



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
OCTOBER 6, 2014  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from September 22, 2014 (**page 3**)

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Declare Surplus/Authorize – Electronic Auction of Vehicles through GovDeals (**page 23**)
- B. Award/Approve – Contract for Storage Building Construction at Oakdale Cemetery to Turning Point, Inc. and **Approve** Corresponding Purchase Order (**page 24**)
- C. Approve – Purchase Orders >\$20,000 (**page 25**)

II. Comments from the Public:

III. Public Hearing – Other: **5:30 PM**

- A. Approve/Authorize – Closeout Resolution for the FY 11 Community Development Program and **Authorize** Mayor to execute associated documents ~ CDBG # 11-C-2340 (**page 33**)

IV. Public Hearing on Zoning: **6:00 PM**

- A. Adopt – Ordinance to Amend Chapter 40, Section 40-93, Table of Uses, of the Code of Ordinances of the City of Washington (**page 36**)

V. Scheduled Public Appearances:

- A. None –

VI. Correspondence and Special Reports:

- A. None –

VII. Reports from Boards, Commissions and Committees:

- A. None –

VIII. Appointments:

- A. None –



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- IX. Old Business:
- A. Approve – Updated Site Specific Master Plan for Havens Gardens **(page 45)**
  - B. Discuss – Youth Recreational League Fees **(page 51)**
  - C. Discuss – Coffee with Council – Set Date and Agenda
  - D. Discuss – Notice from DCA Regarding Keys Landing
- X. New Business:
- A. Approve – Sons of the American Revolution Event **(page 53)**
  - B. Accept/Award – Bids and **Award** Contract for Peoples Municipal Pier **(page 54)**
  - C. Adopt – Grant Project Ordinance and the Budget Ordinance Amendment for the Peoples Municipal Pier Public Access Grant Award **(page 59)**
- XI. Any Other Items From City Manager:
- A. None –
- XII. Any Other Business From the Mayor or Other Members of Council:
- A. Discussion – Goal Setting for City Manager
- XIII. Closed Session – None
- XIV. Adjourn – Until Monday, October 27, 2014 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, September 22, 2014 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Police & Fire Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Lynn Wingate, Tourism Director; Gloria Moore, Library Director; Susan Hodges, Human Resources Director; John Rodman, Community & Cultural Resources Director; David Carraway, IT Director and Mike Voss, Washington Daily News.

Mayor Hodges called the meeting to order and Mayor Pro tem Roberson delivered the invocation.

Councilman Pitt called for a moment of silence in memory of Thomas Saccio.

**APPROVAL OF MINUTES:**

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council approved the minutes of September 8, 2014 as presented.

**APPROVAL/AMENDMENTS TO AGENDA:**

Councilman Mercer requested discussion on item D and E on the consent agenda following the approval of item A, B, and C.

Councilman Mercer requested adding an appointment to the Warren Field Airport Advisory Board.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved the agenda as amended.

**CONSENT AGENDA:**

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved the consent agenda inclusive of A, B, and C as amended.

A. Adopt – Budget Ordinance Amendment for Airport Pavement Rehabilitation Grant

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF  
WASHINGTON, N.C. FOR THE FISCAL YEAR 2014-2015**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the Airport Fund be increased in the following accounts and amount:

37-90-3991-9910	Fund Balance Appropriated	\$ 1,120
37-90-3490-0009	Grant Funds 36237.38.10.1	<u>10,093</u>
	Total	\$11,213

Section 2. That account number 37-90-4530-4515, Grant Funds 36237.38.10.1, Warren Field Airport Department of the Airport Fund appropriations budget be increased in the amount of \$11,213 for the FY 2013-2014 project carry forward of Vision 100 grant projects.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22<sup>nd</sup> day of September, 2014.

**ATTEST:**

**s/Cynthia S. Bennett**  
City Clerk

**s/Mac Hodges**  
Mayor

B. Adopt – Budget Ordinance Amendment for the Historic Preservation Fund Grant

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2014-2015**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

10-10-3491-3302	Historic Preservation Grant	\$11,000
10-00-3991-9910	Fund Balance Appropriated	<u>4,000</u>
	Total	\$15,000

Section 2. That account number 10-10-4910-0400, Professional Services, Planning/Zoning Department of the General Fund appropriations budget be increased in the amount of \$15,000 to provide funds to update the National Historic Registry nomination.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22<sup>nd</sup> day of September, 2014.

**ATTEST:**

**s/Cynthia S. Bennett**  
City Clerk

**s/Mac Hodges**  
Mayor

C. Adopt – Job Creation Grant Project Ordinance Amendment

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE  
CDBG FOR JOB CREATION (SBEA) GRANT  
GRANT AWARD #11-C-2340  
CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2014-2015**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts in the Job Creation grant be increased or decreased by the following amounts to close out this grant:

57-60-4930-0400	Administration	\$ 2,000
57-60-4930-0405	Planning	(2,000)

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the 22<sup>nd</sup> day of September, 2014.

**ATTEST:**

**s/Cynthia S. Bennett**  
**City Clerk**

**s/Mac Hodges**  
**Mayor**

**DISCUSSION: ADOPT 15<sup>TH</sup> STREET SIDEWALK BUDGET ORDINANCE AMENDMENT**

Councilman Mercer requested clarification on the City’s match regarding sidewalks. City Manager, Brian Alligood voiced sidewalks are always an 80/20 match whenever you install sidewalks on State roads. This falls under the State Sidewalk Program.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted the 15<sup>th</sup> Street Sidewalk Budget Ordinance as presented.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2014-2015**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

10-00-3991-9910	Fund Balance- Powell Bill	21,000
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Section 2. That account number 10-20-4511-4500, Street Paving, Powell Bill Department of the General Fund appropriations budget be increased in the amount of \$21,000 to provide the City’s 20% match of the DOT sidewalk portion of the 15<sup>th</sup> Street project.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 22<sup>nd</sup> day of September, 2014.

**ATTEST:**

**s/Cynthia S. Bennett**  
City Clerk

**s/Mac Hodges**  
Mayor

**DISCUSSION: APPROVE PURCHASE ORDERS >\$20,000**

Councilman Mercer expressed concern with vehicle #613 saying he opposed to upsizing of any vehicles. Mr. Alligood explained it was taking two vehicles to move equipment for the underground crew. The new vehicle will be able to pull the trailer that has the equipment on it as well as the crew members. This will eliminate the need for two vehicles. Mayor Pro tem Roberson said he understood it would be two for one ~ we are replacing two vehicles with the one. Mr. Alligood explained the crew was borrowing another vehicle to move the equipment. Councilman Brooks inquired if the new truck would allow you to transport the crew and the load at the same time instead of using two trucks to do it and Mr. Alligood responded 'yes'.

By motion of Councilman Brooks, seconded by Mayor Pro tem Roberson, Council approved purchase orders >\$20,000. Motion carried 4-1 with Councilman Mercer opposing.

- Requisition #15155, \$31,251.20, to Hughes Supply Group to purchase cable for the Hwy 17 bore project, account 35-90-8390-5601. \$43,000 was budgeted for the materials of this project.
- Requisition #15169, \$35,014, to Capital Ford and #15170, \$13,209.29, to Quality Truck Bodies for the purchase of a F350 crew cab truck, account 35-90-8390-7401. \$50,000 is budgeted for vehicle #613 and is being purchased off of State contract.

**COMMENTS FROM THE PUBLIC:**

Ms. Patty Peebles representing the Optimist Club, expressed the Club understands it is necessary to increase fees for maintenance of the fields and they appreciate being able to use the Susiegray Complex. She requested Council take into consideration when doing the fees that the Optimist Club currently charges \$30 per child and any increase, especially if it is \$30, will double what the current cost is for participants in the program. Also, it was noted that soccer has 550 children participating with approximately 12 receiving scholarships, the program currently has a shoe-exchange program for 5-6 years of age participants.

Mr. Ray Pippin and Mr. Keith Mitchell representing the Washington Youth Football League expressed they were asked about partnering with the City on the football program. During the last 7-8 years, the League has been maintaining the football fields and facilities within their own group. Once their activities ended the City would take on maintaining that field (basically six months). The League charges \$50 per child for tackle football and \$35 per child for flag football. Several of the kids are on scholarships due to lack of funds. The Housing Authority covers expenses for children participating from their facilities.

If the League decides to partner with the City, we don't know how many kids will be able to afford to pay above the current \$50 charge. The fee was increased from \$45 to \$50 last year to help offset some of the expenses. The League doesn't want to create a hardship for the participants if they partner with the City.

Councilman Mercer voiced by the City working independently from the League whatever the City does will not have any impact on any of the League activities. Councilman Mercer stated the League leases Kugler Field from the School Board for six months of the year so this is a relationship between the League and the School Board. Mayor Hodges commented that the school owns Kugler Field and the Football League operates independent of the City. Discussion continued regarding Kugler Field and the proposed increase in fees for recreation programs.

Councilman Pitt inquired how many kids are currently in the football program and the representatives stated 211 averaging about 220 – 225 over the last four years. Mr. Mitchell stated currently they have eight tackle teams and four flag teams.

**PUBLIC HEARING ON ZONING: NONE**

**PUBLIC HEARING – OTHER: NONE**

**SCHEDULED PUBLIC APPEARANCES:**

**BETH BYRD & BOB HENKEL – HARBOR DISTRICT FLAG PROGRAM**

Washington Harbor District Alliance's Flag Program has been in service since its inception in June of 2011. The program has grown over the years. Bob Henkel and I would like the opportunity to review the program to date and to get approval for a change in scheduling for next year.

In the beginning, the program just featured American flags on Main and Market Streets. We have over 100 flags on display which includes Bridge Street, Main Street, Market Street, Stewart Parkway and Water Street. The flags on Water Street are U.S. and "76" flags. The "76" (1776) flags are particularly relevant to Washington's history. This year, flags representing the 50 states of the United States of America were added and have been extremely popular. The flags are welcoming to all the visitors to Washington and to all those who have moved from other states in order to make Washington their home.

The Washington community has been very supportive of the flag program. Many businesses and scores of individuals have donated to the program. \$6,593.00 has been raised & spent on the program.

**Businesses include:**

- |                                       |                              |
|---------------------------------------|------------------------------|
| Apollo's Steakhouse                   | Lee Chevrolet                |
| Beaufort County Arts Council          | LithoGraphix                 |
| Big Bargain Furniture                 | Little Shoppes of Washington |
| Bradley Living Trust                  | Old Ford Ruritan Club        |
| Century 21 The Realty Group           | Potash Corp                  |
| Coldwell Banker Coastal Rivers Realty | Rich Company                 |
| First Bank                            | Select Bank and Trust        |
| Frank's Jewelers                      | Stewart's Jewelry Store      |

Stephan P. Graves  
 Grub Brothers Eatery  
 Hodges Appraisals  
 Inner Banks Artisans Center  
 Keech & Company  
 La Bella Pizzeria

L. Thomas & Associates  
 Washington Area Historic Foundation  
 Washington/Beaufort County Chamber  
 of Commerce  
 Washington Harbor District Alliance  
 Washington Jewelers

Mr. Henkel explained most of the flags are still up but the ones on Water Street were taken down at the request of the City. The reasoning behind this was the poles didn't have proper support on the light fixture for flags. Current flags will be taken down during the week of September 23<sup>rd</sup>. Flags will be flown during the following times:

- October 17<sup>th</sup> - Smoke on Water Parade (Flag Walk)
- November 24<sup>th</sup> through December 29<sup>th</sup>
- U.S. and "76" flags up the week of February 10<sup>th</sup> for Presidents' Day and Flag Day. Taken down after February 24<sup>th</sup>
- Music in the Streets - May 15<sup>th</sup> thru September 14<sup>th</sup> (this covers Memorial Day, 4<sup>th</sup> of July, Labor Day and September 11<sup>th</sup>)

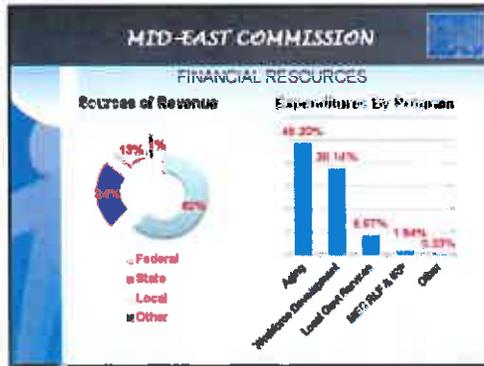
Mr. Henkel stated they will be acquiring new flags during the summer and the cost of the flags are as follows: \$1200 for a set of State flags and \$800 for US & "76" flags. Funds will be raised for this expense and no funds have been requested from the City for this program. Mayor Hodges stated the flags look great and he has only heard positive comments regarding the program.

**TIMMY BAYNES – MID-EAST COMMISSION UPDATES**

Executive Director, Timmy Baynes reviewed the Mid-East presentation:



MID-EAST COMMISSION				
Beaufort County	Bertie County	Herford County	Martin County	Pitt County
Albemarle	Ashboro	Athens	Bear Grass	Ashe
Beth	Aulander	Cofield	Everetts	Belmont
Belhaven	Colerain	Como	Marion	Fairland
Chocowiny	Kelford	Hartsville	Hessell	Farmville
Pantego	Lawson	Murfreesboro	Jamestown	Fletcher
Washington	Powellsville	Winton	Oak City	Greenville
Washington Park	Roxobel		Pamela	Grafton
	Weldon		Robersonville	Stanstead
			Williamston	Simpson
				Wettersville



Councilman Mercer stated Mid-East staff is having a meeting in each County. Councilman Pitt commented and requested Mr. Baynes to advise where the Employment Commission is now located. Mr. Baynes stated it is located in the Mid-East Building at 1385 John Small Avenue (NC Works Job Link Center).

**CORRESPONDENCE AND SPECIAL REPORTS:**

**MEMO: INTERNET SERVICE PROVIDER (ISP) SPEED INCREASE**

(begin) In an increasing effort to provide the City of Washington technology needs at the most cost effective means, the city has been offered from our ISP (internet service provider) Suddenlink; at a discounted rate, to increase our internet speed to 25 MBs. Our current speed is 15 MBs for \$850/month. For the increased speed, our monthly cost will increase \$300 to \$1150/month. The increased funds will be covered by our PEG Channel. We make the move in anticipation of increased use of “cloud” technologies coupled with our network demands of voice & data with evolving software need in future growth.

Mayor Pro tem Roberson requested some clarification on the cost of the service and Mr. Alligood stated is it a \$300 increase from where it is now. (memo accepted)

**MEMO: BUDGET TRANSFER – LIBRARY MAINTENANCE AND CONTRACT SERVICES**

(begin) The patron virtualization project at Brown Library is budgeted for \$25,000. Bids came in at \$7,929 and \$3,025 was used to repair the Library shed. During the budget process, the budget was trimmed too lean. In hindsight, we are now realizing this. For example, Southern Elevator and Turner Pest Control Maintenance Service alone cost \$2,436 per year. In addition, the budget does not allow for non-contract repair services. The Library carpet which was installed in January 2006 was not budgeted in this fiscal year but is badly in need of professional cleaning. Staff recommends an additional \$3,300 of the available balance from PC virtualization project be used to provide adequate funding.

Brown Library Contract Services were also reduced from \$32,000 to \$20,000 in anticipation of a \$13,126 cost savings in automation by migrating to NC Cardinal. Unfortunately, the migration has been delayed more than 3 times, resulting in additional cost for the City. The projection date is now June 2015. The \$20,000 budget we currently have is adequate to pay contract services for Library Corporation (\$7,607.41) and SoundSide Group (\$12,240). However, it does not include maintenance contracts for our library security gates (\$1,532), Barracuda web renewal (\$1,011), and air condition maintenance (\$1,055). Staff recommends an additional \$3,500 of the available balance from PC Virtualization project be used to adequately fund this budget line item.

Councilman Mercer requested clarification and asked if this changes the scope of the virtualization project and Mr. Alligood responded ‘no’. Councilman Mercer inquired who was the contract with and Mr. Alligood said the contract is with Soundside. Councilman Mercer asked if the virtualization project is with Soundside, then why do we have an additional \$12,000 contract with them. Mr. Alligood stated they did additional work for the City under the scope of our regular maintenance with them. This project was put out under a separate bid and the City received two bidders: Soundside and VC3. (memo accepted)

**Request for Transfer of Funds**

From: 10-40-6110-7400	Capital Outlay	\$6800
To: 10-40-6110-1500	Building Maint.	\$3300
10-40-6110-4500	Contract Services	\$3500

**MEMO: BUDGET TRANSFER – GENERAL FUND WAREHOUSE**

(begin) The Budget Officer transferred \$3,850 of funds between the Miscellaneous and Warehouse Departments of the General Fund appropriations budget to replace a 20 year old HVAC unit. The unit was planned for replacement in next fiscal year but the compressor failed. Three bids were received to replace the unit and the low bid was less than the replacement cost of the failed compressor.

NCGS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes. Transfer request is attached and the memo was accepted:

**Request for Transfer of Funds**

From: 10-00-4400-5701      Miscellaneous      \$3850  
 To: 10-00-4131-1500      Building Maint.      \$3850

**MEMO: RECREATION FEE COMMITTEE – SPORTS FACILITY**

(begin) The Recreation Fee Review Committee has concluded the review of the sports facility and other facility rental portions of the Recreation Department and recommends:

- \$30 per participant fee (same amount that was charged prior to the “kids play free” program approved by Council) as a means of helping offset some of the costs of maintaining the fields instead of increasing the use of tax dollars
- No change in facility rental fees for residents and non-residents charged two times the resident rate

The sports leagues were invited to participate in a review and discussion of the process and recommendation with the committee. All leagues attended with the exception of basketball and Junior Babe Ruth. The baseball and softball leagues were OK with the fee however the soccer league felt it would deter their kids from being able to participate. The football league, which currently operates on its own, attended as well so they would be included and aware of our discussions. They expressed concerns as well that if they did come under the City facilities, like the other leagues do, that the additional fee would deter their kids from being able to participate as well. The leagues have been invited to attend this Council Meeting.

The cost analysis, approach, and various alternatives considered are attached.

**Recreation Department Cost**

**Total Department**

Administration	155,451
Events & Facilities	176,075
Senior Programs	203,305
Waterfront Docks	127,400
Aquatic Center	310,599
Maintenance	547,423
<b>Total</b>	<b>1,520,253</b>

**Recreation Facility Cost w/ Maint. & Admin. Allocation**

	Public		Sports	Total	%	%	
	Total Cost	Public				Sports	
Administration	5,182	46,635	51,817	33%	10%	90%	
Maintenance	328,948	163,732	492,680	90%	67%	33%	
Events & facilities	52,823	123,253	176,075	100%	30%	70%	
<b>Total</b>	<b>386,953</b>	<b>333,620</b>	<b>720,572</b>		<b>54%</b>	<b>46%</b>	
						100%	

8/8/2014

**Recreation Net Cost & Utilization**

	Financials						Utilization		
	Revenue	Expenditure	Allocation		Total Expenditure	Net Cost	City	County	Total
			Recreation Admin	Parks & Grounds					
<b>Recreation:</b>									
Administration		155,451	(155,451)	0	0	0			
Events & Facilities	37,500	176,075	51,817	492,681	720,573	(683,073)	341,536	341,536	683,073
Senior Programs	41,180	203,305	51,817	10,948	266,070	(224,890)	112,445	112,445	224,890
Waterfront Docks	51,175	127,400	0	21,897	149,297	(98,122)	49,061	49,061	98,122
Aquatic Center	102,660	310,599	51,817	21,897	384,313	(281,653)	140,826	140,826	281,653
Maintenance	0	547,423	0	(547,423)	0	0			
<b>Total</b>	<b>232,515</b>	<b>1,520,253</b>	<b>0</b>	<b>0</b>	<b>1,520,253</b>	<b>(1,287,738)</b>	<b>643,869</b>	<b>643,869</b>	<b>1,287,738</b>
Service utilization							50%	50%	100%
Residents					9,740		9,740	47,854	57,594
<b>Net cost/resident:</b>									
Facilities					70		35	7	12
Senior Programs					23		12	2	4
Waterfront Docks					10		5	1	2
Aquatic Center					22		14	3	5
<b>Total</b>					132		66	13	22
<b>Property Tax Equivalent:</b>									
Total tax collection					4,359,618				
Recreation subsidy %					30%				
Equivalent \$\$/100 valuation					0.16				
City tax rate					0.50				

8/15/2014

**Youth League Overview**

	Participants	Teams	Games	Season		Months	Facility					Lights
				September	November		Complex	3rd St	JC Taylor	BA Gym	Kugler	
Soccer	540	45	300	September	November	3	X					
Basketball	444	37	226	December	March	4				X		X
Girls softball (5-16)	240	20	119	March	July	5	X		X			X
Cal Ripken (4-12)	300	25	167	March	July	5	X	X	X			X
Jr Babe Ruth (13-15)	48	4	20	May	June	3	X					X
Fall Baseball (7-12)	85	8	43	September	October	2	X	X				X
<b>Total</b>	<b>1,657</b>	<b>131</b>	<b>832</b>									
Football	180			September	November	3						X
<b>Grand total</b>	<b>1,837</b>	<b>131</b>	<b>832</b>									

**Fee Structure Alternatives**

Participant Fee Basis	Cost Recovery %			
	100%	50%	25%	
<b>w/o football</b>				
Soccer	101	50	25	50% rate
Basketball	250	125	63	
Girls softball (5-16)	250	125	63	
Cal Ripken (4-12)	250	125	63	
Jr Babe Ruth (13-15)	250	125	63	
Fall Ball (7-12)	250	125	63	
Average	201	101	50	
<b>w/ football</b>				
Soccer	91	45	23	50% rate
Basketball	240	120	60	
Girls softball (5-16)	240	120	60	
Cal Ripken (4-12)	240	120	60	
Jr Babe Ruth (13-15)	240	120	60	
Fall Ball (7-12)	240	120	60	
Football	91	45	23	
Average	182	91	45	50% rate

**Facility Usage Basis**

<b>w/o football</b>			
Soccer	54,362	27,181	13,590
Basketball	111,003	55,502	27,751
Girls softball (5-16)	60,002	30,001	15,000
Cal Ripken (4-12)	75,002	37,501	18,751
Jr Babe Ruth (13-15)	12,000	6,000	3,000
Fall Ball (7-12)	21,251	10,625	5,313
Total	333,620	166,810	83,405
<b>w/ football</b>			
Soccer	49,035	24,518	12,259
Basketball	106,624	53,312	26,656
Girls softball (5-16)	57,634	28,817	14,409
Cal Ripken (4-12)	72,043	36,021	18,011
Jr Babe Ruth (13-15)	11,527	5,763	2,882
Fall Ball (7-12)	20,412	10,206	5,103
Football	16,345	8,173	4,086
Total	333,620	166,810	83,405

**Implementation of Flat Participant Fee:**

	\$/Participant	\$	% Recovery
Year 1	30	55,110	17%
Year 2	35	64,295	19%
Year 3	40	73,480	22%
Year 4	45	82,665	25%
Year 5	50	91,850	28%
Year 6	55	101,035	30%
Year 7	60	110,220	33%

	Liability/Officer Coverage	Background Checks	League Fees to "Parent" / Supporting Organization	Equipment Cost	Uniforms	Trophies	Official Fees (umpire, scorekeepers, referees)
Cal Ripken Baseball (4-12 Years)	\$2,000.00	\$100.00	\$3,000.00 \$4080.00	\$2,750.00	\$5,800.00	\$2,500.00	\$17,000.00
Softball League (4-18 Years)	See League Fees	free website	(Insurance costs are included in this number)	\$4,000.00	\$8,121.00	\$2,900.00	\$6,500.00
Junior Babe Ruth Baseball (13-15 Years)	no information at this time		\$45.00		\$3,146.00	\$2,319.00	\$19,530.00
Washington Youth Basketball	\$1,832.00				\$6,500.00	\$2,500.00	\$1,300.00
Soccer	\$4,980.00	\$2,000.00		\$7,000.00			
Washington Youth Football League*	\$5,300.00	free website	\$6,600.00	\$200 / player	included with equipment cost		included in League Fees

\*Football - For safety purposes, the players are outfitted by the League for their equipment.

Councilman Mercer expressed concern with some of the numbers/fees and or expenses presented especially on the box labeled utilization (the cost is split 50/50 between City and County) and Mr. Alligood explained this was just a number staff agreed on internally. Mr. Alligood noted an approximation on usage was for the facility. The process used by staff was reviewed with Council.

City Manager, Brian Alligood suggested the issue before us is whether to impose a fee or use tax dollars to pay for maintenance of the City's Recreation Facilities, including those used by sports leagues. Council members noted that some sports programs that use City facilities have many players who do not live in the City but use City facilities while playing sports ~ their parents are not taxpayers of the City.

Mr. Alligood also noted we are looking at a possible 1½ cent tax increase due to the loss of revenue from privilege license. We need to find the money to cover the loss of privilege license fees – we have to fill in the hole somehow. Mr. Alligood voiced this is a policy decision for Council, the \$30 fee per play that City staff recommends imposing recovers 17% of the cost associated with the leagues using City's facilities. It's as easy as saying you've got to decrease expenses or you have to increase revenues.

Mr. Alligood voiced two recommendation came out of the Recreation Committee meetings (which consisted of two City Council members, Recreation Advisory Committee representatives, Leagues representatives, and staff):

1. \$30 per participant fee with scholarships provided by the City (the \$25 the league charge allows the kids to play and allows them to use the facility at no cost "Kids play Free")
2. Facility rentals ~ Mr. Alligood stated facility rental is currently the same for non residents – City residents are paying taxes to support the facility.

Mr. Alligood said if Council decided not to act on any of the recommendations tonight, staff would request some action from Council within the next 60 days. Staff will need to give the leagues enough time to sign up the kids for next year.

The next step will be to take a look at the Aquatics Center, Senior programs, and Waterfront docks. Mr. Rauschenbach will review the formulas used with Councilman Mercer and Mayor Pro tem Roberson. Mayor Hodges suggested working on scholarships for participants and to contact other leagues referencing number of potential dropouts due to fee increases.

Councilman Brooks said that since the committee members had met and presented Council with two recommendations, he would like to request direction from Council on how to proceed from here. Council requested more information before deciding whether to bring back a \$30 per player fee (amount that was charged prior to the City Council's approval of "Kids play free") that was recommended as a way to help offset some of the costs associated with maintaining the sports facilities instead of increasing the use of tax dollars to pay for such costs. Council agreed this was a good report and specifically requested staff provide more information concerning how imposing the fee could increase the need for scholarships in order to allow underprivileged children to play. Discussion of this issue will resume at the Monday, October 6, 2014 Council meeting.

Councilman Pitt inquired if the Basketball League had been a part of the discussion and Mr. Alligood stated they were invited but didn't make it to the meeting. Ms. Yolanda Parker representing the Basketball League shared that basketball participation has doubled (415-425 players) since the \$30 fee was removed and they would lose about half of the children with this fee increase. Citizens and Washington Housing Authority sponsored the less fortunate children in order to allow them the

opportunity to play. Ms. Parker stated without the scholarships their participants would probably fall to about 200 kids. Also, there are now some kids who want to come and play that don't live in Beaufort County (Williamston, Windsor, etc). There are 37 teams playing 226 games with both males and females playing. The females range from 5-14 and the males 5-15 before they age out.

**REPORT: LOAD MANAGEMENT DEVICE INSTALLATION FOR THE MONTH OF AUGUST (accepted as presented)**

**Load Management Device Installation Project Report**

**Project Start Date : October 2010**

	August 2014	Project to Date	Current Saturation
<b>Total Load Management Device Installations</b>	<b>82</b>	<b>2,945</b>	
<b>Total Accounts Added with Load Management</b>	<b>54</b>	<b>2,114</b>	
<b>Appliance Control Installations</b>			
Air Conditioner / Heat Pump	63	2,203	48%
Auxiliary Heat Strip	16	1,104	48%
Electric Furnace	5	283	43%
Water Heater	33	1,691	53%
<b>Total Encumbrances to Date</b>			
Load Management Devices		\$ 130,600	
Contractor Installations	\$ 15,000	\$ 295,000	
<b>Total Project Encumbrances</b>		<b>\$ 425,600</b>	
<b>Total Expenses to Date</b>			
Load Management Device Purchases		\$ 130,600	
Contractor Installation Expenses	\$ 6,615	\$ 288,300	
<b>Total Project Expenses</b>		<b>\$ 418,900</b>	
<b>Average Cost per Load Management Device Installed</b>		<b>\$ 142.24</b>	
<b>Average Installed Cost per Controlled Appliance</b>		<b>\$ 79.32</b>	

**Load Management Devices Remaining in Stock 555**

**DISCUSSION: GRANT UPDATES** (accepted as presented)

Councilman Pitt inquired if we were on schedule with Keys Landing and Mr. Alligood responded ‘no’ that DCA needed information which Reverend Moore/Metropolitan is providing referencing the first home owner and the City of Washington is waiting for a response from DCA.

**Grant Executive Summary**  
as of 7/31/2014

Active Fund	Grant Description	Dates			Financials				Deliverable			Compliance Reporting Status	Notes	
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved			Bal.
50	DBG Affordable Housing	04/09/10	10/31/14	10/31/14	227,700	185,719	227,700	185,719	UMI homes	10	5	5	06/30/14	2 add'l homes expected by 10/31, \$26k drawback net of \$30k escrow
51	Blue Goose	03/01/13	03/01/15	02/01/15	350,000	354,048	350,000	340,000	Jobs (60%UMI)	16	16	0		Job creation targets met, close project in September
32	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	30,430	35,000	32,288				0		Submit updated draft to DOT by August 20th
55	IdK/Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/investment	160	0	160	01/31/14	Jobs created but not since award date
57	DBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	195,530	200,000	195,182	Jobs(7 new/1 ret.)	8	8	0	06/30/14	DCA monitoring visit 8/26
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	-	10,000	-				0		Plan being drafted, distribute to steering committee
65	Econ. Development- Sprinze	01/07/12	01/07/15	01/07/15	90,000	90,413	90,000	67,500	Jobs	90	76	14		84% of job target met, 75% reimbursed
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,255,902	643,128	1,255,902	303,342				0		Construction begun, complete by January 2015
67	Façade Grant Program	07/01/13	06/30/14	06/30/14	20,000	6	20,000	-				0		Two \$2k reimbursements in progress
69	Wey Finding				150,000	150,000	150,000	3,288						Design development in progress, public input meeting July 22nd
71	Airport Lighting Rehab				361,111	361,111	361,111	9,821						Executed grant agreement received, initial design begun
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,518	1,428,262	30,127				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	124,531				0		Eng. bid awarded, topo surveys begun, award const. Dec 2014
78	Light House RR & Booster Facility	01/17/12	01/17/15	06/30/14	346,507	96,878	346,507	274,810				0		Construction complete, grant agency closeout visits in August
	DBG Keyville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	06/30/14	3 homes in progress, remaining 2 homes complete by 10/31/14
32	TAG- Sanitary sewer study	05/12/14		09/09/14	35,000	-	35,000	-						Engineering study in progress
10	NC Cardinal	07/01/14		06/30/15	22,345	-	22,345	-						Grant awarded, complete by 6/30/15

Applications	Pre-App	Selected	Final App	Grant	Match	Total	
Public Access- Peoples Pier	2/28/14			120,000	30,000	150,000	Application submitted
Public Access- Havens Garden	5/30/14	6/20/14	9/15/14	180,000	20,000	200,000	May memo to Council
FEMA- turnout wash/dry, vehicle exhaust				399,000	21,000	420,000	Grant awarded 8/15/14
FEMA- Fire vehicle, turnout wash/dry, vehicle exhaust							Not selected, include in 2015/2016 operating budget
Historic Preservation Grant				14,000	4,000	18,000	Tentatively awarded, inventory/walking tour info development
Police Bullet Proof Vests							

**DISCUSSION: PROJECT UPDATES (accepted as presented)**

Capital Project Status FY 2014/2015

8/19/2014

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>General Fund:</b>								
IT	10-00-4130-7400	Wireless Bridge- sewer plant	1,206	0	1,206	0	On order	1
		Redundant PRI	6,917	0	6,917	0	In progress complete by end of Sept.	1
		Redundant Cisco phone svr.	19,063	0	19,063	0	In progress complete by end of Sept.	1
		IP addressing	1,520	0	1,520	0	Complete after PRI	1
		Total IT	28,706	0	28,706	0		
Police	10-10-4310-7400	Vehicles #132, 141, 148, 140	134,000	0	0	134,000	Bid out in September	
Fire	10-10-4360-7400	Thermal imaging camera	8,205	8,094	0	11	Complete	1
		Support vehicle 1	29,500	423	0	29,077	Bid out in September	
		Total Fire	37,705	8,517	0	29,188		
Paving	10-10-4810-7400	Streetscape	25,000	0	0	25,000	Committee formed	
Powell BI	10-20-4511-4500	Street Paving	469,439	0	211,231	258,208	Complete by December	2
Street Maintenance	10-20-4510-7400	Dump truck #454	75,000	0	62,780	12,220	On order	
Library	10-40-6110-7400	PC virtualization	25,000	0	7,929	17,071	On order	
Outside Agency	10-40-6130-9133	Veterans Park Sign	6,920	0	2,520	4,400	blockwork completed	1,2
Waterfront Docks	10-40-6124-7000	Lighthouse facility furnishings	5,000	0	5,000	0	Complete in August	1
Rec. Maintenance	10-40-6130-7400	3rd St ball field RR	59,620	7,400	52,220	0	In progress, complete in September	1
		Utility trucks # 807 & #10	63,783	0	63,783	0	On order	
		Total Rec. Maintenance	123,403	7,400	116,003	0		
		Total General Fund	930,075	15,919	434,169	478,885		

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>Water:</b>								
Water Meter Svc.	50-90-7250-7000	AMR meters	110,000		30,000	100,000	Encumber by Dec., complete March	1
		Van #592 & pickup #595	40,000		38,092	1,908	On order	
		Truck #414 body	7,393	7,393		0	Complete	1
		18" W/L engineering	61,633	0	61,633	0	Construction begins Dec., permit submitted	1
		Summit Ave. water line	188,806		75,420	93,386	Complete by October 1	1,2
Total Water Fund	387,433	7,393	285,165	195,286				

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>SEWER:</b>								
Wastewater Treatment	32-90-4220-7000	Blast & paint chimneys 1&2	34,600		34,600	0	On order	1
		Vehicle #949	25,000		24,628	372	On order	
		EBL&W control panel	24,000			24,000	Encumber by October, complete Dec.	
		Tractor equipment	17,000		16,883	117	On order	
		Rebuild 6th & Respaum pump c	35,000			35,000	Encumber by October, complete Dec.	
		Foundain L.S. generator	8,664	33		8,631	0	Complete in September
Total Sewer Fund	134,264	33	86,742	59,489				

Capital Project Status FY 2014/2015

8/19/2014

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>Electric:</b>								
Electric Director	35-90-7220-0400	Peak Shaving Rate Study	8,962		8,962	0		1
		Total Electric Director	8,962	0	8,962	0		
Electric Meter Service	35-90-7250-7400	Test Switches	1,740		1,740	0	On order	1
		Meters & handholds	75,000			75,000		
		Total Electric Meter Svc.	76,740	0	1,740	75,000		
Substation Maint.	35-90-8370-7400	Easton substation breaker	46,513		46,513	0	On order	1
		WGA restorer	20,000			20,000		
		Distribution reclosers	20,000			20,000		
		Capacitors	8,000			8,000		
		E. substation security system	2,500			2,500		
		FRIT & Whar St. bus metering	5,500		4,920	580	On order	
		Total Substation	290,000			250,000		
Load Management	35-90-8375-7400	Load management switches	70,000			70,000		
Power Line Construction	35-90-8390-7400	2nd St./5th St Rebuild Engine	73,538			71,538	Project ongoing, complete by Sept 30	1
		High School Feeder relocator	114,332		105,755	8,577	Project ongoing, complete by Oct 31	1,2
		Grimesland Feeder Engineering	73,226		33,226	40,000	Project ongoing, complete by Oct 31	1,2
		NC 37 Feeder Engineering	32,299		15,193	17,106	Project ongoing, complete by Sept 30	1,2
		White Post/Starstone Feeder	100,000			100,000	Delayed to FY 15. Not started	2
		NC 32 Feeder rebuild	325,000			325,000	Not started	
		2nd St./5th St Rebuild	300,000			300,000	Compiling material and const. specs.	
		Line truck #617	230,000			230,000	Compiling specs	
		Dually F350 #613	50,000			50,000	Compiling specs	
		Portable air compressor	20,000			20,000	Compiling specs	
Total Power Line Construct	1,316,793	0	154,173	1,162,621				
Total Electric Fund	1,824,811	0	216,509	1,608,301				
Solid Waste Collection	38-90-4710-7400	Two lift machines	80,000		51,042	28,958	On order	
		Total Solid Waste	80,000	0	51,042	28,958		
<b>Cemetery:</b>								
Cemetery Fund	39-90-4740-5600	Storm drain repairs	7,223		7,223	0	Complete in August	2
		Two equipment sheds	30,000			30,000	Completed by December 31st	
		Total Cemetery	37,223	0	7,223	30,000		
<b>Grand Total</b>		<b>Grand Total</b>	<b>3,364,821</b>	<b>23,344</b>	<b>858,650</b>	<b>2,582,827</b>		

Notes:  
 1. PO carryforward  
 2. Project carryforward

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE**

**APPOINTMENTS:**

By motion of Councilman Mercer, seconded by Councilman Brooks, Council appointed Trent Tetterton to fill a vacant inside position to the Airport Advisory Board ~ term to expire June 30, 2015.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**ACCEPT AND APPROVE – RECOMMENDATION OF THE AIRPORT ADVISORY BOARD AND APPROVE THE T-HANGAR RENTAL RATES**

City Manager, Brian Alligood reviewed that at the September 9, 2014, Airport Advisory Board meeting, the board was presented a request by Mr. Richard Karanian for a quantitative discount for individuals renting more than one t-hangar. Mr. Karanian currently rents two t-hangars and is interested in renting a third one if he can get a reduced rate for renting multiple hangars. Several alternatives were discussed, the Airport Advisory Board unanimously voted to allow for a 15% discount on renting a second t-hangar and a 25% discount on renting a third or more t-hangars. The annual rent will be as follows on all t-hangars:

Annual rent for one t-hangar:	\$2,540
Annual rent for second t-hangar:	\$2,159
Annual rent for third (or more) t-hangar(s):	\$1,905

Mr. Alligood stated that discounted rental rates would make Warren Field Airport more competitive with similar airports in the area.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council accepted the recommendation of the Airport Advisory Board and set the t-hangar rental rates as describe.

**ACCEPT – BROWN LIBRARY PROPOSED LEGISLATIVE GOALS (NCLM)**

Councilman Pitt explained several months ago the League of Municipalities sought goals from City Council. The Advocacy Goal meeting is in December and this goal by Brown Library will be submitted. All goals will have to be Council endorsed and the Board will take all the goals being presented and make a decision. This request is from Brown Library to restore the State Aid funding to the Public Library.

**Public Education**

**LIBRARY GOAL** – Restore funding to State Aid to Public Libraries Fund to the pre-2011 level of \$15.7 million; and eliminate special provisions that distribute State Aid outside of the equitable formula developed by the State Library Commission.

Public libraries are critical contributors to local workforce development by providing access to computers, job search assistance, small business support, and help with educational goals. Free early literacy programs and materials ensure that all children can attain the skills needed for success in the formal classroom. Public libraries are integral to our communities as centers of lifelong learning accessible to all citizens.

Support for public libraries is a matter of state policy as described in GS 125-7. The State Aid fund supplements, but does not replace, local funding and is distributed to the 80 library systems by a population and per capital income based formula developed by the State Library Commission. As such, State Aid is a critical component of each library's operating budget.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council accepted the proposed legislative goal to be submitted to the League Legislative Action Committee.

**ADOPT – DECLARATION OF RESTRICTIVE COVENANTS FOR THE HAVENS GARDENS REPLACEMENT PROPERTIES**

The N.C. Department of Environment and Natural Resources received LWGF approval for the National Park Service as part of the City's request to use a half-acre of recreational land at Havens Gardens. This would allow the N.C. Department of Transportation could replace the N.C. Highway 32 bridge that connects Washington to Washington Park at Havens Gardens.

City Attorney, Franz Holscher reviewed the property replacement program. He explained the land replacement is not done by replacing a piece of land with another piece of land of the same size, but is based on dollar value.

The replacement properties were obtained with LWCF money and must be used for public recreation purposes only in perpetuity. The replacement properties include a recent 3.5 acre addition to the Susiegray McConnell Sports Complex and two other additions (one 5.61 acres, the other 3.439 acres) to the complex.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council adopted the Declaration of Restrictive Covenants and Notice of Limitations of Use and Restriction for the Havens Gardens replacement properties.

**(copy attached)**

**ANY OTHER ITEMS FROM CITY MANAGER:**

City Manager, Brian Alligood explained staff is seeking more aggressive alternatives when it comes to collecting monies owed to the City, including some properties on which it has liens. The City has delinquent accounts and liens on property and explained how staff proposes to move forward. We have liens on some property within the City that are for demolition, but the majority of our liens that we have on property in the City are for things like nuisance abatement – grass cutting, lawn mowing – those kind of things. Mr. Alligood noted there's an outstanding balance of about \$88,000. He suggested the City might want to carefully consider instituting foreclosures on some of the properties. If Council decides to go through the foreclosure process, it adds about \$5,000 to the process to do all the legal work to foreclose on a piece of property. Staff is seeking policy direction from Council on how to proceed with lien property (possible garnish and attachments). There are other remedies for the City to use besides foreclosure. We can do wage garnishment and attachment. Mr. Alligood explained there is a statutory provision to do this. This is another piece to add to the arsenal to recover outstanding debt due to the City.

Councilman Mercer inquired about delinquent utilities and medical accounts. Mr. Alligood explained that the remedy for delinquent utilities accounts is to cut them off. Under medical accounts

they can be treated as a tax due; however, you are required to make notice of that within 90 days before you do it and then you have to do it before 180 days and a lot of time you will still be tied up in insurance. Under utilities, sewer and water the remedy to collect those are discontinuing service and submission to debt set-off or you can take a civil suit. Under the debt set-off program, if a property owner is due a tax refund from the State, all or part of that refund is used to settle the lien.

By consensus, Council directed staff to move forward with garnishment and attachments (garnishment of wages or attach bank account).

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:**

Mayor Hodges expressed that direction was given to Council to set goals and objectives for the Manager and requested members to discuss their goals.

**Councilman Mercer comments:**

- Budget preparation (list of eight items directly related to the budget)
  - Reduce transfer from Electric Fund to General Fund to \$250,000
  - Minimize Fund Balance appropriations in all cost centers
  - Evaluate equipment replacement on use as well as time schedule
  - Consider outsourcing commercial trash collection and other areas which outsourcing might be appropriate
  - Review rates to insure revenue will cover a continuation budget
  - If item is not in CIP, a detailed explanation of why needed
  - Review Administrative Charges and method for assessing to all funds
  - Look to establish a Grant Writing position (new or combination of current positions)
- Program preparation (list of eight items)
  - Attempt to schedule quarterly meetings with the County Commissioners (or part of the Board) with Council to discuss areas of mutual concern
  - Continue regular meeting of City and County leaders in the area of economic development
  - Review Boards and Commissions to insure they are meeting Council expectations and guidelines for their conduct set forth by City Code. Council needs to set some goals for each Board and convey those goals during a meeting with the Board (could be during the second meeting of the month)
  - Update CIP
  - Continue review of organizations structure and ways to reduce staff
  - Routine review of Personnel Policy for adjustments
  - Review and update City website
  - Need to review policies, then implement, revise or repeal as needed

**Councilman Pitt comments:**

- Master plan Beebe Park
- Formation of Youth Council (assign student to Council to learn about local government)
- Make Community totally inclusive – joint meetings with County Commissioners and the School Board
- Plan to fill in loss revenue from privilege license tax (how to replace the dollar amounts)
- Hotel Downtown (Brian is currently engaged)

- Green fleet Policy (accept create and use a Green Fleet Policy or do away with it)
- Work hard to sell recycling to citizens
- Work to create sports opportunities for adult's not just Senior programs
- Wi-Fi Downtown

**Mayor Hodges:**

- Grant finder (Mid-East made available to the City last year if this is the same program)?
- Havens Gardens & Beebe Park revisited
- Downtown Hotel
- Revenue generation without raising taxes
- Addressing 911 System
- Events calendar and Kiosk Downtown
- Don't raise tax rate

**Councilman Brooks:**

- Don't raise taxes
- Beebe Park
- Help Recreation Department – keep people active
- Police Department

**Mayor Pro tem Roberson:**

- Police Department (current location of physical building / public safety setup)
- Drainage – flooding – Jack's Creek – action plan for those in 100 year flood area and application process – FEMA
- Good budget process for the Mayor & City Council in conjunction with the Manager – (reference Tarboro's situation)
- City Employees payroll classification plan /positions in conjunction with the plan (Susan Hodges confirmed it had been 10 years)
- Insurance program for employees look at on a annual basis (commended Susan Hodges on doing a great job)
- Wellness in the Workplace continue

**Councilman Beeman:**

- Evaluation program for Manager (easier/better program)
- Reduce overtime
- Maintain / improve safety
- Havens Gardens
- Parks & Recreation (find another place for a Soccer Field)

Councilman Mercer requested having the list compiled and forwarded to Council.

**CLOSED SESSION:**

**CLOSED SESSION – UNDER NCGS § 143-318.11(a)(5) ACQUISITION OF PROPERTY FOR ECONOMIC DEVELOPMENT, AND 143-318.11(a)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION, AND 143-318.10(E) THE PUBLIC RECORDS ACT**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to entered into closed session under NCGS § 143-318.11(a)(5) Acquisition of Property for Economic Development and 143-318.11(a)(1) Disclosure of Confidential Information, and 143-318.10(e) The Public Records Act.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council agreed to come out of closed session at 8:15pm.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council authorized the City Manager to negotiate an option contract or option contracts to purchase property for economic development purposes and bring the same back to City Council for final approval.

**ADJOURN**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:16pm until Monday, October 6, 2014 at 5:30pm in the Council Chambers at the Municipal Building.

**(Subject to the Approval of the City Council)**

**Cynthia S. Bennett, CMC  
City Clerk**



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** September 16, 2014  
**Subject:** Declare Surplus/Authorize Electronic Auction of Vehicles through GovDeals  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council declare surplus and authorize the sale of the following vehicles through electronic auction using GovDeals.

### BACKGROUND AND FINDINGS:

The purpose of this Council Action is to declare surplus the following vehicles and authorize the sale of these vehicles through electronic auction using GovDeals.

<u>Vehicle Number</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
4084	1999 Leaf Collector Machine	7-99 2696	N/A
4083	1998 Leaf Collector Machine	4-98 2425	N/A

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

### SUPPORTING DOCUMENTS

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation

9/30/14 Date October 6, 2014  
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## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director *Allen Lewis*  
**Date:** 06-02-14  
**Subject:** Award Contract for Storage Building Construction at Oakdale Cemetery (\$29,925) to Turning Point, Inc. and Approve Corresponding Purchase Order.  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move that Council award a building contract to Turning Point, Incorporated for a storage building at Oakdale Cemetery and approve the corresponding purchase order.

**BACKGROUND AND FINDINGS:**

In the FY 14/15 budget, \$30,000 was appropriated for the construction of a new storage building at Oakdale Cemetery. The two existing pole buildings have rotten wood, are generally in bad shape and have soil floors. Staff requested bids for the largest storage building that a contractor could build with the funds available. All three proposals received included a concrete slab floor. As you can see from the information below, Turning Point, Inc. submitted a bid with the largest building.

<u>Contractor</u>	<u>Building Size</u>	<u>Price</u>
Red Iron Assoc., LLC	24' x 50' w/12' eave height	\$30,600
Turning Point, LLC	30' x 50' w/12' eave height	\$29,925
Paul Woolard Const., Inc.	32' x 44' w/12' eave height	\$30,000

**PREVIOUS LEGISLATIVE ACTION**

N/A.

**FISCAL IMPACT**

Currently Budgeted (Account 39-90-4740-7400)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

N/A.

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *Blak* Concur October 6, 2014 Recommend Denial \_\_\_\_\_ No Recommendation 9/30/14 Date  
Page 24 of 62



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** October 6, 2014  
**Subject:** Purchase Orders > \$20,000 Approval  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

### RECOMMENDATION:

I move that City Council approve the attached requisition.

### BACKGROUND AND FINDINGS:

Requisition # 15187, \$65,600, to Comverge Technologies Inc. to purchase load management switches, account 35-90-8375-7400, \$70,000 budgeted.

Requisition # 15223, \$28,627.68, to Feyer Ford to purchase a F150 truck to replace vehicle #237, a 2002 Jeep Cherokee with 133,485 miles, account 10-10-4340-7400, \$29,500 budgeted.

Requisition # 15224, \$26,224.01, to Feyer Ford to purchase a Ford Interceptor to replace vehicle #132, a 2008 Crown Victoria with 95,605 miles, account 10-10-4310-7400, \$33,500 budgeted.

Requisition # 15225 & 15226, \$48,206.02, to Feyer Ford to purchase two Ford Interceptors to replace vehicles #141 & 148, 2008 Crown Victorias with 100,188 & 101,362 miles, account 10-10-4310-7400, \$67,000 budgeted.

Requisition # 15226, \$27,495.68, to Feyer Ford to purchase a F150 truck to replace vehicle #140, a 1999 Ford Ranger animal control vehicle with 87,853 miles, account 10-10-4310-7400, \$33,500 budgeted

### PREVIOUS LEGISLATIVE ACTION

2014-2015 adopted budget and amended budget.

### FISCAL IMPACT

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

### SUPPORTING DOCUMENTS

- Requisitions
- Load Management Memo
- Bid Tab

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** bw Concur October 6, 2014 Recommend Denial \_\_\_\_\_ No Recommendation  
9/30/14 Date Page 25 of 62

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Date: 09/16/2014

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$65,600.00

Ship To:

CITY OF WASHINGTON WAREHOUSE (ELEC

203 GRIMES ROAD

WASHINGTON, NC 27889

Requisition #:15187

PO #: Not Assigned

User Name: Ed Pruden

COMVERGE TECHNOLOGIES INC

120 EAGLE ROCK AVE., STE. 190

EAST HANOVER, NJ 07936

Vendor Instructions: ELECTRIC DEPT, ED PRUDEN 252-975-9365

Quantity	Description	Job Number	Unit Price	Extended
1000	P/N - 740100-001-205NB, DCU-62053-22-04-JB 173.20375, DIGITAL CONTROL UNIT, SA-205 FORMAT, 120/240 VAC INPUT, INTERNAL ANTENNA, (2) TWO 5A RELAYS, (1) ONE 30A RELAY, FREQUENCY 173.20375, NARROWBANDED, JUNCTION BOX ENCLOSURE,		\$65.00	\$65,000.00
1	SHIPPING		\$600.00	\$600.00
			<b>Sub Total</b>	<b>\$65,600.00</b>
			<b>Total Tax</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$65,600.00</b>

Account Number	Account Description	Amount	
35-90-8375-7400	CAPITAL OUTLAY	\$65,600.00	
		<b>Total</b>	<b>\$65,600.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

**Mayor**  
Mac Hodges  
  
**City Manager**  
Brian M. Alligood



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Larry Beeman  
William Pitt  
Bobby Roberson

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**To:** Keith Hardt  
**CC:** Matt Rauschenbach  
**From:** Edmund Pruden  
**Date:** 9/16/2014  
**Re:** Load Management Switch Purchase

---

The current stock of load management switches is 519 as of 9/16/2014. Assuming the average rate of installation, 63 switches per month, that stock should be at or near depletion within 7 to 8 months. Anticipated stock levels by month for the remainder of BY 14/15 are as follows.

- October 2014 437
- November 374
- December 311
- January 2015 248
- February 185
- March 122
- April 59
- May -4

The estimated delivery for an additional 1000 LM switches has been 12 to 14 weeks ARO. I have been informed by our supplier that the delivery time could be extended if they receive the order closer to the November / December holiday season.

I am requesting approval for the purchase of 1000 load management switches at \$65.00 ea. Plus \$600.00 shipping. Total expenditure \$65,600. (REQ # 15187) Approved funds are available in the Load Management account 35-90-8375-7400.

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #:15226

PO #: Not Assigned

User Name: Cliff Hales

Date: 09/26/2014

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$27,495.68

FEYER FORD LINCOLN MERCURY, INC.

1677 US HWY 17

WILLIAMSTON, NC 27892

Ship To:

WASHINGTON POLICE DEPARTMENT

201 WEST 3RD STREET

WASHINGTON, NC 27889

Vendor Instructions:\*\*\*Lt. Cliff Hales\*\*\*\*

Washington PD

252-948-9436

Quantity	Description	Job Number	Unit Price	Extended
1	(1) 2015 Ford F150 XL 4x2 Crew Cab: 5.0L V8 ENGINE, 6-SPEED AUTOMATIC TRANSMISSION, POWER EQUIPMENT GROUP (LOCKS, WINDOWS, MIRRORS) AIR CONDITIONING, FRONT AND SIDE AIRBAGS, ELEC STAB CONTROL, TIRE PRESSURE MONI , ABS, FRONT BUCKET SEATS WITH CONSOLE IN GRAY VINYL 5.5' BE 17" SILVER STEEL WHEELS, PRIVACY GLASS (INCLUDES POWER SLIDING REAR WINDOW AND REAR DEFROSTER), TRAILER TOW PACKAGE WITH 4-PIN AND 7-PIN WIRING, CRUISE CONTROL, TILT WHEEL, MANUAL SEATS, SPRAY-IN BEDLINER, AM/FM RADIO W/CD PLAYER, REAR VIEW CAMERA, FRONT LICENSE PLATE BRACKET, 23 GAL FUEL TANK (THESE ARE OPTIONS INCLUDED IN E-MAIL REQUEST) OXFORD WHITE CLEARCOAT STEEL GRAY VINYL BUCKET SEATS WICONSOLE		\$27,495.68	\$27,495.68

Sub Total	\$27,495.68
Total Tax	\$0.00
Total	\$27,495.68

Account Number	Account Description	Amount
10-10-4310-7405	INSTALLMENT PURCHASES FY 13/14	\$27,495.68
	Total	\$27,495.68

## Approval List

Dept Level Approval: \_\_\_\_\_

Department Head: \_\_\_\_\_

PO Level Approval: \_\_\_\_\_

Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Date: 09/26/2014

Approved By: Robbie Rose

Approved Code: Awaiting Final Approval

Total Amount: \$28,627.68

Ship To:

CITY OF WASHINGTON WAREHOUSE (FIRE

203 GRIMES ROAD

WASHINGTON, NC 27889

Requisition #:15223

PO #: Not Assigned

User Name: Amber Carter

FEYER FORD LINCOLN MERCURY, INC.

1677 US HWY 17

WILLIAMSTON, NC 27892

Vendor Instructions:DO NOT MAIL. FORWARD PO TO CHIEF ROSE FOR HAND DELIVERY.

Quantity	Description	Job Number	Unit Price	Extended
1	2015 FORD F150 XL 4x2 CREW CAB:  5.0L V8 ENGINE, 6-SPEED AUTOMATIC TRANSMISSION, POWER EQUIPMENT GROUP (LOCKS, WINDOWS, MIRRORS) AIR CONDITIONING, FRONT AND SIDE AIRBAGS, ELEC STAB CONTROL, TIRE PRESSURE MONITOR, ABS, FRONT BUCKET SEATS WITH CONSOLE IN GRAY CLOTH, 5.5' BED, 17" SILVER STEEL WHEELS, FLOOR CARPET, PRIVACY GLASS (INCLUDES POWER SLIDING REAR WINDOW AND REAR DEFROSTER), TRAILER TOW PACKAGE WITH 4-PIN AND 7-PIN WIRING, 3.55 ELECTRONIC LOCKING REAR AXLE, CRUISE CONTROL, TILT WHEEL, MANUAL SEATS, SPRAY-IN BEDLINER, AM/FM RADIO WITH CD PLAYER, FRONT LICENSE PLATE BRACKET, 23 GAL FUEL TANK (THESE ARE OPTIONS INCLUDED IN E-MAIL REQUEST) ADDED REARVIEW CAMERA AND XL CHROME APPEARANCE PACKAGE. DELETED HEAVY DUTY SUSPENSION PACKAGE AND CHANGED BED TO 5.5'  OXFORD WHITE CLEARCOAT STEEL GRAY CLOTH BUCKET SEATS WITH CONSOLE		\$28,627.68	\$28,627.68

Sub Total	\$28,627.68
Total Tax	\$0.00
Total	\$28,627.68

Account Number	Account Description	Amount
10-10-4340-7400	CAPITAL OUTLAY	\$28,627.68
	<b>Total</b>	<b>\$28,627.68</b>

## Requisition Approval History

Approval Date	Approval Description	Approved by	PO Number
9/26/2014	DEPT LEVEL APPROVAL	Robbie Rose	Not Assigned

This Requisition is awaiting Final PO Approval

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Date: 09/26/2014

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$26,224.01

Ship To:

WASHINGTON POLICE DEPARTMENT

201 WEST 3RD STREET

WASHINGTON, NC 27889

Requisition #:15224

PO #: Not Assigned

User Name: Cliff Hales

FEYER FORD LINCOLN MERCURY, INC.

1677 US HWY 17

WILLIAMSTON, NC 27892

Vendor Instructions:\*\*\*\*\*Lt. Cliff Hales\*\*\*\*

Washington PD

201 W. 3rd street

252-948-9436

Quantity	Description	Job Number	Unit Price	Extended
1	(I) 2015 Ford Police Interceptor Utility AWD: 6-SPEED AUTOMATIC TRANSMISSION 3.7L V6 TIVCT ENGINE 305 HP, 279 LB-FT. TORQUE ALL-WHEEL DRIVE AIR CONDITIONING, FRONT AND SIDE AIRBAGS, ELEC STAB CONTROL PRICE INCLUDES ALL OPTIONS REQUESTED IN E-MAIL REQUEST (942, 60A, 18X, SIY, 61B, 92G, 65L (STEEL WHEEL WITH 18" WHEEL COVERS) DELETED INTERIOR UPGRADE PACKAGE AND USING ONLY VINYL FLOORS AND WENT TO VINYL REAR SEATS OXFORD WHITE CLEARCOAT BLACK CLOTH FRONT AND VINYL REAR SEATS		\$26,224.01	\$26,224.01
<b>Sub Total</b>				<b>\$26,224.01</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$26,224.01</b>

Account Number	Account Description	Amount
10-10-4310-7405	INSTALLMENT PURCHASES FY 13/14	\$26,224.01
<b>Total</b>		<b>\$26,224.01</b>

## Approval List

Dept Level Approval: \_\_\_\_\_

Department Head: \_\_\_\_\_

PO Level Approval: \_\_\_\_\_

Purchase Order Prep: \_\_\_\_\_

October 6, 2014

Page 30 of 62

# Requisition Form

City Of Washington  
P.O BOX 1988  
WASHINGTON, NC 27889

Requisition #:15225  
PO #: Not Assigned  
User Name: Cliff Hales

Date: 09/26/2014  
Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$48,206.02  
Ship To:  
WASHINGTON POLICE DEPARTMENT  
201 WEST 3RD STREET  
WASHINGTON, NC 27889

FEYER FORD LINCOLN MERCURY, INC.  
1677 US HWY 17  
WILLIAMSTON, NC 27892

**Vendor Instructions:\*\*\*\*Lt. Cliff Hales\*\*\*\***  
Washington PD  
201 W. 3rd Street  
Washington,NC 27889  
252-948-9436

Quantity	Description	Job Number	Unit Price	Extended
2	(I) 2015 Ford Police Interceptor Sedan AWD: 6-SPEED AUTOMATIC TRANSMISSION 3.7L V6 TIVCT ENGINE 305 HP, 279 LBFT. TORQUE ALL-WHEEL DRIVE AIR CONDITIONING, FRONT AND SIDE AIRBAGS, ELEC STAB CONTROL. PRICE INCLUDES ALL OPTIONS REQUESTED IN E-MAIL REQUEST (STEEL WHEELS WITH 18" WHEEL COVERS, DARK CAR FEATURE, DAYTIME RUNNING LIGHTS, PRE-WIRED FOR GRILL LAMP, SIREN, SPEAKER, 100 WATT SIRENISPEAKER WIBRACKET AND PIGTAIL, LED DRIVER'S SIDE SPOTLIGHT, REAR VIEW CAMERA, TRUNK RELEASE BUTTON) PLEASE NOTE AN INCANDESCENT BULB CAN BE ORDERED IN LIEU OF THE LED BULB FOR \$116 LESS OXFORD WHITE CLEARCOAT BLACK CLOTH FRONT AND REAR SEATS		\$24,103.01	\$48,206.02

<b>Sub Total</b>	<b>\$48,206.02</b>
<b>Total Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$48,206.02</b>

Account Number	Account Description	Amount
10-10-4310-7405	INSTALLMENT PURCHASES FY 13/14	\$48,206.02
<b>Total</b>		<b>\$48,206.02</b>

**Approval List**

Dept Level Approval: _____
Department Head: _____
PO Level Approval: _____
Purchase Order Prep: _____

BID TABULATION

Bid for: POLICE/FIRE VEHICLES  
 Opened: Friday  
 September 26, 2014

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<u>Item</u>	<u>VENDOR</u>	<u>F150 Fire Dept.</u>	<u>F150 Animal Control</u>	<u>Interceptor Sedan</u>	<u>Interceptor SUV</u>
1	Feyer Ford, Williamston	\$28,627.68	\$27,495.68	\$24,103.01	\$26,224.01
2	Capital Ford, Raleigh NC	no bid	no bid	\$24,100.00	no bid
3	Capital of Wilmington	no bid	no bid	no bid	no bid

Recommen The recommendation is to purchase from Feyer Ford.



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** October 6, 2014  
**Subject:** CDBG# 11-C-2340 Closeout  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council approve a Closeout Resolution for the FY 11 Community Development Program and authorize the Mayor to execute the associated documents.

**BACKGROUND AND FINDINGS:**

The objectives of this Job Creation grant have been successfully completed and the program is ready to be closed out pending the public hearing. Notice of the October 6<sup>th</sup> closeout public hearing was published September 24<sup>th</sup>.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

- Closeout Resolution
- Closeout and De-Obligation Letter
- Closeout Performance Report

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** AW Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
9/30/14 Date

**CITY OF WASHINGTON FY 11 COMMUNITY DEVELOPMENT PROGRAM  
CLOSEOUT RESOLUTION**

A Resolution Authorizing the closeout of the City of Washington FY 11 Community Development Program.

Be It Resolved by the City Council of Washington, that

WHEREAS, the City is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, the City has completed all the approved project activities; and

WHEREAS, the City certifies that an advertisement was published on September 24, 2014 in the Washington Daily News; and,

WHEREAS, the City certifies that a public hearing, to review and assess the performance of this project, in accordance with the North Carolina CDBG Program Regulations, was conducted on Monday, October 6, 2014 at 5:30 PM to discuss the project closeout. Comments made at the public hearing were favorable; and

THEREFORE, BE IT RESOLVED, that the City Council of Washington, hereby authorizes the closeout of the FY 11 Community Development Program and directs the Mayor to act on behalf of the City in executing closeout documentation as the Chief Elected Official under the provisions of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L).

Adopted this 6<sup>th</sup> day of October 2014.

✓  
\_\_\_\_\_  
Mac Hodges, Mayor

ATTEST:

✓  
\_\_\_\_\_  
Cynthia Bennett, CMC, NCCMC, City Clerk

**NOTICE OF CLOSEOUT PUBLIC HEARING  
WASHINGTON FY 11 COMMUNITY DEVELOPMENT PROGRAM**

Notice is hereby given that the City of Washington will hold a public hearing on Monday, October 06, 2014 at 5:30 PM in the City Council Chambers located in the Administrative Building located at 102 East Second Street, Washington, North Carolina, to review and assess the performance of the City's FY 11 Community Development Block Grant Program. The Washington FY 11 Community Development Program consists of the Jumpstart Washington Small Business and Entrepreneurial Assistance (SBEA) project and was financed with \$199,710.79 of Community Development Block Grant funds (100% of the total program costs) received by the City from the North Carolina Department of Commerce. The Jumpstart Washington project consisted of working capital, machinery and equipment purchases for five local Washington businesses that created seven (7) new jobs for prior low and moderate-income persons (100% LMI) and retained one (1) existing job. All activities are now complete and the City is in the process of closing the grant.

Citizens will also be given the opportunity to provide written and oral comment on the City's use of CDBG funds. For additional information or to submit written comments, please send to John Rodman, Planning Director at (252) 975-9300, 102 East Second Street, Washington, NC 27889. Comments should be postmarked no later than October 13, 2014 and a written response will be made within 10 days. All citizens are urged to attend the public hearing and make their views known prior to the submission of closeout information to the North Carolina Department of Commerce. The City of Washington does not discriminate based on race, color, religion, sex, national origin, handicap, age, or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. Persons with disabilities requiring special accommodations should contact Cynthia Bennett, City Clerk at (252) 975-9318, TDD Relay Service at 7-1-1, at least 48 hours prior to the scheduled meeting.

This information is available in Spanish or any other language upon request. Please contact John Rodman, Planning Director at (252) 975-9300, 102 East Second Street, Washington, NC 27889.

Esta información está disponible en español y otros idiomas. Por favor, póngase en contacto con John Rodman en la Ciudad de Washington, PO Box 1988, Washington, NC 27889.

Mac Hodges, Mayor

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NOTES TO PUBLISHER:                      Washington Daily News

- Please publish on Wednesday, September 24, 2014
- Block advertisement in non-legal section
- Approximate size 2 columns x 3 inches
- **Send invoice and REQUIRED affidavit of publication to:**

John Rodman, Planning Director  
City of Washington  
PO Box 1988  
Washington, NC 27889-1988  
Phone: (252) 975-9300  
FAX: (252) 974-6461



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** September 29, 2014  
**Subject:** Public Hearing: Adopt an ordinance to amend Chapter 40, Section 40-93, Table of Uses, of the Code of Ordinances of the City of Washington.  
**Applicant Presentation:** City of Washington – Planning Department  
**Staff Presentation:** John Rodman, Community & Cultural Services

### RECOMMENDATION:

I move that the City Council accept the recommendation of the Planning Board and approve the Ordinance to amend Chapter 40, Zoning of the Washington City Code, according to the information presented on the attached Ordinance Amendment.

### BACKGROUND AND FINDINGS:

The amendment proposal is in response to certain requests to add Micro-breweries as a “use” in certain commercial districts. Micro-brewing is a growing business sector nationally, and a proven means of economic development across North Carolina. There is evidence that micro-breweries revitalize distressed areas, promote tourism, and are excellent candidates for adaptive reuse of buildings in central business districts like Washington. Micro-breweries have a successful business model that enables these businesses and neighboring businesses to grow without major impacts on public safety. This amendment seeks to accommodate and encourage this type of use and investment in certain Washington commercial districts while maintaining the protection of lower-intensity commercial districts from large-scale industrial-type uses.

### PREVIOUS LEGISLATIVE ACTION

Planning Board – September 23, 2014

### FISCAL IMPACT

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

### SUPPORTING DOCUMENTS

Ordinance  
Text Amendment Report

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 9/30/14 Date Confirmed but Recommend Denial  No  
 Recommendation \_\_\_\_\_  
 Page 36 of 62

<b>Staff Recommendation:</b>	<b>Approval</b>
<b>Planning Board Recommendation:</b>	<b>9/23/14 – Approval</b>
<b>City Council Action:</b>	<b>Pending</b>

### Request

<i>Code Section(s)</i>	40-25. Words and Terms Defined; 40-85. B1H, Business Historic District; 40-86. B-2, General Business District; 40-89 I1, Heavy Industrial District; 40-90. I-2, Light Industrial District; 40-119. Index to Listed Uses; 40-120. Listed Uses; Specific Criteria; 40-449 Schedule of Required Parking Spaces
<i>Request</i>	Add <i>Brewery</i> as a “Permitted Use” in certain industrial districts with a subsection for <i>Micro-brewery</i> as a “Special Use” in certain commercial districts. <i>Taproom &amp; Brewpub</i> will be added as accessory uses. Add applicable definitions for each use.
<i>Applicant</i>	City of Washington

### Request Overview

This proposal is in response to certain requests to add Micro-breweries as a “use” in certain commercial districts. Micro-brewing is a growing business sector nationally, and a proven means of economic development across North Carolina. There is evidence that micro-breweries revitalize distressed areas, promote tourism, and are excellent candidates for adaptive reuse of buildings in central business districts like Washington. Micro-breweries have a successful business model that enables these businesses and neighboring businesses to grow without major impacts on public safety. This amendment seeks to accommodate and encourage this type of use and investment in certain Washington commercial districts while maintaining the protection of lower-intensity commercial districts from large-scale industrial-type uses.

### Analysis

Within the City of Washington, breweries and subsections of such are currently not listed as permitted uses in the Zoning Ordinance. Uses that are not currently listed in the Ordinance are considered to be “prohibited” as a use in any zoning district. Based on research of the industry and benchmark studies, staff believes that setting up breweries and the related subsections as uses in certain districts is appropriate. In

considering which districts would be suitable for each brewery type, staff considered the types, intensity, and compatibility of existing uses permitted in each district.

## **Action**

The proposed amendment would do three things:

1. Create definitions for breweries, micro-breweries, tap rooms, and brewpubs;
2. Differentiate between breweries and micro-breweries with regard to the zoning districts in which they could locate; and
3. Create specific criteria for each use.

## **Definitions**

*Brewery:* A building or establishment for the manufacture of malt liquors, such as beer and ale. Breweries manufacture in excess of 15,000 barrels (a barrel is approximately 31 gallons) of malt liquors a year.

*Micro-brewery:* A brewery where malt beverages are made on the premises and produce less 15,000 barrels of malt liquors a year. Micro-breweries provide areas for on-premise consumption, education retail sales or other accessory uses.

*Tap Room:* An area that is necessary for a micro-brewery where the public can purchase and/or consume only the beer produced on site. Considered an accessory use to a Brewery and Micro-brewery.

*Brewpub:* A combination brewery, restaurant and/or pub; beer is brewed for consumption on the premises and served along with food. Considered an accessory use to a Micro-brewery.

## **Permitted Use**

The proposed amendment would add “breweries” as a Permitted Use in the I1 (Heavy Industrial) and I2 (Light Industrial) Zoning Districts.

## **Special Use**

The proposed amendment would add “micro-breweries” as a Special Use in the B1H (Business Historic) and B2 (General Business) Zoning Districts. The amendment would require that “micro-breweries” receive the Special Use Permit from the Zoning Board of Adjustment and contain specific criteria for approval.

## **Accessory Uses**

The proposed amendment would add “Tap Room” and “BrewPub” as Accessory Uses to a Brewery and a Micro-brewery and are therefore permitted.

## **Specific Criteria**

The following summarizes the specific criteria necessary in for a Micro-brewery to receive a Special Use Permit:

1. The Special Use Permit granted shall be for a period of one (1) year and must be renewed annually.
2. Required to include one or more accessory uses such as tap room, restaurant, or other use incidental to the micro-brewery and open and accessible to the public. A minimum of 500 square feet shall be provided for the tap room.
3. A micro-brewery production area cannot exceed 7,500 square feet of gross floor area. Micro-breweries adaptively reusing buildings within a National Register Historic District are exempt from size limitations for all portions of the building existing at the adoption this amendment.
4. The use must be a minimum of two hundred (200) liner feet from any church or religious institution, public or private school, and daycare facility.
5. Adopted Plans. The Board of Adjustment may provide additional requirements as it deems necessary in order to ensure the proposed project is compatible with the city CAMA Land Use Plan, and the city's Comprehensive Plan or any other adopted plans regulating uses.

## **History/Background**

Many cities and towns in North Carolina are seeing significant economic development and revitalization from micro-brewing operations. There are about 100 micro-breweries in North Carolina with more than a dozen in the east. In eastern North Carolina, Mother Brewing has been a catalyst for a revitalized downtown Kinston. In an April 2013 Case Study by UNC Chapel School of Government, several factors were cited as reasons municipalities should encourage micro-brewing operations. It was found that micro-breweries:

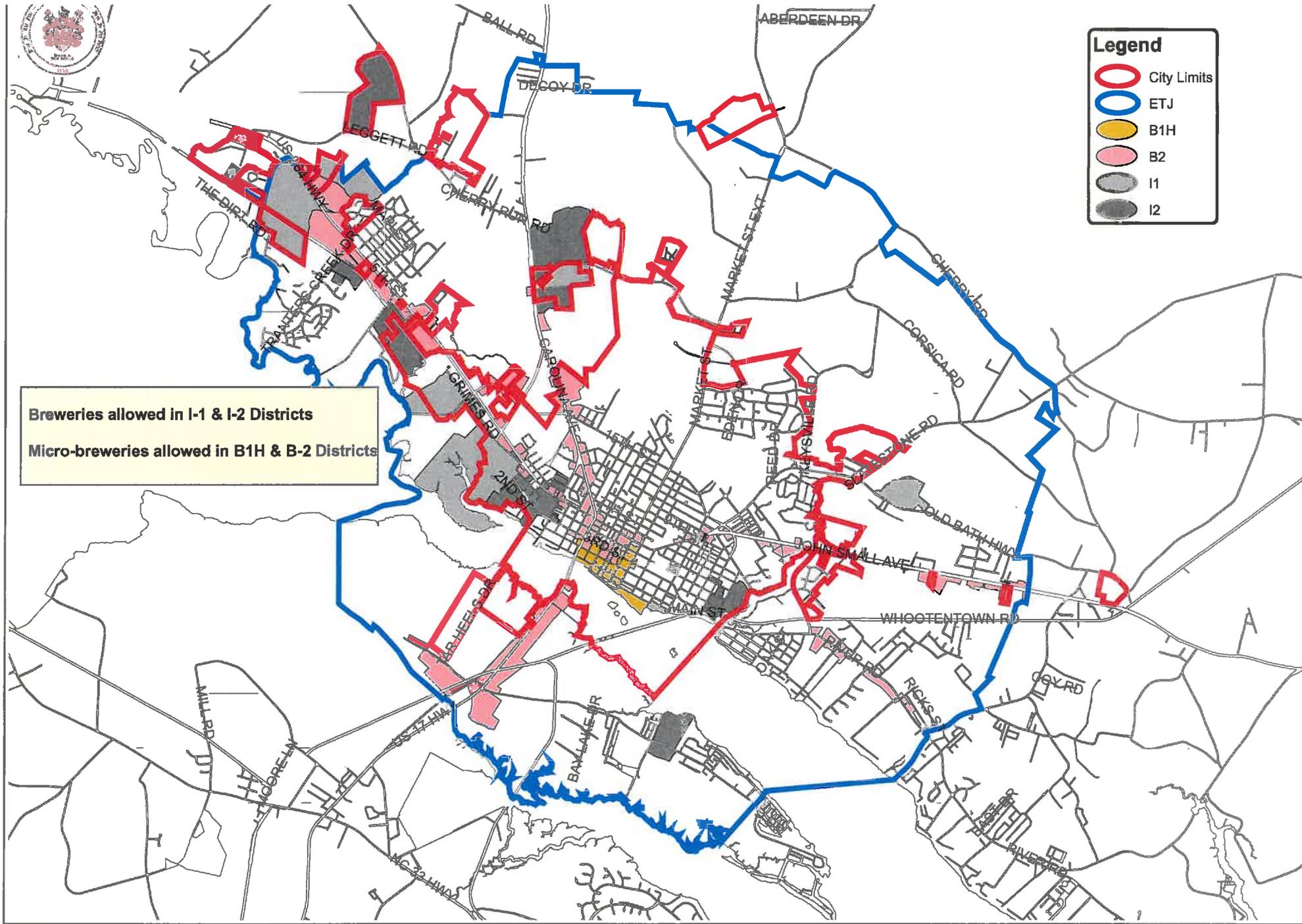
1. Provide momentum for revitalizing areas suffering from disinvestment
2. Have a sustainable business model in a rapidly growing industry
3. Are community minded and collaborative
4. Create a good opportunity for adaptive reuse of buildings

In response to inquiries City Staff began research to address two questions:

1. Which zoning districts a brewery and a micro-brewery operation could open under the current code?
2. What code changes and clarifications are needed to facilitate and enhance this type of opportunity in Washington?

### **Recommendation**

Staff reviewed brewery regulations from other municipalities identified as having success with micro-breweries. Staff was able to use this data to provide an amendment that was suitable to the City of Washington. Therefore, the Planning Board and staff recommend approval of the proposed amendment to the Washington Zoning Ordinance.



An Ordinance to Amend Chapter 40, Zoning  
of the Washington City Code

WHEREAS, NCGS 160A-385 authorizes local governments to amend ordinances regulating land use within their jurisdiction; and

WHEREAS, the amendment set out below is made in accordance with NCGS 160A-364; and

WHEREAS, the amendment set out below is intended to promote the public health, safety, and welfare by amending the City Code to define and regulate a Brewery and Micro-brewery, and to add prescribed conditions for such uses.

THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, North Carolina that:

Section 1. That **Chapter 40. Article II, Section 40-25, Words and Terms Defined**, be amended by adding the following definitions:

*Brewery.* A building or establishment used for the manufacture of malt liquors, such as beer and ale. Breweries manufacture in excess of 15,000 barrels (a barrel is approximately 31 gallons) of malt liquors a year.

*Micro-brewery.* A brewery where malt beverages are made on the premises and produce less than 15,000 barrels of malt liquors a year. Micro-breweries provide areas for on-premise consumption, education, retail sales or other accessory uses.

*Tap Room.* An area that is necessary for a micro-brewery where the public can purchase and/or consume only the beer produced on site. Considered an accessory use to a Brewery and Micro-brewery.

*Brewpub.* A combination brewery, restaurant and/or pub; beer is brewed for consumption on the premises and served along with food. Considered an accessory use to a Micro-brewery.

Section 2. That **Chapter 40. Article VI, Section 40-93, Table of Uses**, be amended by adding that a **Brewery** will be a Permitted Use within the I1 (Heavy Industrial) and I2 (Light Industrial) Zoning Districts.

Section 3. That **Chapter 40. Article VI, Section 40-93, Table of Uses**, be amended by adding that a **Micro-brewery** will be permitted only by Special Use Permit issued by the City of Washington Board of Adjustment within the B1H (Business Historic) and B-2 (General Business) Zoning Districts. A **Tap Room** and a **Brewpub** will be considered as accessory uses to the Micro-brewery.

Section 4. That **Chapter 40. Article VI, Section 40-119, Index to Listed Uses**, be amended by adding as follows:

**(vv) Micro-brewery.**

Section 5. That **Chapter 40. Article VI, Section 40-120, Listed Uses, Specific Criteria**, be amended by adding **(vv) Micro-brewery** as follows:

- (1) Special Use Permit granted under this section shall be for a period of one (1) year and must be renewed annually. It shall be the responsibility of the owner/operator to make timely application for permit renewal.
- (2) Required to include one or more accessory uses such as tap room, restaurant, or other use incidental to the micro-brewery and open and accessible to the public. A minimum of 500 square feet shall be provided for the tap room.
- (3) A micro-brewery production area cannot exceed 7,500 square feet of gross floor area. Micro-breweries adaptively reusing buildings within a National Register Historic District are exempt from size limitations for all portions of the building existing at the adoption this amendment.
- (4) The use must be a minimum of two hundred (200) linear feet from any church or religious institution, public or private school, and daycare facility.
- (5) Adopted Plans. The Board of Adjustment may provide additional requirements as it deems necessary in order to ensure the proposed project is compatible with the City CAMA Land Use Plan, and the City Comprehensive Plan or any other adopted plans regulating uses.

Section 6. That **Chapter 40. Article XVII, Section 40-449, Schedule of Required Parking Spaces**, be amended as follows:

**Retail Trade**

- (l) Brewery, Micro-brewery – 1 per every 3 seats plus 1 for every 2 employees on the largest shift, except when located in the B1H Zoning District.

Section 7. This Ordinance shall become effective upon its adoption.

Section 8. All Ordinances or parts in conflict herein are repealed.

Adopted this 6th day of October, 2014.

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Mac Hodges, Mayor

ATTEST:

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Cynthia S. Bennett, City Clerk



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Kristi Roberson, Parks & Recreation Manager  
**Date:** October 6, 2014  
**Subject:** Updated Site Specific Master Plan for Havens Gardens  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council accept the recommendation from the Recreation Advisory Committee to contract with Susan Suggs to complete an updated site specific Master Plan for Havens Gardens. The contract will not exceed \$7200.

**BACKGROUND AND FINDINGS:**

Susan Suggs completed a site specific Master Plan for Havens Gardens that was adopted by City Council on March 9, 2009.

During the January 2014 Recreation Advisory Committee meeting, RAC recommend to ask City Council to re-appropriate funds left over from the Festival Park project budget. The Recreation Advisory Committee requested this funding to update the plan on March 10, 2014. City Council voted not to adopt the budget ordinance amendment to fund a revised Havens Gardens Master Plan until the Recreation Advisory Committee had further reviewed the plan and established specific recommendations for changes.

The RAC has completed this work. An updated site specific Master Plan will be needed to apply for a Parks and Recreation Trust Fund Grant.

**PREVIOUS LEGISLATIVE ACTION**

March 10, 2014 Council continued action.

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Susan Suggs Proposal  
Presentation from Susan Suggs for the September 2014 RAC / map included.

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 9/30/14 Date October 6, 2014 By: Kristi Roberson  Recommend  Denial  No Recommendation \_\_\_\_\_

## Coastal Planning & Design, PLLC

885 Osprey Point Road    Beaufort, NC 28516    252-732-0467  
cpdsuggs@embarqmail.com

September 24, 2014

Proposal: Update to Master Plan for Havens Gardens Park  
City of Washington

Consultant: Susan Suggs is a licensed landscape architect with over 38 years experience in local government planning, park design and site planning. Ms. Suggs has extensive experience working with the City of Washington Parks and Recreation Department including the following projects related to this park update.

2009 Master Plan for Havens Gardens Park  
Master Plan for Jacks Creek Greenway  
Master Plan for City of Washington Waterfront Recreation Facilities  
City of Washington Pedestrian Master Plan

**Project Purpose:** The purpose of this project is to update the Master Plan for Havens Gardens Park for use in the preparation of a PARTF Grant application. The plan will incorporate physical changes to the park and its' vicinity due to the construction of a new bridge on Highway 39 and the removal of street fragments as recommended in the 2009 Master Plan for the Park. The Plan Update will use the recommendations to the City of Washington Parks and Recreation Master Plan. The Plan Update will use the September 2014 Site Plan based on input from City Staff and the City Parks and Recreation Commission as a basis for the update.

**Work to be performed:**

Analysis of existing conditions including environmental parameters  
Preparation of documents for public input event using the September 2014 Site Plan  
Public Input Meeting  
Analysis of public input  
Preparation of construction quantities for cost estimates by City Staff and compilation of costs  
Meeting with Parks and Recreation Commission and City staff to discuss public input, cost estimates  
Preparation of proposed Park Master Plan (may include phases) and Report  
Presentation of Plan Update Report to Parks and Recreation Advisory Commission  
Possible changes to Plan Update based on input from Parks and Recreation Advisory Commission  
Presentation of Proposed Havens Gardens Park Master Plan at City Council Public Hearing

9/24/2014

Travel associated with preparation of Havens Gardens Park Plan Update:

Trip one: Public input meeting

Trip two: Meeting with Parks and Recreation Advisory Commission to review input and costs estimates

Trip three: Presentation of Draft Plan to Parks and Recreation Advisory Commission

Trip four: City Council Public Hearing Presentation

The City of Washington will provide public notice for the public input meeting and a location for public input event. Consultant will provide construction quantities to staff (square feet of sidewalk, new asphalt, size of shelters, play areas etc.) Staff will obtain estimates from local contractors, equipment, surfacing and shelter vendors. Costs estimates are for planning purposes only.

Fees and Charges:

Consultant will charge \$150 per hour not to exceed \$6000

Consultant will charge \$300 for each trip to cover mileage and partial reimbursement for hours.

Maximum total based on 4 trips. \$7200

Havens Gardens Park Plan  
August 15, 2014  
Revisions

This schematic is based on input from John Rodman, City of Washington Planning Director and input from the August Recreation Advisory Committee meeting. These recommendations pertain to the park property south of NC 32.

- Shift the parking area west to provide more open area on the east end of the park.
- Realign the driveway into the park opposite Main Street.
- Keep the 2 east shelter, restrooms and fishing pier.
- Rebuild the shelter west of the parking area and relocate slightly to be outside the 50 foot water quality buffer
- Include a loop walking trail west of the parking area. The walkway must be outside the 30 foot DWQ buffer. Locate it at 30 feet as feasible.
- Locate a shelter overlooking the Pamlico River on the west end of the park.
- Use pour play surfacing in play equipment areas. The Recreation Director will work with playground equipment vendors to supply new equipment.
- Add facilities for a splash park, bocce and beach volley ball.
- Provide a fenced play area for small children.
- The parking area should accommodate bus drop off.

Additionally the proposal must meet the following.

- Limited development is allowed by DWQ in the 30 feet adjoining the waterfront.
- Structures and parking lots are not permitted within 50 feet of the water.
- To avoid the requirement for an engineered storm water permit, keep impervious areas less than 24%.

Proposed development:

**Parking:** The parking area has been located westward and aligned with NC 32 and the bulkhead. All of the parking area complies with DWQ buffer regulations. There are 67: 9 foot wide spaces and 3 accessible spaces. Eight of the spaces are for compact cars less than 15 feet long to accommodate school bus access to drop off students.

**Walks:** All walks shall be smooth compact surfaces that are accessible. A walking trail begins at the accessible parking spaces of the parking area following the water front to the western end of the park east of the railroad and then following the railroad right of way eastward to the former street and then east back to the north west corner of the parking lot and along the parking lot to the point of beginning. This loop is approximately 1800 feet long and 5 feet wide. The existing sidewalk along the former street could be used but since it is in poor condition, this is not recommended. The existing walkway to the railroad tracks remains.

This walkway continues east along the 30 foot DWQ buffer connecting with the shelter and the future boardwalk under the NC 32 Runyan Creek bridge.

Other walkways serve the recreation facilities located between the parking area and the restrooms and provide access to the restrooms.

Fencing: A fence is recommended along the railroad right of way. A fence is recommended between the fitness loop and NC 32. Fencing is on the north, east and west sides of the parking area. There is a short fence around the tot play area.

Recreational facilities:

New facilities:

A fenced play area (35 X 50 feet) for young children is provided. A 12 X 12 foot gazebo is located adjacent to this area. This gazebo is central to the children's play area.

A splash park (30 x 40 feet) will be a popular new facility. It is located west of the restrooms with a shelter on the north side adjacent to the fitness trail.

Beach volley ball is located in an open area west of the splash park. There are two courts making it eligible for small regulation tournaments.

An optional bocce court is located away from the children's play area east of the parking lot.

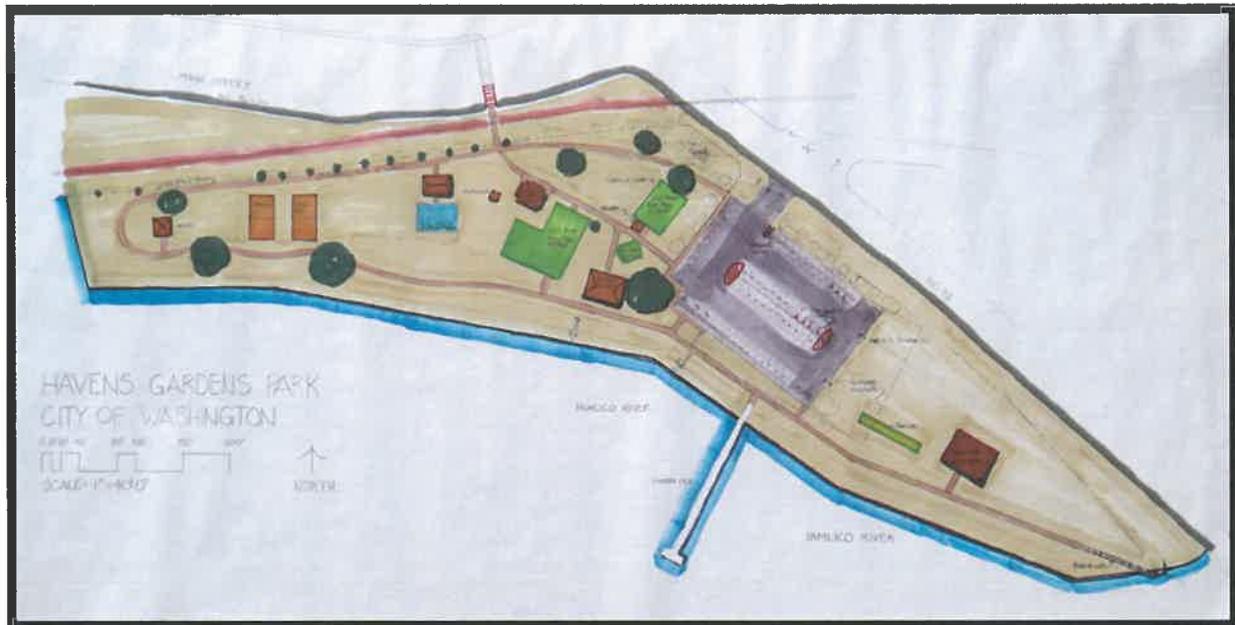
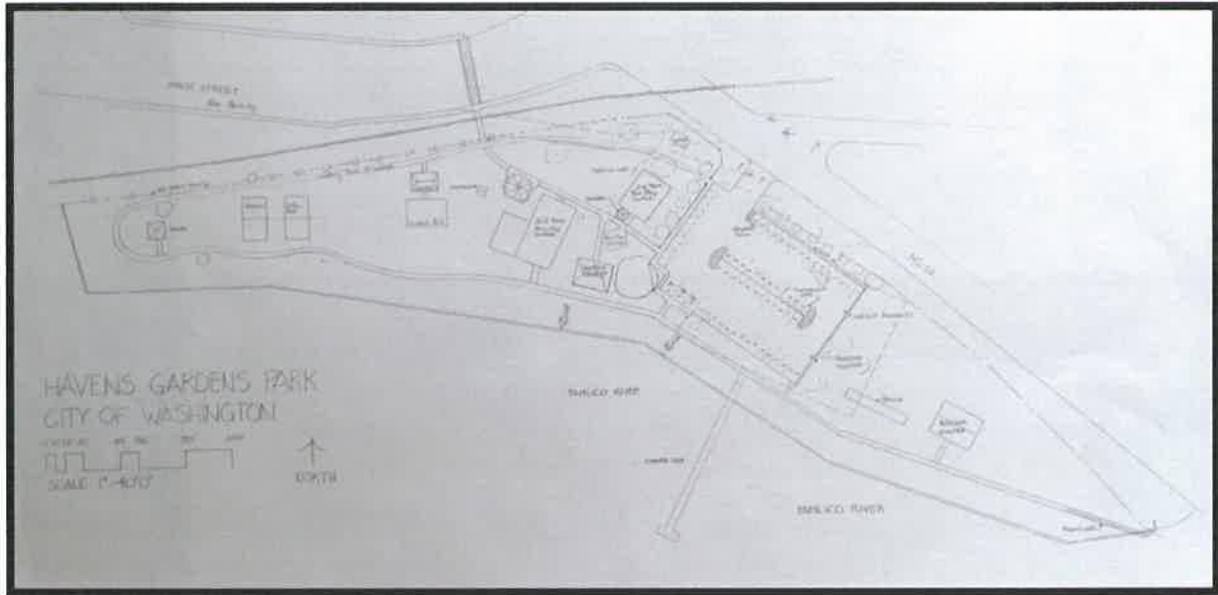
The "wheel" is relocated near the park entrance. It will serve as a symbol for the park reinforcing the park's identity.

A play area for 6-12 year olds has pour play surfacing and is located south east of the restrooms and near the shelter.

Fitness stations could be located along the fitness walkway.

Benches should be included in many locations. The bench swings could be sited between the walkway and the Pamlico River.

This plan meets the storm water impervious requirements, Division of Water Quality buffer requirements and ADA requirements.



Agenda Date: October 6, 2014

I requested all of the Youth Recreational Leagues to provide me with the increase in participation numbers from when the fee was lowered to \$25 in 2011. I also asked for any additional information they would like to provide.

**Washington Girls – Fast Pitch Softball (Neal Dixon)**

Good morning. We have actually experienced a drop in participants. When we charged \$55 per participant in 2011, our participants numbers were at approx. 260. Since dropping to the \$25 fee for the 2012 and 2013 seasons, we have experienced an approx. 10-15% decline in participants. We are attributing the decline to several outside factors such as Tumble Bee Gym, Cheer Extreme, and Spring Soccer. I am not against the participant fee, but we feel that it will certainly impact our participant level in a negative way.

It will also increase the demand on our board from a fundraising standpoint. Based on some of our last calculations, it cost our league approx. \$100 per participant to play during the spring softball season. We have been recovering \$25 of that from registration. The other \$75 dollars has been having to be raised through fundraising efforts and revenue generated from the concession stand. Unfortunately, we will have to pass the participant fee along to participant or do that would add an additional demand on our fundraising efforts.

**Cal Ripken (Chip Edwards)**

Kristi, we actually have dropped in participation numbers each year since the inception of the reduced \$25 fee. We have gone from 320+ participants during the Spring to roughly 280 this past season. I am unsure of whether the \$30 fee (which would increase our fee charged per participant to \$55) will impact participation. I can only assume our numbers will decrease. Thanks

**Washington Optimist Club (Patty Peebles)**

The additional fee will reduce the number of participants in our league. Raising the cost \$30 will double what was charged this year. We sponsored 12 children this year that could not pay the \$30 fee.

We have 550 children playing in our regular league and 12 in the Castle league.

We had about 580 last year. But we had some 16-18 year olds that played last year and we didn't have enough for teams this year. The older age varies.

We had about 600 the year the "kids play free" thing started, but many quit or never showed up and it was a mess for the teams being short players. We don't like free.

We estimate that we may lose 100-150 children if the price doubles. If the price is modified as was shown in the document we reviewed with the City manager whereas soccer will pay ½ which would be a \$15 increase I don't think we will lose as many children. I believe we were at about 450 when the cost was reduced.

Many parents who cannot afford the cost will not ask for help has been our experience. Very few actually ask for help. Most come and ask if they can make payments or pay when they get paid next. Those are the ones we offer scholarships for because we know paying is hard for them. Some of the children we are sponsoring is where we saw a parent signing up one child, but not the other because they didn't have

money for two and we offered to pay for the second or third child. One boy about 10 was counting change for his little sister to play and he said couldn't play this year because his parents didn't have the money. We ended up sponsoring both children. We also help buy shoes, socks and shin guards for those who are in need.

**Junior Babe Ruth (13-15 baseball)**

No response at this time.

**Washington Youth Basketball**

No response at this time.

Yolanda Parker, League President, indicated a loss of 200 children at the September 22 Council Meeting.

**Washington Youth Football (Keith Mitchell)**

**\*\*Even though this is not a City affiliated program, we have reached out to this organization for their input.**

**Ray and I feel like a \$30.00 participation fee would probably cut our numbers in half, which in turn will affect the status of the community league since we carry a majority of teams inside the Community Football League.**



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Stacy Drakeford, Police & Fire Services Director  
**Date:** September 29, 2014  
**Subject:** Approve Sons of the American Revolution Event  
**Applicant Presentation:** Guy Higgins  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council approve the discharge of a three shot volley of black powder muskets without ball ammunition during the dedication of four Patriot Graves at St. Peter’s Episcopal Church – 101 N. Bonner Street on Saturday, October 25, 2014 between the hours of 11:00am and 12:00noon.

**BACKGROUND AND FINDINGS:**

Mr. Guy Higgins, Vice President of Sons of the American Revolution, Greenville, NC has requested permission to discharge a 3 shot volley of black powder muskets without ball ammunition during the dedication of 4 Patriots Graves.

The event is scheduled for Saturday October 25<sup>th</sup> from 11 to noon at St Peters Episcopal Church - 101 N. Bonner Street. Discharge will take place around noon.

Mr. Higgins said they would even go door to door in advance and pass out flyers identifying the event taking place in order to avoid alarming area residents.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 9/30/14 Date October 6, 2014  Recommend  Denial  No recommendation \_\_\_\_\_



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** September 29, 2014  
**Subject:** Peoples Municipal Pier: Accept Bids & Award Contract  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman, Community & Cultural Services

**RECOMMENDATION:**

I move that the City Council accept the bids as presented and award the construction contract for the Peoples Municipal Pier to the lowest responsible bidder, **Sawyer's Residential & Marine Construction**, in the amount of **\$83,124.\***

**BACKGROUND AND FINDINGS:**

The Peoples Municipal Pier sub-committee has completed work on final specifications and materials for the project. Mosley Design Group has completed work on a set of sealed drawings in order to begin the process of bidding the project. Gazebo plans by Poligon have been completed. Bid documents were completed and an "invitation to bid" was extended. Sealed bids for the construction of the Peoples Municipal Pier will be received by October 1, 2014 at 4:00pm. Bids will be opened at that time. Bid tabulations will be forwarded.

**PREVIOUS LEGISLATIVE ACTION**

Appropriation approved as part of the 2014-15 budget in the amount of \$150,000.

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Contract  
Bid tabulation

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** \_\_\_\_\_ Date Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No  
Recommendation \_\_\_\_\_

<u>Construction Bids Submitted:</u>		<u>Price</u>
<b>DB &amp; H Commercial Contractors</b>	Pier	\$137,700
	Gazebo	<u>4,500</u>
	<b>Total</b>	<b>\$142,200*</b>
<b>TJ's Marine Construction</b>	Pier	\$ 84,800
	Gazebo	<u>17,000</u>
	<b>Total</b>	<b>\$101,800*</b>
<b>Sawyers Residential &amp; Marine Construction</b>	Pier	\$ 74,624
	Gazebo	<u>8,500</u>
	<b>Total</b>	<b>\$ 83,124*</b>

\*Bid price does not include the cost for the purchase of the Poligon gazebo structure.



City of Washington, North Carolina  
Invitation to Bid



The City of Washington hereby extends an invitation to qualified Contractors to bid the following construction project:

PROJECT NAME: City of Washington Municipal Pier

OWNER: City of Washington  
Attn: John Rodman  
Planning and Development  
PO Box 1988  
Washington, NC 27889

BIDS DUE: Sealed bids for the construction of the above referenced project will be received by the owner until **4:00 p.m. on Wednesday, October 1, 2014** at the Office of Planning and Development, Room #125, Washington Municipal Building.

BID OPENING LOCATION: Bids will be opened at that time of due date in the City Council Chambers, 2<sup>nd</sup> floor of the Municipal Building, 102 East 2<sup>nd</sup> Street, Washington, NC

**Note:** The City of Washington reserves the right to reject any and all proposals and to waive informalities or technicalities as it may deem to be in its best interest.

BID QUESTIONS: Any questions that prospective bidders may have should be directed to Mr. Wayne Harrell, Chief Building Inspector, City of Washington at 252-975-9304 during regular office hours.

PROJECT DESCRIPTION: The City of Washington has received grant funds to assist with the construction of a new municipal pier that will create a signature public space that invites pedestrians from the promenade to walk out over the river and experience the Pamlico in a different way. The project proposes to take advantage of the City's Waterfront by creating the new pier at the foot of Market Street and Harding Square to extend the public space.

PROJECT LOCATION: The plan shows a new pier extending from a line with Market Street and Harding Square. From the bulkhead of the promenade the pier will extend sixty five (68') feet into the river. It has a T platform, which has been indicated as a more practical design. The platform is designed to be 40' x 36' (1440 sq. ft.). The walkway is approximately 32' long and 8' wide. The pier will contain railings to match the railings along the promenade.

ALTERNATE BID: The platform will contain a gazebo style building in order to provide shade during the summer months and to provide a place for the public to gather. The shelter will be approximately 20' x 20' (400 sq.

ft.) octagon shape with plans for it to match the color of the railings and the style of the structures at Festival Park.

**BID PROCEDURE:** Each prospective bidder shall provide a **Base Bid** for the construction of the municipal pier as a stand alone structure. Each prospective bidder shall also provide an **Alternate Bid** for the construction of the gazebo to be added to the pier. The gazebo is a "Poligon Structure" that will be purchased by the City of Washington for installation.

**NOTABLES:** The City of Washington currently has thirty (30) existing pilings that are fifty feet (50') in length that shall be used in the construction of the pier.

The decking for the pier shall be pre-cast concrete pier panels ("Hog Slats").

**PROJECT DOCUMENTS:** Bid documents will be available beginning **Friday, September 12, 2014** and can be obtained from:

The Office of the Building Inspector  
C/o Mr. Wayne Harrell  
Washington Municipal Building Room #115  
102 East 2<sup>nd</sup> Street  
Washington, NC 27889  
Phone: (252) 975-9304

During the hours of 8:00 – 9:30 am, 12:00 – 2:00 pm, 4:00 – 5:00 pm.

Bid Document Files include: 1 set pier construction drawings and 1 set Poligon Structure drawings (Poligon plans are not for construction but for bid purposes only).

Each contractor will receive a PDF containing all files and/or 1 full size set of plans if requested.

**SECURITY:** Each bid must be accompanied by a Bid Bond made payable to the Owner, for an amount equal to not less than 5% of the total bid as a guarantee that, if the bid is accepted, the required agreement will be executed and that a 100% Performance Bond and 100% Payment Bond will be furnished.

**CITY WEBSITE:** Project information is available online at the City of Washington Website: [www.washington-nc.com](http://www.washington-nc.com)

- CONTRACTOR LICENSE:** Bidders shall comply with all applicable laws and must have proper licenses under the state laws governing their respective trades at the time of bid opening.
- EQUAL EMPLOYMENT OPPORTUNITY:** Bidders will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability, or veteran's status.
- BUILDING FEES:** Proper building permits are required. Building permit fees will be waived and shall not be included in the Bid Proposal.
- INSURANCE:** See attached.
- SAFETY:** See attached.



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** September 29, 2014  
**Subject:** Peoples Municipal Pier: Adopt Grant Project Ordinance and the Budget Ordinance Amendment  
**Applicant Presentation:** John Rodman, Community & Cultural Services  
**Staff Presentation:** Matt Rauschenbach, CFO

### RECOMMENDATION:

I move that the City Council adopt the Grant Project Ordinance in the amount of \$135,000 and the Budget Ordinance Amendment in the amount of \$15,000 for the Peoples Pier Public Access Grant award.

### BACKGROUND AND FINDINGS:

The City of Washington has received a grant from the NC Division of Coastal Management Public Beach and Waterfront Access Funds "Fast Track" grant program for year 2014 for the construction of a municipal pier located along the promenade at the intersection with Harding Square.

The NC Public Beach and Waterfront Access Program is a matching grant program administered by the Department of Environment and Natural Resources. The City received a grant award in the amount of \$120,000.

For construction projects local government match for Tier 2 counties must be at least 25% of the total project costs. At least 1/2 of the local contribution (12.5% of the total cost) must be cash; the remainder may be in-kind. The City will contribute \$15,000 in local cash match and \$15,000 in in-kind services.

### PREVIOUS LEGISLATIVE ACTION

City Council – January 2014 – approval of grant application

### FISCAL IMPACT

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

### SUPPORTING DOCUMENTS

Grant Project Ordinance  
Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 9/30/14 Date Concur But Recommend Denial \_\_\_\_\_ No  
 Recommendation \_\_\_\_\_  
 October 6, 2014

**A GRANT PROJECT ORDINANCE FOR  
PEOPLES PIER PUBLIC ACCESS GRANT AWARD # 6037  
CITY OF WASHINGTON, N.C.  
FOR FISCAL YEAR 2014-2015**

**BE IT ORDAINED**, by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the design and installation of a peoples pier at the waterfront, to be financed with 75% grant funds.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

Section 3. The following amounts are appropriated for the project:

72-40-6124-4500	Construction	135,000
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Section 4. The following revenue is anticipated to be available to complete this project:

72-40-6124-3300	Public Access Grant Funds	\$120,000
72-40-6124-1000	Transfer from General Fund	<u>15,000</u>
	Total	\$135,000

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

This the 6<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2014-2015**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the Estimated Revenues in the General Fund be increased in the following accounts and amount:

10-00-3991-9910	Fund Balance Appropriated	15,000
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Section 2. That account number 10-00-4400-9201, Transfer to Grant Funds, Miscellaneous Department of the General Fund appropriations budget be increased in the amount of \$15,000 to provide funds for the cash match portion of the Peoples Pier Public Access Grant.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 6<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**