

NEW BERN



NORTH CAROLINA

Everything comes together here

Departmental Monthly Reports

December 2016

Table of Contents

Development Services.....	1
Finance.....	3
Fire.....	4
Human Resources	5
Parks & Recreation	6
Police	7
Public Utilities.....	10
Public Works.....	15

Development Services

Inspections:

Overview	2015 YTD	% Change from Last Year	2016 YTD	October 2016	% Change from Previous Month
Commercial Permits – New Construction	159	-1.89%	156	9	8%
Residential Permits – New Single Family	106	-24%	81	12	75%
Residential Permits – Additions/Remodels	176	13%	198	11	0%
Mobile Homes	14	7%	15	0	-100%
Signs	43	-9%	39	1	50%
Certificates of Occupancy – Residential	92	-3%	89	11	-200%
Certificates of Occupancy – Commercial	19	-58%	8	2	-100%
Total Permit Valuation	\$72,501,276	7%	\$77,822,085	\$4,219,182	53.71%

Significant Issues and Projects:

- Asbestos removal for the Day Hotel has begun and will be complete in 90 to 120 days.

Community and Economic Development:

- **Brownfields:** Preparing analysis of Brownfield properties in the Greater Five Points area for potential clean-up and development.
- **First Street Corridor:** Waiting for notification from EDA regarding a \$1,285,250 grant. Food programs initiative funding underway in collaboration with Veteran’s Organic Garden.
- **Habitat for Humanity:** Expecting release of funds for 10 lots – Environmental Assessments completed.
- **Revive Five:** Committee has completed community surveys. Working with Craven Community College to develop re-imagining campaign.
- **The Entrepreneur Center:** Engineers are completing drainage issues.
- **CNI (Choice Neighborhood Initiative):** Implementing branding/marketing campaign for the Five Point/Duffy Field community.
- **Paint Your Heart Out New Bern:** 2017 event will be July 23-29. Partnered with NRDC, Greater Duffyfield Residents Council, East Carolina Council and CNI to leverage funding opportunities. Applications are being accepted and reviewed.
- **Site Development - Airport:** Analysis complete. Marketing materials under final review.
- **CDBG:** 2016-2017 \$250,955 allocated. Community Development Advisory Committee working on 2017-2018 annual action plan. Staff has partnered with area agencies and organizations that provide homeownership services. A homeownership workshop is scheduled for February 9, 2017 at the

Development Services

- public library. Staff continues to receive applications for the Minor Housing Rehab program waiting list. Back-end of the waiting list is approximately 3 years.

Other:

- **Zoning** - Seventeen land-use approvals were issued during the month. Staff issued final c/o for McAlister's and Great Clips located in the River Place Shopping Center located on S. Glenburnie Road.
- **Department Review** – Staff held department review on December 16th and 30th for the following projects; Site plan for State Employees Credit Union at 3001 Elizabeth Ave. Site Plan for Allegiant Automotive Center a proposed car dealership at 3813 Martin Luther King Jr. BLVD. Site plan for RoweWagner, LLC office/studio space at 2601 Trent Road.
- **Subdivisions/ Planning & Zoning Board** – South Wind @ Bluewater Rise PUD was continued for a second time.
- **HPC** – Provided staff support for Historical Preservation Commission's regular meeting on December 21st for the following projects:
 - A. 400 Block of Pollock St.—200 Block of Hancock St. (City of New Bern)—to include installation of stamped concrete pavers to match the other street pavers in the primary AVC.
 - B. 415-417 S. Front St. (GO Architectural Design—Hubie Tolson)—to include the installation of 4 windows in the secondary AVC. *This is an amendment to a previously issued COA
 - C. 223 Craven St. (Polo Enterprises—Tarheel Assoc.—The Walker Group)—to include the installation of handrails and a glass door with wooden casing in the primary AVC; to include the replacement of 13 windows in the primary and secondary AVC's; partial replacement of a brick wall and installation of stucco in the secondary AVC and the installation of decorate brick in the carriage house in the secondary AVC. *This is an amendment to a previously issued COA.

All COA's were approved.

Minor COA'S Issued

- A. 221 Middle St.—installation of a new roofing material on a low/flat slope roof not visible from the street.
 - B. 420 Craven St. – to include installation of additional brick pavers to finish the driveway in the secondary AVC.
 - C. 616 Broad St. — to include the addition of brick landscaping material in the primary AVC.
- **GIS** - Added a downloadable PDF flyer to sites on the "available to sale site". Created a gallery grouping of online maps for public consumption. Updated the flood hazard changes coming for New Bern to a comparison slider map. Worked with Parks and Rec to map bear art walking trails. Created fire hazard ratings for each parcel in New Bern for Fire. Created/produced 49 maps.

Finance

Fund Balance Available for Appropriation and Days Cash on Hand:

Fund	As of 06/30/14	As of 06/30/15	Estimate for June 2016*	Estimate for October 2016*	Estimate for November 2016*
Water (Available)	\$6,844,978	\$7,885,359	\$8,354,342	\$9,106,974	\$9,519,267
Water (Days)	294	497	303	367	378
Sewer (Available)	\$3,379,175	\$3,441,193	\$3,207,419	\$4,204,134	\$4,479,184
Sewer (Days)	128	196	128	181	186
Electric (Available)	\$8,171,048	\$9,187,629	\$11,042,418	\$13,259,582	\$14,015,172
Electric (Days)	88	94	120	116	120
General (Available)	\$9,183,675	\$15,531,641	\$14,874,372	\$9,005,445	\$11,967,844
General %	32.09%	56.95%	39.72%	23.23%	30.88%

*The actual fund balance and Days Cash on Hand for each fiscal year are determined after the completion of the Comprehensive Annual Financial Report. The amounts above are estimates based on current financial information.

Significant Issues:

None.

Fire

Fire Suppression:

Incidents	2015 Total	2016 YTD	Last Month	Current Month
*Number of Incidents	1,244	1,336	118	111
90% Response Time to Incidents	5 minutes 35 seconds	8 minutes 46 seconds	7 minutes 8 seconds	7 minutes 14 seconds
Endangered Property Value	\$122,542,001	\$10,115,346	\$234,080	\$1,700,200
Property Losses Due to Fire	\$1,302,846	\$598,831	\$24,990	\$200
Percentage of Saved Property Value	98.94%	94.08%	89.32%	99.99%
Overlapping Incidents	123	138	14	9

Fire Prevention:

Prevention Statistics	2015 Total	2016 YTD	Last Month	Current Month
Fire Investigations	30	26	2	3
Fire Inspections	1,215	1,628	134	59
Permits Issued	90	118	12	8
Child-Passenger Seat Checks	276	247	6	8
People Educated Through Public Fire & Life-Safety Programs	10,613	12,951	550	276

NOTE: 2015 response times reflects the average response times for reported structure fires only.

Significant Issues:

- 7 smoke alarms were installed this month; 132 in 2016 YTD.
- Continued with Leadership Development Training with Facilitator James Rowan via webinars.
- Work continued on the Strategic Planning Project Peer Review.

Human Resources

City-Wide Vacancies:

Department	Budgeted Positions	Separations During the Month	Positions Filled By External Candidates During the Month	Current Vacancies	Turnover FY15/16	Turnover FY16/17
Administration	12	0	0	0	1	0
Development Services	17	0	0	0	2	0
Finance	39	0	1	3	8	1
Fire	66	0	0	0	5	0
Human Resources	5	0	0	0	1	0
Parks & Recreation	29	0	0	2	1	0
Police	114	2	2	11	18	5
Public Utilities (Electric)	51	0	1	3	6	0
Public Works	47	1	0	3	10	4
Water Resources	78	0	2	4	9	5
Totals:	458*	3	6	26**	61	15

**Includes regular and 2 grant-funded positions approved for the fiscal year; also includes 1 part-time position in Parks & Recreation; does not include seasonal positions.*

***Current vacancies due to separations from employment, promotions, demotions and transfers.*

Safety News:

Workers' Compensation	2016	2017
Current Month's Claims	0 OSHA Recordable 0 Lost Time 1 Non-Recordable 0 Denied	3 OSHA Recordable 1 Lost Time 2 Non-Recordable 0 Denied
Year-to-Date Claims	3 Recordable 4 Non-Recordable	10 Recordable 5 Non-Recordable
Current Month Costs	\$11,956.22	\$24,449.65
Year-to-Date Costs	\$66,768.63	\$181,335.89

Other:

No report.

Parks and Recreation

Items of Significance:

- One full-time vacancy (Parks Maintenance Specialist).
- Thalmann Field project ongoing; fence installation underway.
- K Street Garden development plans underway.
- Tree City USA requirements submitted. This is our 21st year.
- Beautification program awards given to recipients in all wards.
- Over 600 youth ages 0-12 served through Toys for Tots 2016.
- 32nd Annual Christmas Flotilla consisted of 16 boats, over 100 participants, and thousands of spectators.
- Hosted community warm clothing drive; served over 60 participants.
- Lawson Creek Park vegetation removal project performed with approximately 80 volunteers.
- Community tree planting projects underway.

Police

Crime:

Incidents & Arrests	Current Month Total	2013 Total	2014 Total	2015 Total	2016 YTD
NIBRs* Group A Incidents	213	3,184	2,609	2,522	2,540
NIBRs* Group B Incidents (Arrests)	64	901	715	695	723
Adult Arrests	122	1,934	1,548	1,538	1,495
Juvenile Arrests	1	63	43	25	10
Total Arrests	123	1,997	1,591	1,563	1,505
Police Calls for Service	3,782	46,483	41,530	41,878	43,949
Business Alarms Dispatched	181	1,900	1,842	1,382	1,968
Residential Alarms Dispatched	63	871	782	777	878
Alarm Calls (PD Dispatched)	244	2,771	2,624	2,159	2,846

*NIBRs = National Incident-Based Reporting System

Monthly and year-to-date totals are subject to change due to reports being submitted/merged after the month for which they were reported and to account for corrections/changes to the original classifications.

Index Crime Report	Current Month Total	2013 Total	2014 Total	2015 Total	2016 YTD
Homicide	1	1	0	9	3
Rape	1	13	9	5	11
Robbery	7	51	39	30	50
Aggravated Assault	3	77	70	68	82
B&E – Residence	20	234	192	181	168
B&E – Business	8	85	46	35	27
Theft from Motor Vehicle	23	215	204	157	173
Larceny	67	1,111	859	867	796
Motor Vehicle Theft	2	55	25	32	30
Arson	0	4	1	3	6
Total:	132	1,846	1,445	1,384	1,346

Criminal Investigations	Current Month Total	2013 Total	2014 Total	2015 Total	2016 YTD
Cases Assigned	18	192	205	141	179
Cases Closed	1	75	128	72	101

Police

Crime Analysis		
Top 5 Calls for Service & Number of Incidents	<u>December 2016</u>	<u>2016 YTD</u>
	1) Traffic Stop/413 2) Security Check Business/294 3) Follow Up/216 4) Citizens Assist/212 5) Business Alarm/176	1) Traffic Stop/4,090 2) Security Check Business/3,449 3) Citizen Assist/2,503 4) Follow Up/2,337 5) Security Check Residence/1,972
Top 5 Calls for Service by Location and Number of Incidents	1) 601 George Street, New Bern Police Department/258 2) 3105 MLK Jr. Blvd., Wal-Mart/94 3) 1100 Clarks Rd., Craven County Magistrate's Office /37 4) 1309 Country Club Rd., Lawson Creek Park/37 5) 2710 ML King Jr. Blvd., MLK Overpass (Hwy 70)/37	
Top 3 Crime Locations for Current Month and Number of Incidents	1) 3105 MLK Jr. Blvd., (Wal-Mart: larcenies/shoplifters)/9 2) 2915 Neuse Blvd., (Wal-Mart: shoplifting)/5 3) 4200 Academic Dr., (NB High School: larcenies)/5	

Cases of Note	
2016:	
2016- 20594 Homicide 121 W. Pleasant Hill	Ryesha L. Lovick B/F DOB 12/09/1990 was arrested and charged with 1 count Open Murder. Investigation continues and follow ups are being conducted.
2016-32979 Armed Robbery, on Howard St. Moped taken at gun point.	Two suspects arrested, Anthony Graham B/M DOB 09/10/1996, Sheric Squires B/M DOB 01/09/1997. Both were arrested and charged with Armed Robbery & Conspiracy to Commit Armed Robbery Both held \$150,000
2016-32995 Armed Robbery 2909 Trent Rd. M&M Tobacco. Two suspects with guns approached victim robbed at gunpoint	Two suspects are brothers, Torrian West B/M DOB 09/01/1992 & Tyler West B/M DOB 05/12/1995. Armed Robbery & Conspiracy to Commit Armed Robbery and each with 1 count of Poss. of a firearm by felon. (Warrants will be obtained today 09/30/2016)
2016-37743 Homicide 2900 Madison Ave	Investigation continues and follow ups are being conducted.
2016-43036 Homicide 1905 Stimpson St	Investigation continues and follow ups are being conducted.

Police

Personnel:

Extra Duty Hours	2013 Total	2014 Total	2015 Total	2016 YTD
	3,123.30	1,853.50	2,161.00	3,299.00

Overtime in Dollars	Current Month	2013 Total	2014 Total	2015 Total	2016 YTD
Office of the Chief	\$00.00	\$6,672.34	\$11,911.58	\$8,783.87	\$1,251.97
Operations Division	\$10,329.78	\$120,226.42	\$163,316.23	\$145,902.95	\$135,511.65
Services Division	\$4,139.92	\$49,815.25	\$63,974.62	\$62,686.44	\$58,035.21
Investigations Division	\$1,493.95	N/A	N/A	N/A	\$21,689.72
Total:	\$15,963.85	\$176,714.25	\$239,204.43	\$222,373.26	\$216,488.955

Significant Issues (not noted above):

None to report.

Public Utilities

High-Profile Projects:

- **Advanced Metering Infrastructure Project** - *This project involves installing a network of electric and water meters. We are currently reading 4,310 water meters and 9,692 electric meters with 2,068 disconnect meters; 2,403 two-way load management switches have been installed. Phase II of the project is about 99% complete. We are establishing communication points around the City as required for communications back to the operations center. An additional gateway for Taberna is waiting on crew availability. Gateways for Trent Woods should begin in the next few weeks.*
- **Overhead Line Rebuild**
 - Racetrack Road. *We are working on upgrading the existing overhead line to feeder capacity. We have begun to set poles and stake the job. We await some work by Duke Energy and some easements and permissions.*
- **New Underground Developments**
 - Pine Valley Apartments Underground Subdivision Extension. *Install underground primary, secondary, and area lights as needed to provide power within this new apartment complex. Phases one, two and three are complete and we await the contractor's progress to complete our work.*
 - Craven Animal Hospital. *Install underground primary and transformer needed to provide power to a new commercial service. Estimated completion date for permanent service is October 2016. A pole has been set and three-phase underground primary and conduit has been installed under Old Cherry Point Road. A temporary transformer and conductors have been installed for their construction service. We await the contractor's progress to complete our work.*
 - Craeberne Forest. *New underground primary extension for subdivision expansion. We have a design to add power to 36 new lots. We have installed all of the high voltage cable on one side of the road.*
- **Downtown Improvements**
 - 400 Block of Pollock Street. *Overhead to underground conversion. We will be working with the CATV and TELCO to convert all of the overhead utilities to underground. We will also be installing the green decorative street light fixtures in this area. We have installed all underground conduits and lighting circuits. The light foundations are done on both sides of the street and lights are set on one side. We await the completion of the sidewalk to finish our work.*
 - Hancock Street. *Convert overhead feeder to underground feeder, convert all business and residential facilities to underground and install decorative lights and circuits. We have pulled the underground feeder cable and set piece of switchgear necessary to feed the area.*
- **Township No. 7 Sewer Improvements – Phase III.** *Sewer system infrastructure improvements for increasing transmission capacity. Geotechnical work and rivers sounding for the project are complete and staff is working with the engineering consultant to finalize the force main alignment and design plans required for permitting.*
- **Township No. 7 Sewer Improvements – FY16** - *Sewer system infrastructure improvements for increasing transmission capacity. Project goals include transferring a portion of the S.T.E.P. system loading to the City's conventional sewer system, increasing system capacity, as well as increasing system efficiency and lowering operating costs by reducing overall operating pressures.*

Public Utilities

The contractor has completed installing the new 8" force main along Hwy. 70 and is 75% complete with the installation of the gravity system improvements. The cased bores under Highway 70 and the Norfolk Southern railroad have been completed.

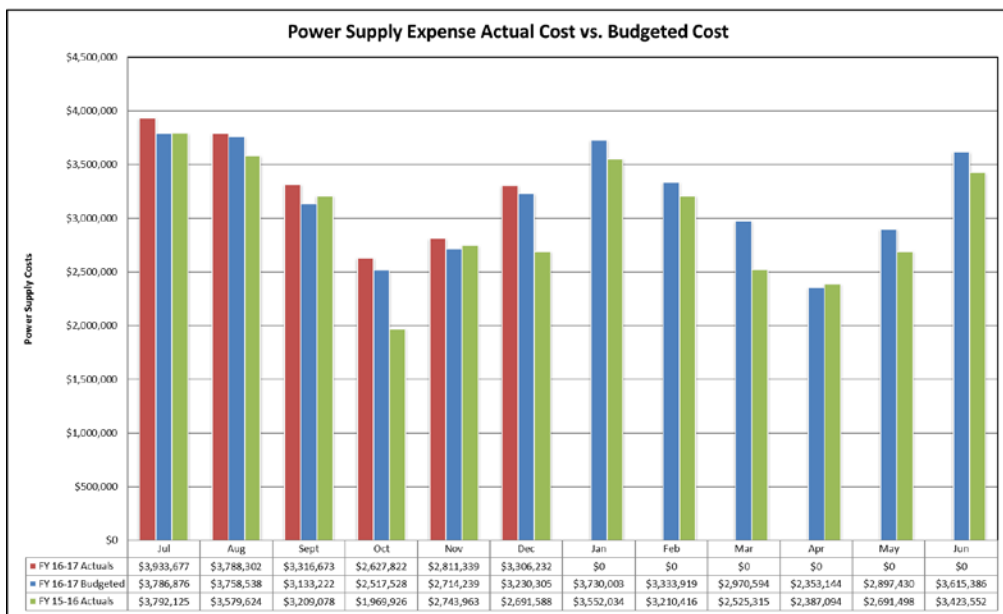
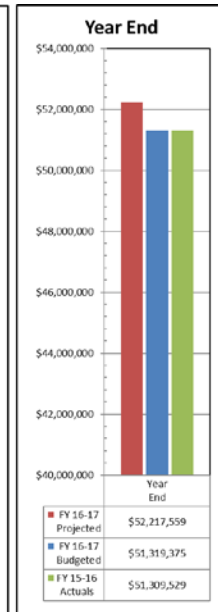
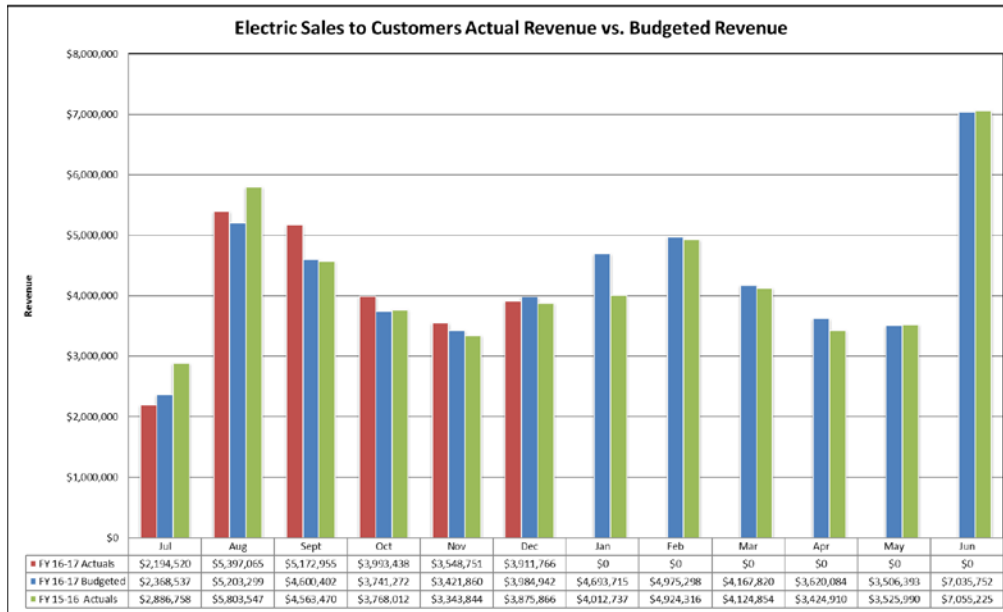
- **Lift Station 30 Rehabilitation** - *This involves the complete rehabilitation of lift station #30, which is located along Amhurst Blvd.* This project will also include a force main relocation to eliminate pump run times and decrease operational costs. This project has been completed and is in service.
- **Water Resources Operations Building Improvements** - *This involves modifications to the existing operations facility to provide for needed administrative space and shower facilities.* Staff and Board representatives are continuing to evaluate the options for this project. Staff is currently working to prepare more detailed plans and cost estimates for relocation of the Water Resources staff to 521 Highway 55 and repurposing the Neuse Boulevard site to accommodate the City Garage and a portion of the Parks and Recreation staff.
- **West New Bern Water System Improvements** – *Water system infrastructure improvements between the Highways 17 and 55 corridors increasing available domestic and fire flow supplies.* Aerial and ground survey work for the project are complete and staff is working with the engineering consultant to finalize the force main alignment and design plans required for permitting. Staff has begun to make contact with the property owner from whom the City will need a utility easement in order to construct the project.

FY-17 Water and Sewer System Improvements – *Replacement of existing water and sewer infrastructure in the areas that will be included in the FY-17 repaving project.* Public Utilities staff has worked closely with the Public Works staff to develop a list of water and sewer infrastructure items that are in need of repair/replacement prior to beginning the FY-17 repaving project. Plans for the repair/replacement of the water and sewer infrastructure have been developed and pricing has been received for all 6 projects. Agenda items for establishing a project fund for the work and awarding the construction contracts will be included in the agenda for the Board of Aldermen meeting on January 24th.

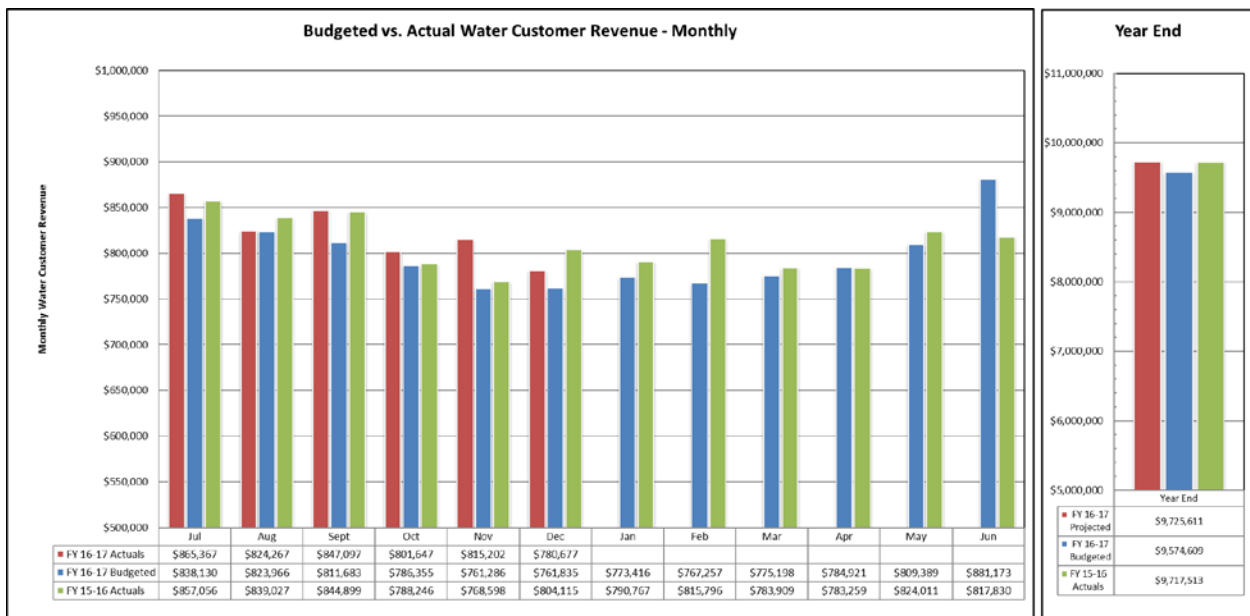
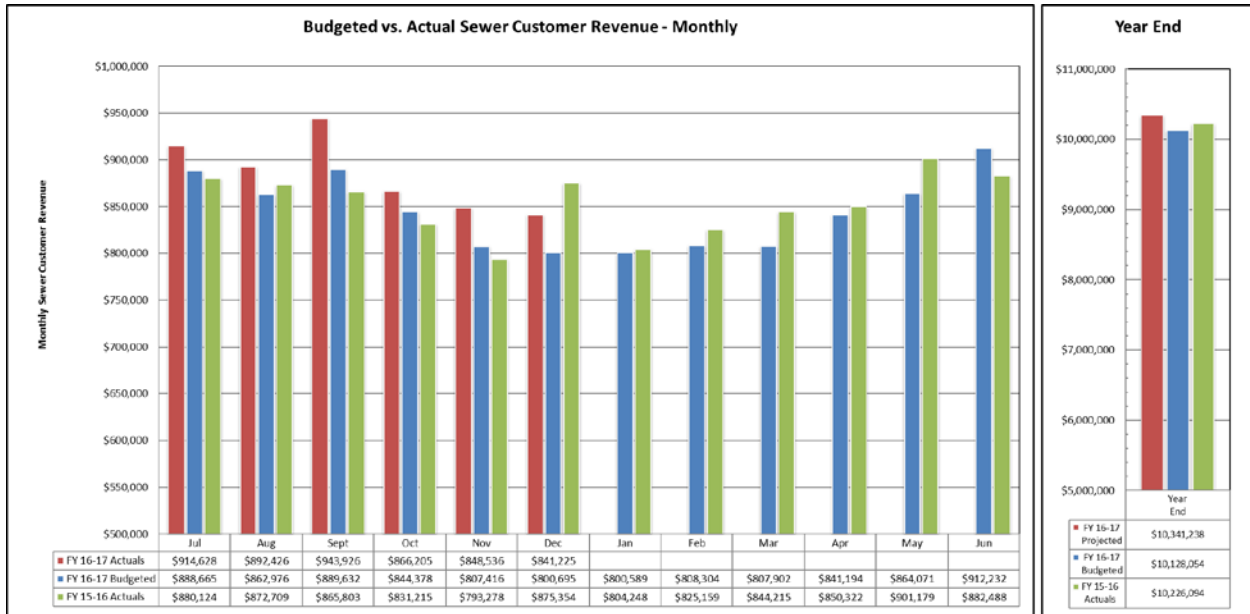
Public Utilities

Electric System Outages and Reliability Statistics				
Nov 1, 2015 to Dec 31, 2016				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
193.2	1.25	153.55	99.96	
Nov 1, 2014 to Dec 31, 2015				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
30.23	0.87	34.43	99.995	
Dec-16				
Sched/Unsched	Cause	Substation	Circuit	Total Outages
Unscheduled	Squirrel			2
Unscheduled	Bird			
Scheduled	Scheduled			
Unscheduled	Equipment Worn Out			
Unscheduled	Human			1
Unscheduled	Lighting			
Unscheduled	Vehicle Accident			1
Unscheduled	Vine			
Unscheduled	Electrical Failure			5
Unscheduled	Construction			
Unscheduled	Tree			
Unscheduled	Equipment Damage			1
Unscheduled	Unknown/Other			5
			Total	15

Public Utilities



Public Utilities



Public Works

Leaf and Limb:

Service Provided (Tons)	FY14-15 Total	FY15-16 Total	FY16-17 YTD	December 2016
White Goods Collected	9.00	18.00	4.50	0
Brown Goods Collected	5,422.50	3,539.16	1,854.60	382.80
Yard Waste Received	27,167.90	17,958.92	8,886.40	935.51
Mulch Dispersed	7,998.90	8,556.95	1,658.83	0

City Garage:

Costs	FY14-15 Total	FY15-16 Total	FY16-17 YTD	December 2016
Services Provided by City Garage:				
Vehicles Serviced	1,288	1,643	878	162
Total Labor Cost	\$ 36,758.93	\$ 53,147.90	\$ 26,259.81	\$ 5,275.06
Total Parts Cost	\$127,821.46	\$150,034.08	\$ 86,222.83	\$15,711.67
Total Cost (Parts + Labor)	\$164,580.39	\$203,181.98	\$112,482.64	\$20,986.73
Services Provided by Contract:				
Vehicles Serviced	916	674	294	40
Total Labor Cost	\$108,770.25	\$116,862.45	\$ 63,837.73	\$12,496.16
Total Parts Cost	\$192,877.40	\$198,068.81	\$ 90,100.04	\$10,007.10
Total Cost (Parts + Labor)	\$301,647.65	\$314,931.26	\$153,937.77	\$22,503.26
Total Services Provided (City Garage & Contract):				
Vehicles Serviced	2,204	2,317	1,172	202
Total Labor Cost	\$145,529.18	\$170,010.35	\$ 90,097.54	\$17,771.22
Total Parts Cost	\$320,698.86	\$348,052.89	\$176,322.87	\$25,718.77
Total Cost (Parts + Labor)	\$466,228.04	\$518,063.24	\$266,420.41	\$43,489.99

Cost by Department	FY14-15 Total	FY15-16 Total	FY16-17 YTD	December 2016
Public Utilities (Electric)	\$ 86,103.29	\$ 96,332.89	\$58,985.33	\$10,488.15
Public Utilities (W&S)	\$116,802.55	\$120,158.73	\$53,670.37	\$ 7,839.74
Police	\$ 84,842.82	\$ 85,547.12	\$38,656.37	\$ 8,104.60
Recreation & Parks	\$ 32,005.09	\$ 45,296.72	\$23,972.12	\$ 631.96
Finance	\$ 28,004.25	\$ 15,044.94	\$ 5,883.92	\$ 1,126.51
Public Works	\$114,259.82	\$ 86,585.97	\$52,184.81	\$ 8,635.38
Fire / Rescue	\$ 69,698.98	\$ 54,913.63	\$31,657.38	\$ 6,585.40

Public Works

Human Resources	\$ 727.61	\$ 13.01	\$448.55	\$ 0.00
Development Services	\$3,275.67	\$6,727.03	\$960.66	\$78.25

Significant Issues:

None.