

NEW BERN



NORTH CAROLINA

*Everything comes together here*

# Departmental Monthly Reports

---

October 2016

# Table of Contents

---

<b>Development Services.....</b>	<b>1</b>
<b>Finance.....</b>	<b>3</b>
<b>Fire.....</b>	<b>4</b>
<b>Human Resources .....</b>	<b>5</b>
<b>Parks &amp; Recreation .....</b>	<b>6</b>
<b>Police .....</b>	<b>7</b>
<b>Public Utilities.....</b>	<b>10</b>
<b>Public Works.....</b>	<b>16</b>

## Development Services

### Inspections:

Overview	2015 YTD	% Change from Last Year	2016 YTD	Sept 2016	% Change from Previous Month
Commercial Permits – New Construction	132	1%	133	9	33%
Residential Permits – New Single Family	85	-21%	67	12	-83%
Residential Permits – Additions/Remodels	147	20%	177	11	27%
Mobile Homes	12	300%	14	0	0%
Signs	38	-16%	32	1	0%
Certificates of Occupancy – Residential	83	-1%	82	11	-45%
Certificates of Occupancy – Commercial	16	-200%	7	2	-50%
Total Permit Valuation	\$38,853,709	85%	\$71,750,998	\$4,219,182	-58.09%

### Significant Issues and Projects:

- The “Cub House” is complete.
- Staff has received the contract for asbestos removal for the Days Hotel. Pending any issues work should begin in 30 days.

### Community and Economic Development:

- **Real Estate Development and Reuse:** Several properties under consideration for lease and sale throughout New Bern.
- **First Street Corridor:** Completed Grant application to EDA under review \$1,285,250. Notification in October.  
Duke Energy-possible EV charging station location. 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 November.
- **The Entrepreneur Center:** Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Water/flooding issues being resolved prior to construction-CDBG funds being utilized to remediate flooding concerns. Habitat is ready to begin building a new home.
- **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 reimagining \$10,000. Craven CC \$20,000 marketing/assistance grant. Revive 5 grassroots Leadership Academy began August 20<sup>th</sup>.
- **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.

## Development Services

---

- **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.

### Other:

- Twenty nine land use approvals were issued during the month.
- Staff met with Columbia Development Group to discuss New Bern Marketplace.
- **Subdivisions** – Final Plat for Rivertowne Square and South Wind @ Bluewater Rise submitted for Planning & Zoning Board Approval.
- **HPC** – Provided staff support for Historical Preservation Commission’s **Regular Meeting on October 19th** for the following projects:
  - A. **713 New St. (Shannon Corr—Coha Ventures)**—to include installation of a new front door, transom window, new columns and removal of wrought iron front porch railings within the primary AVC; addition of a deck in the tertiary AVC.
  - B. **607 Pollock St. (Paul & Debra Mills—Sarah Afflerbach)** – to include replacement of existing concrete walkway with brick basket weave pattern and replacement of existing handrail with white ornate handrail and balustrades to match porch handrail and balustrades in the primary AVC.
  - C. **305 Bern St. (GO Architectural Design—Mary McLeod)**—to include installation of a wooden gate between two residences in the primary AVC.
  - D. **513 Middle St. (GO Architectural Design—Alan & Arlissa Vaughn)**—to remove the existing single story garage and shed, and replace with a story and half accessory building in the tertiary AVC.

### **Minor COA’S**

- A. **517 New St.**—installation of a temporary handicap access ramp in the tertiary AVC.
  - B. **221 S. Front St.**—installation of a wrought iron fence in the secondary AVC.
  - C. **511 Broad St.**—installation of storm windows in the primary AVC.
  - D. **613 Craven St.**—installation of handrails in the primary and tertiary AVC’s.
- **313 Pollock St.**—installation of lighting in the primary AVC.
  - **Planning & Zoning Board:** No meeting in October.
  - **NBAMPO:** Staff held public involvement meeting on project scores. Finalized efforts for Spot 4.0 Project Prioritization and submitted scores to NCDOT.
  - **GIS:** Published online maps of damage and road closures from hurricane. Working to update the structure layer for all buildings in New Bern related to condition and use. Preparing maps and data of structures related to new Flood Data and Areas of changes. Multiple maps and apps related to Hurricane Matthew.

## Finance

Fund Balance Available for Appropriation and Days Cash on Hand:

<b>Fund</b>	<b>As of 06/30/14</b>	<b>As of 06/30/15</b>	<b>Estimate for June 2016*</b>	<b>Estimate for August 2016*</b>	<b>Estimate for September 2016*</b>
Water (Available)	\$6,844,978	\$7,885,359	\$8,354,342	\$8,721,847	\$8,953,087
Water (Days)	294	497	303	355	364
Sewer (Available)	\$3,379,175	\$3,441,193	\$3,207,419	\$3,398,156	\$3,704,840
Sewer (Days)	128	196	128	160	167
Electric (Available)	\$8,171,048	\$9,187,629	\$11,042,418	\$14,438,280	\$11,745,651
Electric (Days)	88	94	120	136	113
General (Available)	\$9,183,675	\$15,531,641	\$14,874,372	\$9,367,130	\$8,980,637
General %	32.09%	56.95%	39.72%	24.28%	23.17%

\*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:

Nothing significant to report.

# Fire

Fire Suppression:

Incidents	2015 Total	2016 YTD	Last Month	Current Month
*Number of Incidents	1,244	1,107	107	130
Average Response Time for “Reported Structure Fire”	5 minutes 35 seconds	6 minutes 08 seconds	8 minutes 12 seconds	8 minutes 48 seconds
Endangered Property Value	\$122,542,001	\$8,181,066	\$268,760	\$343,450
Property Losses Due to Fire	\$1,302,846	\$573,641	\$44,550	\$5,650
Percentage of Saved Property Value	98.94%	92.30%	83.42%	98.35%

Fire Prevention:

Prevention Statistics	2015 Total	2016 YTD	Last Month	Current Month
Fire Investigations	30	21	1	0
Fire Inspections	1,215	1,435	97	103
Permits Issued	90	98	12	12
Child-Passenger Seat Checks	276	233	24	18
People Educated Through Public Fire & Life-Safety Programs	10,613	12,125	3,923	1,549

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

Significant Issues:

- 19 smoke alarms were installed this month; 103 in 2016 YTD.
- Continued with Leadership Development Training with Facilitator James Rowan via webinars.
- Work continued on the Strategic Planning Project Peer Review Report for November 8<sup>th</sup> Board of Alderman meeting.
- School fire prevention programs continued this month providing entertaining, yet educational programs and information to the students. This year’s theme is: “Don’t Wait: Check the Date! Replace Smoke Alarms Every 10 Years.”
- Chief McConnell was deployed to Kinston as part of the SAR Operations with the NC Emergency Management during Hurricane Matthew.
- MumFest had to be re-scheduled until November due to Hurricane Matthew.
- NBFR Officer Retreat was held on October 26<sup>th</sup> to review:
  - Defining the Fire Department’s mission
  - Update on Strategic Planning
  - Results of SWOT analysis
  - Roles of personnel
  - Leadership Development

## 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	0	4	8	1
Fire	66	0	1	0	5	0
Human Resources	5	0	0	0	1	0
Parks & Recreation	29	0	0	2	1	0
Police	114	0	0	11	18	3
Public Utilities (Electric)	51	0	1	4	6	0
Public Works	47	1	0	2	10	3
Water Resources	78	1	0	5	9	5
<b>Totals:</b>	<b>458*</b>	<b>2</b>	<b>2</b>	<b>28**</b>	<b>61</b>	<b>12</b>

*\*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	1 OSHA Recordable 0 Lost Time 0 Non-Recordable 0 Denied	1 OSHA Recordable 1 Lost Time 0 Non-Recordable 0 Denied
Year-to-Date Claims	3 Recordable 3 Non-Recordable	7 Recordable 0 Non-Recordable
Current Month Costs	\$14,184.88	\$35,175.19
Year-to-Date Costs	\$55,052.41	\$163,696.46

Other:

Nothing to report.

## Parks and Recreation

---

### Items of significance:

- **Personnel:** Offered the position of Facility Manager to Beverly Vause of Fairmont, NC. Ms. Vause accepted position; scheduled to begin on December 1<sup>st</sup>.
- **Facilities:** Thalmann Field grading, irrigation, and sod installation complete; working with fence and scoreboard contractors in November.
- **Programs:** A number of events, programs, and facilities throughout the month were cancelled or rescheduled due to Hurricane Matthew, including MumFest.
- **Mitigation:** Hurricane Matthew cleanup throughout the month; removal of trees, debris, etc.; facility damage assessments for insurance and FEMA purposes ongoing.

## Police

### Crime:

<b>Incidents &amp; Arrests</b>	<b>Current Month Total</b>	<b>2013 Total</b>	<b>2014 Total</b>	<b>2015 Total</b>	<b>2016 YTD</b>
NIBRs* Group A Incidents	204	3,184	2,609	2,522	2,093
NIBRs* Group B Incidents (Arrests)	64	901	715	695	610
Adult Arrests	119	1,924	1,548	1,538	1,270
Juvenile Arrests	0	63	43	25	9
Total Arrests	119	1,997	1,591	1,563	1,279
Police Calls for Service	3,707	46,483	41,530	41,878	36,847
Business Alarms Dispatched	174	1,900	1,842	1,382	1,556
Residential Alarms Dispatched	72	871	782	777	849
Alarm Calls (PD Dispatched)	246	2,771	2,624	2,159	2,405

*\*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.*

<b>Index Crime Report</b>	<b>Current Month Total</b>	<b>2013 Total</b>	<b>2014 Total</b>	<b>2015 Total</b>	<b>2016 YTD</b>
Homicide	0	1	0	7	1
Rape	2	13	9	5	9
Robbery	4	51	39	30	41
Aggravated Assault	9	77	70	68	72
B&E – Residence	17	234	192	181	131
B&E – Business	1	85	46	35	19
Theft from Motor Vehicle	11	215	204	157	134
Larceny	62	1,111	859	867	653
Motor Vehicle Theft	0	55	25	32	28
Arson	0	4	1	3	4
Total:	106	1,846	1,445	1,384	1,092

<b>Criminal Investigations</b>	<b>Current Month Total</b>	<b>2013 Total</b>	<b>2014 Total</b>	<b>2015 Total</b>	<b>2016 YTD</b>
Cases Assigned	12	192	205	117	111
Cases Closed	5	75	128	28	38

## Police

<b>Crime Analysis</b>		
	<u>October 2016</u>	<u>2016 YTD</u>
Top 5 Calls for Service & Number of Incidents	1) Traffic Stop (284) 2) Security Check Bus. (210) 3) Business Alarm (169) 4) Follow Up (196) 5) Citizen Assist (230)	1) Traffic Stop (3,375) 2) Security Check Bus. (2,933) 3) Follow Up (1,922) 4) Citizen Assist (2,102) 5) Security Check Res. (1,691)
Top 5 Calls for Service by Location and Number of Incidents	1) 601 George St. (302) 2) 3105 M. L. King Jr. Blvd. (110) 3) 1309 Country Club Rd. (40) 4) 606 Fort Totten Dr. (46) 5) 411 Craven St. (46)	
Top 3 Crime Locations for Current Month and Number of Incidents	1) 3105 M L King Jr Blvd., Wal-Mart (Larcenies/Shoplifters) 8 Reports 2) 4200 Academic Dr. (Assaults) 5 Reports 3) 2915 Neuse Blvd., H-76 Trent Court (Larcenies & Domestics) 4 Reports	

<b>Case Notes</b>	
<b>2016:</b>	
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. of a Moped the victims was on. Took it 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)
2016-35407 Shooting at 807 Clark Ave	Satchell T. Bell Sr. B/M DOB 08/05/1979. A/W/A/D/W/I/S/I
2016-33612 Armed Robbery, Dollar General 2848 Neuse Blvd.	Suspect, Marshawn M. Jackson B/M DOB 07/28/1995. Case is still being investigated.

## Police

---

### Personnel:

<b>Extra-Duty Hours</b>	<b>Current Month</b>	<b>2013 Total</b>	<b>2014 Total</b>	<b>2015 Total</b>	<b>2016 YTD</b>
	393.50	3,123.3	1,853.5	2,161.00	2,630.75

<b>Overtime in Dollars</b>	<b>Current Month</b>	<b>2013 Total</b>	<b>2014 Total</b>	<b>2015 Total</b>	<b>2016 YTD</b>
Office of the Chief	\$189.74	\$6,672.34	\$11,911.58	\$8,783.87	\$1,182.40
Operations Division	\$10,494.15	\$120,226.42	\$163,316.23	\$145,902.95	\$102,478.70
Services Division	\$3,563.51	\$49,815.25	\$63,974.62	\$62,686.44	\$47,073.16
Investigations Division	\$2,168.08	N/A	N/A	N/A	\$16,292.29
Total:	\$16,415.48	\$176,714.25	\$239,204.43	\$222,373.26	\$167,026.55

### 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 4,132 water meters and 9,355 electric meters with 2040 disconnect meters; 2,210 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. Brices Creek gateway and Crump Farm are up and running. 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**
  - Dogwood and Laurel Drive. *Replace and relocate back property, overhead distribution to road frontage. Project is complete.*
  - Tryon Road. *Replace poles and install overhead and underground services. Replace copper primary. We have one underground service left in order to complete this project.*
  - Racetrack Road. *We are working on upgrading the existing overhead line to feeder capacity. This work has a planned start date of November 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.*
  - Crimson Walk at Bayberry Park in Carolina Colours. *Install underground primary and secondary cable, transformers, stands and street lighting for development addition. Project is complete.*
- **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.*
  - 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. 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.*

## Public Utilities

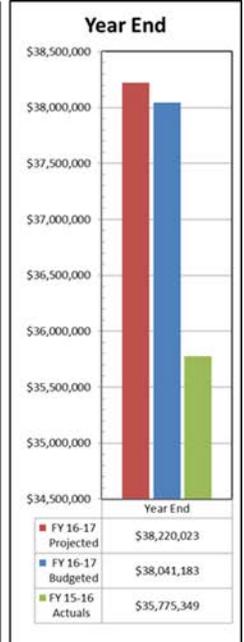
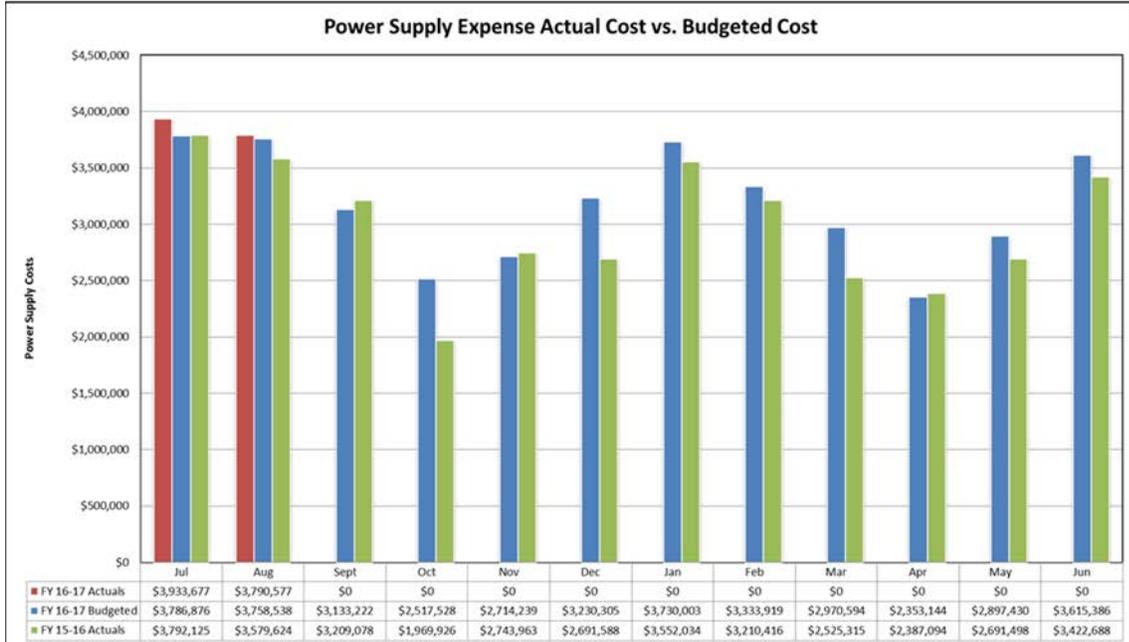
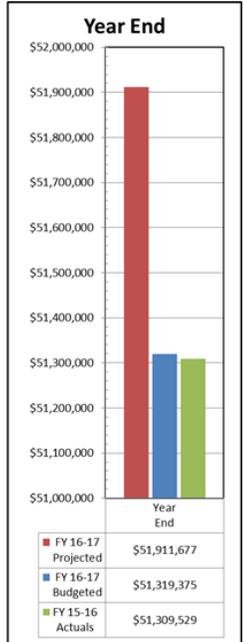
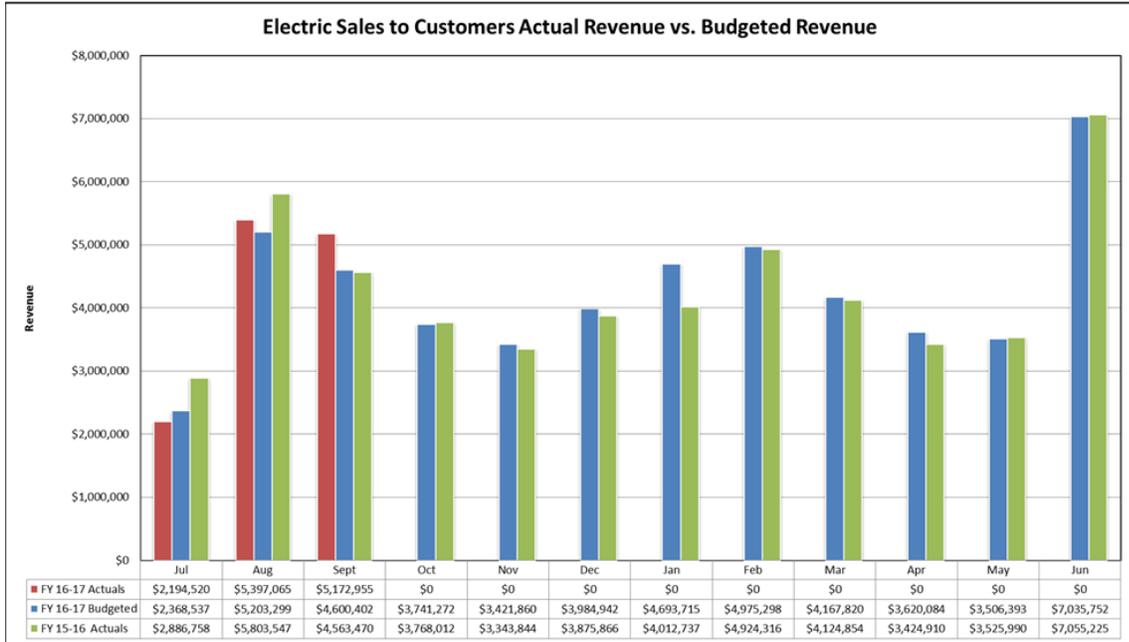
---

- **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.
- **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.* Over the past month 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 are being developed and will be sent out to contractors for pricing during the month of November. Once the total cost of the work has been determined, staff will be requesting the establishment of a project fund for the work.

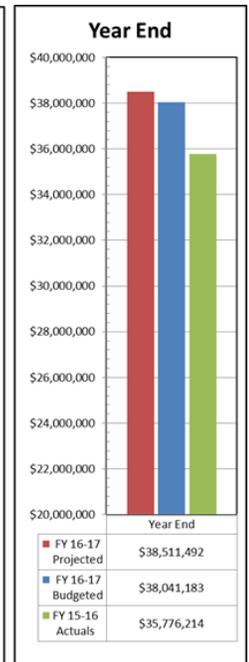
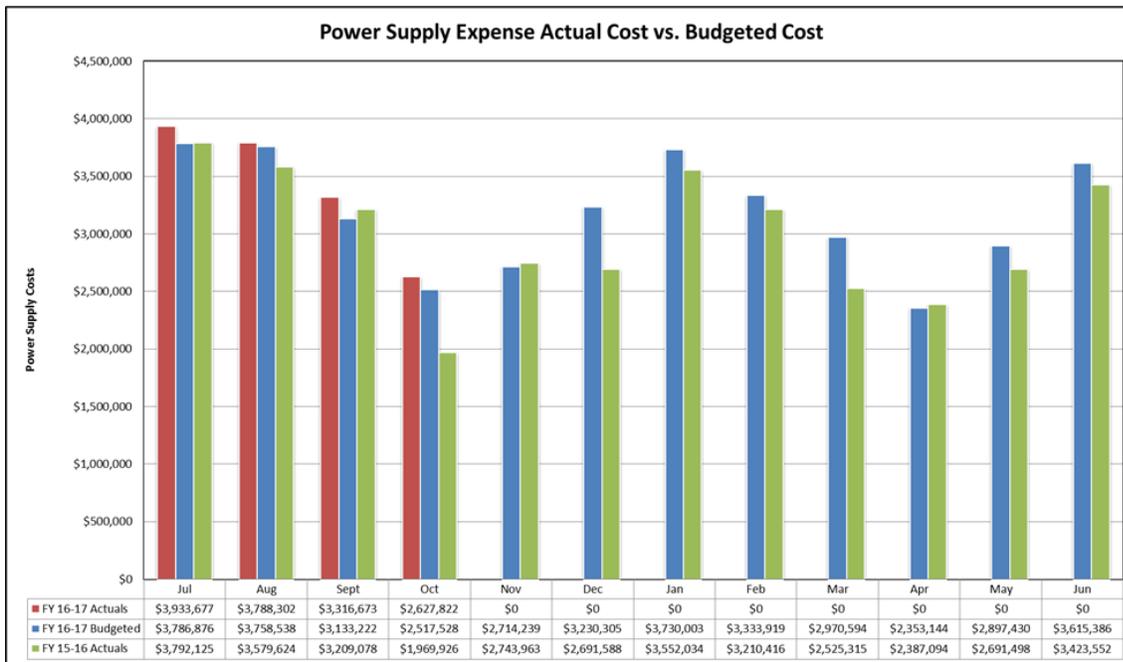
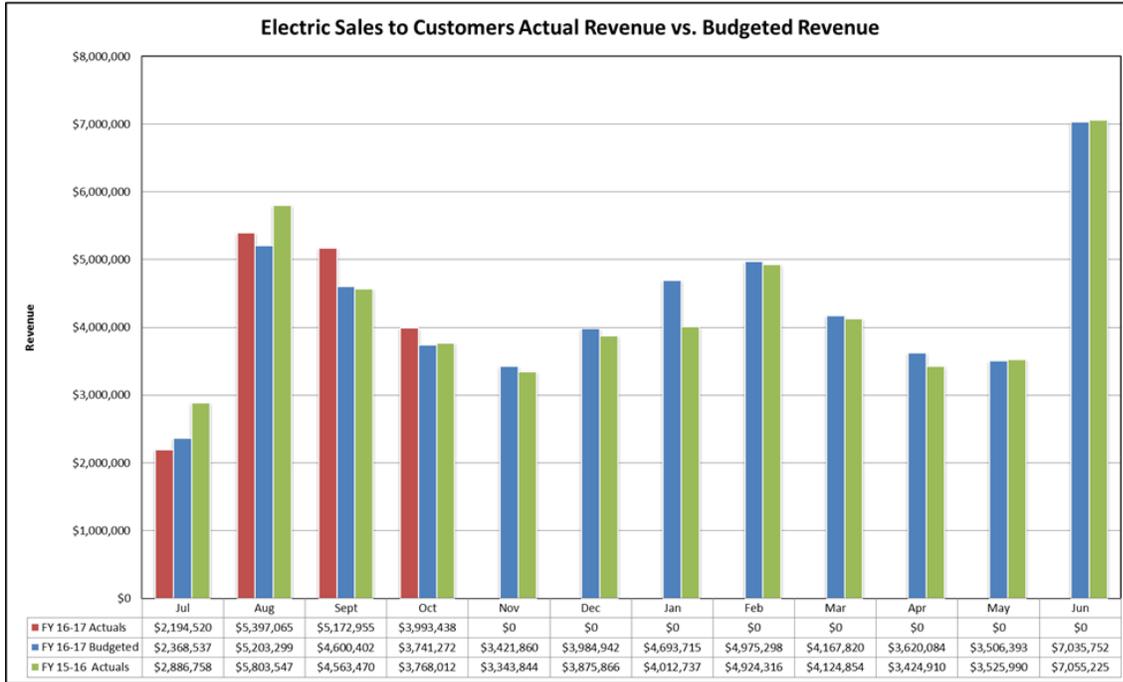
## Public Utilities

<b>Electric System Outages and Reliability Statistics</b>				
Sept 1, 2015 to Oct 31, 2016				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
196.426		1.726	113.82	99.9679
Sept 1, 2014 to Oct 31, 2015				
SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)	
31.18		1.251	24.931	99.9949
Oct-16				
Sched/Unsched	Cause	Substation	Circuit	Total Outages
Unscheduled	Squirrel			3
Unscheduled	Bird			1
Unscheduled	Storm			15
Scheduled	Scheduled			
Unscheduled	Equipment Worn Out			2
Unscheduled	Human			
Unscheduled	Lighting			1
Unscheduled	Vehicle Accident			
Unscheduled	Vine			2
Unscheduled	Electrical Failure			2
Unscheduled	Construction			
Unscheduled	Tree			6
Unscheduled	Equipment Damage			
Unscheduled	Unknown/Other			2
			total	34

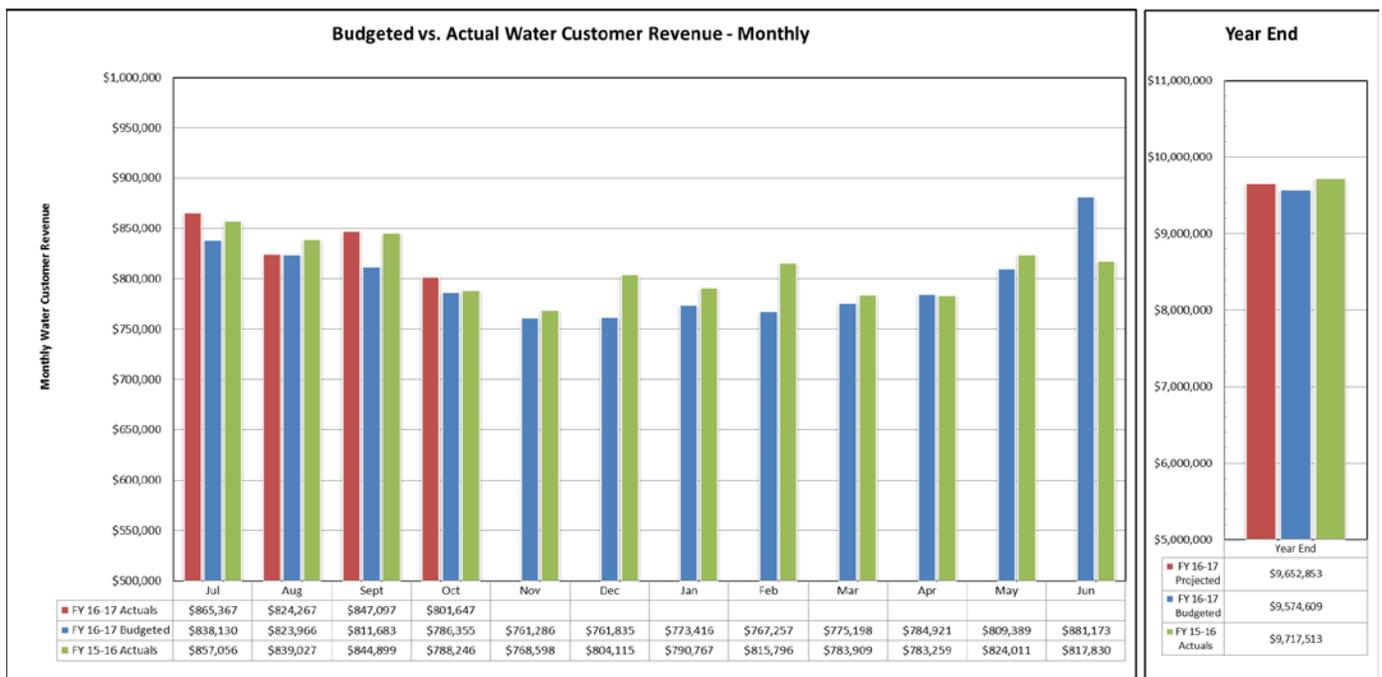
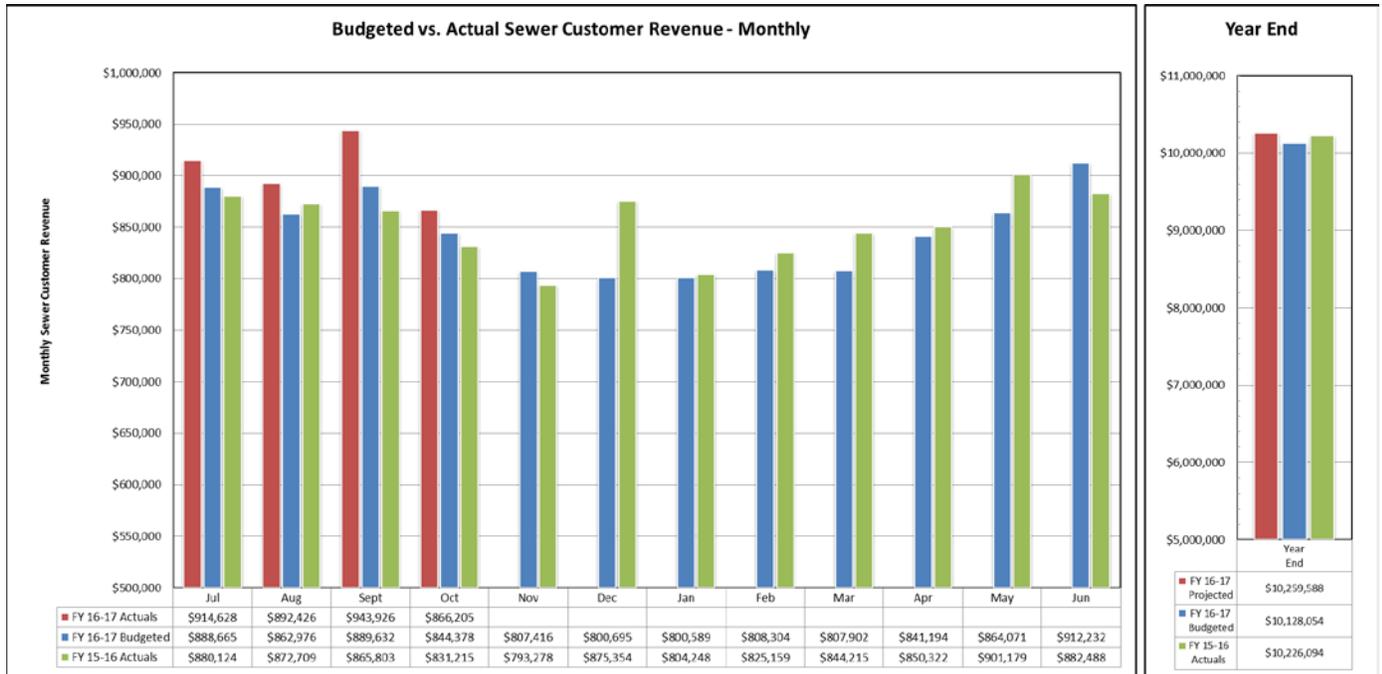
# Public Utilities



# Public Utilities



# Public Utilities



## Public Works

### Leaf and Limb:

Service Provided (Tons)	FY14-15 Total	FY15-16 Total	FY16-17 YTD	October 2016
White Goods Collected	9.00	18.00	4.50	0
Brown Goods Collected	5,422.50	3,539.16	1,168.20	376.20
Yard Waste Received	27,167.90	17,958.92	6,898.14	1,916.79
Mulch Dispersed	7,998.90	8,556.95	1,565.44	226.94

### City Garage:

Costs	FY14-15 Total	FY15-16 Total	FY16-17 YTD	October 2016
Services Provided by City Garage:				
Vehicles Serviced	1,288	1,643	613	178
Total Labor Cost	\$ 36,758.93	\$ 53,147.90	\$17,820.71	\$ 4,723.91
Total Parts Cost	\$127,821.46	\$150,034.08	\$60,593.38	\$17,431.72
Total Cost (Parts + Labor)	\$164,580.39	\$203,181.98	\$78,414.09	\$22,155.63
Services Provided by Contract:				
Vehicles Serviced	916	674	206	51
Total Labor Cost	\$108,770.25	\$116,862.45	\$ 43,635.16	\$ 8,757.15
Total Parts Cost	\$192,877.40	\$198,068.81	\$ 69,377.08	\$14,552.50
Total Cost (Parts + Labor)	\$301,647.65	\$314,931.26	\$132,407.36	\$42,674.77
Total Services Provided (City Garage & Contract):				
Vehicles Serviced	2,204	2,317	819	229
Total Labor Cost	\$145,529.18	\$170,010.35	\$ 61,455.87	\$13,481.06
Total Parts Cost	\$320,698.86	\$348,052.89	\$130,000.46	\$31,984.22
Total Cost (Parts + Labor)	\$466,228.04	\$518,063.24	\$191,456.33	\$45,465.28

Cost by Department	FY14-15 Total	FY15-16 Total	FY16-17 YTD	October 2016
Public Utilities (Electric)	\$ 86,103.29	\$ 96,332.89	\$45,044.96	\$7,370.85
Public Utilities (W&S)	\$116,802.55	\$120,158.73	\$37,947.61	\$8,099.78
Police	\$ 84,842.82	\$ 85,547.12	\$26,499.79	\$7,398.23
Recreation & Parks	\$ 32,005.09	\$ 45,296.72	\$17,998.73	\$8,219.94
Finance	\$ 28,004.25	\$ 15,044.94	\$ 3,725.52	\$1,373.82
Public Works	\$114,259.82	\$ 86,585.97	\$38,234.24	\$7,563.45
Fire / Rescue	\$ 69,698.98	\$ 54,913.63	\$20,695.07	\$4,684.89
Human Resources	\$ 727.61	\$ 13.01	\$ 448.55	\$ 26.36
Development Services	\$3,275.67	\$6,727.03	\$864.41	\$727.95

## Public Works

---

Significant Issues:

None.