

NEW BERN



NORTH CAROLINA

Everything comes together here

Departmental Monthly Reports

December 2017

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Development Services

Inspections:

Overview	2016 YTD	% Change from Last Year	2017 YTD	NOV 2017	% Change from Previous Month
Commercial Permits – New Construction	156	17%	183	8	47%
Residential Permits – New Single Family	81	46%	118	16	-220%
Residential Permits – Additions/Remodels	198	1%	200	17	-325%
Mobile Homes	15	-300%	14	0	0%
Signs	39	8%	42	4	0%
Certificates of Occupancy – Residential	90	-4%	86	5	0%
Certificates of Occupancy – Commercial	10	10%	11	1	0%
Total Permit Valuation	\$77,822,085	46%	\$113,323,909	\$11,722,492	-70%

Significant Project Update:

First Street Road Diet:

- Let for construction date: March 28, 2018. (Let is a term used to describe when money comes available to pay for all the work that needs to be completed.)
- Re-striping start date: May 2018
- Completion of the re-striping: June 2018
- Construction of sidewalks start date: June/July 2018. Sidewalks will immediately follow completion of the re-striping.
- Completion of sidewalks: TBD

Community and Economic Development:

CDBG:

- **17/18:** The City's allotment is \$223,934. The CDBG Public Service funding workshop was held on 12/13/17 at Development Services. Representatives from 6 different non-profit agencies were present.
- **16/17:** The City's allotment was \$250,955. Staff met with community partners to finalize the CDBG capacity building program. Staff provided technical assistance to CDBG public service agency Reviving Lives Ministries, a 12-step substance abuse recovery program.
- **15/16:** The City's allotment was \$259,784. Staff monitored Religious Community Services on-site for their CDBG public service utility and rental assistance program. Final payment for reimbursement to Habitat for Humanity for the construction of one new affordable housing unit was submitted in the amount of \$16,000.

Development Services

Other:

Zoning - Twenty-three land use approvals were issued during the month.

Planning & Zoning Board - Provided staff support for the December 5th regular meeting with respect to the following projects:

- Consideration of a final plan for Miller & Brabble Properties, LLC/Robert Chiles Engineering; a proposed 2-lot major subdivision on a 9.98+/- acre tract, located at the intersection of Karen Drive and Neuse Boulevard. The property is further identified as Craven County Parcel identification number 8-241-025 (Ward 4). **Approved.**
- Consideration of a Planned Unit Development General Plan for John Thomas Engineering/A. Sydes Construction, Inc. "Bendigo Bay at Bluewater Rise"; a proposed 112-lot Planned Unit Development on a 61.21 +/- acre tract located West of Old Airport Road and North of County Line Road. The property is further identified as a portion of Craven County Parcel identification number 7-106-001 (Ward 3). **Continued until next meeting.**
- Consideration of a Planned Unit Development General Plan for John Thomas Engineering/A. Sydes Construction, Inc. "Hutton Pointe at Bluewater Rise "; a proposed 151-lot Planned Unit Development on a 117.11 +/- acre tract located West of Old Airport Road and North of County Line Road. The property is further identified as a portion of Craven County Parcel identification number 7-106-001 (Ward 3). **Continued until next meeting.**
- Consideration of a request by the City of New Bern to amend the City Land Use Ordinance Article XIV: Section 15-210 "Street classification." **Tabled; sent back to staff for further research.**

HPC— Provided staff support for the Historical Preservation Commission's regular meeting on December 20th for the following projects:

New Applications:

- 607 Pollock St.—to include the construction of an accessory structure in the tertiary AVC (this is a previously approved COA that has expired).
- Demolition by Neglect Year End Report—Staff conducted a PowerPoint presentation to the Board noting the current properties under a Demolition by Neglect Order, as well as potential properties to add to the list, as well as success stories.

Minor COA'S Issued:

- 313 Pollock St.—an addition to a contributing structure in the tertiary AVC (COA extension granted).
- 417 Broad St.—to include street tree removal and replanting in the primary AVC.
- 704 East Front St. — to include street tree removal and replanting in the primary AVC
- 313 & 315 George St. — to include street tree removal and replanting in the primary AVC

Finance

Fund Balance Available for Appropriation and Days Cash on Hand:

Fund	As of 06/30/15	As of 06/30/16	As of 6/30/17	Estimate for October 2017*	Estimate for September 2017*
Water (Available)	\$7,885,359	\$8,497,223	\$6,298,596	\$5,765,749	\$6,135,872
Water (Days)	497	516	340	352	370
Sewer (Available)	\$3,441,193	\$3,422,417	\$4,035,133	\$3,421,041	\$3,482,395
Sewer (Days)	196	227	275	228	231
Electric (Available)	\$9,187,629	\$11,138,265	\$11,039,354	\$10,257,046	\$13,072,266
Electric (Days)	94	130	126	132	133
General (Available)	\$15,531,641	\$16,186,421	\$14,885,387	\$7,536,487	\$11,062,697
General %	56.95%	45.63%	45.47%	19.02%	27.64%

*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	2016 Total	2017 YTD	Last Month	Current Month
*Number of Incidents	1,336	1,603	130	149
90% Response Time to Incidents	8 minutes 46 seconds	7 minutes 25 seconds	7 minutes 18 minutes	8 minutes 0 seconds
Endangered Property Value	\$10,115,346	\$21,736,200	\$7,404,970	\$443,500
Property Losses Due to Fire	\$598,831	\$1,662,990	\$26,050	\$225,000
Percentage of Saved Property Value	94.08%	80.84%	99.65%	49.27%
Overlapping Incidents	138	163	15	18

Fire Prevention:

Prevention Statistics	2016 Total	2017 YTD	Last Month	Current Month
Fire Investigations	26	40	3	0
Fire Inspections	1,628	1,553	76	68
Permits Issued	118	92	8	9
Child-Passenger Seat Checks	247	207	12	3
People Educated Through Public Fire & Life-Safety Programs	12,951	9,476	391	264

Narcan:

Statistics	2016 Total	2017 YTD	Last Month	Current Month
Overdose Calls Responded To	N/A	78	3	3
Instances Narcan Administered	N/A	14	0	1

Significant Issues:

- 24 smoke alarms were installed this month. (204 in 2017 YTD as compared to 132 in 2016 YTD).
- Continued with Leadership Development Training with Facilitator James Rowan via webinars.
- “Fill-A-Fire Truck” Food Drive was a great success. We were able to provide food to 14 families, most of which were City of New Bern employees. Additionally, we also assisted two struggling families with monetary donations.

Human Resources

City-Wide Vacancies:

Department	Budgeted Positions	Separations During the Month	Positions Filled By External Candidates During the Month	Current Vacancies	Turnover FY16/17	Turnover FY17/18
Administration	12	0	0	1	0	1
Development Services	18	1	0	2	1	1
Finance	39	0	0	2	5	0
Fire	66	0	0	0	1	0
Human Resources	5	0	0	1	0	1
Parks & Recreation	29	0	0	1	3	1
Police	115	1	3	4	14	7
Public Utilities (Electric)	51	0	0	3	2	2
Public Works	47	3	1	4	7	7
Water Resources	78	2	0	4	9	3
Totals:	460*	7	4	22**	42	23

**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	2017	2018
Current Month's Claims	1 OSHA Recordable 0 Lost Time 0 Non-Recordable 0 Denied	3 OSHA Recordable 0 Lost Time 1 Non-Recordable 0 Denied
Year-to-Date Claims	18 Recordable 5 Non-Recordable	11 Recordable 5 Non-Recordable
Current Month Costs	\$38,203.45	\$105,799.86
Year-to-Date Costs	\$220,480.16	\$467,449.08

Other:

None

Parks and Recreation

Significant Issues:

- The annual Christmas Flotilla was held on Saturday, December 2, 2017. Twenty-three boats participated, and a huge crowd was on hand to watch the event.
- Staff at West New Bern Recreation Center distributed toys to over 400 children through the Toys for Tots program in December.

Police

Crime:

Incidents & Arrests	Current Month Total	2014 Total	2015 Total	2016 Total	2017 YTD
NIBRs* Group A Incidents	186	2,609	2,522	2,540	2,536
NIBRs* Group B Incidents (Arrests)	81	715	695	723	825
Adult Arrests	151	1,548	1,538	1,495	1,739
Juvenile Arrests	0	43	25	10	10
Total Arrests	151	1,591	1,563	1,505	1,749
Police Calls for Service	3,818	41,530	41,878	43,949	46,757
Business Alarms Dispatched	180	1,842	1,382	1,968	1,988
Residential Alarms Dispatched	63	782	777	878	758
Alarm Calls (PD Dispatched)	243	2,624	2,159	2,846	2,746

*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	2014 Total	2015 Total	2016 Total	2017 YTD
Homicide	0	0	9	3	4
Rape	0	9	5	11	8
Robbery	6	39	30	50	58
Aggravated Assault	7	70	68	82	93
B&E – Residence	15	192	181	168	160
B&E – Business	4	46	35	27	43
Theft from Motor Vehicle	4	204	157	173	187
Larceny	43	859	867	796	718
Motor Vehicle Theft	2	25	32	30	20
Arson	0	1	3	6	3
Total:	81	1,445	1,387	1,346	1,294

Criminal Investigations	Current Month Total	2014 Total	2015 Total	2016 Total	2017 YTD
Cases Assigned	0	205	141	179	108
Cases Closed	2	128	72	101	45

Police

Crime Analysis		
Top 5 Calls for Service & Number of Incidents	<u>December 2017</u>	<u>2017 YTD</u>
	1) Traffic Stop/44 2) Security Check Business/16 3) Alarm Business/11 4) Extra Duty/6 5) Security Check Residential/5	1) Traffic Stop/6,199 2) Security Check Business/2,831 3) Follow Up/2,623 4) Citizens Assist/2,457 5) Alarm Business/1,958
Top 5 Calls for Service by Location and Number of Incidents	1) 601 George Street, New Bern Police Department/3,058 2) 3105 M L King Jr Blvd., Wal-Mart/965 3) 1100 Clarks Rd., Magistrates Sheriff Office/504 4) 411 Craven St, Magistrates Office Downtown/483 5) 1309 Country Club Rd., Lawson Creek Park/465	
Top 3 Crime Locations for Current Month and Number of Incidents	1) 3105 MLK Jr. Blvd., (Wal-Mart: Larceny)/15 2) 4200 Academic Dr., (High School: B&E Vehicle/Communicating Threats)/6 3) 3034 M L King Jr Blvd., (Belk: Larceny)/6	

Cases of Note	
2017:	
No significant cases to mention in December.	

Personnel:

Extra Duty Hours	2014 Total	2015 Total	2016 Total	2017 YTD
444.5	1,853.50	2,161.00	3,299.00	4,076.75

Overtime in Dollars	Current Month	2014 Total	2015 Total	2016 Total	2017 YTD
Office of the Chief	\$0.00	\$11,911.58	\$8,783.87	\$1,251.97	\$381.11
Operations Division	\$6,929.02	\$163,316.23	\$145,902.95	\$135,511.65	\$118,641.19
Services Division	\$7,149.32	\$63,974.62	\$62,686.44	\$58,035.21	\$72,063.35
Investigations Division	\$1,457.61	N/A	N/A	\$21,689.72	\$45,845.93
Total:	\$15,535.95	\$239,202.43	\$217,373.26	\$216,488.55	\$236,931.58

Significant Issues (not noted above):

None

Public Utilities

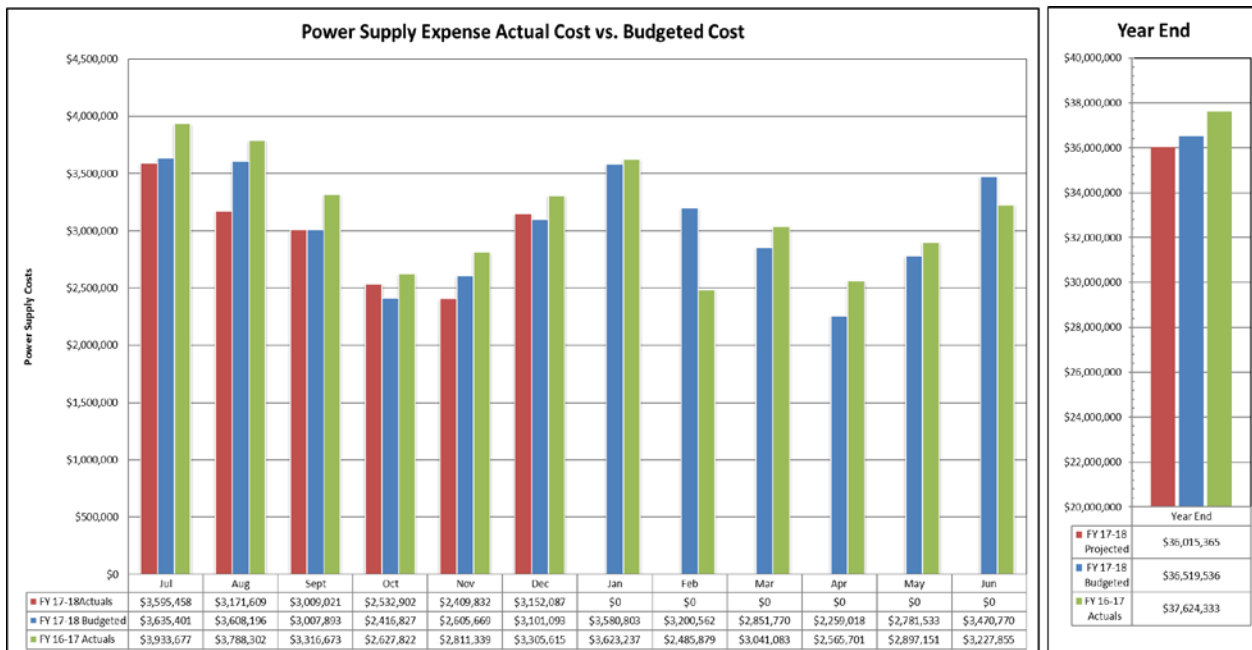
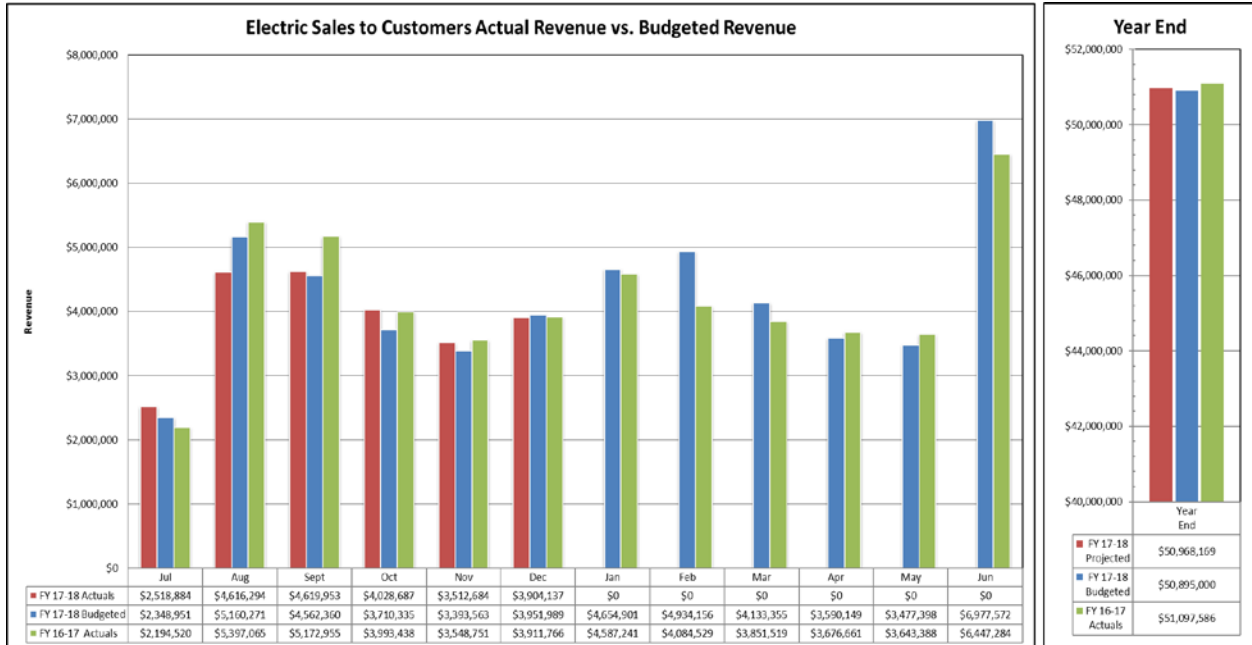
High-Profile Projects:

- **Advanced Metering Infrastructure Project** - This project involves installing a network of electric and water meters. We are currently reading 7,947 water meters, 16,246 electric meters with 4,642 disconnect meters and 3,872 two-way load management switches having been installed. We are well into the third and final phase of the project. We are establishing communication points around the City as required for communications back to the operations center. Trent Woods Gateways are up and the remaining four gateways should be up within the next week.
- **Overhead Line Rebuild**
Slocum Gate Flyover - We are working on the line upgrades for this NCDOT project. We will be relocating poles and converting a section of the Havelock feeder to underground for this project. All construction cost will be reimbursed by NCDOT. We have completed our work on this project and are in the process of billing NCDOT for our work.
Craven Street - We are replacing the fiber network along Craven Street to repair damages caused by wildlife. We have completed our work at this location.
- **New Underground Developments**
Bluewater Rise Subdivision - New underground residential subdivision. We will be extending our existing underground primary along Old Airport Road and into the new development. We are working on upgrading our underground line to feeder capacity for this new load.
- **Township No. 7 Sewer Improvements – Phase III**. Sewer system infrastructure improvements for increasing transmission capacity. Staff is continuing to work with the property owners from whom the City will need a utility easement in order to construct the project and legal documents for the easements are being prepared.
- **Water Resources Facility** - This involves the construction of a new facility adjacent to the City's existing water treatment plant to house the Water Resources operations and administration staff. The contractor is currently digging footers, installing plumbing and placing the forms for the building slabs. The building slabs are scheduled to be poured the last week in January, with the structural steel components scheduled to arrive the first week of February.
- **West New Bern Water System Improvements** – Water system infrastructure improvements between the Highway 17 and 55 corridors increasing available domestic and fire flow supplies. Staff is continuing to work with the property owners from whom the City will need a utility easement in order to construct the project and legal documents for the easements are being prepared.
- **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. Due to the recent cold weather, the resurfacing work on Meadows and Tatum has been temporarily delayed. The contractor shall complete this work as soon as the weather permits.

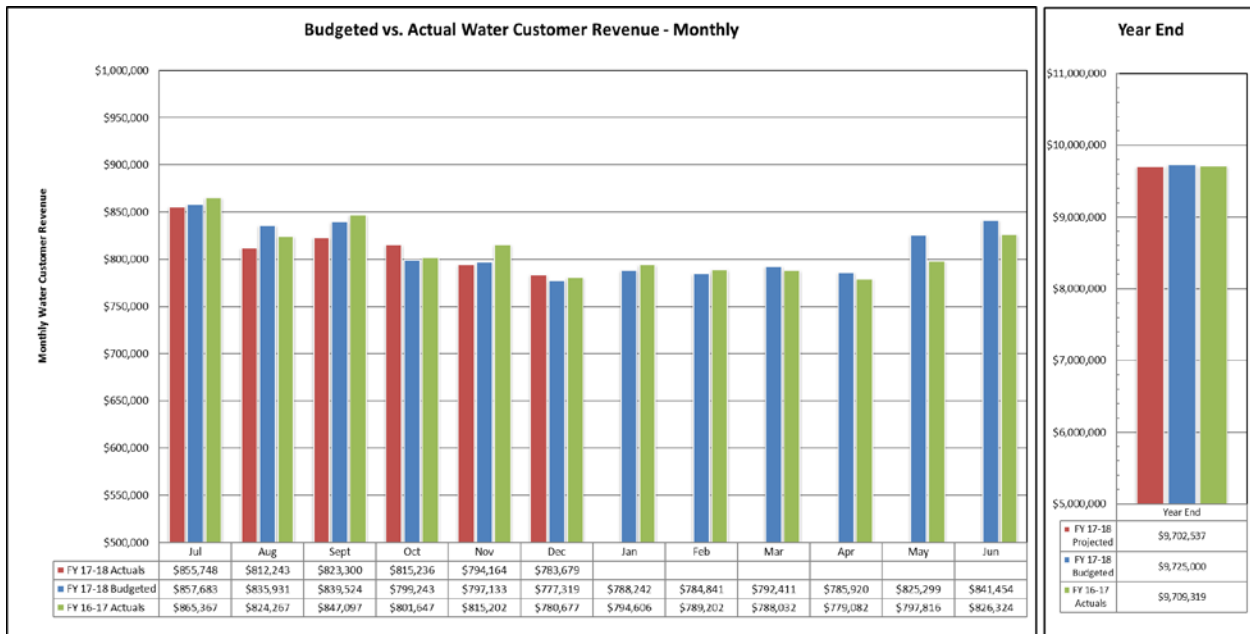
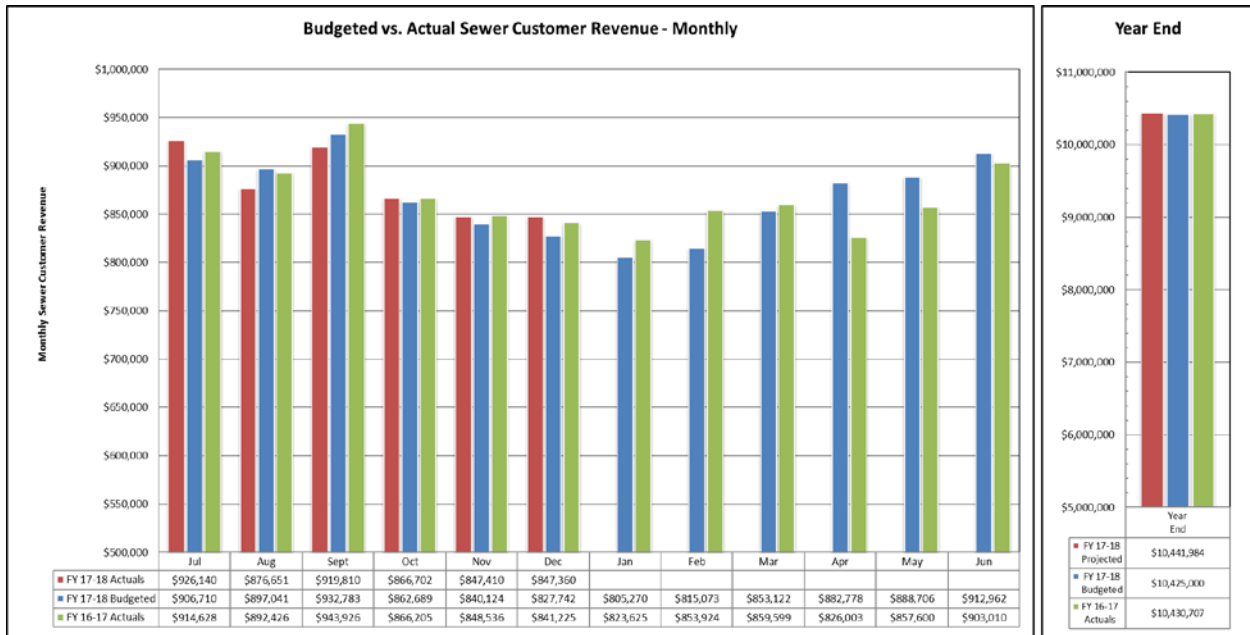
Public Utilities

Electric System Outages and Reliability Statistics				
12-01-17 to 12-31-17				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
8.768	0.144	60.853	99.9984	
12-01-16 to 12-31-16				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
5.474	0.0709	77.20837.934	99.999	
Dec-17				
Sched/Unsched	Cause	Substation	Circuit	Total Outages
Unscheduled	Squirrel			
Unscheduled	Bird			
Scheduled	Scheduled			
Unscheduled	Weather			2
Unscheduled	Equipment Replacement			
Unscheduled	Human			2
Unscheduled	Vehicle Accident			
Unscheduled	Vine			
Unscheduled	Electrical Failure			4
Unscheduled	Construction			1
Unscheduled	Tree			4
Unscheduled	Equipment Damage			1
Unscheduled	Unknown/Other			2
			Total	16

Public Utilities



Public Utilities



Public Works

Leaf and Limb:

Service Provided (Tons)	FY15-16 Total	FY16-17 YTD	FY17-18 YTD	December 2017
White Goods Collected	18.00	12.38	16.88	3.38
Brown Goods Collected	3,539.16	3,689.40	1,785.00	257.40
Yard Waste Received	17,958.92	14,530.76	7,372.42	1,200.55
Mulch Dispersed	8,556.95	3,864.30	3,599.58	648.83

City Garage:

Costs	FY15-16 Total	FY16-17 YTD	FY17-18 YTD	December 2017
Services Provided by City Garage:				
Vehicles Serviced	1,643	1,692	974	163
Total Labor Cost	\$ 53,147.90	\$ 52,205.30	\$29,295.29	\$ 5,221.51
Total Parts Cost	\$150,034.08	\$151,894.04	\$81,066.99	\$10,000.50
Total Cost (Parts + Labor)	\$203,181.98	\$204,099.34	\$110,362.28	\$15,222.01
Services Provided by Contract:				
Vehicles Serviced	674	542	286	42
Total Labor Cost	\$116,862.45	\$111,212.64	\$ 56,226.75	\$9,108.26
Total Parts Cost	\$198,068.81	\$174,965.06	116,422.67	\$16,626.45
Total Cost (Parts + Labor)	\$314,931.26	\$283,177.70	\$172,649.42	\$25,734.71
Total Services Provided (City Garage & Contract):				
Vehicles Serviced	2,317	2,234	1,260	205
Total Labor Cost	\$170,010.35	\$160,418.57	\$ 85,522.03	\$14,329.77
Total Parts Cost	\$348,052.89	\$327,129.10	\$197,493.67	\$26,626.95
Total Cost (Parts + Labor)	\$518,063.24	\$487,277.04	\$283,011.70	\$40,956.72

Cost by Department	FY15-16 Total	FY16-17 Total	FY17-18 YTD	December 2017
Public Utilities (Electric)	\$ 96,332.89	\$ 89,722.68	\$37,666.83	\$ 2,477.54
Public Utilities (W&S)	\$120,158.73	\$106,384.36	\$77,347.89	\$8,330.37
Police	\$ 85,547.12	\$ 75,648.03	\$45,565.03	\$ 5,528.40
Recreation & Parks	\$ 45,296.72	\$ 42,286.71	\$30,394.47	\$2,041.94
Finance	\$ 15,044.94	\$ 11,181.78	\$ 7,546.33	1,398.61
Public Works	\$ 86,585.97	\$ 96,169.46	\$50,529.79	\$ 14,480.76
Fire / Rescue	\$ 54,913.63	\$ 63,315.27	\$32,153.42	\$ 5,706.58
Human Resources	\$ 13.01	\$ 619.44	\$ 496.96	\$ 187.12
Development Services	\$ 6,727.03	\$ 1,911.96	\$ 1,310.98	\$ 805.40

Public Works

Significant Issues:

None

Attendance for Board Appointees

Board of Adjustment			
Appointee	December Attendance *	Meetings Missed in 2017 To Date	Appointed By
Alfred Barfield	N/A	2	Mayor
Richard Parsons	N/A	0	Ward 1
Dorothea White	N/A	0	Ward 2
Peter Walker	N/A	1	Ward 3
Benjamin Beasley	N/A	1	Ward 4
Kenneth Brown	N/A	0	Ward 5
John Riggs	N/A	2	Ward 6
Kenneth "Kip" Peregoy	N/A	0	Mayor Outlaw
Steve Strickland	N/A	0	Mayor Outlaw
Lois Jamison	N/A	4	Schaible
Edward Bellis, III	N/A	1	Not Available
Ross Beebe	N/A	1	Not Available

* A meeting was not held in December.

Community Development Advisory Committee			
Appointee	December Attendance *	Meetings Missed in 2017 To Date	Appointed By
Corinne Corr	N/A	0	Ward 1
Carol Williams	N/A	0	Ward 2
Marshall Williams	N/A	3	Ward 3
Vernon Guion	N/A	0	Ward 4
Dell Simmons	N/A	4	Ward 5
Mary Shepard	N/A	1	Ward 6

*Meetings are held quarterly. A meeting was not held in December.

Craven County Tourism Development Authority			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
Mark Stephens	Present	0	BOA

Attendance for Board Appointees

Eastern Carolina Council of Government			
Appointee	December Attendance*	Meetings Missed in 2017 To Date	Appointed By
Victor Taylor	N/A	1	White

*Attendance is only *required* at January and June meetings.

Friends of New Bern Firemen's Museum, Inc. Board of Directors			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
Nancy Mansfield	Present	0	Ward 1
Mike Markham	Present	0	Ward 2
David Finn	Present	0	Ward 3
Juleon Dove	Absent	9	Ward 4
Dell Simmons	Absent	6	Ward 5
Carol Zink	Present	2	Ward 6
Gary Lingman	Present	1	Mayor
Bill Frederick	Present	1	Blackiston
Bobby Aster	Absent*	3	White
Richard Blythe	Present	2	Blackiston

*Bobby Aster resigned by email on 12/18/17 per Nancy Mansfield.

Historic Preservation Commission			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
David Griffith	Present	5	Mayor
Joe Anderson	Present	0	Ward 1
Dr. Ruth Cox	Present	2	Ward 2
Rich Frye	Present	3	Ward 3
Nancy Gray	Present	2	Ward 4
James Woods Jr.	Present	3	Ward 5
Jim Morrison	Present	0	Ward 6
Tripp Eure	Present	0	Blackiston
James Herring	Present	1	White

Attendance for Board Appointees

Housing Authority of the City of New Bern			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
Steve Strickland	Present	2	Mayor
Joe Anderson	Present	0	Mayor
Pete Monte	Present	1	Mayor
Barbara Lee	Absent	5	Mayor
Rob Overman	Present	0	Mayor
Molichia Hardy	Present	1	Mayor
Willie Newkirk, Sr.	Present	1	Mayor
Bill Frederick	Present	3	Mayor
Carol Becton	Present	3	Mayor
Denise Harris-Powell	Present	3	Mayor
Thomas Hardin	Present	1	Mayor

New Bern Appearance Commission			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
Peggy Broadway	Present	0	Ward 1
James Dugan	Present	0	Ward 2
Joseph Cannon	Present	1	Ward 3
Rose Williams	Present	0	Ward 4
Mattie Tatum	Present	4	Ward 5

New Bern Area Metropolitan Planning Organization – Transportation Advisory Committee			
Appointee	December Attendance *	Meetings Missed in 2017 To Date	Appointed By
Jeffrey Odham	N/A	0	Kinsey
Bernard White (Alternate)**	N/A	1	Kinsey

* A meeting was not held in December.

**Alternate only *required* when regular appointee is not in attendance.

On October 17, 2017, Alderman Odham was appointed to replace Alderman Mitchell on the MPO.

Attendance for Board Appointees

New Bern-Craven County Public Library Board of Trustees			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
Carol Becton	Absent	4	Not Available
Esther Hardin	Present	0	Not Available
Erika Foluke	Absent	4	Taylor
Ethel Staten	Present	0	Taylor
Victor Taylor	Absent	4	Not Available

Planning & Zoning Board			
Appointee	December Attendance	Meetings Missed in 2017 To Date	Appointed By
Willie Newkirk, Sr.	Absent	3	Mayor
Jerry Walker	Present	2	Ward 1
Carol Williams	Present	4	Ward 2
Gaspar Sonny Aluzzo	Present	2	Ward 3
Raymond Layton	Present	0	Ward 4
Jeffery Midgett	Present	2	Ward 5
Pat Dougherty	Present	0	Ward 6

Police Civil Service Board			
Appointee	December Attendance*	Meetings Missed in 2017 To Date	Appointed By
Phil Childrey	N/A	0	Odham
Jon Skinner	N/A	0	Mitchell
Craig Baader	N/A	0	Mitchell
Roger Bellamy	N/A	0	White
Chip Hughes	N/A	0	Odham

*Meetings are held for appeals of disciplinary actions only. A meeting was not required in December.

NOTE: At-large appointments reflect the name of the Governing Board member who made the appointment. All other appointments are specific to the Mayor or a Ward and are noted as such.