

NEW BERN



NORTH CAROLINA

Everything comes together here

Departmental Monthly Reports

November 2016

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Development Services

Inspections:

Overview	2015 YTD	% Change from Last Year	2016 YTD	October 2016	% Change from Previous Month
Commercial Permits – New Construction	141	4%	141	9	8%
Residential Permits – New Single Family	91	-18%	91	12	75%
Residential Permits – Additions/Remodels	151	26%	151	11	0%
Mobile Homes	12	300%	12	0	-100%
Signs	40	-15%	40	1	50%
Certificates of Occupancy – Residential	87	-3%	87	11	-200%
Certificates of Occupancy – Commercial	19	-200%	19	2	-100%
Total Permit Valuation	\$41,186,415	83%	\$41,186,415	\$4,219,182	53.71%

Significant Issues and Projects:

- Staff has received and executed the contract for asbestos removal for the Days Hotel. Pending any issues, work will begin on or before January 3, 2017.

Community and Economic Development:

- **Real Estate Development and Reuse:** Seeking potential funding source for Brownfield clean up in Gateway District. CDFA assisting. Staff met with Mid-Atlantic Group-potential Brownfield clean-up grant.
- **First Street Corridor:** Completed grant application to EDA under review (\$1,285,250). Discussions with Duke Energy for possible EV charging station location at city market site. ECC assisting with site selection process.
- **Habitat for Humanity:** Ten lots under environmental review for funding. Thirty-day comment period underway. HUD review (15 days). Release of funds in December.
- **Revive Five:** Leadership Academy complete. Reimaging campaign underway. Bate grant for \$10,000. Craven CC will be assisting with marketing campaign. Revive 5 Committee is organizing business summit for 5 Points Community. Duffest Organization in progress.
- **The Entrepreneur Center:** Catalyst funds to be utilized addressing drainage issue. Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Water/flooding issues being resolved prior to construction.
- **CNI (Choice Neighborhood Initiative):** Working with resident councils to develop and implement branding/marketing campaign for the Five Point/Duffy Field community. Grant received from The Bate Foundation-CNI reimaging \$10,000. Craven CC \$20,000 marketing/assistance grant.

Development Services

- **Paint Your Heart Out New Bern:** 2017 event will be July 23-29, 2017. Partnered with NRCDC, Greater Duffyfield Residents Council, East Carolina Council and CNI to leverage funding opportunities. Applications are being accepted and reviewed. Volunteers organizing groups.
- **Site Development:** ElectriCities Shovel-Ready program complete. Marketing materials being developed. Second site under review.
- **CDBG:** 2016-2017 \$250,955 allocated. Parks & Rec: Shade structure complete, sidewalks complete, RCS will assist 30 individuals with home entry.
- **Creative Corridor:** Working with ECC on Kresge grant for placemaking initiative on Pollock/Queen streets.

Other:

- **Zoning** - Twenty land-use approvals were issued during the month.
- **Department Review** – Staff held Departmental Review Committee meeting on November 18th for the following project: Site Plan for Stor-A-Way Storage Units located on 4106 MLK Blvd.
- **Subdivisions** –“Rivertowne Square Lot 1” final plat was approved. South Wind @ Bluewater Rise PUD was continued.
- **Board of Adjustment** - Provided staff support for Board of Adjustment regular meeting on November 28th for the following project(s): Consideration of Special Use Permit request to construct and operate a mulch storage business on a 1.13 acre lot at 3713 Trent Road. *Approved.*
- **HPC** – 817 N. Craven Street was issued a COA for demolition at the November HPC Public Hearing. Provided staff support for Historical Preservation Commission’s regular meeting on November 16th for the following projects:
 - A. **420 Broad St**—to include the addition of restrooms to the secondary AVC.
 - B. **411 E. Front St**—to include the construction of an accessory structure in the tertiary AVC.
 - C. **313 Pollock St.**—to include an addition to the structure in the tertiary AVC.
 - D. **513 Middle St.**—to include the removal of existing concrete driveway pads, and create a new parking area with brick pavers in a herringbone pattern; addition of wooden fencing and a gate in the secondary AVC.
 - E. **248 Craven St.**—to include the installation of a wooden door and exterior lighting in the primary AVC.
 - F. **520 Johnson St.**—to include the installation of an accessory structure in the tertiary AVC.
 - G. **817 N. Craven St.**—to include demolition of a contributing structure.

All COA's were approved.

Minor COA'S

- A. **317 Middle St.**—installation of a new roofing material on a low/flat slope roof not visible from the street.
- B. **514 Queen St.** – repointing of mortar joints.
- C. **221 Middle St.**—installation of a new roofing material on a low/flat slope roof not visible from the street.
- **Planning & Zoning Board:** Provided staff support for Planning & Zoning Board’s regular meeting on November 1st for the following projects:
 - Rivertowne Square Lot 1 final plat was approved.

Development Services

- South Wind @ Bluewater Rise 156 lot Planned Unit Development was continued until the next meeting.
- Certificates of Appreciation were presented to outgoing members Kip Peregoy, Dorothea White, and Byron Walston.
- New Members Jerry Walker, Jeffrey Midgette, and Leroy Simmons were appointed
- **NBAMPO:** Finalized efforts for Spot 4.0 Project Prioritization and submitted scores to NCDOT.
- **GIS:** Staffed flood meeting related to the State's discussion on new flood hazard areas. Worked with Electric Department to install software for tracking customer outages and map in the GIS. Worked with Public Works to install software, created data for BMP's and paving maps. Held a GIS Technical Users Group (GTUG) meeting to discuss the City's GIS technical projects and other GIS related items. Worked with Parks and Rec to map bear art walking trailing and maps for the Riverwalk mountains to sea and new park at HJ MacDonald.

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 September 2016*	Estimate for October 2016*
Water (Available)	\$6,844,978	\$7,885,359	\$8,354,342	\$8,953,087	\$9,106,974
Water (Days)	294	497	303	364	367
Sewer (Available)	\$3,379,175	\$3,441,193	\$3,207,419	\$3,704,840	\$4,204,134
Sewer (Days)	128	196	128	167	181
Electric (Available)	\$8,171,048	\$9,187,629	\$11,042,418	\$11,745,651	\$13,259,582
Electric (Days)	88	94	120	113	116
General (Available)	\$9,183,675	\$15,531,641	\$14,874,372	\$8,980,637	\$9,005,445
General %	32.09%	56.95%	39.72%	23.17%	23.23%

*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	1,225	130	118
Average Response Time for "Reported Structure Fire"	5 minutes 35 seconds	6 minutes 17 seconds	8 minutes 48 seconds	7 minutes 8 seconds
Endangered Property Value	\$122,542,001	\$8,415,146	\$343,450	\$234,080
Property Losses Due to Fire	\$1,302,846	\$598,631	\$5,650	\$24,990
Percentage of Saved Property Value	98.94%	92.89%	98.35%	89.32%

Fire Prevention:

Prevention Statistics	2015 Total	2016 YTD	Last Month	Current Month
Fire Investigations	30	23	0	2
Fire Inspections	1,215	1,569	103	134
Permits Issued	90	110	12	12
Child-Passenger Seat Checks	276	239	18	6
People Educated Through Public Fire & Life-Safety Programs	10,613	12,675	1,549	550

NOTE: Response times as of August, 2016 are reflected at 90%.

Significant Issues:

- Twenty-two smoke alarms were installed this month; 125 in 2016 YTD.
- Continued with Leadership Development Training with Facilitator James Rowan via webinars.
- Work continued on the Strategic Planning Project Peer Review.
- Hurricane Matthew FEMA reimbursement work began.
- Chief Boyd attended the Metro Chiefs Meeting in Raleigh.

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

Significant Issues:

- Thalmann Field project ongoing; fence, scoreboard, and restroom contractors performing work December – February. West New Bern Rec Center served as precinct for recent elections.
- Hosted the 10th Annual Moen Hoops from the Heart event at Stanley White Rec Center. Hosted large portion of rescheduled MumFest at Union Point Park; provided shuttle service to/from festival site on Saturday and Sunday.
- Attended FEMA meetings regarding Hurricane Matthew reimbursement(s).

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	2,312
NIBRs* Group B Incidents (Arrests)	49	901	715	695	659
Adult Arrests	105	1,934	1,548	1,538	1,375
Juvenile Arrests	0	63	43	25	9
Total Arrests	105	1,997	1,591	1,563	1,384
Police Calls for Service	3,320	46,483	41,530	41,878	40,167
Business Alarms Dispatched	167	1,900	1,842	1,382	1,787
Residential Alarms Dispatched	67	871	782	777	815
Alarm Calls (PD Dispatched)	234	2,771	2,624	2,159	2,602

*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	2
Rape	0	13	9	5	9
Robbery	2	51	39	30	43
Aggravated Assault	7	77	70	68	79
B&E – Residence	15	234	192	181	146
B&E – Business	0	85	46	35	19
Theft from Motor Vehicle	15	215	204	157	149
Larceny	68	1,111	859	867	722
Motor Vehicle Theft	0	55	25	32	28
Arson	2	4	1	3	6
Total:	111	1,846	1,445	1,384	1,203

Criminal Investigations	Current Month Total	2013 Total	2014 Total	2015 Total	2016 YTD
Cases Assigned	10	192	205	141	161
Cases Closed	5	75	128	72	99

Police

Crime Analysis		
Top 5 Calls for Service & Number of Incidents	<u>November 2016</u>	<u>2016 YTD</u>
	1) Traffic Stop/302 2) Security Check Business/222 3) Follow Up/198 4) Citizens Assist/189 5) Business Alarm/163	1) Traffic Stop/3,677 2) Security Check Business/3,155 3) Citizen Assist/2,291 4) Follow Up/2,120 5) Security Check Residence/1,850
Top 5 Calls for Service by Location and Number of Incidents	1) 601 George Street, New Bern Police Department/246 2) 3105 MLK Jr. Blvd., Wal-Mart/91 3) 815 Fowlers Lane/66 4) 606 Fort Totten Drive, Collections/36 5) 1100 Clarks Rd., Craven County Magistrate's Office/36	
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)/7 3) 3460 MLK Jr. Blvd., (Trade-It: larcenies, fraud)/7	

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.

Personnel:

Overtime In Hours	2013 Total	2014 Total	2015 Total	2016 YTD
Extra-Duty Hours	3,123.30	1,853.50	2,161.00	3,065.00

Police

Overtime in Dollars	Current Month	2013 Total	2014 Total	2015 Total	2016 YTD
Office of the Chief	\$69.57	\$6,672.34	\$11,911.58	\$8,783.87	\$1,251.97
Operations Division	\$22,703.17	\$120,226.42	\$163,316.23	\$145,902.95	\$125,181.87
Services Division	\$6,822.13	\$49,815.25	\$63,974.62	\$62,686.44	\$53,895.29
Investigations Division	\$3,898.48	N/A	N/A	N/A	\$20,190.77
Total:	\$33,493.35	\$176,714.25	\$239,204.43	\$222,373.26	\$200,524.90

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 4,209 water meters and 9,545 electric meters with 2064 disconnect meters; 2,294 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 couple of weeks.*
- **Overhead Line Rebuild**
 - Racetrack Road. *We are working on upgrading the existing overhead line to feeder capacity. This work has a planned start date of December 2016.*
- **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.*
 - Craeberne Forest. *New underground primary extension for subdivision expansion. We have a design to add power to 36 new lots. We have provided the plans to the developer and are waiting for his approval to start the installation.*
- **Downtown Improvements**
 - E. Front Street Light Project. *New installation of decorative street lights. Along bulkhead across from the Sudan Temple to the marina. All conduit and handholes are installed. We are setting light bases and pulling wire. Project is complete.*
 - Hancock Street and 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. Estimated start date of November 22, 2016 for the Pollock Street conversion.*
- **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. The contractor has completed installing the new 8" force main along Hwy. 70 and is 50% complete with the installation of the gravity system improvements. The cased bores under Highway 70 and the Norfolk Southern railroad are scheduled to be complete by mid-December.*

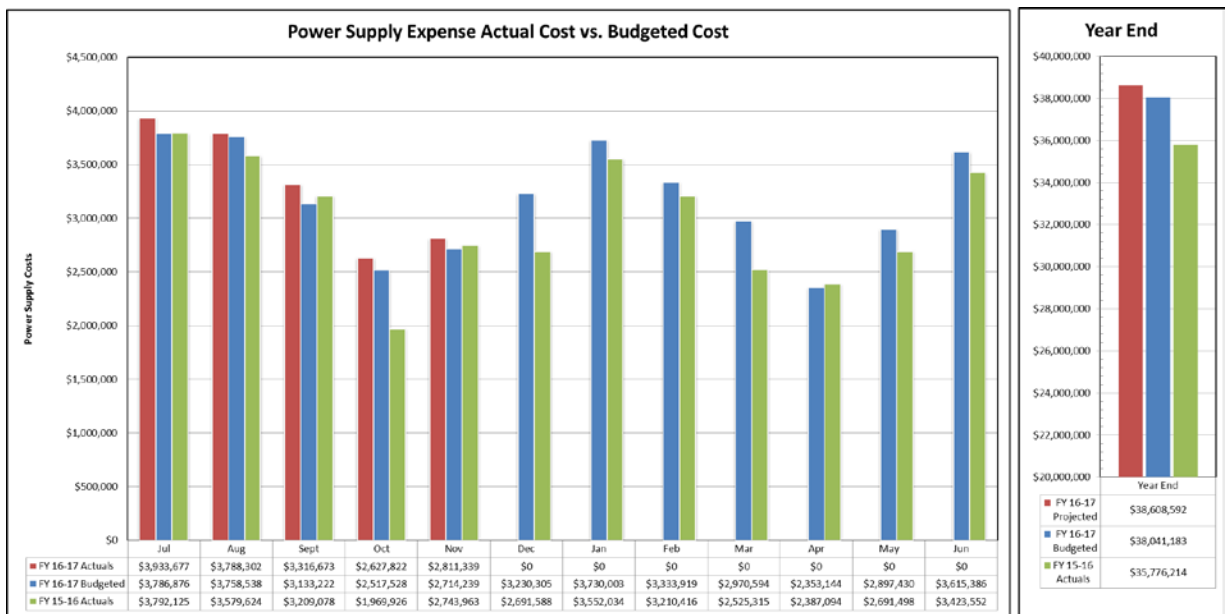
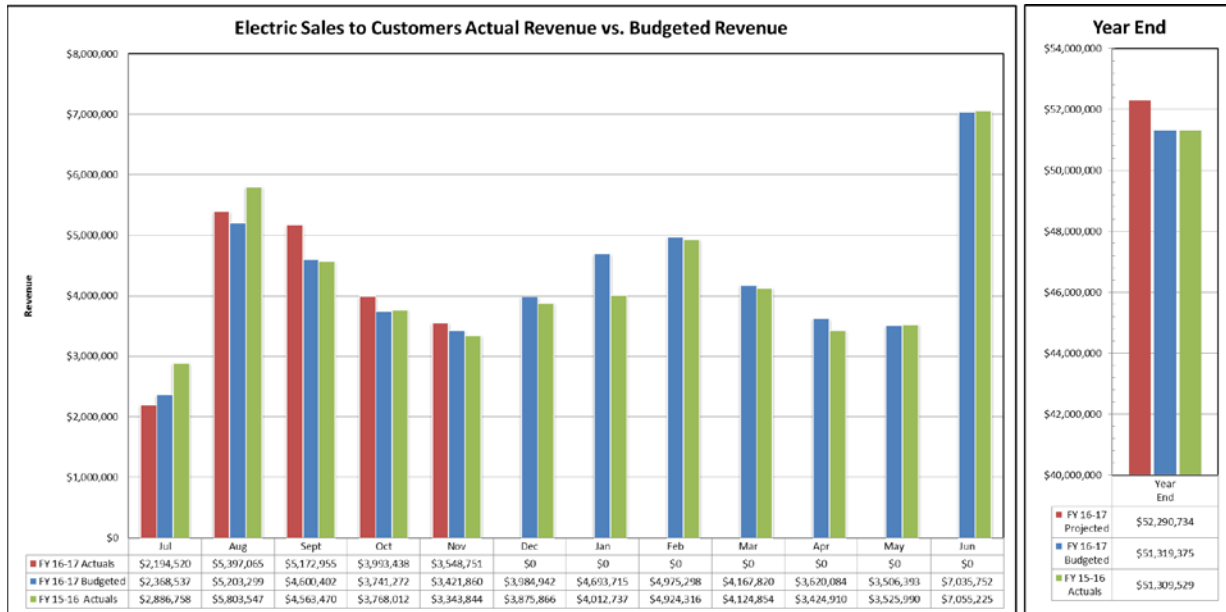
Public Utilities

- **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. The force main work has been completed and the pump replacement is scheduled to be completed by December 9th, 2016.*
- **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 5 of 6 projects. Pricing for the last remaining project will be received by the end of December, at which point the total cost of the work will be known and staff will be requesting the establishment of a project fund for the work.*

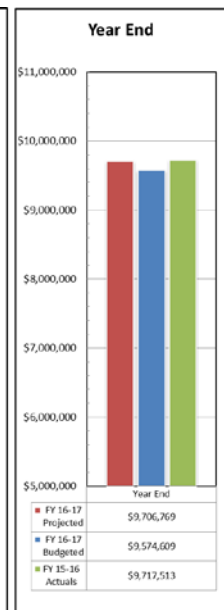
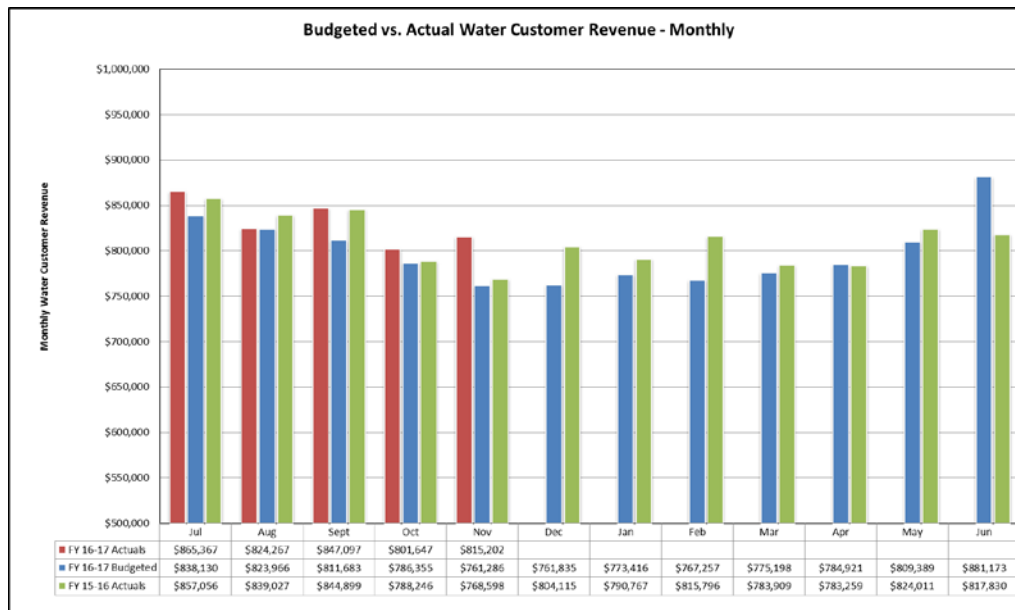
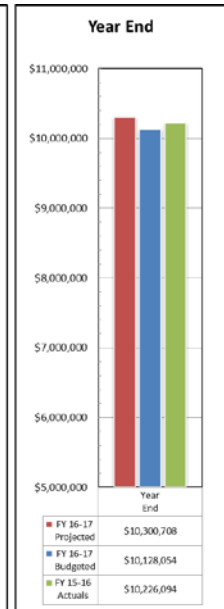
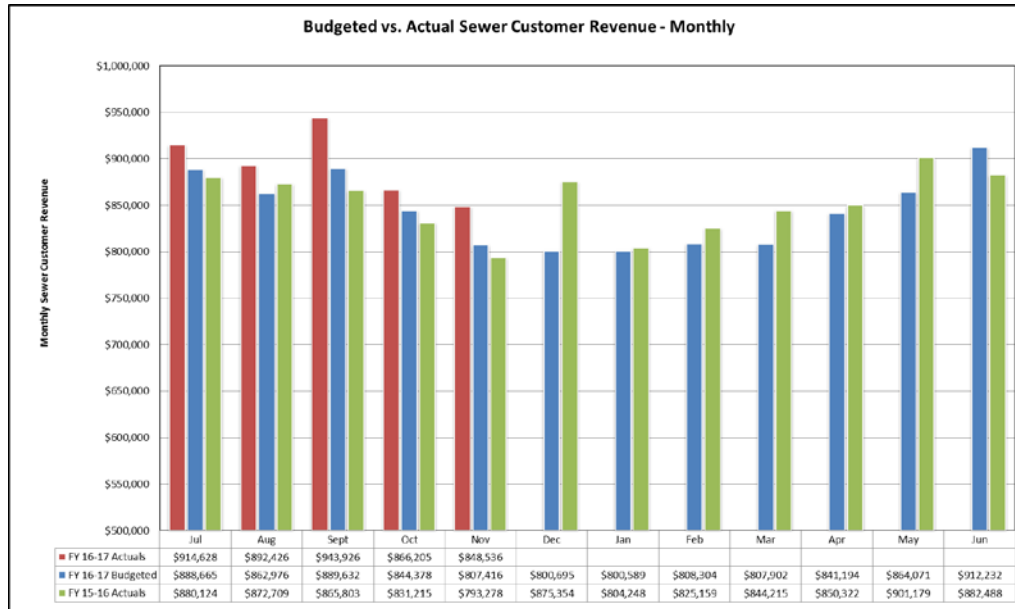
Public Utilities

Electric System Outages and Reliability Statistics				
Oct 1, 2015 to Nov 30, 2016				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
194.456	1.263	153.975	99.9683	
Oct 1, 2014 to Nov 30, 2015				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
30.77	0.879	34.877	99.9949	
Nov-16				
Sched/Unsched	Cause	Substation	Circuit	Total Outages
Unscheduled	Manufacturing Defect			1
Unscheduled	Squirrel			2
Unscheduled	Bird			
Scheduled	Scheduled			
Unscheduled	Equipment Worn Out			2
Unscheduled	Human			
Unscheduled	Lighting			
Unscheduled	Vehicle Accident			
Unscheduled	Vine			
Unscheduled	Electrical Failure			4
Unscheduled	Construction			
Unscheduled	Tree			1
Unscheduled	Equipment Damage			
Unscheduled	Unknown/Other			2
			Total	12

Public Utilities



Public Utilities



Public Works

Leaf and Limb:

Service Provided (Tons)	FY14-15 Total	FY15-16 Total	FY16-17 YTD	November 2016
White Goods Collected	9.00	18.00	4.50	0
Brown Goods Collected	5,422.50	3,539.16	1,471.80	303.60
Yard Waste Received	27,167.90	17,958.92	7,950.88	1,052.74
Mulch Dispersed	7,998.90	8,556.95	1,658.83	93.39

City Garage:

Costs	FY14-15 Total	FY15-16 Total	FY16-17 YTD	November 2016
Services Provided by City Garage:				
Vehicles Serviced	1,288	1,643	716	103
Total Labor Cost	\$ 36,758.93	\$ 53,147.90	\$20,984.75	\$ 3,164.04
Total Parts Cost	\$127,821.46	\$150,034.08	\$70,511.16	\$ 9,917.78
Total Cost (Parts + Labor)	\$164,580.39	\$203,181.98	\$91,495.91	\$13,081.82
Services Provided by Contract:				
Vehicles Serviced	916	674	254	48
Total Labor Cost	\$108,770.25	\$116,862.45	\$ 51,341.57	\$ 7,706.41
Total Parts Cost	\$192,877.40	\$198,068.81	\$ 80,092.94	\$10,685.86
Total Cost (Parts + Labor)	\$301,647.65	\$314,931.26	\$131,434.51	\$18,392.27
Total Services Provided (City Garage & Contract):				
Vehicles Serviced	2,204	2,317	970	151
Total Labor Cost	\$145,529.18	\$170,010.35	\$ 72,326.32	\$10,870.45
Total Parts Cost	\$320,698.86	\$348,052.89	\$150,604.10	\$20,603.64
Total Cost (Parts + Labor)	\$466,228.04	\$518,063.24	\$222,930.42	\$31,474.09

Cost by Department	FY14-15 Total	FY15-16 Total	FY16-17 YTD	November 2016
Public Utilities (Electric)	\$ 86,103.29	\$ 96,332.89	\$48,497.18	\$3,452.67
Public Utilities (W&S)	\$116,802.55	\$120,158.73	\$45,830.63	\$7,883.02
Police	\$ 84,842.82	\$ 85,547.12	\$30,551.77	\$4,051.98
Recreation & Parks	\$ 32,005.09	\$ 45,296.72	\$23,340.16	\$5,344.43
Finance	\$ 28,004.25	\$ 15,044.94	\$ 4,757.41	\$1,031.89
Public Works	\$114,259.82	\$ 86,585.97	\$43,549.43	\$5,315.19

Public Works

Fire / Rescue	\$ 69,698.98	\$ 54,913.63	\$25,071.98	\$4,376.91
Human Resources	\$ 727.61	\$ 13.01	\$448.55	\$ 0.00
Development Services	\$3,275.67	\$6,727.03	\$882.41	\$18.00

Significant Issues:

None.