target Area	Greater Five Points
	Goals Supported	CDS-2 Community Facilities
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$35,000.00
	Description	CDBG funds will be used to pay for the cost for ADA compliant bathroom stalls (total of 12) and improvements to the fire suppressant system.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	30 persons 1 Public Facility
	Location Description	Census Tract 9608, Block Group 1 and 4 800 Cedar Street, New Bern, NC 28560
	Planned Activities	The national objective is Low/Mod Income Area Benefit (LMA). The project matrix code is 03E, Neighborhood Facilities.
6.	Project Name	<b>The Village – Acquisition &amp; Development of Playground</b>
	Target Area	Greater Five Points
	Goals Supported	CDS-2 Community Facilities
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$50,000.00

	<b>Description</b>	CDBG funds will be used to pay for the cost for the acquisition of the two (2) adjacent properties to expanded the facility's outdoor play space by installing a playground and fencing in the property.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 persons 1 public facility
	<b>Location Description</b>	1046 Broad Street, New Bern, NC 28560
	<b>Planned Activities</b>	The national objective is Low/Mod Limited Clientele (LMC). The project matrix code is 05D Youth Services
<b>7.</b>	<b>Project Name</b>	<b>Sunnyside Area ½ Basketball Court Installation</b>
	<b>Target Area</b>	Low- and Moderate-Income Areas
	<b>Goals Supported</b>	CDS-2 Community Facilities
	<b>Needs Addressed</b>	Community Development Priority
	<b>Funding</b>	CDBG: \$35,798.00
	<b>Description</b>	CDBG funds will be used to pay for the cost for the construction of an outdoor, half-court basketball court for neighborhood use. The proposed site is City owned and is adjacent to the existing neighborhood park.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 Public Facility 1,005 persons
	<b>Location Description</b>	Census Tract 9608, Block Group 2 1805 National Avenue, New Bern, NC 28560
	<b>Planned Activities</b>	The national objective is Low/Mod Income Area Benefit (LMA). The project matrix codes is 03F Parks, Recreational Facilities.

Table 7 – Project Summary



**AP-50 Geographic Distribution – 91.220(f)**

*Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed*

The following information provides a profile of the population, age, and racial/ethnic composition of the City of New Bern. This information was obtained from the U.S. Census Bureau American Factfinder website, <http://data.census.gov>. The 2017-2021 American Community Survey 5-Year Estimates (ACS) were used to analyze the social, economic, housing, and general demographic characteristics of the City of New Bern. The Decennial Census and 5-year estimates are the most recent data available for the City. The 2010 Decennial Census data and 2005-2010 ACS data is included when necessary.

**Population**

Key points are:

- The City's population was 29,524 in the 2010 ACS
- The City's population was 31,058 according to the 2017-2021 ACS (a 5.2% increase)

**Age**

Key points are:

- Median age in New Bern is 40.5 years of age
- Youth under age 18 account for 21.8% of the total population

**Race/Ethnicity**

Composition from the 2017-2021 American Community Survey:

- 55.6% of population is White
- 33.1% of population is Black or African American
- 5.2% of population is Asian
- 1.9% of population is Two or More Races
- 7.7% is Hispanic or Latino

**Income Profile**

The current Median Income for a family of four (4) in Craven County, North Carolina Metropolitan Statistical Area (MSA) is \$75,000 according to HUD's FY 2022 Income Limits. The following is a summary of income statistics for the City of New Bern:

- At the time of the 2017-2021 American Community Survey, the median household income in the City of New Bern was \$45,829 which was lower than the State of North Carolina (\$61,972).
- 39.5% of households have earnings received from Social Security income.
- 25.6% of households have earnings, received from retirement income.



- 8.9% of households have earnings received from public assistance.
- 39.5% of female-headed households with children were living in poverty.
- 30.5% of all youth under 18 years of age were living in poverty.

### **Low/Mod Income Profile**

The low- and moderate-income profile for City of New Bern is a measurement of the area's needs. The City of New Bern has an overall low- and moderate-income percentage of 40.67%.

### **Economic Profile**

The following illustrates the economic profile for the City of New Bern as of the 2017-2021 American Community Survey:

- 35.5% of the employed civilian population had occupations classified as management, business, science and arts.
- 18.0% of the employed civilian population had occupations classified as sales and office.
- 24.2% were in the service sector.
- Natural resources, construction, maintenance, production, transportation and material moving occupations represented 22.3% of those employed.
- 18.5% of workers were considered in the government class of employment.

According to the U.S. Labor Department, the preliminary unemployment rate for the City of New Bern in January of 2023 was 4.0%. New Bern's unemployment rate was higher than the January 2023 rates of the State of North Carolina (3.8%) and the national percentage of 3.4%.

### **Geographic Distribution**

Target Area	Percentage of Funds
Low- and Moderate-Income Areas	64%
Greater Five Points	36%

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The proposed activities and projects for FY 2023 are located in areas of the City with the highest percentages of low- and moderate-income persons, and those block groups with a higher than average percentage of minority persons. The following census tracts and block groups have at least 51% of the households with low- and moderate-incomes:

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

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

The total amount of FY 2023 CDBG funds available is \$294,122 of which 20.0% (\$58,824) is for administration and 80.0% (\$235,298) is allocated for project activities. Approximately 70% (\$164,798) will principally benefit low- and moderate-income persons, while 30% (\$70,500) will be used for slum and blight removal.

## Discussion

The geographic locations and the public benefit for the FY 2023 CDBG Activities are as follows:

- **General Administration** - 303 First Street, New Bern, NC 28560
- **Demolition/Clearance** - Citywide; To be determined.; Slum and Blight Removal on a Spot Basis (SBS)
- **Catholic Charities** - Citywide; Low/Mod Income Clientele Benefit (LMC)
- **My Sister's House** - 524 Roundtree St, New Bern, NC 28560; Low/Mod Income Clientele Benefit (LMC)
- **Omega Center Facility Improvements** - Census Tract 9608, Block Group 1 and 4; 800 Cedar Street, New Bern, NC 28560; Low/Mod Income Clientele Benefit (LMC)
- **The Village - Acquisition & Development of Playground** - 1046 Broad Street, New Bern, NC 28560; Low/Mod Income Clientele Benefit (LMC)
- **Sunnyside Area ½ Basketball Court Installation** - C.T. 9608, B.G. 1; Census Tract 9608, Block Group 2; 1805 National Avenue, New Bern, NC 28560; Low/Mod Income Areas (LMA)

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City of New Bern is not utilizing its CDBG funds to support housing activities during this program year.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
<b>Total:</b>	<b>0</b>

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

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

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

#### Discussion

During this program year the City is not funding any affordable housing projects/activities with CDBG funds.



## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

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

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

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

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

Twin Rivers Opportunities, Inc. assists families who wish to live in privately owned housing and receive rental subsidy through the Housing Choice Voucher Program instead of NBHA. Twin Rivers Opportunities, Inc. administers 998, 36 of which are for residents that were displaced from Trent Court. There are currently 689 households on the waiting list for Housing Choice Vouchers and the waiting list is open.

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

During this program year the Housing Authority will continue to maintain its 110 units. The Housing Authority is continuing to look for more buildable sites for affordable housing and to continue to promote its self-sufficiency programming for its residents.

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

According to the Annual Plan for 2023, NBHA's progress in meeting their mission and goals states that NBHA set the goal of cooperating with the City of New Bern and other neighborhood partners to promote neighborhood revitalization and economic development in designated areas of the City, as evidenced by the resident input in the development of the Gateway Renaissance Plan and Greater Five Points Transformation Plan. New Bern Towers has an active resident council that expresses needs for both the New Bern Towers community and the public housing under the Housing Authority of the City of New Bern

as a whole. Trent Court formerly had an active resident council, but Hurricane Florence caused the council to disband, and the residents of Trent Court have struggled to restore it.

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

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

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

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

**Discussion**

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

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



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

### **Introduction**

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

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

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

The 2022 Point-In-Time Count revealed that 26 homeless individuals resided in Craven County. There was no data available for the City of New Bern specifically. All 26 of the homeless persons counted were recorded in Emergency Shelter. The 2023 Point-In-Time Count was completed in January 2023 but the data is still being analyzed.

The following shelters were open in the City of New Bern during FY 2023.

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

The FY 2023 CoC awards have not yet been announced.

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

The Point-In-Time Count for Craven County in 2022 counted a total of 26 homeless persons and 23 homeless households. Of these, only 0 persons were unsheltered. There were no persons in transitional housing, and 26 persons that were housed in emergency shelter. There was one (1) homeless family with children, and no chronically homeless families with children. There was three (3) unaccompanied youth that were homeless in 2022. Of the 26 homeless people counted, two (2) were considered chronically



homeless. There were five (5) homeless Veterans and one (1) of the homeless Veterans was considered chronically homeless. This indicates a need for greater outreach and shelter/housing options for these special needs groups.

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

**Veterans and their families** – There are large numbers of Veterans and support systems because of the nearby military base in Havelock. The NCWorks Career Center works both employment and housing issues for homeless Veterans. Homeless Veterans often require additional services, with mental health services being the most commonly cited need. The number of homeless Veterans in Craven County has decreased from 4 in 2017, to 4 in 2018, and 2 in 2020. County breakdowns were unavailable for 2019 and 2022.

**Unaccompanied youth** – Teens aging out of foster care, and young adults in the 18-24 transition stage can be hard to locate. Many of them are staying with friends and family temporarily and are technically homeless. Unaccompanied youth may also move between different shelters. There were 2 unaccompanied youth counted in the 2017 Point-In-Time count, 5 unaccompanied youth counted in 2018, 1 unaccompanied youth counted in 2020, and 3 unacc for Craven County. County breakdowns were unavailable for 2019.

According to the NC Balance of State CoC Application for 2019, the CoC restructured its board to greater represent the diverse groups that make up the homeless population. The CoC utilizes Coordinated Entry to track the various subpopulations and divides them up into 13 local referral zones across the 79 counties that the CoC serves. Much of the area served by the CoC is rural, and the CoC creates advertisements and hotlines to target these subpopulations and allow them to access the Coordinated Entry process.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The 2022 Point-In-Time Count saw a return to typical levels for homelessness in Craven County following Hurricane Florence. Though many of the barriers to emergency housing in the City of New Bern and Craven County had been removed in response to Hurricane Florence, it remains a challenge to rapidly re-house families. The Point-In-Time count for 2016 counted 3 homeless households with children in Craven County, for a total of 8 persons. There were 4 homeless households with children in Craven County, for a total of 15 persons. Numbers were lower in 2018 at 4 homeless households and 9 persons. County breakdowns were unavailable for 2019. In 2020, there was 1 homeless household with 3 persons. There were 21 homeless persons counted overall, and all 21 homeless persons counted were in emergency shelters. In 2022, there was 1 homeless household with 4 persons. There were 26 homeless persons counted overall, and all 26 homeless persons counted were in emergency shelters.

Religious Community Services provides much of the shelter space for individuals and families in the County while also partnering with Craven Community College for job training and Craven-Pamlico Re-Entry to

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

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

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

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

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

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

The number of homeless Veterans in Craven County has decreased from 11 in 2016, to 4 in 2017, 2 in 2020, and went up slightly to 5 in 2022. In addition to housing, there is a need for wrap around services for veterans. These services largely include mental health care and recovery systems for those with addictions. There are a number of instances of PTSD in the area due to the presence of the military base.



Crossroads provides addiction counseling for Veterans, but they are limited to three (3) day emergency shelter stays. Volunteers will transport Veterans with addictions to Crossroads for these services. Twin Rivers Opportunities, Inc. received VASH vouchers for Veterans.

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

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

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

## Discussion

Not Applicable.



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

### **Introduction:**

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

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

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

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

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

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

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

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

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

**Discussion:**

The City of New Bern proposes to undertake the following activities during the FY 2023 Program Year to affirmatively further fair housing:

- The City of New Bern will continue to work with the New Bern Housing Authority and Twin River Opportunities, Inc. to address issues of accessible housing.
- The City continues to work with Twin Rivers Opportunities, Inc. to mitigate the concentration of minority households and Section 8 Voucher holders.
- The City of New Bern continues to collaborate with Twin Rivers Opportunities, Inc. to implement strategies to provide consistent communication about the Section 8 Housing Choice Voucher program.
- The City of New Bern will partner with local agencies and groups to raise Fair Housing awareness and conduct fair housing trainings. Past groups that have conducted trainings include Legal Aid of North Carolina and the North Carolina Housing Coalition.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

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

### **Actions planned to address obstacles to meeting underserved needs**

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

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

### **Actions planned to foster and maintain affordable housing**

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

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



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

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

### **Actions planned to reduce lead-based paint hazards**

According to the 2017-2021 American Community Survey, 34.7% of the housing units in the City of New Bern were built before 1980 and are therefore at risk for containing lead-based paint. According to the North Carolina Department of Health and Human Services' 2019 Lead Surveillance Report, 2,335 children (ages birth-6 years) were tested in Craven County for elevated blood lead levels. Of those tested, seven (7) had a blood lead level of 5-9 µg/dL or greater. With 0.2% of children tested having blood lead levels greater than 5 µg/dL, Craven County compares favorably to the rest of North Carolina, which averages 0.3% of children tested having blood lead levels greater than 5 µg/dL.

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

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

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

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determines whether proposed projects are exempt from some or all lead-based paint requirements.
- The level of federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35.

- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitors owner compliance with ongoing lead-based paint maintenance activities, when applicable.

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

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

### **Actions planned to reduce the number of poverty-level families**

According to the 2017-2021 American Community Survey, 19.1% of all people in the City of New Bern have incomes below the poverty level. Additionally, 39.5% of female headed households with children with no husband present live in poverty. Individuals living on the threshold of poverty were faced with a collection of obstacles that prevent them from escaping their situation. Some may need adequate affordable housing, job skills training, day care for children, treatment for medical or substance abuse issues or they may be children and adults with educational needs.

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

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

- **CD-23-03 Catholic Charities** - CDBG funds will be used to pay for rent and utility assistance to low-moderate income households to prevent homelessness.
- **CD-23-04 My Sister's House** - CDBG funds will be used to pay for additional staff salaries for two (2) residential aides to be added to agency.
- **CD-23-05 Omega Center Facility Improvements** - CDBG funds will be used to pay for the cost for ADA compliant bathroom stalls (total of 12) and improvements to the fire suppressant system.
- **CD-23-06 The Village - Acquisition & Development of Playground** - CDBG funds will be used to pay for the cost for the acquisition of the two (2) adjacent properties to expanded the facility's outdoor play space by installing a playground and fencing in the property.



## Actions planned to develop institutional structure

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

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

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

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

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

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

The Housing Authority of the City of New Bern administers public housing. Twin Rivers Opportunities, Inc. administers Section 8 Rental Assistance Programs in the City. This Authority is responsible for the management and maintenance of public housing units. The Housing Authority will continue in its efforts to modernize these public housing units in order to provide decent, affordable housing in the City.

**Non-Profit Organizations:** Non-profit housing agencies play a role in the implementation of this plan. Through the construction of new housing, and the rehabilitation of existing units, these agencies access



financing sources such as the Low Income Housing Tax Credit, Greenleaf Funding, and charitable contributions that increase the supply of affordable housing. While some groups focus on the rehabilitation of single units for resale to first time homebuyers, others have attempted to create assisted rental developments. In the future, the union of such groups with social service agencies that serve specific special needs populations will address the Five Year Consolidated Plan strategy for creation of supportive housing and affordable housing opportunities.

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

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

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

## **Discussion:**

### **Monitoring:**

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

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

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

the City will conduct an external monitoring to review the activities of its sub-recipients.

The purpose of the City's monitoring efforts is:

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

## Program Specific Requirements

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

#### Introduction:

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

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0.00
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0.00
3. The amount of surplus funds from urban renewal settlements	\$0.00
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0.00
5. The amount of income from float-funded activities	\$0.00
<b>Total Program Income</b>	<b>\$0.00</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	\$0.00
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

#### CDBG Percentages:

- **Administrative Percentage:** 20.0%
- **Public Service Percentage:** 15.0%
- **Low and Moderate-Income Percentage:** 70.0%
- **Slum and Blight Activities:** 30.0%



## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Consider Adopting a Resolution Approving Audit Contract for Fiscal Year Ending June 30, 2023

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b>
<b>Department:</b> Finance	<b>Person Submitting Item:</b> Kimberly Ostrom, Director of Finance
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	Consider adopting a resolution approving the audit contract for fiscal year ending June 30, 2023.
<b>Actions Needed by Board:</b>	Adopt resolution and authorize execution of contract to audit accounts.
<b>Backup Attached:</b>	Memo, Resolution, Contract to Audit Accounts
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Cost of Agenda Item:</b> \$42,500
<b>If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Notes:**



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

FROM: Kimberly Ostrom, Director of Finance

DATE: April 28, 2023

RE: Fiscal Year Ending June 30, 2023 Audit Contract

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### **Background**

North Carolina General Statute 159-34 requires each governmental entity to have an annual independent audit and specifies the general terms and conditions of the audit.

Last year a formal Request for Proposal (RFP) was advertised covering a three-year period for the fiscal years ending June 30, 2022, 2023, and 2024. Two firms submitted proposals: S. Preston Douglas & Adams (SPD&A) and Thompson, Price Scott, Adams and Co., PA (TPSA). The selection team reviewed the proposals and scored each proposal using an evaluation matrix tool. Thompson, Price, Scott, Adams and Co., PA scored highest with 98 points out of 100, and was recommended to the Board. The Board of Aldermen awarded the contract for the FY 2021-22 audit. Although the RFP covers a three-year period, the annual contract must be approved by the Board of Aldermen each year.

Please consider the contract with Thompson, Price, Scott, Adams and Co., PA to audit and write the financial statements for fiscal year ending June 30, 2023. The contract fee is \$42,500. For reference, the FY 2021-22 auditing fees were \$42,500.

### **Requested Action**

The Board adopt a resolution naming Thompson, Price, Scott, Adams and Co., P.A. as the audit firm for the City of New Bern for fiscal year ending June 30, 2023, and authorize the Mayor to execute a contract for the same.

## **RESOLUTION**

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

That the "Contract to Audit Accounts" by and between the City of New Bern and Thompson, Price, Scott, Adams and Co., P.A., a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor be and he is hereby authorized and directed to execute the same in duplicate originals for and on behalf of the City.

ADOPTED this 9<sup>th</sup> day of May, 2023.

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JEFFREY J. ODHAM, MAYOR

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BRENDA E. BLANCO, CITY CLERK



The	Governing Board <b>BOARD OF ALDERMEN</b>
of	Primary Government Unit <b>CITY OF NEW BERN</b>
and	Discretely Presented Component Unit (DPCU) (if applicable) <b>N/A</b>

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name <b>THOMPSON, PRICE, SCOTT, ADAMS &amp; CO, P.A.</b>
	Auditor Address <b>1626 S MADISON STREET WHITEVILLE, NC 28472</b>

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending <b>06/30/23</b>	Date Audit Will Be Submitted to LGC <b>10/31/23</b>
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.



14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify, Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.



## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

KIMBERLY OSTROM

Finance Director / City of New Bern

ostromk@newbernnc.gov

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

## PRIMARY GOVERNMENT FEES


Primary Government Unit	CITY OF NEW BERN
Audit Fee	\$ 39,000
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$ 3,500
All Other Non-Attest Services	\$ STANDARD HOURLY RATES (\$135) IF REQUIRED

## DPCU FEES (if applicable)


Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 03/28/23	Email Address* alanthompson@tpsacpas.com

## GOVERNMENTAL UNIT


Governmental Unit* CITY OF NEW BERN	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S. 159-34(a) or G.S. 115C-447(a))	05/09/2023 ✓
Mayor/Chairperson (typed or printed)* JEFFREY T. ODHAM ✓	Signature*  <b>SIGN HERE</b>
Date 5/09/2023 ✓	Email Address odhamj@newbernnc.gov ✓

Chair of Audit Committee (typed or printed, or "NA") FOSTER HUGHES ✓	Signature
Date 5/09/2023	Email Address hughesf@newbernnc.gov

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed) KIMBERLY OSTROM	Signature*  <b>SIGN HERE</b>
Date of Pre-Audit Certificate* 04/28/2023 ✓	Email Address* ostromk@newbernnc.gov



***Thompson, Price, Scott, Adams & Co, P.A.***

P.O. Box 398  
1626 S Madison Street  
Whiteville, NC 28472  
Telephone (910) 642-2109  
Fax (910) 642-5958

Alan W. Thompson, CPA  
R. Bryon Scott, CPA  
Gregory S. Adams, CPA

March 28, 2023

City of New Bern  
PO Box 1129  
New Bern, NC 28562

To Management and Those Charged with Governance:

We are pleased to confirm our understanding of the services we are to provide the City of New Bern for the year ended June 30, 2023.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of City of New Bern as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of New Bern's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of New Bern's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions – LGERS
3. Schedule of Changes in Total Pension Liability and Schedule of Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers' Special Separation Allowance
4. Schedule of Changes in the Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies City of New Bern's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. Schedule of Expenditures of Federal and State Awards.
2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms



The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory and Statistical Schedules (prepared for Annual Comprehensive Financial Report presentation)

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on-

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit will be conducted in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility

as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures-Internal Controls**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of New Bern's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of New Bern's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of New Bern's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of City of New Bern in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, (Kim Ostrom), who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of the schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards; federal or State award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.



Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by May 1, 2023.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

## **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit by approximately May 1, 2023, and to issue our reports no later than October 31, 2023. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$42,500. Also, any excessive additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Alderman and management of City of New Bern. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of New Bern and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson, CPA  
Thompson, Price, Scott, Adams & Co., P.A.



RESPONSE:

This letter correctly sets forth the understanding of the City of New Bern.

Management signature: \_\_\_\_\_

**SIGN HERE**

Title: Director of Finance



Date: 5/09/2023



Governance signature: \_\_\_\_\_

**SIGN HERE**

Title: Mayor



Date: 5/09/2023



CC: Board of Alderman

## AGENDA ITEM COVER SHEET

**Agenda Item Title:**

Consider Adopting a Resolution to Sell Tax Parcel ID 8-006-173

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b> 2
<b>Department:</b> City Clerk	<b>Person Submitting Item:</b> Brenda Blanco
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	After Beau Dorsey submitted a bid of \$2,000 for the purchase of PID 8-006-173, the offer was advertised. No upset bids were received. The vacant residential lot has a tax value of \$4,000 and was acquired by the City and Craven County in 2015 through tax foreclosure.
<b>Actions Needed by Board:</b>	Consider selling the property
<b>Backup Attached:</b>	Memo, resolution, deed, offer to purchase, map and pictures of property
<b>Is item time sensitive?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

**Additional Notes:**

**Aldermen**

Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



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

**Jeffrey T. Odham**  
Mayor

**Foster Hughes**  
City Manager

**Brenda E. Blanco**  
City Clerk

**Kimberly A. Ostrom**  
Director of Finance

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

**FROM:** Brenda Blanco, City Clerk

**DATE:** April 28, 2023

**SUBJECT:** Sale of Tax PID 8-006-173 on Lees Avenue

After receiving an offer of \$2,000 from Beau Dorsey for the purchase of Parcel ID 8-006-173 on Lees Avenue, the Board adopted a resolution on February 14, 2023 to initiate the upset bid process. The bid was subsequently advertised, but no upset bids received. The tax value of the vacant 0.119-acre residential lot is \$4,000, and the property was acquired by the City and County in October of 2015 through tax foreclosure.

Mr. Dorsey owns an adjacent parcel. If the property is sold, the City will receive \$177.10 for reimbursement of the advertisement, and the County will receive proceeds of \$1,822.90.

/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 located on Lees Avenue being identified as Craven County parcel identification number 8-006-173, and being more particularly described herein; and

WHEREAS, the City owns a seventy percent (70%) undivided interest in the subject property, and Craven County owns a thirty percent (30%) undivided interest; 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 in the sum of \$2,000.00 by Beau Lee Dorsey of 1019 F Street, New Bern, North Carolina 28560; that no increased bids were received, and the Board of Aldermen deemed it advisable and in the best interest of the City to sell its interest in the subject property to the successful bidder for seventy percent (70%) of the bid amount of \$2,000.00, 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 bid of Beau Lee Dorsey in the sum of \$2,000.00 for said parcel being identified as Craven County parcel identification number 8-006-173, 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 for the City's interest in said property to the purchaser.

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 balance due on the purchase price.

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

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

All that certain tract or parcel of land lying and being in Number Eight Township, Craven County, North Carolina, in the City of New Bern and commonly referred to by its tax parcel identification number which is 8-006-173.

A description of the property is recorded in Book 964, Page 814, and Deed Book 109, Page 496 of the Craven County Registry.

ADOPTED THIS 9<sup>th</sup> DAY OF MAY, 2023.

---

JEFFREY T. ODHAM, MAYOR

---

BRENDA E. BLANCO, CITY CLERK

Prepared by and return to:

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

PARCEL NO. 8-006-173  
REVENUE STAMPS: \$0.00

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

QUITCLAIM DEED

THIS QUITCLAIM DEED, made and entered into this 9<sup>th</sup> day of May, 2023, 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 BEAU LEE DORSEY, whose mailing address is 1019 F Street, New Bern, North Carolina 28560, ("Grantee");

WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations to Grantors paid by the Grantee, the receipt of which is hereby acknowledged, have remised and release, and by these presents do remise, release and forever quitclaim unto the Grantee, Grantee's heir 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.*

---

DAVIS HARTMAN WRIGHT LLP  
Attorneys at Law  
209 Pollock Street  
New Bern, NC 28560



TO HAVE AND TO HOLD the above described lot or parcel 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: \_\_\_\_\_  
JEFFRY T. ODHAM, 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 May, 2023 before me personally appeared JEFFREY T. ODHAM, 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 May, 2023.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**CRAVEN COUNTY**

(SEAL)

By:

\_\_\_\_\_  
Chairman, Craven County Board of  
Commissioners

ATTEST:

\_\_\_\_\_  
Clerk, Craven County Board of  
Commissioners



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 May, 2023, before me personally appeared JASON R. JONES with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate describe in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the \_\_\_\_ day of May, 2023.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

EXHIBIT A

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

All that certain tract or parcel of land lying and being in Number Eight Township, Craven County, North Carolina, in the City of New Bern and commonly referred to by its tax parcel identification number which is 8-006-173.

A description of the property is recorded in Book 964, Page 814, and Deed Book 109, Page 496 of the Craven County Registry.

**NORTH CAROLINA**

**CRAVEN COUNTY**

**OFFER TO PURCHASE AND CONTRACT**

Beau Lee Dorsey, 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 parcel 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 more particularly described as:

Street Address: 1027 Lees Ave

Subdivision Name: \_\_\_\_\_

Tax Parcel ID No.: B-006-173

Plat Reference: \_\_\_\_\_

Being all of that property more particularly described in Deed Book 3391, Page 0136 in the Craven County Registry.

**2. PURCHASE PRICE:** The purchase price is \$ 2000 and shall be paid as follows:

(a) \$ 100, EARNEST MONEY DEPOSIT with this offer by ☒ cash ☐ bank check ☐ certified check to be held by Seller until the sale is closed, at which time it will be credited to Buyer, or until this contract is otherwise properly 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 contract 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) \$ 1900, 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 tear excepted.

(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, and its legal fees. Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this 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 all 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 Beau Lee Dorsey.

**9. POSSESSION:** Unless otherwise provided herein, possession shall be delivered at Closing.

**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 no 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 to enter upon the Property for any purpose without advance written permission of the Seller. If such permission is given, Buyer will indemnify and hold Seller harmless from all loss, damage, claims, suits or costs, which shall arise out of any contract, agreement, or injury to any person or property as a result of any activities of Buyer and Buyer's agents and contractors relating to the Property. This indemnity shall survive this contract and any termination hereof.

**12. OTHER PROVISIONS AND CONDITIONS:** (ITEMIZE ALL ADDENDA TO THIS CONTRACT AND ATTACH HERETO.): None.

Buyer Initials BD 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:

(If an individual)

 (SEAL)  
Name: Beau Lee Dorsey  
Date: 12-22-22  
Address: 1019 F St  
New Bern, NC 28560  
Phone: (928) 261-7435

SELLER

CRAVEN COUNTY

By: \_\_\_\_\_ (SEAL)  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

(If a business entity)

By: \_\_\_\_\_ (SEAL)  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

CITY OF NEW BERN

By: \_\_\_\_\_ (SEAL)  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

Buyer Initials BD Seller Initials \_\_\_\_\_

## 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 1/23/2023 10:31:12 AM

**Parcel ID :** 8-006 -173  
**Owner :** CRAVEN COUNTY & NEW BERN-CITY  
**Mailing Address :** 406 CRAVEN ST NEW BERN NC 28560  
**Property Address :** LEES AVE  
**Description :** 1027 LEES AVE  
**Lot Description :**



**Subdivision :**

---

**Assessed Acreage :** 0.119      **Calculated Acreage :** 0.120  
**Deed Reference :** 3391-0136      **Recorded Date :** 10 12 2015  
**Recorded Survey :**  
**Estate Number :**

**Land Value :** \$4,000      **Tax Exempt :** Yes  
**Improvement Value :** \$0      **# of Improvements :** 0  
**Total Value :** \$4,000

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

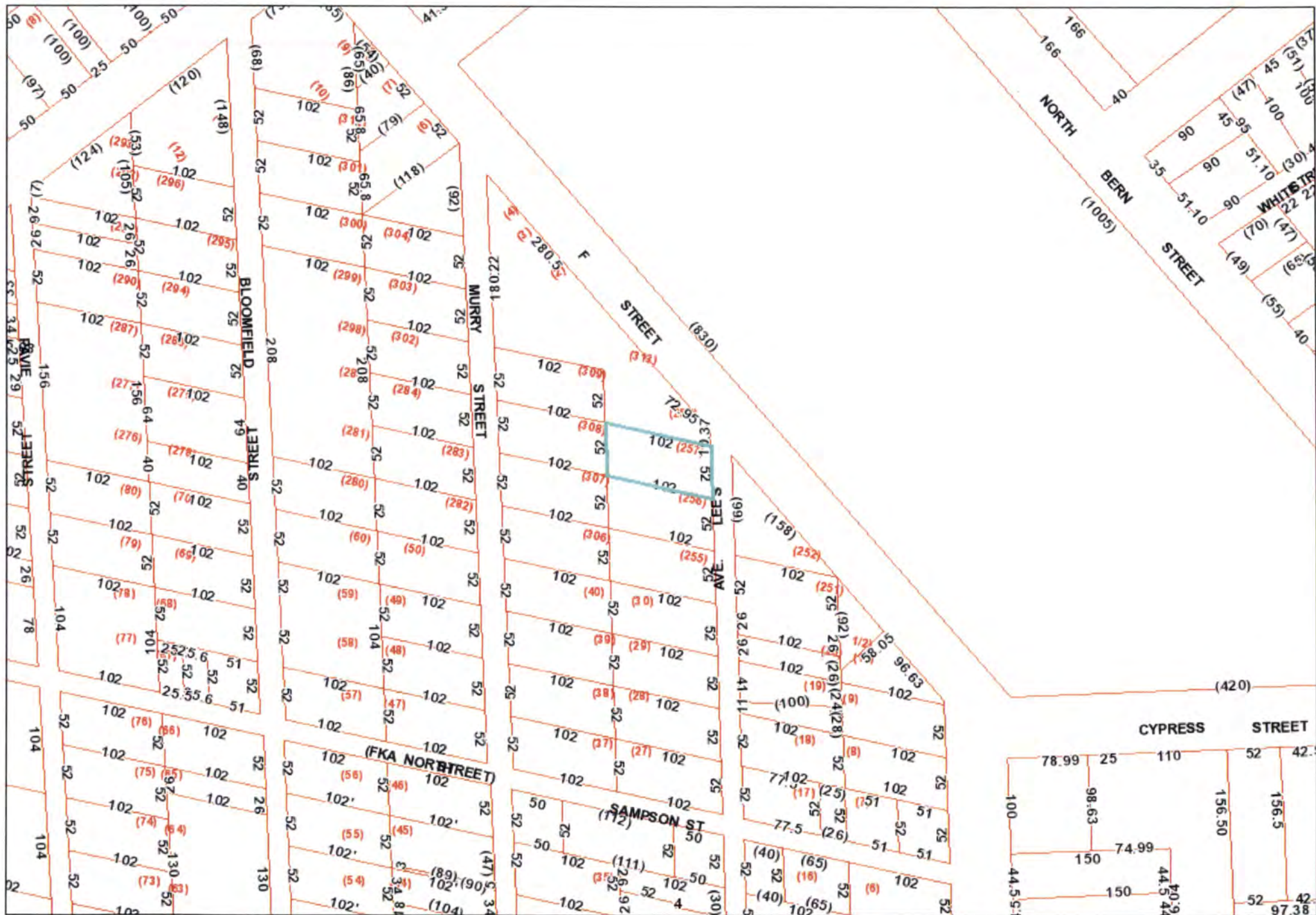
**Land use :** VACANT - RESIDENTIAL TRACT

### Recent Sales Information

SALE DATE	Sellers Name	Buyers Name	Sale Type	Sale Price
10/12/2015	BRIMAGE, DORIS	CRAVEN COUNTY & NEW BERN-CITY	STRAIGHT TRANSFER	\$3,000

### List of Improvements to Site

No improvements listed for this parcel



# Craven County GIS 1027 Lees Ave - PID 8-006-174

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on January 23, 2023 at 10:32:19 AM

1 inch = 122 feet





1027 Lees Avenue







FINAL OF DIVISION OF PROCEEDS

Property: 1027 Lees Avenue (PID: 8-006-173)			
Offer Amount			\$ 2,000.00
Less: Reimb to City for publication of notice of offer (approx)		\$ 177.10	
Balance			\$ 1,822.90
County cost reimbursement		\$ 2,488.41	
City cost reimbursement		\$ -	\$ 2,488.41
Remaining Balance			\$ (665.51)
County Taxes at Foreclosure	\$ 92.11	29.858%	\$ (198.71)
City Taxes/Priority Liens at Foreclosure	\$ 216.38	70.142%	\$ (466.80)
Total Taxes	\$ 308.49		
County Total	\$ 1,822.90		
City Total	\$ 177.10		

## AGENDA ITEM COVER SHEET

### Agenda Item Title:

Consider Adopting a Resolution Establishing the Bicycle and Pedestrian Advisory Committee.

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b> N/A
<b>Department:</b> Development Services	<b>Person Submitting Item:</b> Jessica Rhue, Director of Development Services
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b>

<b>Explanation of Item:</b>	The Bicycle and Pedestrian Plan calls for an advisory committee to guide the City's implementation of said plan, therefore the board is asked to consider adopting a resolution to establish said committee.
<b>Actions Needed by Board:</b>	Adopt Resolution
<b>Backup Attached:</b>	Memo, Resolution
<b>Is item time sensitive?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Additional Notes:**



## **MEMORANDUM**

**TO:** Mayor Jeffrey Odham, City of New Bern Board of Aldermen

**FROM:** Jessica Rhue, Director Development Services

**DATE:** April 27, 2023

**SUBJECT:** Consider Adopting a Resolution Establishing the Bicycle and Pedestrian Advisory Committee.

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The 2022 Bicycle and Pedestrian Plan adopted by the Board of Alderman on October 11, 2022, calls for an advisory committee to guide the City's implementation of said plan. This committee will serve in an advisory capacity with the following responsibilities:

- Evaluate progress of the City's New Bern Bicycle and Pedestrian Plan.
- Offer input to the Board of Aldermen regarding pedestrian, bicycle, and trail-related issues.
- Assist City of New Bern staff in applying for grants and organizing pedestrian and bicycle related events and educational activities.
- Build upon current levels of local support for pedestrian and bicycle issues.
- Advocate for local project funding.

The Bicycle and Pedestrian Advisory Committee will be comprised of five voting members appointed by the Board of Aldermen, five non-voting members consisting of city staff, and one Board of Aldermen member appointed among themselves by majority vote.

Please contact Jessica Rhue at 639-7587 should you have questions or need additional information.



**RESOLUTION TO ESTABLISH  
THE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

THAT WHEREAS, the Board of Aldermen of the City of New Bern adopted the 2022 New Bern Bicycle and Pedestrian Plan on October 11, 2022; and

WHEREAS, the Bicycle and Pedestrian Plan calls for an advisory committee to guide the City's implementation of said plan; and

WHEREAS, the Board of Aldermen desires to establish a Bicycle and Pedestrian Advisory Committee to provide support and assistance to the Board of Aldermen as more specifically provided herein; and

WHEREAS, the Board of Aldermen deems it advisable and in the public interest to establish a Bicycle and Pedestrian Advisory Committee with such membership, objectives and duration as set forth herein.

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

**Section 1.** There is hereby established the Bicycle and Pedestrian Advisory Committee.

**Section 2.** The Bicycle and Pedestrian Advisory Committee shall serve the Board of Aldermen in an advisory capacity, and is charged with the following responsibilities:

- Evaluate progress of the City's New Bern Bicycle and Pedestrian Plan.
- Offer input to the Board of Aldermen regarding pedestrian, bicycle, and trail-related issues.
- Assist City of New Bern staff in applying for grants and organizing pedestrian and bicycle related events and educational activities.
- Build upon current levels of local support for pedestrian and bicycle issues.
- Advocate for local project funding.

**Section 3.** The Bicycle and Pedestrian Advisory Committee shall meet as a public body no less than quarterly at regularly scheduled meetings. Special meetings may be called by the Chairman at any time. A majority of the voting members of the Advisory Committee shall constitute a quorum at a regular or special meeting. All meetings shall comply with the North Carolina open meetings laws.

**Section 4.** The Bicycle and Pedestrian Advisory Committee shall be comprised of five (5) voting members. Each voting member shall be appointed by the Board of Aldermen of the City of New Bern.

**Section 5.** Voting members of the Bicycle and Pedestrian Advisory Committee shall serve staggered terms with each term being three years. For the initial Bicycle and Pedestrian Advisory Committee, two (2) members shall have an initial term of three years, two (2) members shall have an initial term of two years, and one (1) member shall have an initial term of one year. A member shall hold office until his successor has been appointed and qualified.

**Section 6.** The Bicycle and Pedestrian Advisory Committee shall be comprised of five (5) non-voting members who are hereby appointed as follows:

**Ex Officio Members**

- (1) New Bern Area Metropolitan Planning Organization Administrator
- (2) Director of Development Services
- (3) Director of Public Works, or his designee
- (4) Director of Parks and Recreation, or her designee

**Board of Aldermen Appointee**

The Board of Aldermen shall appoint one (1) member from among themselves by majority vote.

Vacancies shall be filled by the Board of Aldermen.

**Section 7.** The Board of Aldermen hereby appoints the Director of Development Services to serve as the Chairman of the Bicycle and Pedestrian Advisory Committee.

**Section 8.** This resolution shall be effective upon adoption.

ADOPTED THIS 9<sup>TH</sup> DAY OF MAY, 2023.

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JEFFREY T. ODHAM, MAYOR

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BRENDA E. BLANCO, CITY CLERK

## AGENDA ITEM COVER SHEET

### **Agenda Item Title:**

Consider Adopting a Resolution for Board support and authorizing the Mayor's execution of any grant documents associated with the Rural Transformation Grant Application for Stanley A. White Recreation Center.

<b>Date of Meeting:</b> 5/9/2023	<b>Ward # if applicable:</b> Ward 2
<b>Department:</b> Park & Recreation	<b>Person Submitting Item:</b> Kari Warren, Director of Parks & Recreation
<b>Call for Public Hearing:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Public Hearing:</b> N/A

<b>Explanation of Item:</b>	The Parks and Recreation Department submitted an application for the Rural Transformation Grant through the NC Department of Commerce for construction of the Stanley A. White Recreation Center in the amount of \$950,000 at the direction of the City Manager.
<b>Actions Needed by Board:</b>	Adopt the resolution
<b>Backup Attached:</b>	Resolution – Memo
<b>Is item time sensitive?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Additional Notes:** N/A

Aldermen

Rick Prill  
Hazel B. Royal  
Bobby Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



Kari Warren, CPRP  
Director of Parks & Recreation

Jeffrey T. Odham  
Mayor

Foster Hughes  
City Manager  
Brenda E. Blanco  
City Clerk  
Kimberly A. Ostrom  
Director of Finance



Memo To: Mayor and Board of Aldermen

From: Kari Warren, CPRP  
Director of Parks and Recreation

Date: May 9, 2023

Re: Consider Adopting a Resolution for Board support and authorizing the Mayor's execution of any grant documents associated with the Rural Transformation Grant application for Stanley A. White Recreation Center.

**Background Information:**

The City of New Bern Parks and Recreation Department applied for a Rural Transformation Grant in the amount of \$950,000 through the NC Department of Commerce at the City Manager's direction. If received, the funds will be utilized for construction of the Stanley A. White Recreation Center.

**Recommendation:**

The Director of Parks and Recreation requests the Board adopt a Resolution to formalize its support of the application and authorize the Mayor to sign any related grant documents.

If you have any questions concerning this matter, please let me know.

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



## **RESOLUTION**

WHEREAS, at the Board's April 25, 2023 meeting, the City Manager was directed to move forward with submission of an application for the Rural Transformation Grant through the NC Department of Commerce. If awarded, the grant funds will be utilized for construction of the Stanley A. White Recreation Center; and

WHEREAS, staff has subsequently submitted the grant application requesting \$950,000 in funding.

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

That the Board hereby reiterates its desire to pursue funding from the Rural Transformation Grant through the NC Department of Commerce for construction of the Stanley A. White Recreation Center; and

Further, the Board supports and authorizes the Mayor's execution of any grant documents associated with the grant application.

ADOPTED THIS 9<sup>th</sup> DAY OF MAY 2023.

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JEFFREY T. ODHAM, MAYOR

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BRENDA E. BLANCO, CITY CLERK

**Aldermen**

Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



**Jeffrey T. Odham**

Mayor

**Foster Hughes**

City Manager

**Brenda E. Blanco**

City Clerk

**Kimberly A. Ostrom**

Director of Finance

**Memorandum**

**TO:** Alderman Johnnie Ray Kinsey

**FROM:** Brenda Blanco, City Clerk

**DATE:** April 28, 2023

**SUBJECT:** Appointment to Friends of Firemen's Museum Board of Directors

Betty Blythe's term on the Firemen's Museum board ends this month, and she is not interested in reappointment. A new appointment is needed to fill the three-year term that will expire on April 22, 2026.

The Chair of the Board, Dave Finn, has recommended the appointment of Wayne Unangst to fill this seat. Mr. Unangst has expressed a willingness to serve in this capacity.

/beb

**Aldermen**

Rick Prill  
Hazel B. Royal  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Robert Brinson, Jr.



**Jeffrey T. Odham**

Mayor  
**Foster Hughes**  
City Manager  
**Brenda E. Blanco**  
City Clerk  
**Kimberly A. Ostrom**  
Director of Finance

**Memorandum**

**TO:** Alderman Robert Brinson, Jr.

**FROM:** Brenda Blanco, City Clerk

**DATE:** April 28, 2023

**SUBJECT:** Reappointment to Friends of Firemen's Museum Board of Directors

Elona Fowler's term on the Firemen's Museum board ends this month, and she is interested in reappointment. If reappointed, she will serve an additional three-year term that will expire on April 22, 2026. If a new appointment is made, the appointee will serve for the indicated term.

/beb