CITY OF NEW BERN BOARD OF ALDERMEN MEETING APRIL 24, 2018 – 6:00 P.M. CITY HALL COURTROOM 300 POLLOCK STREET

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

Consent Agenda.

- 3. Considering Adopting a Resolution Calling for a Public Hearing on the Proposed Budget for Fiscal Year 2018-19.
- 4. Consider Adopting a Resolution Calling for a Public Hearing on the Rezoning of 900 Broad Street.
- 5. Approve Minutes.

- 6. City Manager's Presentation of Fiscal Year 2018-19 Budget.
- 7. Consider Adopting a Resolution Approving the Installation of Additional Street Lights.
- 8. Consider Adopting a Resolution Authorizing the Submission of a Grant Application to the NC Parks and Recreation Trust Fund.
- 9. Consider Adopting a Budget Ordinance to Establish the Garage Relocation Project Fund.
- 10. Consider Adopting a Resolution for a Declaration of Intent to Reimburse the Garage Relocation Project.
- 11. Consider Adopting a Budget Ordinance Amendment for the General Capital Projects Fund.
- 12. Consider Adopting a Budget Ordinance Amendment for the FY2017-18 General Fund Operating Budget.
- 13. Appointment(s).
- 14. Attorney's Report.

- 15. City Manager's Report.
- 16. New Business.
- 17. Closed Session.
- 18. Adjourn.

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



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

Mark A. Stephens
City Manager

Memo to: Mayor and Board of Aldermen

From: Mark A. Stephens, City Manager

Date: April 19, 2018

Re: April 24, 2018 Agenda Explanations

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

2. Roll Call.

Consent Agenda

3. Considering Adopting a Resolution Calling for a Public Hearing on the Proposed Budget for Fiscal Year 2018-19.

At this meeting, the City Manager will present the proposed budget for Fiscal Year 2018-2019. Budget workshops are scheduled for May 1st and 2nd. Following those workshops, a public hearing will be held as required by state statute. The proposed date of the hearing is May 8, 2018. A memo from J.R. Sabatelli, Director of Finance, is attached.

4. Consider Adopting a Resolution Calling for a Public Hearing on the Rezoning of 900 Broad Street.

(Ward 1) On behalf of One World Company, LLC, Danny Batten has requested the property located at 900 Broad Street be rezoned from a C-4 Neighborhood Business District to a C-3 Commercial District. The property is an approximately .44-acre parcel near the intersection of Queen and Broad Streets. It is further identified as tax parcel ID 8-008-151. The proposed date of the public hearing is May 8, 2018. A memo from Morgan Potts, City Planner, is attached.

5. Approve Minutes.

Draft minutes from the March 27, 2018 and April 10, 2018 regular meetings are provided for review and approval.

6. City Manager's Presentation of Fiscal Year 2018-19 Budget.

Mark Stephens, City Manager, will distribute copies of the proposed budget for Fiscal Year 2018-19 and will share a PowerPoint presentation to spotlight significant areas within the budget.

7. Consider Adopting a Resolution Approving the Installation of Additional Street Lights.

(Ward 6) The Greenbrier Residents Association has requested additional street lighting on Greenbrier Parkway, Pine Valley Drive, and Cubhouse Drive. City staff evaluated these areas and determined additional street lighting was necessary in order to meet the City's standard. The Public Utilities Department has estimated costs associated with the installation of these lights to be \$12,194.00. A monthly cost of \$50.64 will be incurred by Public Works for the utility bill. Please refer to the attached memo from Jordan Hughes, City Engineer and Acting Director of Public Utilities.

8. Consider Adopting a Resolution Authorizing the Submission of a Grant Application to the NC Parks and Recreation Trust Fund.

(Ward 5) As the Board is aware, staff desires to submit a grant application for 2018 PARTF funds to be utilized for the development of Martin Marietta Park. The amount sought is \$475,000, which requires a dollar-for-dollar match. To meet this match, the land donation will be utilized. The amount to which the land may be used as a match will be dependent upon its appraised value. A memo from Foster Hughes, Director of Parks and Recreation, is attached.

Consider Adopting a Budget Ordinance to Establish the Garage Relocation Project Fund.

As discussed at the Board's March 27, 2018 meeting, the budget for Fiscal Year 2018-19 includes a proposal for moving the city's garage facilities from its current location to the Water Resources site on Neuse Boulevard. A project of this nature requires a capital project fund. The proposed budget ordinance will establish a project fund in the amount of \$850,000. It is requested \$30,000 be transferred from the General Fund to cover engineering-related services, and \$820,000 be obtained through debt proceeds. A memo from Mr. Sabatelli with additional information is provided.

10. Consider Adopting a Resolution for a Declaration of Intent to Reimburse the Garage Relocation Project.

As referenced in the previous item, the upcoming budget proposes funds for the relocation of the city's garage facilities. In addition to establishing a project fund, a declaration of intent to reimburse needs to be adopted prior to or within 60 days of payment of the expenditures to be reimbursed. A memo from Mr. Sabatelli is attached.

11. Consider Adopting a Budget Ordinance Amendment for the General Capital Projects Fund.

The IT Division has recommended the City's virtual server hosting infrastructure be consolidated to the Police Department's main facility on George Street. Such a consolidation will yield long-term cost savings. The investment to implement this consolidation in FY2018-19 is \$115,000. If the infrastructure is not consolidated and a status-quo approach is maintained, larger capital expenditures will be needed and the cost of annual maintenance contracts will rise. The need for the consolidation and consequences of not proceeding are outlined in the attached memo from Tony Gatlin, IT Manager.

12. Consider Adopting a Budget Ordinance Amendment for the FY2017-18 General Fund Operating Budget.

This budget ordinance amendment appropriates \$30,000 to be transferred to the Garage Relocation Project Fund to cover engineering services that have already been incurred. It also appropriates \$115,000 to the General Capital Projects Fund to cover expenses related to the virtual server hosting infrastructure project that is detailed in the previous item. A memo from Mr. Sabatelli is attached.

13. Appointment(s).

- (a) Nancy Gray has resigned from the Historic Preservation Commission as a result of relocating to a different city. Alderman Kinsey is asked to make an appointment to fill this vacancy.
- (b) Richard Frye has submitted a letter of resignation from the Historic Preservation Commission. Alderman Aster is asked to make an appointment to fill the remaining term of Mr. Frye's seat, which will expire on May 15, 2019.
- (c) Jim Morrison's seat on the Historic Preservation Commission will expire on May 15, 2018. This is his second term, and he is ineligible for reappointment at this time. Alderman Odham is asked to make a new appointment to serve for a three-year term.
- (d) Tripp Eure's seat on the Historic Preservation Commission will expire on May 15, 2018. This is his second term, and he is ineligible for reappointment at this

- time. This is a rotating seat, and it is Ward 2's turn to make the next appointment. Alderman Harris is asked to make this appointment.
- (e) James Herring's seat on the Historic Preservation Commission will expire on May 15, 2018. This is Mr. Herring's first term, and he is eligible for reappointment. This is a rotating seat, and it is Ward 6's turn to make the next appointment. Alderman Odham is asked to consider reappointing Mr. Herring or make a new appointment to fill this seat.
- (f) Bill Frederick's term on the Firemen's Museum will expire on April 22, 2018, and he is interested in continuing to serve in this capacity. This is a rotating seat, and Alderman Best is asked to consider making this reappointment or a new appointment.
- (g) David Picken's term on the Firemen's Museum will expire on April 22, 2018. This is a rotating seat, and Alderman Odham is asked to consider reappointing Mr. Picken or to make a new appointment to fill this seat.
- (h) Gary Lingman's seat on the Firemen's Museum will expire April 22, 2018. This is a rotating seat, and Alderman Bengel is asked to consider reappointment Mr. Lingman or to make a new appointment to fill this seat.
- 14. Attorney's Report.
- 15. City Manager's Report.
- 16. New Business.
- 17. Closed Session.
- 18. Adjourn.

AGENDA ITEM COVER SHEET

Agenda Item Title:	
Consider Adopting a Resolution Calli Budget	ing for a Public Hearing on the Proposed Fiscal Year 2018-19
Date of Meeting 4/24/2018	Ward # if applicable <u>N/A</u> If multiple, list:
Department Finance	Person Submitting Item: JR Sabatelli, CPA, Director of
Call for Public Hearing Yes	Date of Public Hearing 5/8/2018
Explanation of Item:	
A public hearing must be held on th	ie proposed budget for FY2018-19.
Actions Needed by Board: Adopt resolution calling for public h	earing on May 08, 2018
Is item time sensitive? Yes Will there be advocates/oppone	ents at the meeting? <u>Select</u>
Backup Attached:	
Memo from Director of Finance Resolution	
Cost of Agenda Item: N/A	
If this item requires an expendicertified by the Finance Director	ture, has it been budgeted and are funds available and r : <u>Select</u>
Additional notes:	



Office of the Director of Finance

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

FROM: JR Sabatelli, CPA - Director of Finance

DATE: April 11, 2018

RE: Call for Public Hearing for the FY2018-19 Proposed Budget

Background

The proposed budget for FY2018-19 has been prepared, will be delivered to the Board on April 24, 2018 and has been made available for public inspection on the same date. The Board has scheduled budget work sessions on May 1st and May 2nd. A public hearing needs to be scheduled for May 8, 2018 on the proposed budget.

Requested Action

It is recommended that the Board adopt the enclosed resolution to Call for Public Hearing on the FY2018-19 proposed budget at its meeting on April 24, 2018.

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 2018-2019 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 8th day of May, 2018, in the City Hall Courtroom in said City for public discussion on the proposed budget for Fiscal Year 2018-2019.

ADOPTED THIS THE 24th DAY OF APRIL, 2018.

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

AGENDA ITEM COVER SHEET

Agenda Item Title:

To consider adopting a resolution to call for a public hearing to initially zone Craven County Parcel ID 8-008-151 to C-3 Commercial.

0.4/0.4/4.0	
Date of Meeting 04/24/18 Ward # if applicable Ward 1	T
Department Development Services ▼ Person Submitting Item: Mo	rgan Potts
Call for Public Hearing Yes No Date of Public Hearing	1/12/2018
Explanation of Item:	
State statute and local ordinance requires the governing body to hol rezone a parcel consisting of .44 +/- acres to C-3 Commercial Distriction of Queen Street and Broad Street. The property is further County Parcel Identification 8-008-151, and also identified as 900 B	ct, located at the er identified as Craven
Actions Needed by Board: Adoption of a resolution calling for a public hearing to be held on Marezoning a parcel consisting of .44 +/- acres to C-3 Commercial Distintersection of Queen Street and Broad Street. The property is further County Parcel Identification 8-008-151, and also identified as 900 B	rict, located at the er identified as Craven
Is item time sensitive? ✓ Yes ☐ No	
Will there be advocates/opponents at the meeting? \checkmark Yes \square No	
Backup Attached: Memo, site map of zoning surrounding the parcel, resolution to call to	for a public hearing.
Cost of Agenda Item: ⁰	
If this item requires an expenditure, has it been budgeted and arcertified by the Finance Director : \square Yes \square No	e funds available and
Additional notes: The Planning & Zoning Board reviewed this request at it's April 3, 20 upanimously to recommend the approval of the proposed rezoning to	



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

MEMORANDUM

TO: Mayor Outlaw and Board of Aldermen

FROM: Morgan Potts, AICP

City Planner

DATE: April 12, 2018

SUBJECT: Call for a Public Hearing to consider a rezoning request for Craven County Parcel ID's 8-008-151 from C-4 Neighborhood Business District to C-3 Commercial District

Background

The Board of Aldermen is requested to hold a call for a public hearing to be held on May 8, 2018 at 6:00 p.m., or as soon thereafter as possible, to consider a request by Danny Batten, registered agent of One World Company, LLC, to rezone approximately .44+/- acres from C-4 Neighborhood Business District to C-3 Commercial District. The site is located at the intersection of Queen Street and Broad Street. The property is further identified as Craven County Parcel Identification 8-008-151, and also identified as 900 Broad Street.

Recommendation

To hold a call for a public hearing to be held on May 8, 2018 at 6:00 p.m., to consider a request by Danny Batten, registered agent of One World Company, LLC, to rezone approximately .44+/- acres from C-4 Neighborhood Business District to C-3 Commercial District. The site is located at the intersection of Queen Street and Broad Street. The property is further identified as Craven County Parcel Identification 8-008-151, and also identified as 900 Broad Street.

Please contact me at 639-7583 should you have questions or need additional information.

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

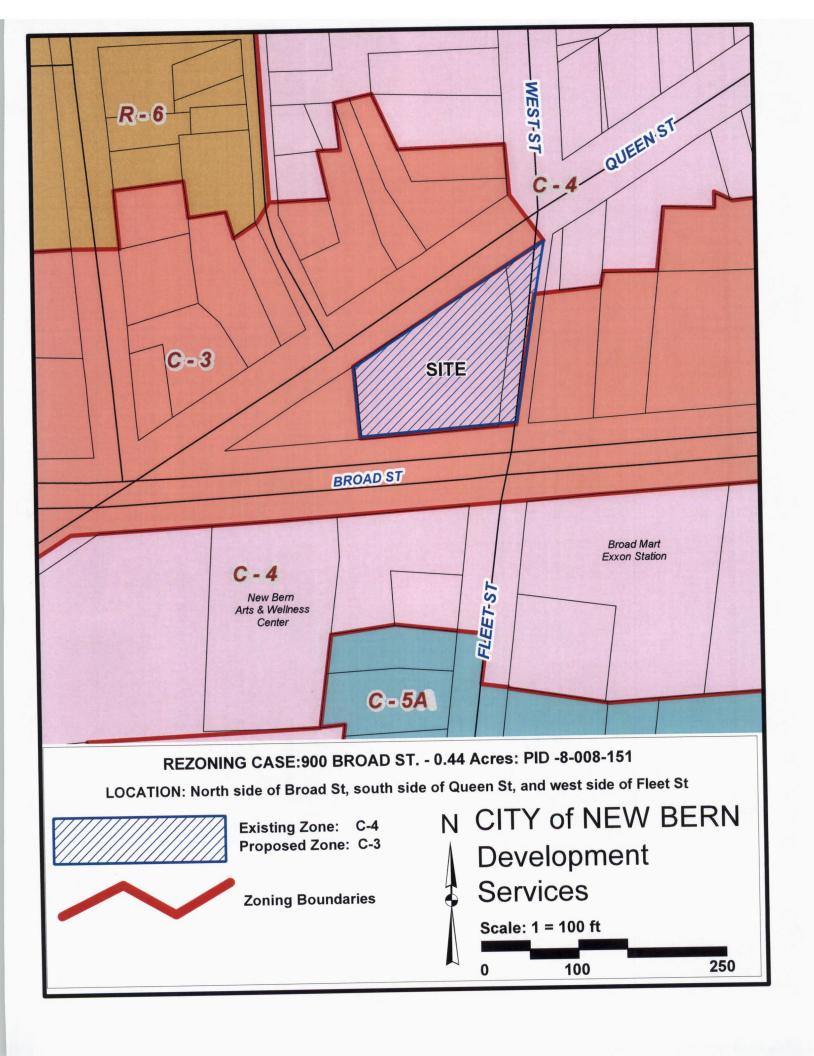
WHEREAS, the Board of Aldermen of the City of New Bern desires to call for a public hearing to receive public comments on a request to rezone .44 +/- acres to C-3 Commercial District, located at the intersection of Queen Street & Broad Street. The property is further identified as Craven County Parcel Identification 8-008-151 and is also identified as 900 Broad Street.

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 PM on Tuesday, May 8, 2018 in the City Hall Courtroom, or as soon thereafter as the matter may be reached, in order that all interested parties may be given an opportunity to be heard on a request to rezone .44+/- acres to C-3 Commercial District, located at the intersection of Queen Street and Broad Street. The property is identified as Craven County Parcel Identification 8-008-151 and is further identified as 900 Broad Street.

ADOPTED THIS THE 24th DAY OF APRIL, 2018.

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



AGENDA ITEM COVER SHEET

N/A

Agenda Item Title:	
Adopt Resolution to Approve the Addition Drive and Clubhouse Drive.	of New Street Lights on Greenbrier Parkway, Pine Valley
Date of Meeting 4/24/2018 V	Vard # if applicable <u>Ward 6</u> If multiple, list:
Department <u>Public Utilities</u> P	Person Submitting Item: Jordan Hughes
Call for Public Hearing No	Date of Public Hearing N/A
Explanation of Item:	
In August of 2010, the Board of Aldermen additional street lighting from residents.	adopted a new procedure for addressing requests for This procedure requires that the area of the request be xisting lighting must comply with or be brought up to the oadway Lighting.
for additional street lighting infrastructure	eived requests from the Greenbrier Residents Associations on Greenbrier Parkway, Pine Valley Drive and Clubhouse was determined additional street lighting is necessary at street lighting standard.
Actions Needed by Board: Adopt Resolution to Approve the Addition Drive and Clubhouse Drive.	of New Street Lights on Greenbrier Parkway, Pine Valley
Is item time sensitive? No	
Will there be advocates/opponents at	the meeting? No
Backup Attached:	
Memo from Jordan Hughes, Documentatio	n of Evaluated Areas and Resolution
Cost of Agenda Item: Elec\$12,194, PV	V-\$50.64/mth
If this item requires an expenditure, h certified by the Finance Director : Yes	as it been budgeted and are funds available and
Additional notes:	



Department of Public Utilities 210 Kale Road, P.O. Box 1129 New Bern, NC 28563 (252) 639-7526

MEMORANDUM

TO: Mayor and Board of Aldermen

Jordan B. Hughes P.E., City Engineer FROM:

DATE: April 12, 2018

Request for Additional Street Lights - Greenbrier Neighborhood **SUBJECT:**

Background Information:

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

The Department of Public Utilities has received requests from the Greenbrier Residents Associations for additional street lighting infrastructure on Greenbrier Parkway, Pine Valley Drive and Clubhouse Drive. These areas were evaluated, and it was determined additional street lighting is necessary at these locations in order to meet the City's street lighting standard.

Recommendation:

As a result of the staff's evaluation, it is recommended that the Board of Aldermen approve the enclosed resolution for the addition of street lights on Greenbrier Parkway, Pine Valley Drive and Clubhouse Drive.

Attached please find the engineer's recommendations and cost estimates are included as backup.

Please contact me if there are any questions or if additional information should be required.

RESOLUTION

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

AND WHEREAS, the Standard outlines the level of lighting necessary for the safe interaction of pedestrians and vehicles among municipal roadways.

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

That the Mayor and the City Clerk be and they are hereby authorized and directed to accept the installation and costs to the Departments of Public Utilities and Public Works for additional street lighting infrastructure on Greenbrier Parkway, Pine Valley Drive and Clubhouse Drive in order to comply with the adopted standard.

ADOPTED THIS 24TH DAY OF APRIL, 2018.

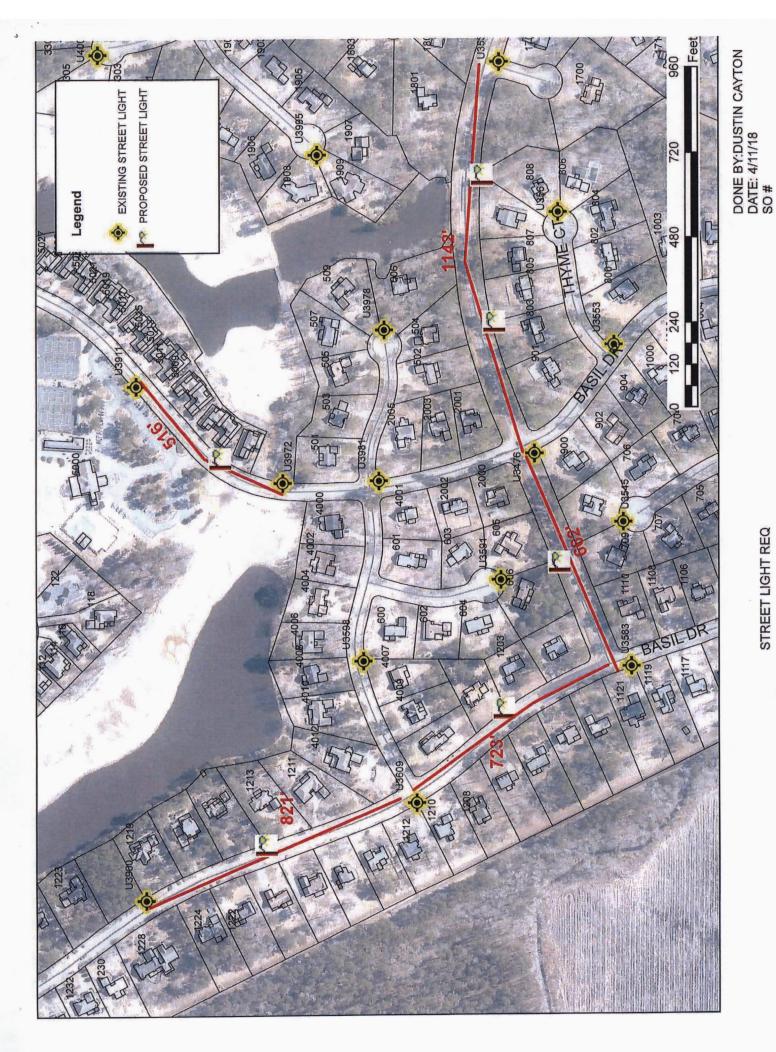
	DANA E. OUTLAW, MAYOR
BRENDA E. BLANCO, CITY CLERK	

Street Lighting Request Form

REQ# 89

Customer	
Name: Daniel Cashman-Secretary of Greenbrier Property Owner Customer Address:	er Association
	_ Apartment #:
Phone Number of Requestor: 585-414-7730	
Area of Request:	
 Greenbrier Parkway between Greenbrier Circle and Basil Dr./Clubhouse Dr. Pine Valley Dr between Shinnecock Dr and street light #U3900 Clubhouse Dr near the main entrance to the Emerald Golf Club Greenbrier Parkway between Basil Dr./Clubhouse Dr and Pine Valley Dr Pine Valley Dr between Greenbrier Parkway and Shinnecock Dr 	
(street address, intersection description, etc)	n general
Pole # (if known):	
Sent to Police Department Date:	
Police Recommendations:	
All Items below this must be filled out by an E	lectric Department E
Electric Department Engineer: Dustin Cayton	
Evaluation Results/Recommendation:	
These areas do not meet the City of New Bern street lighting standard. I recor aluminum poles with 8' arms and 73w led lights at designated spots on attach	
Estimate Cost to Electric Department: \$12,914.00	Estimate Cost to

Public Works: \$50.64/month



AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Resolution authoriz Trust Fund (PARTF) grant.	zing the City Manager to execute the NC Parks and Recreation
Date of Meeting 4/24/2018	Ward # if applicable <u>Ward 5</u> If multiple, list:
Department Parks & Recreation	Person Submitting Item: Mr. Foster Hughes
Call for Public Hearing No	Date of Public Hearing
Explanation of Item:	
	Recreation is requesting to apply for the 2018 NC PARTF grant
Actions Needed by Board:	
Adopt the Resolution.	
Is item time sensitive? No Will there be advocates/opponent Backup Attached:	s at the meeting? <u>Select</u>
Resolution	
Memo	
Cost of Agenda Item: N/A	
If this item requires an expenditure certified by the Finance Director:	re, has it been budgeted and are funds available and <u>Select</u>
Additional notes:	



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

Foster Hughes, CPRE Director of Parks & Recreation Dana E. Outlaw Mayor

Mark A. Stephens City Manager



Memo To:

Mayor and Board of Aldermen

From:

Foster Hughes, Parks and Recreation Director AP



Re:

Adopt Resolution to apply for the 2018 North Carolina Parks and Recreation Trust Fund (PARTF) grant in the amount of \$475,000.00 to be utilized for the

Martin Marietta Park project.

Background Information:

The Parks and Recreation Trust Fund (PARTF) provides dollar-for-dollar matching grants to local governments for parks and recreational projects to serve the public. PARTF is the primary source of funding to build and renovate facilities in the state parks as well as to buy land for new and existing parks.

Recommendation:

The Parks and Recreation Department recommends approving the adopting the Resolution to apply for the 2018 North Carolina Parks and Recreation Trust Fund (PARTF) grant in the amount of \$475,000.00 to be utilized for the Martin Marietta Park project.

If you have any questions concerning this matter, please call.

RESOLUTION

WHEREAS, the Director of New Bern Parks and Recreation seeks approval to apply for the 2018 North Carolina Parks and Recreation Trust Fund (PARTF) grant requesting \$475,000.00 in funds to be utilized for the Martin Marietta Park Project; and

WHEREAS, the grant requires a dollar-for-dollar match; however, the land acquisition can be utilized to satisfy this match. The amount in which the land may be used as a match will be dependent upon its appraised value.

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

- 1. That the City Manager is hereby authorized to execute a North Carolina Parks and Recreation Trust Fund (PARTF) grant application requesting \$475,000.00 in funds to be used for the Martin Marietta Park Project.
- 2. That the land donation will be utilized for the required dollar-for-dollar match, and the amount to which the land may be used as a match will be dependent upon the appraised value of the land.

ADOPTED THIS 24TH DAY OF APRIL 2018.

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

AGENDA ITEM COVER SHEET

Agenda Item Title:

Cost of Agenda Item: \$850,000

Additional notes:

certified by the Finance Director : Ves No

Consider Adopting a Budget Ordinanc	e to establish the Garage Relocation Project Fund
Date of Meeting 04/24/2018	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA, Director of Finance
Call for Public Hearing Yes V No	Date of Public Hearing
Explanation of Item:	
The enclosed ordinance establishes the	he Garage Relocation Project Fund and budget.
Actions Needed by Board: Adopt Capital Project Budget Ordinan	ce
Is item time sensitive? ☐ Yes ✓ No	
Will there be advocates/opponents a	at the meeting? Yes INO
Backup Attached:	
Memo from Director of Finance Capital Project Budget Ordinance	

If this item requires an expenditure, has it been budgeted and are funds available and



Office of the Director of Finance

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

FROM: JR Sabatelli, CPA – Director of Finance

DATE: April 11, 2018

RE: Establish the Garage Relocation Project Fund

Background

At its meeting on March 27, 2018, the Board was presented with options and recommendations regarding the Neuse Boulevard Site. Staff recommended moving forward with the city garage relocation.

Current

A project of this nature requires a capital project fund that is separate from the annual operating budget. The Drainage Improvements project requires funding this fiscal year and adding in the garage relocation costs to this financing will lower administrative costs to the Local Government Commission and could result in a lower interest rate.

This budget ordinance establishes the Garage Relocation Project Fund and related budget of \$850,000 (includes contingency). A transfer from the General Fund in the amount of \$30,000 will be made to cover the cost related to engineering services and the remaining \$820,000 will be funded through proceeds from borrowing.

Requested Action

It is recommended that the Board adopt the enclosed ordinance at its meeting on April 24, 2018.

CAPITAL PROJECT ORDINANCE FOR THE CITY OF NEW BERN

"GARAGE RELOCATION PROJECT FUND"

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

- **Section 1:** The project authorized is to relocate the city garage from its current location to the city's Neuse Boulevard facility and related costs, to be financed through a transfer from the General Fund and proceeds from borrowing.
- **Section 2:** The officers of this unit are hereby directed to proceed with capital project within the terms of the budget contained herein.
- Section 3: The following amount is appropriated for the project:

Facilities <u>\$850,000</u>

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

Proceeds from Borrowing \$820,000
Transfer from General Fund \$30,000
\$850,000

- Section 5: That the Finance Officer is authorized to make temporary loans between other funds and the Garage Relocation Project Fund to provide funding until anticipated debt proceeds (if any) are received. If necessary, the Board intends to adopt a "Declaration of Official Intent to Reimburse" in order to be reimbursed for any eligible city funds expended prior to receipt of the financing proceeds.
- **Section 6:** Copies of the ordinance shall be provided to the Budget Officer and the Finance Officer for use in the performance of their duties.
- Section 7: That this resolution shall take effect upon adoption.

ADOPTED, THIS THE 24TH DAY OF APRIL, 2018.

DANA E. OUTLAW, MAYOR	

AGENDA ITEM COVER SHEET

Agenda Item Title: Consider Adopting Resolution Approving Dec	laration of Intent to Reimburse for Garage Relocation Project
Date of Meeting 04/24/2018	Ward # if applicable N/A
Department Finance	Person Submitting Item: Joseph R. Sabatelli
Call for Public Hearing ☐ Yes ✓ No	Date of Public Hearing
Explanation of Item:	
The adoption of the Declaration of Off the ability to reimburse expenses rela	ficial Intent to Reimburse certain expenditures will provide ted to the Garage Relocation Project.
Actions Needed by Board:	
Adopt the resolution for Declarat	tion of Official Intent to Reimburse
Is item time sensitive? Ves No	D .
Will there be advocates/opponents a	at the meeting? Yes VNo
Backup Attached:	

Memo, Resolution, Declaration of Official Intent to Reimburse

Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : \checkmark Yes \square No

Additional notes:



Office of Director of Finance

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

FROM: JR Sabatelli, CPA - Director of Finance

DATE: April 11, 2018

RE: Declaration of Official Intent to Reimburse for Garage Relocation Project

Background

The previous agenda item established the Garage Relocation Project Fund and budget which includes \$820,000 to be funded with debt proceeds. According to IRS regulations, the Declaration needs to be adopted prior to or within sixty (60) days of payment of the expenditures to be reimbursed for items paid prior to obtaining financing agreements.

Requested Action

It is recommended that the Board adopt the Resolution and Declaration of Official Intent to Reimburse at its April 24, 2018 meeting.

RESOLUTION

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

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

ADOPTED THIS 24th DAY OF APRIL, 2018.

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

DECLARATION OF OFFICIAL INTENT TO REIMBURSE

THIS DECLARATION ("Declaration") is made pursuant to the requirements of United States Treasury Regulations §1.103-18 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations section.

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

- 1. FUNDS TO BE EXPENDED. The Issuer intends to incur expenditures ("Expenditures") from its Garage Relocation Project Fund. The cost to complete this project is \$820,000.
- 2. PLAN OF FINANCE. The Issuer intends to finance the cost of the Program described above with the proceeds of debt to be issued by the Issuer ("Obligations").
- 3. MAXIMUM PRINCIPAL AMOUNT OF DEBT TO BE ISSUED. The maximum principal of Obligations to be issued by the Issuer to finance the Program is Eight Hundred Twenty Thousand Dollars (\$820,000).
- 4. DECLARATION OF OFFICIAL INTENT TO REIMBURSE. The Issuer hereby declares its official intent to reimburse itself with the proceeds of the obligations for any of the eligible expenditures incurred by it prior to the issuance of the obligations.

THIS 24th DAY OF APRIL, 2018.

THE CITY OF NEW BERN

Ву:	
	Dana E. Outlaw, Mayor

AGENDA ITEM COVER SHEET

Agen	d	a	Item	Title
_				

Consider Adopting Amendment to the General Capital Projects Fund

Date of Meeting 04/24/2018	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA, Director of Finance
Call for Public Hearing Yes V No	Date of Public Hearing
Explanation of Item:	
This amendment is to appropriate \$1 Projects fund for the virtual service he through a transfer from the General F	15,000 to Information Technology in the General Capital osting infrastructure consolidation. This will be funded Fund.
Actions Needed by Board:	
Adopt budget amendment	
Is item time sensitive? Yes V Will there be advocates/opponents	
Backup Attached:	
Memo from Director of Finance Memo from Information Technology Budget Amendment	Manager
Cost of Agenda Item: \$115,000	
If this item requires an expenditur certified by the Finance Director:	e, has it been budgeted and are funds available and
Additional notes:	



Office of the Director of Finance

TO:

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

FROM:

J.R. Sabatelli, CPA – Director of Finance

DATE:

April 13, 2018

RE:

Amendment to the General Capital Projects Fund

General Capital Projects Fund

The enclosed amendment increases appropriations to Information Technology in the General Capital Projects Fund by \$115,000 for virtual server hosting infrastructure consolidation. Please see the attached memo from Tony Gatlin, Information Technology Manager, for further details on this project. This will be funded through a transfer from the General Fund.

Requested Action

It is requested that the Board adopt the budget amendment at its meeting on April 24, 2018.

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



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

Mark A. Stephens
City Manager

MEMORANDUM

TO: Joseph Sabatelli, Director of Finance

FROM: Tony Gatlin, Information Technology Manager

DATE: April 10, 2018

SUBJECT: Virtual Server Hosting Infrastructure Consolidation Project Proposal

Background. Redundant virtual server hosting infrastructures located at City Hall and the George Street Police Department headquarters building support critical city operations such as finance, emergency services and utility billing. Although it results in significant additional maintenance contract and periodic capital project costs, this redundancy has been necessary to maintain reliable data backups and the ability to run critical applications at an alternate location if the primary infrastructure becomes inoperable for any reason.

Project Description. A recently implemented cloud-based backup and disaster recovery system can provide the redundancy described in the previous paragraph without the need for duplicated virtual server-hosting infrastructure. We propose to leverage this capability to achieve long-term cost-savings by consolidating the city's virtual server hosting infrastructure to the George Street Police Department headquarters building. The total FY2018-2019 investment to implement the consolidation is \$115,000. Table 1 documents the projected five-year return on this investment.

Item	Status-Quo	Consolidation
Storage Area Network (SAN)	\$170,000	\$95,000
UCS Blade System	\$95,000	\$0 ¹
UCS Maintenance	\$50,000	\$35,000
Professional Services	\$30,000	\$20,000
Total:	\$385,000	\$170,000
Projected Savings:	ngs: \$215,000	

Table 1. Five-Year ROI Summary

Maintaining the existing redundant infrastructure (the status-quo approach) requires larger capital expenditures as duplicated infrastructure components reach the end of their service life, and incurs greater annual maintenance contract costs.

The projections shown for the consolidation approach include the costs associated with implementation of the necessary capacity increases and reconfigurations of the equipment in the PD data center to allow all virtual servers to be hosted in that location.

It is important to note that, in accordance with our prior discussions, the FY2018-2019 IT budget request factored in cost reductions attributable to this project. Failure to move forward with the consolidation will necessitate the addition of those costs to the IT budget to avoid inadequate maintenance coverage and the inability to replace end of life infrastructure.

cc: Kristen Culler, Assistant City Manager

¹ In the Status-Quo scenario, the chassis and several older blades at City Hall will require end-of-life replacement. In the Consolidation scenario, blades within the City Hall chassis that have several years of service life remaining will be transferred to the PD chassis to provide the additional capacity required to host all of the city's virtual servers. Blades are the components that provide processor and memory resources to virtual servers, while the chassis provides power, cooling and connectivity to the network.

CITY OF NEW BERN, NORTH CAROLINA REQUESTED AMENDMENT TO General Capital Projects Fund

FROM Joseph	R. Sabatelli, CPA, Director of Finance	MEETING DATE: April 24, 2018
the Conoral C	ON: This amendment will increase the Inapital Projects Fund in the amount of sconsolidation. The increase will be funded	3115,000 for the virtual server nosting
BE IT ORDAI THAT THE G	NED BY THE BOARD OF ALDERMEN eneral Capital Projects Fund ORDINANC	OF THE CITY OF NEW BERN E IS AMENDED AS FOLLOWS
	Section 1 - Appropria	utions
Increase:	Information Technology	<u>\$115,000</u>
	Section 2 - Reven	ues
Increase:	Transfer from General Fund	<u>\$115,000</u>
ADDIT	TRANSACTION TIONAL REVENUE AVAILABLE FOR A SFER WITH ACCOUNTS OF SAME FU R: TRANSFER BETWEEN FUNDS	APPROPRIATION ND
	ENTERED ON MINUTE	DARD OF ALDERMEN AND S DATED ER
	BRENDA E. BLANCO,	CITY CLERK

AGENDA ITEM COVER SHEET

Agenda	Item	Title:
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Consider Adopting Amendment to the FY2017-18 General Fund Operating Budget

Date of Meeting 04/24/2018	Ward # if applicable N/A
Department Finance	Person Submitting Item: JR Sabatelli, CPA, Director of Finance
Call for Public Hearing ☐ Yes ✓ No	Date of Public Hearing
Explanation of Item:	
Project Fund to cover expenses alread this amendment appropriates \$115,00	0,000 from the General Fund to the Garage Relocation dy incurred related to engineering services. Additionally, 00 to Interfund Transfers for funding of the virtual server eneral Capital Projects Fund. These will be funded
Actions Needed by Board:	
Adopt budget amendment	
Is item time sensitive? ☐ Yes ☑ No	
Backup Attached:	
Memo from Director of Finance Budget Amendment	
Cost of Agenda Item:	
If this item requires an expenditure, certified by the Finance Director : $\overline{m{arepsilon}}$	has it been budgeted and are funds available and]Yes No
Additional notes:	



Office of the Director of Finance

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

FROM: J.R. Sabatelli, CPA – Director of Finance

DATE: April 11, 2018

RE: Amendment to the FY2017-18 General Fund Operating Budget

General Fund

The enclosed amendment increases appropriations to Interfund Transfers in the General Fund by \$30,000 to be transferred to the Garage Relocation Project Fund to cover expenses already incurred related to engineering services. This amount will be funded through appropriated fund balance.

Additionally, this amendment increases appropriations to Interfund Transfers in the General Fund by \$115,000 to be transferred to the General Capital Projects Fund for the virtual server hosting infrastructure consolidation. This amount will be funded through appropriated fund balance.

Requested Action

It is requested that the Board adopt the budget amendment at its meeting on April 24, 2018.

CITY OF NEW BERN, NORTH CAROLINA REQUESTED AMENDMENT TO Fiscal Year 2017-2018

FROM: JR Sabatelli, CPA, Director of Finance	N	Meeting Date: _	April 24, 2018	
EXPLANATION: This amendment appropriates \$30,000 to General Fund Interfund Transfers to be transferred to the Garage Relocation Project Fund. This will cover already incurred expenses related to engineering services. Additionally, this amendment appropriates \$115,000 to General Fund Interfund Transfers to be transferred to the General Capital Projects Fund to cover expenses related to the virtual server hosting infrastructure project. These amounts will be funded with an increase in fund balance appropriated.				
BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT THE 2017-2018 Annual Budget ORDINANCE IS AMENDED AS FOLLOWS:				
<u>Sect</u>	ion 1 - Appropriati	<u>ons</u>		
Schedule A - GENERAL FUND Increase: Interfund Transfers & Transfer Sup	ports		\$ 145,000	
<u>Section</u>	n 2 - Estimated Rev	<u>venues</u>		
Schedule A - GENERAL FUND Increase: Fund Balance Appropriated			\$ 145,000	
NATURE OF TRANSACTION:				
ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION TRANSFER WITHIN ACCOUNTS OF SAME FUND X OTHER: APPROPRIATION OF FUND BALANCE				
APPROVED BY THE BOARD OF ALDERMEN AND ENTERED ON MINUTES DATED APRIL 24, 2018 AGENDA ITEM NUMBER			RIL 24, 2018	
	BRENDA E. BLANCO, CITY CLERK			



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

TO:

Alderman Johnnie Ray Kinsey

FROM:

Morgan Potts, AICP

City Planner

DATE:

April 19, 2018

SUBJECT: Historic Preservation Commission Appointment

Alderman Kinsey,

HPC Commissioner Nancy Gray has relocated from the City of New Bern, and the Historic Preservation Commission currently has a vacancy to be filled. Ms. Gray has served two terms with distinction, and her appointment was set to expire May 15, 2018. You are requested to nominate a replacement to fill this important vacancy on the Historic Preservation Commission. An appointment is limited to a 3-year term with a maximum of two consecutive terms of office. To aid in the selection process, the City Clerk maintains a file of interested applicants and their resumes.

The Historic Preservation Commission is a "quasi-judicial" administrative board consisting of nine members. The Commission's major responsibilities are to monitor and protect the City's valuable historic and cultural resources. Appointees must have demonstrated special interest, experience or education in history, architecture, archeology or similarly related fields. The Historic Preservation Commission meets twice each month; first in an informal design review at 5:30 p.m. on the first Wednesday of the month and second in a full regular meeting on the third Wednesday of the month at 5:30 p.m. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings twice a month and as otherwise needed. It is strongly recommended that whoever is appointed have a strong background in, and familiarity with New Bern's Historic Districts and is capable of allotting the necessary time and effort to historic preservation.

To nominate the person of your choice, please provide the contact information to the City Clerk for inclusion on the Board's next meeting agenda. If you have questions or need additional information, please contact me at 639-7583.

Everything comes together here.



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

TO: Alderman Robert Aster

FROM: Morgan Potts, AICP

City Planner

DATE: April 19, 2018

SUBJECT: Historic Preservation Commission Appointment

Alderman Aster,

Commissioner Richard Frye submitted his letter of resignation to the Historic Preservation Commission due to time and work constraints. His term of office was scheduled to expire May 15, 2019. You are requested to nominate a replacement to fill this important vacancy on the Historic Preservation Commission. The appointment would complete Mr. Frye's term, and would be eligible for reappointment to a second term of office on May 15, 2019. To aid in the selection process, the City Clerk maintains a file of interested applicants and their resumes.

The Historic Preservation Commission is a "quasi-judicial" administrative board consisting of nine members. The Commission's major responsibilities are to monitor and protect the City's valuable historic and cultural resources. Appointees must have demonstrated special interest, experience or education in history, architecture, archeology or similarly related fields. The Historic Preservation Commission meets twice each month; first in an informal design review at 5:30 p.m. on the first Wednesday of the month and second in a full regular meeting on the third Wednesday of the month at 5:30 p.m. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings twice a month and as otherwise needed. It is strongly recommended that whoever is appointed have a strong background in, and familiarity with New Bern's Historic Districts and is capable of allotting the necessary time and effort to historic preservation.



Development Services 303 1street, P.O. Box 1129 New Bern, NC 28563 (252)639-7581

TO: Alderman Jeffrey Odham

FROM: Morgan Potts, AICP

City Planner

DATE: April 19, 2018

SUBJECT: Historic Preservation Commission Appointment

Alderman Odham,

HPC Commissioner James Herring's first term of office as a member of the City of New Bern Historic Preservation Commission expires May 15, 2018. Mr. Herring has served one term with distinction, and may be reappointed at this time. You are requested to either reappoint Mr. Herring to the Historic Preservation Commission, or nominate a replacement to fill this important vacancy on the Historic Preservation Commission. An appointment is limited to a 3-year term with a maximum of two consecutive terms of office. To aid in the selection process, the City Clerk maintains a file of interested applicants and their resumes.

The Historic Preservation Commission is a "quasi-judicial" administrative board consisting of nine members. The Commission's major responsibilities are to monitor and protect the City's valuable historic and cultural resources. Appointees must have demonstrated special interest, experience or education in history, architecture, archeology or similarly related fields. The Historic Preservation Commission meets twice each month; first in an informal design review at 5:30 p.m. on the first Wednesday of the month and second in a full regular meeting on the third Wednesday of the month at 5:30 p.m. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings twice a month and as otherwise needed. It is strongly recommended that whoever is appointed have a strong background in, and familiarity with New Bern's Historic Districts and is capable of allotting the necessary time and effort to historic preservation.



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

TO: Alderman Jameesha Harris

FROM: Morgan Potts, AICP

City Planner

DATE: April 19, 2018

SUBJECT: Historic Preservation Commission Appointment

Alderman Harris,

HPC Commissioner Tripp Eure's second term of office as a member of the City of New Bern Historic Preservation Commission expires May 15, 2018. Mr. Eure has served two terms with distinction, and may not be reappointed at this time. You are requested to nominate a replacement to fill this important vacancy on the Historic Preservation Commission. An appointment is limited to a 3-year term with a maximum of two consecutive terms of office. To aid in the selection process, the City Clerk maintains a file of interested applicants and their resumes.

The Historic Preservation Commission is a "quasi-judicial" administrative board consisting of nine members. The Commission's major responsibilities are to monitor and protect the City's valuable historic and cultural resources. Appointees must have demonstrated special interest, experience or education in history, architecture, archeology or similarly related fields. The Historic Preservation Commission meets twice each month; first in an informal design review at 5:30 p.m. on the first Wednesday of the month and second in a full regular meeting on the third Wednesday of the month at 5:30 p.m. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings twice a month and as otherwise needed. It is strongly recommended that whoever is appointed have a strong background in, and familiarity with New Bern's Historic Districts and is capable of allotting the necessary time and effort to historic preservation.



Development Services 303 1st Street, P.O. Box 1129 New Bern, NC 28563 (252)639-7581

TO: Alderman Jeffrey Odham

FROM: Morgan Potts, AICP

City Planner

DATE: April 19, 2018

SUBJECT: Historic Preservation Commission Appointment

Alderman Odham,

HPC Commissioner Jim Morrison's second term of office as a member of the City of New Bern Historic Preservation Commission expires May 15, 2018. Mr. Morrison has served two terms with distinction, and may not be reappointed at this time. You are requested to nominate a replacement to fill this important vacancy on the Historic Preservation Commission. An appointment is limited to a 3-year term with a maximum of two consecutive terms of office. To aid in the selection process, the City Clerk maintains a file of interested applicants and their resumes.

The Historic Preservation Commission is a "quasi-judicial" administrative board consisting of nine members. The Commission's major responsibilities are to monitor and protect the City's valuable historic and cultural resources. Appointees must have demonstrated special interest, experience or education in history, architecture, archeology or similarly related fields. The Historic Preservation Commission meets twice each month; first in an informal design review at 5:30 p.m. on the first Wednesday of the month and second in a full regular meeting on the third Wednesday of the month at 5:30 p.m. Members must be able and willing to commit the necessary time and energy to carry out the responsibilities required for the position and must attend approximately two hour meetings twice a month and as otherwise needed. It is strongly recommended that whoever is appointed have a strong background in, and familiarity with New Bern's Historic Districts and is capable of allotting the necessary time and effort to historic preservation.

Sabrina Bengel Iameesha Harris Robert V. Aster Iohnnie Ray Kinsey Barbara J. Best Jeffrey T. Odham



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

Dana E. Outlaw Mayor

Mark A. Stephens City Manager

Memorandum

TO:

Alderman Barbara Best

FROM:

Brenda Blanco, City Clerk

DATE:

April 18, 2019

SUBJECT:

Appointment to Friends of New Bern Firemen's Museum

Bill Frederick's seat on the Board of Directors for the Friends of New Bern Firemen's Museum will expire on April 22, 2018, and he is eligible for reappointment. Mr. Frederick is interested in remaining on this Board, and the President of the Board has expressed a desire to have him retain his seat. You are asked to please consider reappointing Mr. Frederick for another three-year term.

/beb

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



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

Mark A. Stephens City Manager

Memorandum

TO: Alderman Jeffrey Odham

FROM: Brenda Blanco, City Clerk

DATE: April 18, 2019

SUBJECT: Appointment to Friends of New Bern Firemen's Museum

David Picken's seat on the Board of Directors for the Friends of New Bern Firemen's Museum will expire on April 22, 2018, and he is eligible for reappointment. Mr. Pickens is interested in remaining on this Board, and the President of the Board has expressed a desire to have him retain his seat. You are asked to please consider reappointing Mr. Pickens for a full three-year term.

/beb

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



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

Mark A. Stephens City Manager

Memorandum

TO:

Alderman Sabrina Bengel

FROM:

Brenda Blanco, City Clerk

DATE:

April 18, 2019

SUBJECT:

Appointment to Friends of New Bern Firemen's Museum

Gary Lingman's seat on the Board of Directors for the Friends of New Bern Firemen's Museum will expire on April 22, 2018, and he is eligible for reappointment. Mr. Lingman is interested in remaining on this Board, and the President of the Board has expressed a desire to have him retain his seat. You are asked to please consider reappointing Mr. Lingman for another three-year term.

/beb