

NEW BERN



NORTH CAROLINA

Everything comes together here

Departmental Monthly Reports

March 2018

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Development Services

Inspections:

Overview	2017 YTD	% Change from Last Year	2018 YTD	January 2018	% Change from Previous Month
Commercial Permits – New Construction	68	-49%	35	10	-20%
Residential Permits – New Single Family	13	131%	30	13	38%
Residential Permits – Additions/Remodels	42	-10%	38	15	-33%
Mobile Homes	1	100%	9	0	800%
Signs	14	-71%	4	1	0%
Certificates of Occupancy – Residential	23	0%	23	8	20%
Certificates of Occupancy – Commercial	2	0%	2	0	0%
Total Permit Valuation	\$12,679,563	126%	\$28,638,019	\$5,523,118	25%

Significant Project Update:

- The VOLT Workforce Development Center has received approval from EDA to solicit bids for construction. Bid reviews will begin April 24, 2018.

Community and Economic Development:

- **CDBG:**
17/18: The City’s allotment is \$223,934. Three public service subrecipients have been identified.
16/17: The City’s allotment is \$250,955. All rehabs for the Housing Minor Rehabilitation Program are complete. RFP’s for group 5 were sent out to 3 rehab firms.
15/16: The City’s allotment is \$259,784. Habitat for Humanity home dedication was held for 813/817 West Street on March 28, 2018.
- Paint Your Heart Out committee met March 14, 2018 to review applications and continue to organize the event scheduled for June 11-16, 2018 from 7:30 a.m. - 3:00 p.m.

Other:

- **Zoning** – Seventeen land-use approvals were issued during the month.
- **GIS** - Reviewing all addresses for the 2020 Census LUCA program. Inventorying city cemeteries – currently on Cedar Grove.
- **HPC** – Provided staff support for the Historical Preservation Commission’s regular meeting on March 21, 2018 for the following projects:

Development Services

New Applications

- 409 Metcalf St.—to include a request to install a wooden fence in the tertiary AVC. Approved with conditions
- 407 Queen St. – to include a request to install a wooden fence in the secondary and tertiary AVC. Approved with conditions.
- 616 Middle St.—to include a request to demolish a non-contributing shed as well as remove a window to be replaced with a new door. Approved
- 245 Fleet St. – to include the addition of new windows and doors as well as enlargement of an existing door and the creation of an outdoor covered patio space. Approved
- 220 Pollock St. - to include the installation of wooden French doors with transoms and muntins in the tertiary AVC. This is an amendment to a current COA. Approved.
- 610 Metcalf St.—to include the creation of a screened-in porch in the tertiary AVC as well as the expansion of an existing shed. Approved

Minor COA'S Issued

- 210 Hancock St.—signage
- 242 Middle St.—balcony repair
- 312 Johnson St.—installation of a pergola
- 504 S. Front St.—tree removal
- 609 Hancock St.—residential driveway installation
- **Planning & Zoning:** - Provided staff support for the Planning & Zoning Board regular meeting on March 6, 2018 for the following projects:
 - Consideration of a Planned Unit Development General Plan for John Thomas Engineering/A. Sydes Construction, Inc. “Hutton Pointe”; 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.
 - Consideration of a Planned Unit Development General Plan for John Thomas Engineering/A. Sydes Construction, Inc. “Monitor Cape”; a proposed 108-lot Planned Unit Development on a 46.01 +/- 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). Approved.
 - Consideration of a request to initially zone 1.77 +/- acres to C-3 Commercial District located at the intersection of Waterscape Way and West Thurman Road. The property is further identified as Craven County Parcel identification number 7-104-12002. (Ward 3) Recommended approval to the Board of Aldermen.
 - Consideration of a request to rezone 3.86 +/- acres from R-8 Residential to C-3 Commercial District located near the intersection of Waterscape Way and West Thurman Road. The properties are further identified in Craven County Parcel identification numbers 7-104-9004 and 7-104-10006. (Ward 3) Recommended approval to the Board of Aldermen.

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 January 2018*	Estimate for February 2018*
Water (Available)	\$7,885,359	\$8,497,223	\$6,298,596	\$6,180,242	\$6,382,646
Water (Days)	497	516	340	364	372
Sewer (Available)	\$3,441,193	\$3,422,417	\$4,035,133	\$3,321,566	\$3,470,024
Sewer (Days)	196	227	275	205	212
Electric (Available)	\$9,187,629	\$11,138,265	\$11,039,354	\$11,484,242	\$13,854,115
Electric (Days)	94	130	126	132	139
General (Available)	\$15,531,641	\$16,186,421	\$14,885,387	\$16,351,709	\$16,674,866
General %	56.95%	45.63%	45.47%	40.86%	41.59%

*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	2017 Total	2018 YTD	Last Month	Current Month
*Number of Incidents	1,603	443	130	127
90% Response Time to Incidents	7 minutes 25 seconds	7 minutes 0 seconds	7 minutes 0 seconds	7 minutes 0 seconds
Endangered Property Value	\$21,736,200	\$13,854,020	\$1,677,000	\$2,308,120
Property Losses Due to Fire	\$1,662,990	\$9,299,315	\$28,250	\$1,031,610
Percentage of Saved Property Value	92.35%	33.19%	98.32%	55.31%
Overlapping Incidents	163	70	17	17

Fire Prevention:

Prevention Statistics	2017 Total	2018 YTD	Last Month	Current Month
Fire Investigations	40	15	8	5
Fire Inspections	1,553	545	188	208
Permits Issued	92	18	10	6
Child-Passenger Seat Checks	207	44	16	9
People Educated Through Public Fire & Life-Safety Programs	9,476	1,297	1,133	109

Narcans:

Statistics	2017 Total	2018 YTD	Last Month	Current Month
Overdose Calls Responded To	78	10	3	1
Instances Narcan Administered	14	4	2	0

Significant Issues:

- Nine smoke alarms were installed this month (as compared to nine in March 2017)
- Continued with Leadership Development Training with Facilitator James Rowan via webinars.

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	0	0	4	1	4
Finance	39	0	0	0	5	0
Fire	66	0	0	1	1	0
Human Resources	5	0	0	1	0	1
Parks & Recreation	29	1	0	2	3	2
Police	115	2	0	3	14	9
Public Utilities (Electric)	51	0	1	6	2	7
Public Works	47	0	0	3	7	7
Water Resources	78	0	0	6	9	6
Totals:	460*	3	1	27**	42	37

**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 0 Non-Recordable 0 Denied
Year-to-Date Claims	24 Recordable 6 Non-Recordable	18 Recordable 8 Non-Recordable
Current Month Costs	\$44,643.96	\$26,778.22
Year-to-Date Costs	\$349,626.84	\$519,166.94

Other:

None

Parks and Recreation

Significant Issues:

- Parks and Recreation held its second public input meeting on Martin Marietta Park on Monday, March 12, 2018. Approximately 120 were in attendance. The proposed Master Plan was discussed. We did receive good feedback, which resulted in a few changes to the plan. The plan will be presented to the Board of Aldermen in April.
- March 16, 2018 was recognized as NC Arbor Day. A Shumard Oak was planted near Council Bluff Green. Approximately 25 were in attendance. River Birch seedlings were given away on a first-come, first-served basis. This observance marks the 23rd year the City of New Bern has been a Tree City USA.

Police

Crime:

Incidents & Arrests	Current Month Total	2015 Total	2016 Total	2017 Total	2018 YTD
NIBRs* Group A Incidents	207	2,522	2,540	2,536	617
NIBRs* Group B Incidents (Arrests)	81	695	723	825	247
Adult Arrests	133	1,538	1,495	1,739	435
Juvenile Arrests	0	25	10	10	1
Total Arrests	133	1,563	1,505	1,749	436
Police Calls for Service	3,530	41,878	43,949	46,757	10,294
Business Alarms Dispatched	154	1,382	1,968	1,988	427
Residential Alarms Dispatched	60	777	878	758	182
Alarm Calls (PD Dispatched)	214	2,159	2,846	2,746	609

**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	2015 Total	2016 Total	2017 Total	2018 YTD
Homicide	0	9	3	4	0
Rape	0	5	11	8	3
Robbery	2	30	50	58	9
Aggravated Assault	6	68	82	93	21
B&E – Residence	17	181	168	160	37
B&E – Business	3	35	27	43	6
Theft from Motor Vehicle	12	157	173	187	33
Larceny	64	867	796	718	175
Motor Vehicle Theft	8	32	30	20	9
Arson	0	3	6	3	3
Total:	113	1,387	1,346	1,294	297

Criminal Investigations	Current Month Total	2015 Total	2016 Total	2017 Total	2018 YTD
Cases Assigned	7	141	179	108	45
Cases Closed	10	72	101	45	14

Police

Crime Analysis		
	<u>March 2018</u>	<u>2018 YTD</u>
Top 5 Calls for Service & Number of Incidents	1) Traffic Stop / 344 2) Security Check Business / 261 3) Follow Up Report / 228 4) Citizens Assist / 206 5) Alarm Business / 148	1) Traffic Stop / 1,218 2) Follow Up Report / 646 3) Security Check Business / 551 4) Citizen Assist / 548 5) Alarm Business / 417
Top 5 Calls for Service by Location and Number of Incidents	1) 601 George St, Police Department / 873 2) 3105 M L King Jr Blvd, Wal-Mart / 197 3) 3036 M L King Jr Blvd, Police Sub-Station Mall / 125 4) 411 Craven St, Magistrates Office / 120 5) 606 Ft. Totten Dr, Utilities / 112	
Top 3 Crime Locations for Current Month and Number of Incidents	1) 3105 M L King Jr Blvd, Wal-Mart (Larceny) / 11 2) 4200 Academic Dr, New Bern High School (Assault) / 6 3) 2000 M L King Jr Blvd, Grover C. Fields (Assault) / 6	

Cases of Note	
2018-9181 Death Investigation	1005 Pinetree Dr. Apartment 3305, New Bern Autopsy attended, ruled possible accidental death. Still under investigation.

Personnel:

Extra Duty Hours	2015 Total	2016 Total	2017 Total	2018 YTD
285.00	2,161.00	3,299.00	4,076.75	1,120.50

Overtime in Dollars	Current Month	2015 Total	2016 Total	2017 Total	2018 YTD
Office of the Chief	\$90.76	\$8,783.87	\$1,251.97	\$381.11	\$90.76
Operations Division	\$14,882.47	\$145,902.95	\$135,511.65	\$118,641.19	\$24,354.61
Services Division	\$10,502.94	\$62,686.44	\$58,035.21	\$72,063.35	\$20,462.03
Investigations Division	\$3,512.21	N/A	\$21,689.72	\$45,845.93	\$4,725.18
Total:	\$29,006.38	\$217,373.26	\$216,488.55	\$236,931.58	\$49,650.58

Significant Issues (not noted above):

None to report.

Public Utilities

High-Profile Projects:

- **Advanced Metering Infrastructure Project** - This involves installing a network of electric and water meters with the necessary infrastructure to remotely read, bill, and control the devices. We are currently reading 8,768 water meters, 18,649 electric meters with 5,775 disconnect meters and 4,196 two-way load management switches 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. All of the initial project Gateways are up and running.
- **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.

Watercrest Subdivision - This is a new residential section in the Carolina Colours Subdivision. We are extending the three phase underground primary down Landscape Drive to a three phase junction box by the entrance to the subdivision. We will install the underground primary from the junction box to feed this subdivision along with transformers, underground secondary, secondary pedestals and street lights.

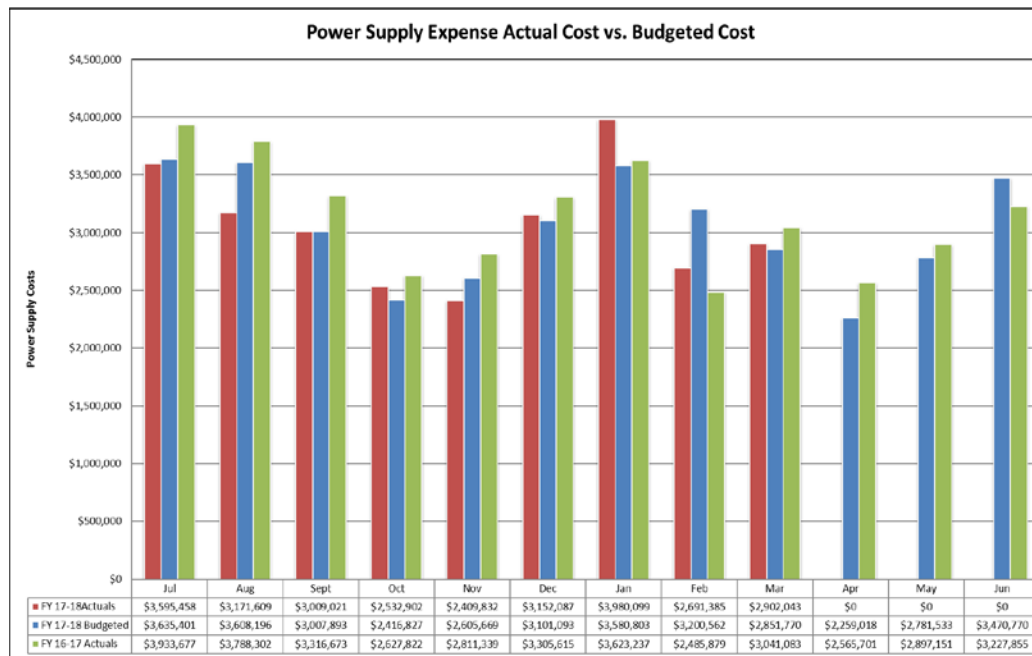
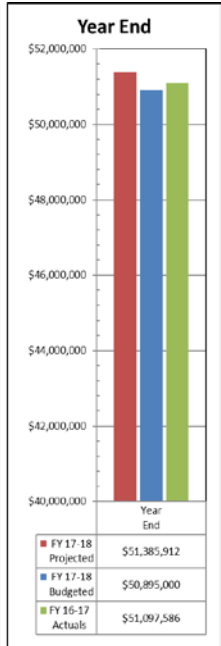
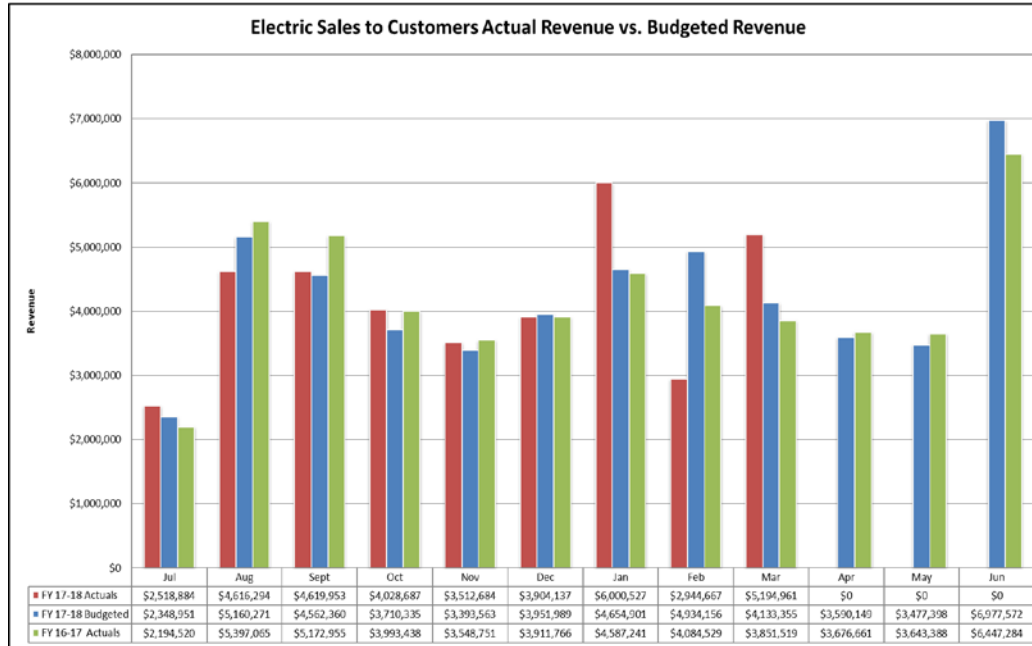
Croatan Crossing Subdivision - Extending single phase underground primary to feed the next phase of Croatan Crossing Subdivision. We will install underground secondary, secondary pedestals and transformers at this location.

New Bern Market Place - This is a new underground commercial complex. We will be serving the parking lot lights and all of the out parcels including the gas station. The underground infrastructure is being installed at this time.
- **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 has completed both of the shell buildings and is working to complete the final parking lot and site work improvements, which should be completed within the first couple of weeks of April. The interior up-fit for the office areas is scheduled to begin in mid-April.
- **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.
- **Spencer & Park Water and Sewer Rehabilitation Project** - Replacement of existing water and sewer infrastructure along Spencer and Park Avenue ahead of planned resurfacing project. The contractor has completed most of the water and sewer replacement work along Park. The next step along Park will be replacement of the storm drain infrastructure that was determined to be deficient during the water/sewer construction.

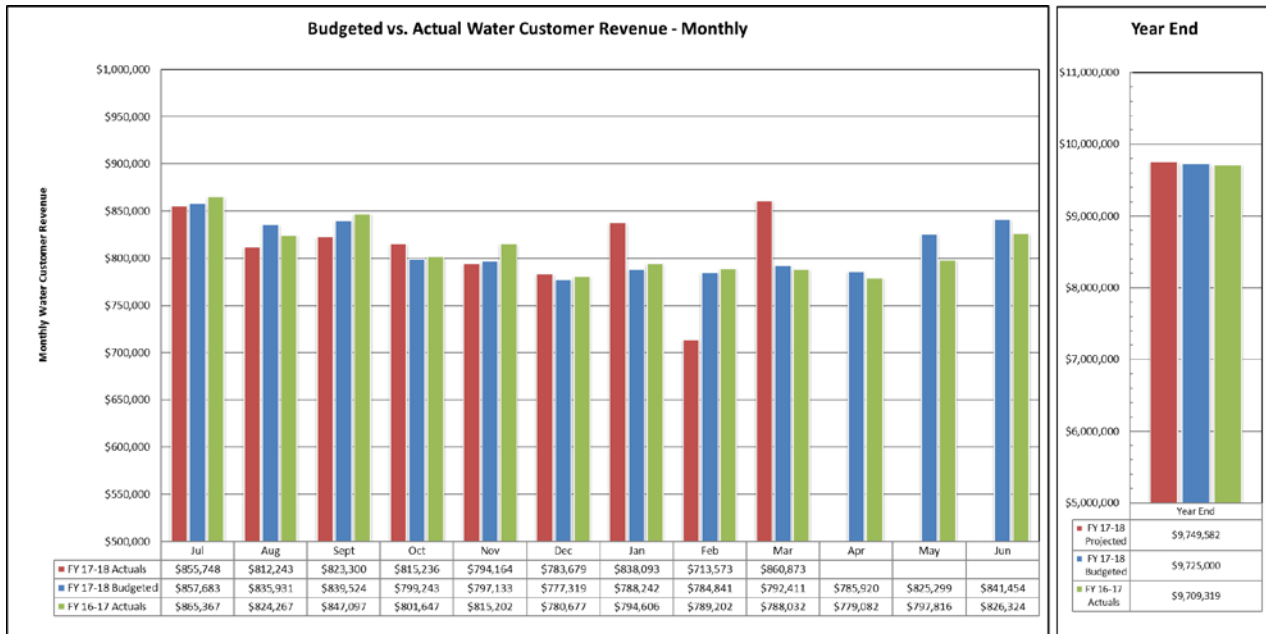
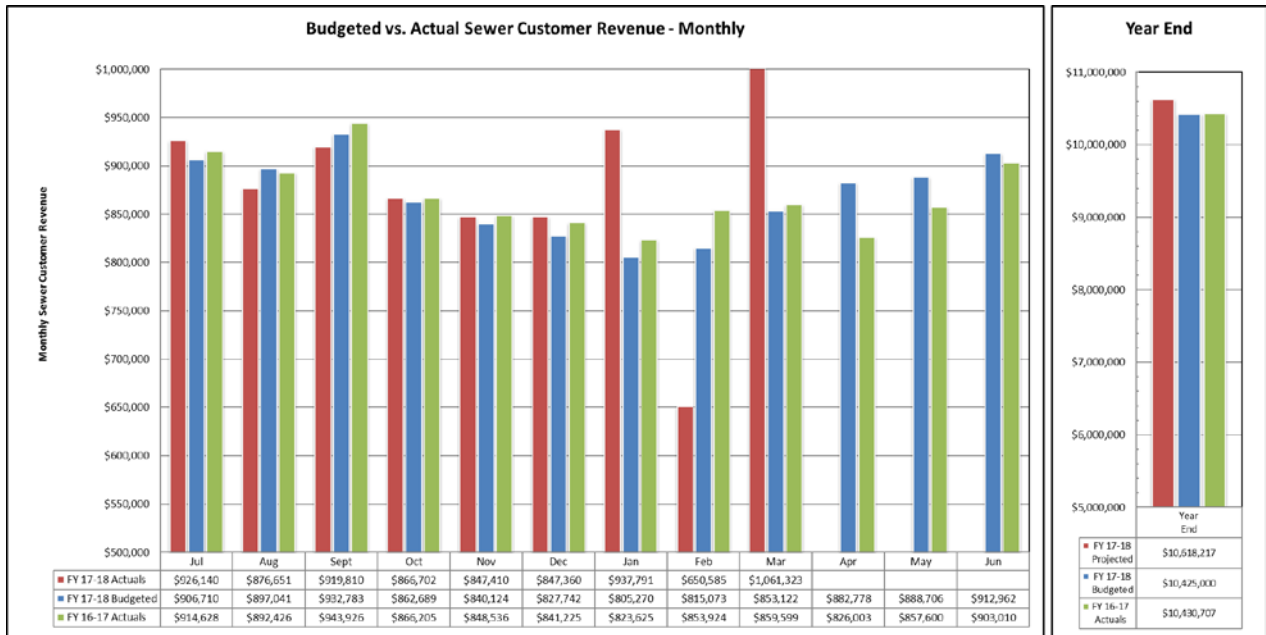
Public Utilities

Electric System Outages and Reliability Statistics				
03-01-18 to 03-31-18				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
10.658	0.202	52.722	99.9981	
03-01-17 to 03-31-17				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
6.124	0.0747	81.961	99.9989	
Mar. 2018				
Sched/Unsched	Cause	Substation	Circuit	Total Outages
Unscheduled	Squirrel			1
Unscheduled	Bird			1
Scheduled	Repairs			2
Unscheduled	Equipment Worn Out			2
Unscheduled	Wind			10
Unscheduled	Human			1
Unscheduled	Vehicle Accident			1
Unscheduled	Construction			9
Unscheduled	Equipment Damage			<u>10</u>
			Total	37

Public Utilities



Public Utilities



Public Works

Leaf and Limb:

Service Provided (Tons)	FY15-16 Total	FY16-17 YTD	FY17-18 YTD	March 2018
White Goods Collected	18.00	12.38	23.63	3.38
Brown Goods Collected	3,539.16	3,689.40	2,600.40	297.00
Yard Waste Received	17,958.92	14,530.76	11,021.14	1,149.08
Mulch Dispersed	8,556.95	3,864.30	4,924.97	121.50

City Garage:

Costs	FY15-16 Total	FY16-17 YTD	FY17-18 YTD	March 2018
Services Provided by City Garage:				
Vehicles Serviced	1,643	1,692	1,527	212
Total Labor Cost	\$ 53,147.90	\$ 52,205.30	\$ 44,375.34	\$ 5,627.73
Total Parts Cost	\$150,034.08	\$151,894.04	\$121,537.06	\$14,997.10
Total Cost (Parts + Labor)	\$203,181.98	\$204,099.34	\$165,912.40	\$20,624.83
Services Provided by Contract:				
Vehicles Serviced	674	542	413	51
Total Labor Cost	\$116,862.45	\$111,212.64	\$ 85,124.72	\$14,169.50
Total Parts Cost	\$198,068.81	\$174,965.06	\$158,067.03	\$19,666.54
Total Cost (Parts + Labor)	\$314,931.26	\$283,177.70	\$243,191.75	\$33,836.04
Total Services Provided (City Garage & Contract):				
Vehicles Serviced	2,317	2,234	1,940	263
Total Labor Cost	\$170,010.35	\$160,418.57	\$129,513.45	\$19,797.23
Total Parts Cost	\$348,052.89	\$327,129.10	\$279,876.48	\$34,663.64
Total Cost (Parts + Labor)	\$518,063.24	\$487,277.04	\$409,389.93	\$54,460.87

Cost by Department	FY15-16 Total	FY16-17 Total	FY17-18 YTD	March 2018
Public Utilities (Electric)	\$ 96,332.89	\$ 89,722.68	\$59,464.32	\$12,037.25
Public Utilities (W&S)	\$120,158.73	\$106,384.36	\$99,911.26	\$10,646.43
Police	\$ 85,547.12	\$ 75,648.03	\$67,656.92	\$8,700.42
Recreation & Parks	\$ 45,296.72	\$ 42,286.71	\$39,383.01	\$2,921.83
Finance	\$ 15,044.94	\$ 11,181.78	\$10,772.55	\$1,588.39
Public Works	\$ 86,585.97	\$ 96,169.46	\$74,158.47	\$6,140.84
Fire / Rescue	\$ 54,913.63	\$ 63,315.27	\$55,786.35	\$12,328.58
Human Resources	\$ 13.01	\$ 619.44	\$ 496.96	\$ 0
Development Services	\$ 6,727.03	\$ 1,911.96	\$ 1,758.08	\$ 97.13

Public Works

Significant Issues:

None

Attendance for Board Appointees

Board of Adjustment			
Appointee	March Attendance*	Meetings Missed in 2018 To Date	Appointed By
Alfred Barfield	N/A	0	Mayor
Richard Parsons	N/A	0	Ward 1
Dorothea White	N/A	0	Ward 2
Peter Walker	N/A	0	Ward 3
Benjamin Beasley	N/A	0	Ward 4
Kenneth Brown	N/A	0	Ward 5
John Riggs	N/A	0	Ward 6
Kenneth "Kip" Peregoy	N/A	0	Mayor Outlaw
Steve Strickland	N/A	0	Mayor Outlaw
Lois Jamison	N/A	0	Schaible
Edward Bellis, III	N/A	0	Not Available
Ross Beebe	N/A	0	Not Available

* A meeting was not held in March.

Community Development Advisory Committee			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
Corinne Corr	Absent	1	Ward 1
Carol Williams	Present	0	Ward 2
Marshall Williams	Present	0	Ward 3
Vernon Guion	Absent	1	Ward 4
Dell Simmons	Present	0	Ward 5
Mary Shepard	Absent	1	Ward 6

Meetings are held quarterly.

Craven County Tourism Development Authority			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
Mark Stephens	Present	0	BOA

Attendance for Board Appointees

Eastern Carolina Council of Government			
Appointee	March Attendance*	Meetings Missed in 2018 To Date	Appointed By
Johnnie Ray Kinsey	N/A	1	Aster

*Attendance is only *required* at January and June meetings. A meeting was not held in March.

Friends of New Bern Firemen's Museum, Inc. Board of Directors			
Appointee	March Attendance	Meetings Missed in 2018 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	2	Ward 4
Dell Simmons	Resigned	N/A	Ward 5
Carol Zink	Present	0	Ward 6
Gary Lingman	Present	1	Mayor
Bill Frederick	Present	0	Blackiston
David Pickens	Absent	1	Kinsey
Bobby Aster	Present	0	Odham

Historic Preservation Commission			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
David Griffith	Present	0	Mayor
Joe Anderson	Present	0	Ward 1
Dr. Ruth Cox	Present	0	Ward 2
Rich Frye	Absent	3	Ward 3
Nancy Gray	Present	0	Ward 4
James Woods Jr.	Absent	1	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	March Attendance	Meetings Missed in 2018 To Date	Appointed By
Steve Strickland	Present	0	Mayor
Joe Anderson	Present	0	Mayor
Pete Monte	Present	1	Mayor
Barbara Lee	Present	1	Mayor
Rob Overman	Present	1	Mayor
Molichia Hardy	Present	1	Mayor
Willie Newkirk, Sr.	Present	0	Mayor
Bill Frederick	Present	0	Mayor
Carol Becton	Present	0	Mayor
Denise Harris-Powell	Present	1	Mayor
Thomas Hardin	Present	1	Mayor

New Bern Appearance Commission			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
James Dugan	Present	0	Ward 2 - Taylor
Joseph Cannon	Present	0	Ward 3 - Mitchell
Rose Williams	Present	0	Ward 4 - Kinsey
Mattie Tatum	Present	1	Ward 5 - White
Kate Rosenstrauch	Present	0	Ward 4 - Kinsey
John Phaup	Present	0	Ward 5 - Best
Mike Duffy	N/A*	N/A	Ward 6 - Odham

*Appointment made 3/13/18. NOTE: Appointments previously made at-large until recent revision in ordinance to provide for rotating appointments among BOA. Next vacancy to be filled by Mayor.

New Bern Area Metropolitan Planning Organization – Transportation Advisory Committee			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
Jeffrey Odham	Present	0	Mitchell
Johnnie Ray Kinsey (Alternate)*	N/A	0	White

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

Attendance for Board Appointees

New Bern-Craven County Public Library Board of Trustees			
Appointee	March Attendance*	Meetings Missed in 2018 To Date	Appointed By
Carol Becton	N/A	0	Odham
Esther Hardin	N/A	1	Not Available
Erika Foluke	N/A	1	Taylor
Ethel Staten	N/A	0	Taylor
Sabrina Bengel	N/A	0	Aster

* A meeting was not held in March.

Planning & Zoning Board			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
Willie Newkirk, Sr.	Absent	2	Mayor
Jerry Walker	Present	1	Ward 1
Carol Williams	Present	0	Ward 2
Gaspar Sonny Aluzzo	Present	0	Ward 3
Raymond Layton	Present	0	Ward 4
Jeffery Midgett	Present	0	Ward 5
Pat Dougherty	Present	0	Ward 6

Police Civil Service Board			
Appointee	March Attendance	Meetings Missed in 2018 To Date	Appointed By
Phil Childrey	Present	0	Odham
Jon Skinner	Absent	1	Mitchell
Craig Baader	Present	0	Mitchell
Roger Bellamy	Present	0	White
Chip Hughes	Present	0	Odham

*Meetings are held for appeals of disciplinary actions only.

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.