

PLANNING & INSPECTIONS

The department's three divisions (Planning, Land and Community Development, and Inspections), along with GIS and NRCDC, have made good progress in addressing their 2008-2009 goals.

Planning

- Phase 1 of the City's CAMA Land Use Plan update has been completed and Phase 2 is well underway.
- The NCDOT-funded comprehensive pedestrian plan is near completion.
- The update of the City's Historic Preservation Commission (HPC) guidelines is complete and will be reviewed by the Planning & Zoning Board in May prior to going to the Board of Aldermen.
- The Leander R. Morgan Park Waterfront Access project was completed with two fishing piers, an overlook, 1700+ feet of walkway and lighting.
- The Pollock Street and Queen Street Waterfront Access parks are either out to bid or being prepared for bid.
- Staff prepared and submitted a Waterfront Access grant application for the walkway section from Pollock Street to Union Point Park.
- Staff prepared and submitted a Brownfields Assessment grant application to EPA.

In 2009-2010, Planning will 1) Complete and submit the City's Comprehensive Pedestrian Plan to NCDOT for review; 2) Complete and submit the City's Land Use Plan update to CAMA for review; 3) Complete construction of the Pollock and Queen Streets Waterfront Access parks; 4) Design, bid and complete the Waterfront Access walk from Pollock Street to Union Point Park, if funded; 5) Complete HPC guidelines update; and 6) Continue to support efforts of the 300th Anniversary Committee.

Land & Community Development

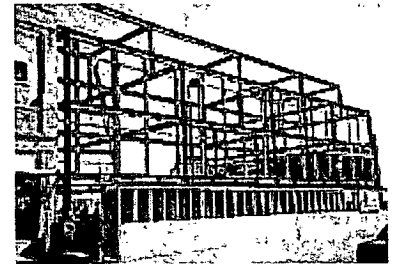
- Final draft of subdivision update presented to Planning & Zoning Board. Revised final draft on hold at Board's request. Work yet to begin on design manual.
- CDBG Sewer Hook-up grant submitted and funded.
- NC Housing Finance Agency Urgent Needs Program, grant submitted and not funded.
- CDBG Concentrated Needs Program, grant submitted and under review.



In 2009-2010, Land and Community Development will: 1) Bring finalized subdivision update to Board of Aldermen for consideration; 2) Implement Sewer Hook-up Program; 3) Implement CDBG Concentrated Needs Program, if funded; 4) Present public notice revision recommendations for Board's consideration; 5) Prepare to host the 2010 NCAPA conference at New Bern Riverfront Convention Center; and 6) Begin development of a model subdivision design manual with Dr. Kashef, ECU.

Inspections

- Conversion from desktop to laptop PCs and mobile printers completed.
- Certifications and training are up to date.
- Several large and some controversial minimum housing code demolitions successfully completed.
- Several parcels donated to the City for redevelopment.
- Changes in water and sewer hook-up and electrical load management policies worked out with affected departments.



In 2009-2010, Inspections division will: 1) Insure maintenance of certifications and training to meet State requirements; 2) Continue to make customer service a priority and seek feedback from customers; 3) Enhance coordination with NRCDC to facilitate redevelopment of non-productive properties as a part of its minimum housing code program; 4) Make more information available on the web; 5) Continue quick turn-around of permit and inspection requests; and 6) Continue cooperation of nuisance abatement and zoning code enforcement programs.

Neuse River Community Development Corporation (NRCDC)

- Completed renovation of 1705 Washington Court, Keller-Williams – listing agent.
- Finalizing offer to purchase and contract on 417 George Street.
- Working with Habitat for Humanity to sell them three lots (estimated total sales price \$22,500).
- Roof replacements completed on five of eight buildings at Autumn Chase Apartments.
- New maintenance building completed at Autumn Chase Apartments.
- Work begun to obtain, move, renovate and sell two 1200 square foot homes located on Craven Regional Medical Center (CRMC) property for first-time homebuyers.
- Training provided on homeownership education and foreclosure prevention.



In 2009-2010, NRCDC will: 1) Complete roof replacements on all but one building at Autumn Chase Apartments; 2) Update renovation and maintenance program at Autumn Chase Apartments; 3) Complete sale of 1705 Washington Court and accomplish the relocation and sale of two houses from CRMC; 4) Continue homeowner and credit

counseling programs; and 5) Implement plans for a small 6-10 home affordable housing subdivision.

REVENUES: Departmental revenues, other than general funds, usually come from grants and permit fees. Grants are project-specific and permit fees are deposited into the general fund. Anticipated revenues from permits will be down due to the economic conditions (ex. 2004-05 - \$383K; 2005-06 - \$493K; 2006-07 - \$640K, 2007-08 - \$222K; 2008-09 - projected \$405K*; and 2009-10 - projected \$445K*). *Building, insulation, electric, plumbing & MHC

We anticipate the following grant revenues for 2009-10:

- CAMA
 - Pollock Street Park \$ 10,845
 - Queen Street Park 28,635
 - Land Use Plan Update 3,800
 - Pollock to Union Point Park Boardwalk UNFUNDED
- NCDOT
 - Pedestrian Plan 7,875
- CDBG
 - Sewer Hook-up 75,000
 - Concentrated Needs UNFUNDED
- EPA
 - Brownfields Assessment UNFUNDED

PERSONNEL: The downturn in construction has allowed inspectors to provide a higher level of service plus assist the minimum housing code and nuisance abatement officers. Lorraine DiBella, our Administrative Assistant, supports eight (8) professional level employees along with three (3) standing City boards. A considerable amount of her time is taken in processing applications, preparing meeting packets, noticing affected property owners and drafting minutes, in addition to the regular duties of telephones, filing, scheduling, reception, purchasing, accounts payable and the other requirements needed to manage the front office and serve customers. Greg McCoy, Leigh Anne Friesen, Alice Wilson, Sue Steinhauser and Tharesa Lee regularly leave their posts to assist with the volume of calls, customers and paperwork that ends up with Lorraine. While we are not requesting a new position due to budget constraints, I felt it was important to understand that help is needed.



OPERATIONS: The building inspectors have made the transition from desktop computers to laptops. We will emphasize improved information resources and convenience for our customers in the upcoming year. Staff will be bringing recommendations to the Board of Aldermen to expand and facilitate public notice procedures. The Land Use Ordinance just turned 17 years old and needs revisions and updates to adequately address changes in market, environmental, community and development conditions. The CAMA Land Use Plan and planning efforts in Five Points, Riverstation, Highway 43 and other areas will help shape the future of our City.



CAPITAL: No new vehicles are being requested even though Bernard and Sue's 13-year old Olds is in poor condition. It is hoped a used police vehicle will be available for replacement.

City of New Bern Budget
Fiscal Year 2009 - 2010

Fund: General Number of Full-Time Equivilant Employees: 19
 Department: Planning & Inspections Number of New Positions Requested 0
 Division: Planning & Inspections Number of New Positions Recommended 0

Account Number	Description	Lyr Act.	Act To Dte	Current	Estimate	Request	Recomm
1111-7010-61101-715	Salaries & Wages Regular	913,177	707,371	954,302	891,187	970,259	950,875
1111-7010-61102-715	Salaries & Wages Holiday	0	21,579	0	29,454	0	0
1111-7010-61103-715	Salaries & Wages Vacation	0	26,055	0	34,398	0	0
1111-7010-61104-715	Salaries & Wages Sick	0	17,742	0	19,560	0	0
1111-7010-61121-715	Salaries & Wages Overtime	216	136	1,500	200	500	500
1111-7010-61161-715	Salaries & Wages Seasonal	1,230	1,366	0	2,047	0	0
1111-7010-61181-715	Salaries & Wages Taxable I	0	1,785	0	4,035	13,105	13,105

Salaries Sub-Total		914,623	776,034	955,802	980,881	983,864	964,480
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1111-7010-62110-715	Social Security Tax	55,723	47,308	59,260	60,815	61,000	59,798
1111-7010-62112-715	Medicare Tax	13,032	11,071	13,860	14,223	14,267	13,985
1111-7010-62210-715	State Retirement	44,848	37,948	46,930	48,064	48,210	47,260
1111-7010-62220-715	401K Supplemental Retiren	54,803	46,373	57,349	58,853	59,032	57,869
1111-7010-62810-715	Health/Life Insurance	149,279	134,463	161,500	159,050	190,000	186,200

Fringe Benefits Sub-Total		317,685	277,163	338,899	341,005	372,509	365,112
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Personnel Services		1,232,308	1,053,197	1,294,701	1,321,886	1,356,373	1,329,592
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1111-7010-71180-715	Board Member Professiona	2,713	0	3,100	3,100	3,000	3,000
1111-7010-71190-715	Other Professional Services	10,000	104	10,000	2,000	9,000	7,500

Professional Services		12,713	104	13,100	5,100	12,000	10,500
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1111-7010-72130-715	Employee Travel & Trainin	13,140	10,604	12,000	13,062	11,760	11,000
1111-7010-72132-715	Boards/Commissions Trave	600	390	840	840	820	820
1111-7010-72210-715	Telephone Service	9,103	6,237	9,600	5,880	800	500
1111-7010-72410-715	Printing	870	223	1,000	500	980	980
1111-7010-72520-715	R & M - Equipment	0	20	200	200	180	180
1111-7010-72530-715	R & M - Vehicles	0	0	2,100	1,000	2,050	2,050
1111-7010-72532-715	Central Garage Charges	23,757	17,541	21,557	22,068	21,125	22,160
1111-7010-72790-715	Advertising	3,787	1,717	3,500	3,000	3,430	3,000
1111-7010-72820-715	Temporary Help Services	1,464	1,554	2,500	1,900	2,450	2,450
1111-7010-72920-715	NRCDC	3,408	2,877	7,250	6,250	5,900	5,900
1111-7010-72921-715	HPC Special Program	0	0	810	0	790	790
1111-7010-72922-715	Neighborhood Initiatives Pr	331	0	250	100	245	245

Current Oblig. & Ser.		56,460	41,163	61,607	54,800	50,530	50,075
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1111-7010-73130-715	Rent of Reproduction Equip	4,952	3,500	5,100	5,300	5,250	5,250
1111-7010-73160-715	Lease Payments - Compute	7,306	10,023	12,750	13,300	11,340	11,340
1111-7010-73810-715	Dues & Subscriptions	2,786	2,267	5,000	4,900	4,900	4,900

Fixed Chgs & Oth.Ser.		15,044	15,790	22,850	23,500	21,490	21,490
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1111-7010-74110-715	Uniforms	1,114	865	3,000	1,451	2,875	2,875
1111-7010-74510-715	Central Fuel Charges	9,597	5,890	11,000	7,500	10,780	10,780
1111-7010-74610-715	Office Supplies & Materials	2,973	1,742	3,100	2,000	2,975	2,975

City of New Bern Budget
Fiscal Year 2009 - 2010

Account Number	Description	Lyr Act.	Act To Dte	Current	Estimate	Request	Recomm
1111-7010-74910-715	Other Supplies & Materials	2,881	1,389	5,750	2,750	5,175	5,175
1111-7010-74930-715	IT Supplies	9,617	1,600	620	2,000	608	608
1111-7010--715	Unassigned	0	0	0	0	0	0
1111-7010-74984-715	Imminent Threats/Public N	6,876	12,654	10,000	13,500	9,800	9,800
1111-7010-74994-715	Storm Supplies - Isabel	0	0	0	0	0	0
Supplies & Materials		33,058	24,140	33,470	29,201	32,213	32,213
1111-7010-75120-750	IT Equipment	0	0	0	0	0	0
1111-7010-75210-750	Motor Vehicles	0	0	0	0	0	0
Capital Expenses		0	0	0	0	0	0
1111-7010-76410-715	Payments Made on Agreem	0	0	0	0	0	0
Contracts, Grants, Alloc.		0	0	0	0	0	0
1111-7010-77101-790	I/P Principal Payments	0	0	0	0	0	0
1111-7010-77201-795	I/P Interest Payments	0	0	0	0	0	0
Installment Payments		0	0	0	0	0	0
Planning & Inspections TOTALS:		1,349,583	1,134,394	1,425,728	1,434,487	1,472,606	1,443,870