



JULY 1, 2013  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from June 10, 2013 **(page 4)**

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Adopt – Budget Ordinance Amendment – Solar Project 1 **(page 24)**
- B. Adopt – Budget Ordinance Amendment – Solar Project 2 **(page 26)**
- C. Adopt – Budget Ordinance Amendment – Senior Center Part Time Salaries **(page 28)**
- D. Adopt – Budget Ordinance Amendment – Public Works Supervisor II Reclassification **(page 30)**
- E. Declare Surplus/Authorize – the Sale of Mobile Home through Sealed Bids acquired with the Brann/property purchase **(page 33)**
- F. Approve – Purchase Orders >\$20,000 **(page 34)**

II. Comments from the Public:

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

- A. None –

IV. Public Hearing – Other:

- A. Adopt – Annexation Ordinance to extend City of Washington Corporate limits for a contiguous annexation (Wimco property located at 1724-1730 Carolina Ave.) **(page 37)**
- B. Close out – of FY05 CDBG Housing Development Program (Keys Landing) **(page 44)**

V. Scheduled Public Appearances:

- A. Carter Leary – Electrical Services
- B. Rev. David Moore & Rick Stevens – Keys Landing



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- VI. Correspondence and Special Reports:
- A. Memo – Relocation of City EOC (page 47)
  - B. Memo – Small Business and Entrepreneurial Assistance (SBEA) Grant Program (page 48)
  - C. Memo – Location – Coastal Warning Display Tower (page 51)
  - D. Memo – ECU Research Vessel Riggs Dockage (page 56)
  - E. Memo – General Fund Budget Transfer between the EDC Operations and the Miscellaneous & Parks and Grounds Maintenance departments (\$32,460) (page 58)
  - F. Memo – General Fund Budget Transfer between the EDC Operations and Miscellaneous departments of the General Fund (\$1,000) (page 60)
  - G. Memo – General Fund Budget Transfer between the EDC Operations and the Miscellaneous & Parks and Grounds Maintenance (\$1,400) (page 62)
  - H. Memo – General Fund Budget Transfer between the Mayor and City Manager departments (\$55) (page 64)
  - I. Memo – Electric Fund Budget Transfer between the Load Management and substation departments of the Electric Fund (\$7,500) (page 66)
  - J. Reporting – Reallocation of Funding – General Fund, Water Fund, Sewer Fund, Storm Water Fund, Electric Fund, and Airport Fund (page 69)
  - K. Reporting – Bad Debt Write-Offs (page 70)
- VII. Reports from Boards, Commissions and Committees:
- A. Human Relations Council (page 71)
  - B. Financial Reports (emailed as available)



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- VIII. Appointments:  
A. Appointments – Various Boards Commissions, and Committees  
(page 72)
- IX. Old Business:  
A. None –
- X. New Business:  
A. Adopt – Declaration of Official Intent to Reimburse for FY 2013/14  
Installment Purchase Expenditures (page 79)  
  
B. Adopt – Budget Ordinance Amendment to establish the Water  
Front Docks as an enterprise fund (page 82)  
  
C. Adopt – Budget Ordinance Amendment to fund the Animal Control  
Officer charge from Beaufort County (page 85)  
  
D. Adopt – Ordinance to Amend Chapter 2, Administration, by  
replacing Article XXII., Warren Field Airport, in its entirety (page 87)  
  
E. Adopt/Declare – Declare Building & Land on 234 Springs Road  
Surplus and Adopt Resolution Authorizing Sale by Sealed Bid  
(page 91)  
  
F. Adopt – Final Budget Ordinance and Project/Grant Ordinance  
Amendments for FY 12/13 (page 96)
- XI. Any Other Items From City Manager:  
A. Discussion – Coffee with Council
- XII. Any Other Business from the Mayor or Other Members of Council  
A. None –
- XIII. Closed Session – Under NCGS § 143-318.11(a)(3) Attorney/Client  
Privilege and 143-318.11(a)(4) Economic Development
- XIV. Adjourn – Until Monday, July 22, 2013 at 5:30 pm, in the Council  
Chambers at the Municipal Building.

The Washington City Council met in a regular session on Monday, June 10, 2013 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Edward Moultrie, Councilman; Bobby Roberson, Mayor Pro tem; William Pitt, Councilman; Richard Brooks, Councilman; Matt Rauschenbach, Acting City Manager; Cynthia Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Stacy Drakeford, Fire & Police Services Director; Allen Lewis, Public Works Director; Keith Hardt, Electric Director; John Rodman, Community/Cultural Resources Director; Kristi Roberson, Parks and Recreation Manager; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director; David Carraway, IT Department and Mike Voss, Washington Daily News.

Mayor Jennings called the meeting to order and Councilman Mercer delivered the invocation.

**APPROVAL OF MINUTES FROM MAY 6, 9, 13, AND MAY 20, 2013**

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council approved the minutes of May 6, 9, 13 and 20, 2013 as presented.

**APPROVAL/AMENDMENTS TO AGENDA**

The following items were presented as amendments to the agenda:

- Addition: New Business Item L: Approve Parks and Recreation Department to apply for KaBOOM Community Partner Program Application
- Addition: Appointments: Animal Control Appeals Board Application/Historic Preservation Application/Library Board of Trustees Application
- Addition: Memo – Water Fund Budget Transfer \$10,000
- Addition: Appointments: Memo – Airport Advisory Board – Term Limits
- Amendment: Contract with Rivers and Associates for the Comprehensive Parks and Recreation Master Plan
- Amendment: Brann Property -Budget Ordinance
- Move from Consent Item B to New Business Item K: Purchase Orders > \$20,000
- Delete New Business Item H: Classification and pay grade changes(Council discussed the request to remove the item and decided to leave the item on the agenda for discussion)
- Addition: Under Other Business from Council/Mayor: Item A: Discussion of possible closing of Alcohol/Drug Treatment Centers
- Addition: Under Other Business from Council/Mayor: Item B: Parking in Historic District during special events such as Summer Festival
- Addition: Under Closed Session: 143-318.11(a)(6) Personnel

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

- Mayor Jennings welcomed Matt Rauschenbach to the position of Acting City Manager.

**CONSENT AGENDA:**

A. **Declare Surplus/Authorize** – Electronic Auction Of Items Through Govdeals

Vehicle Number	Make /Model Description	Serial Number	Odometer Reading
#4008	1997 Sreco Sewer Flusher	4H5W3 1728VL972289	N/A
#121	1998 Ford Taurus	1FAPP52U2WA166046	62,066

B. **Moved To New Business: Item K: Approve** – Purchase Orders >\$20,000

Councilman Mercer urged members to look at the two vehicles in the Planning Department that are displaying the City’s new logo and remarked how nice the new design looks. By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council authorized that all City vehicles, other than those assigned to the Public Safety Dept., use only the new decal/logo. Mr. Rauschenbach explained the plan was to begin using the new logos on all new vehicles. Mayor Jennings and Council expressed a sense of urgency to move forward with the conversion of the new decal/logo on City vehicles/equipment.

**WHDA – 4<sup>TH</sup> OF JULY AND MOTOWN**

Beth Byrd, Washington Harbor District Alliance explained the planned activities for the 4<sup>th</sup> of July and Motown events.

**4<sup>th</sup> of July Activities:**

- “Can u toss? “Corn Hole tournament
- Coldwell Banker is sponsoring the “Bill’s Hotdog Eating Contest”
- Joy the Clown
- The Dickens Band from Greensboro, NC
- Best Old/Classic car contest –begins at 8:00am on Stewart Parkway with winners announced by 2:00pm. The first 50 cars registered will receive a “dash plaque” while the first place winner will receive \$500
- Fireworks sponsored by City of Washington

**Downtown Motown and Pamlico Seafood Festival (August 24<sup>th</sup>):**

- Pamlico Seafood Festival will replace “Pickin’ on the Pamlico”
- Band: Ginger Thompson Band & The Monitors
- Request for beer/wine garden inside ticketed area
- Coolers will not be permitted
- Ticketed area with food vendors inside this area

Mayor Jennings asked if coolers would be allowed at the Motown/Pamlico Seafood Festival? Ms. Byrd explained that coolers will not be allowed. Food and beverages will be sold at the ticketed event. This will allow more control over the amount of beer/wine a person buys, the patrons wrist band will be marked for each beer/wine purchase. Mayor Pro tem Roberson requested the “beer garden” not be located on City property. Ms. Byrd will make those arrangements. Possible rain location for Downtown Motown will be Washington High School (no alcohol sales allowed).

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council approved the “beer/wine garden” during the Downtown Motown/Pamlico Seafood Festival inside the ticketed event. Motion carried 4-1, Councilman Mercer opposed.

Councilman Mercer expressed appreciation to Ms. Byrd for her assistance for the creation of the new Sunday afternoon event “Harmony on the Harbor” at Festival Park.

**COMMENTS FROM THE PUBLIC:**

John Chenault requested the installation of two stop signs on Northwood Road in Smallwood to reduce speeding. Speeding is increased during the school year as Smallwood becomes a “cut through” from Highland Drive/Old Bath Highway to the schools on Market Street Ext. He also requested that the current stop signs need to be replaced as they are old and dingy making them hard to read. He would like for a statistical study to be done to measure the number of cars speeding and the speed they are traveling. Council directed staff to perform a traffic study in this area.

**PUBLIC HEARING ON ZONING: NONE**

**Public Hearing: ADOPT/AWARD – ORDINANCE TO CONDEMN AS UNSAFE THE STRUCTURE LOCATED AT 221 WEST 5<sup>TH</sup> STREET AND AWARD THE DEMOLITION CONTRACT**

Mayor Jennings opened the public hearing. Acting City Manager, Matt Rauschenbach explained there are two motions in this request. The first motion is to adopt a resolution condemning the property at 221 West 5<sup>th</sup> Street, as unsafe, while the second motion is to award the demolition contract. Councilman Brooks stated he agreed that the home needs to be demolished and inquired if the property owner was aware of this situation. Mr. Rauschenbach referenced previous action taken by the Inspections Department as well as the following letter from Allen Pittman, Senior Building Official.

**Previous Action:**

Notice of Complaint and Hearing— December 3, 2012

Hearing Held - December 17, 2012

Order to Remedy Defective Condition — January 15, 2013

(begin letter)

Carrie E. Collins

425 Ipock St.

Vanceboro, NC 28586

This letter is a courtesy to inform you that the time set forth in the order to demolish the structure at 221 W 5th Street has expired. The City of Washington is advertising for bids to demolish the structure. Bids will be opened at 2pm on May 21, 2013 in room 115 at 102 E Second Street Washington, NC. If the city uses fund to demolish this structure, a lien will be placed upon the real property. The lien will have to be satisfied at such time that the property is sold.

If you wish to use other means to have the structure demolished please contact me prior to the bid opening date and time. Thank you for your attention to this matter. Please contact me if you have any questions.(end)

There being no comments from the public, Mayor Jennings closed the public hearing.

**Demolition Bids Submitted:**

B.E. Singleton & Sons \$4,300/T.J.’s Marine Construction \$6,800/St. Clair Trucking \$7,400

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council adopted the ordinance finding that the structure located at 221 West 5<sup>th</sup> Street is condemned as unsafe and directed that it be demolished.

By motion of Councilman Moultrie, seconded by Councilmen Brooks, Council awarded the demolition contract to the lowest responsible bidder, B.E. Singleton & Sons, in the amount of four thousand three hundred dollars (\$4,300).

**AN ORDINANCE FINDING THAT THE STRUCTURE DESCRIBED HEREIN IN THE CITY OF WASHINGTON IS CONDEMNED AS UNSAFE AND DIRECTING THAT IT BE DEMOLISHED**

WHEREAS, the City Council of the City of Washington finds that the structure having an address of 221 West 5th Street, Washington, North Carolina, is condemned as, among other things, unsafe pursuant to North Carolina General Statute § 160A-441 and that all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

WHEREAS, the structure should be demolished and removed as directed by the Chief Building Official for, among other things, the reasons stated by the Chief Building Official in his Notice of Decision.

WHEREAS, the owner of the structure has been given a reasonable opportunity to bring the structure into compliance with the applicable standards of the City Code as well as State statute in accordance with North Carolina General Statute § 160A-441 as well as pursuant to the Order issued by the Senior Building Official in said Notice of Decision.

WHEREAS, said structure has been found to be unfit for human habitation.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington as follows.  
Section 1. The Chief Building Official is hereby authorized and directed to proceed to demolish and remove the above described structure located at 221 West Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-441 et seq.

Section 2. This Ordinance shall be recorded in the Office of the Register of Deeds of Beaufort County, North Carolina.

This Ordinance shall become effective on this date of adoption June 10, 2013.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**Public Hearing: CLOSE OUT – TALENT ENHANCEMENT GRANT**

Mayor Jennings opened the public hearing. Acting City Manager, Matt Rauschenbach explained the purpose of the Talent Enhancement Capacity Building Grant was to provide local governments the ability to develop appropriate and competitive CDBG grants, administer those grants, aid in grant writing, develop economic analysis, and prepare feasibility studies.

The City has been working on the Talent Enhancement project in conjunction with East Carolina University. The City was awarded \$50,000 in grant funds with no local match required. Partial funds

have been expended, approximately \$22,000 and approved activities complete. The City would like to complete close out procedures and a public hearing is consistent with the procedures and the original project timeline.

There being no comments from the public, Mayor Jennings closed the public hearing.

**RITA DOWNS – HUNTERS’ POINT SPORTING CLAYS – REQUEST FOR HIGHWAY 17 DRIVEWAY ACCESS**

Ms. Rita Downs appeared before the City Council and asked for a letter of support to the NCDOT in order for her to have a commercial-sized driveway installed for Hunter’s Pointe Sporting Clay at 560 Decoy Lane off US 17 north of Washington. She currently has a residential driveway, but is concerned that the ongoing construction project along US 17 will not include an adequate driveway connection to allow tractor-trailers to get off the highway without conflicting with traffic which may be exiting Decoy Lane onto US 17 northbound.

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council authorized the Mayor to send a letter of support to NCDOT (Lassiter & Overhaul) requesting that a commercial driveway be installed with the appropriate turning radius for traffic exiting and entering the driveway at Hunter’s Pointe.

Council noted that Ms. Downs will need to insure there are appropriate right-of-ways for the commercial driveway. Mayor Pro tem Roberson suggested that a sketch of the proposal needed to be included with the letter.

**MEMO – PAINTING AIRPORT HANGARS**

The purpose of this memo is to inform Council of the intent to paint the Warren Field hangars by All Around Painting.

<u>Vendor</u>	<u>Cost</u>
All Around Painting	\$36,750.00
McGowan Painting	\$37,920.00
Wayne Ross	no quote

The scope will include pressure washing, primer and 2 coats of paint. We will be painting the corporate hangar, maintenance hangar and hangars 1 through 6. This will be paid for with insurance proceeds.

**MEMO – CONTRACTS FOR PETROLEUM PRODUCTS**

The purpose of this request is to inform Council of contract commitments for petroleum product requirements for the City from July 1, 2013 through June 30, 2014. Contract awarded as follows:

<u>Vendor</u>	<u>OPIS</u>	<u>Margin</u>	<u>Cost per Gallon</u>	<u>Estimated Usage</u>
<u>F.Ray Moore</u> Diesel (Tankwagon)	\$2.9256	\$ .2042	\$3.1298	\$420,958.10
<u>Great Lakes Petroleum</u> Diesel (Transport)	\$2.9256	\$ .0154	\$2.941	\$235,280.00
<u>Pitt Country Mart</u> 87 Octane Gasoline	\$3.1125	<\$ .0146>	\$3.0979	\$619,580.00

ethanol free (Transport)

87 Octane Gasohol (Tankwagon)	\$2.8054	\$ .2054	\$3.0108	\$4,516.20
Kerosene 1-K	\$4.029	\$ .0000	\$4.029	\$5,237.70

**TOTAL                    \$1,285,572.00**

Price fluctuations will be governed by the bid margin above or below the OPIS Average Rack price for the commodity on the day April 15, 2013 at Selma, NC. The City will pay the Average Rack price for the commodity on the day of delivery plus or minus the margin bid on April 15, 2013.

**MEMO – REQUEST FOR MULTI-WAY STOP INTERSECTIONS IN SMALLWOOD – NORTHWOOD ROAD**

John Chenault (210 Ellison Drive) is requesting multi-way stop signs along Northwood Road, similar to what was done on Lawson Road in December of 2011. Mr. Chenault asks that multi-way stops be created on Northwood “parallel to locations” on Lawson. On Lawson Road, multi-way stop intersections were created at the only locations along Lawson where crossroad intersections occurred, with Eden Drive and Dimock Road, as circled on the attached map. To get the same approximate spacing along Northwood Road, stop signs would need to be placed at Rowan Road and either Blount Place or Bath Circle. It should be noted that none of these intersections constitute a crossroad intersection. The only crossroad intersection along Northwood is where it intersects with Thomas Place.

As a reminder, at the January 9, 2012, Council meeting, Mr. Tom Archie of 103 South Reed Drive spoke to Council about the need for additional stop signs in Smallwood, including Reed Drive. At that time it was decided to wait until the drainage project to be completed in Smallwood so as to not add any further confusion to the traffic patterns at the time. Staff would like guidance as to what Council desires at this point. We can provide reports of traffic data including volumes and speed if desired, along with accident history, to assist you in your decision making process. (John Chenault made a public appearance earlier in the meeting and Council directed staff to perform a traffic study at the requested location. Director Drakeford explained an officer was sent out today for observation and the maximum speed witnessed today was 35 mph, the officer will return for future observations. He will bring back the statistical information to Council and will submit a recommendation at that time.)

**MEMO – CDBG REPORTS**

**Keys Landing 05-C-1490**

The City of Washington, in conjunction with Metropolitan Housing and CDC, applied for and was awarded a grant in the amount of \$250,000 from the NC Department of Commerce, Division of Community Assistance. The purpose of the grant funds is to provide funds for acquisition and infrastructure to develop 12-15 home sites specifically for low to moderate income individuals. The City of Washington purchased 9.88 acres of property on Keysville Road and with that purchase Rivers & Associates designed Keys Landing Subdivision. The water, sewer and street improvements have been completed. The lots have been cleared in preparation for construction. The five (5) housing units required for Phase I have not been completed. No action is required at this time; however, this is a required monthly status report.

**Washington Housing, Inc. 09-C-2050**

The City of Washington, in conjunction with Washington Housing Inc., was awarded a grant in the amount of \$250,000 under the CDBG Housing Development Project from the NC Department of Commerce. The grant consisted of the acquisition of eight (8) lots in Northgate Subdivision and three (3) lots on West 7th Street. The grant also consisted of planning costs to WHI for housing counseling. The grant deadline was April 2013 and the City has filed a formal grant extension request with the Division of Community Assistance. No action is required at this time; however, this is a required monthly status report.

**MEMO – GENERAL FUND BUDGET TRANSFER (\$650)**

The Budget Officer transferred \$650 of funding between the Mayor and City Council departments of the General Fund to provide additional funds needed for employee development.  
 10-00-4111-1400 Employee Dev. \$650.00  
 10-00-4110-1400 Employee Dev. \$650.00

**MEMO – LOAD MANAGEMENT REPORT**

Project Start Date : October 2010

	May 2013	Project to Date	Projected Annual Savings
<b>Total Load Management Device Installations</b>	31	1,988	
<b>Total Accounts Added with Load Management</b>	24	1,517	
<b>Appliance Control Installations</b>			
Air Conditioner / Heat Pump	19	1,535	\$75,190
Auxiliary Heat Strip	10	771	\$79,891
Electric Furnace	2	251	\$34,678
Water Heater	19	1,225	\$104,625
			<b>\$294,384</b>
<b>Total Encumbrances to Date</b>			
Load Management Devices		\$65,600	
Contractor Installations		\$220,000	
<b>Total Project Encumbrances</b>		<b>\$285,600</b>	
<b>Total Expenses to Date</b>			
Load Management Device Purchases		\$65,600	
Contractor Installation Expenses	\$2,850	\$206,460	
<b>Total Project Expenses</b>		<b>\$272,060</b>	
Average Cost per Load Management Device Installed		\$137	
Average Installed Cost per Controlled Appliance		\$72	
<b>Load Management Devices Remaining in Stock</b>	512		

**MEMO – WATER FUND BUDGET TRANSFER \$10,000**

The Budget Officer transferred \$10,000 of funding between the Contingency and Water Construction departments of the Water Fund to provide additional funds for easement acquisition for the 16” parallel water line at the Water Treatment Plant.

30-90-9990 9900 Contingency 10,000  
 30-90-8180-4510 Water Line 10,000

**HUMAN RELATIONS COUNCIL**  
(report approved as submitted)

**FINANCIAL REPORTS (EMAILED AS AVAILABLE)**

**APPOINTMENTS – VARIOUS BOARDS COMMISSIONS AND COMMITTEES**

**Recreation Advisory Committee -**

By motion of Councilman Brooks, seconded by Councilman Moultrie, Council appointed Mac Hodges to the Recreation Advisory Committee to fill the expiring term of Edmund J. Paszt, Jr. (inside) term to expire June 30, 2016.

By motion of Councilman Brooks, seconded by Mayor Pro tem Roberson, Council reappointed Michelle Oros (outside) and Joe Taylor (inside) to the Recreation Advisory Committee terms to expire June 30, 2016.

**Planning Board**

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council reappointed Dan McNeill to the Planning Board, term to expire June 30, 2016.

**Board of Adjustment**

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council reappointed Claud Hodges to the Board of Adjustment term to expire June 30, 2016. (By motion of Councilman Moultrie, seconded by Councilman Brooks, Council rescinded the appointment for Claud Hodges to the Board of Adjustment. Mr. Hodges had not submitted an application, and did not wish to be reappointed to this board).

**Enlarged Board of Adjustment – no applications received**

**Board of Library Trustees**

Continue appointment to fill the expiring term of Muriel Brothers.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council reappointed Crissman Blackstone, term to expire June 30, 2019.

**Historic Preservation Commission -**

Mayor Jennings nominated Seth Shoneman to replace Rebecca Clark on the Historic Preservation Commission. By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council appointed Seth Shoneman to the Historic Preservation Commission to fill the expiring term of Rebecca Clark term to expire June 30, 2016.

Mayor Jennings nominated Picott Harrington to the Historic Preservation Commission. By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council appointed Picott Harrington to the Historic Preservation Commission to fill a vacant position with a term expiring June 30, 2016.

Mayor Jennings suggested reappointing Victoria Rader to the Historic Preservation Commission. By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council reappointed Victoria Rolinsky-Rader to the Historic Preservation Commission, term to expire June 30, 2016.

**Washington Tourism Development Authority -**

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council appointed Richard Andrews to the Washington Tourism Development Authority, to fill the expiring term of Nan McLendon term to expire June 30, 2016.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council reappointed Jackie Peoples Woolard, Piyush Bhagat and Fred Watkins, III to the Washington Tourism Development Authority, terms to expire June 30, 2016.

**Human Relations Council –**

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council reappointed William O’Pharrow, Marisol Barr and Keisha Jennette to the Human Relations Council, terms to expire June 30, 2016.

**Animal Control Appeal Board –**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council reappointed Monica Ferrari to the Animal Control Appeal Board, term to expire June 30, 2016.

Continue appointment until July 1, 2013 to allow Councilman Mercer the opportunity to speak with the applicant.

**Washington Electric Utilities Advisory Commission –**

Appointments continued until July 1, 2013.

**Mayor’s Certificate of Appointment to the Washington Housing Authority –**

Appointments continued until July 1, 2013.

**MEMO – AIRPORT ADVISORY BOARD – TERM LIMITS**

(begin from Allen Lewis, Public Works Director) During the late spring and early summer of 2010, an Airport Advisory Board was formed with five members, three (3) from within the City limits and two (2) at large members. Inadvertently, there were no term limits in these appointments. It has been suggested that term limits be set for these appointments, as well as staggered terms. If it pleases the Council I would suggest we begin seeking applications for a new Airport Advisory Board, with term limits, possibly beginning August 1, 2013. Two of the positions could initially be appointed for a two year term with the other three being for an initial three year term. Upon completion of the terms, new members would be appointed for two year terms from that point forward.(end)

Councilman Mercer reviewed the memo from Mr. Lewis explaining that term limits were not set for this board. It is appropriate to rewrite this section of the ordinance that consists of five members just as we have now with the current qualifications, but with established term limits, such as three years, beginning with staggered terms. Mayor Jennings suggested that he would prefer not abolishing the

current board, but reconfigure with term limits. Council directed staff to prepare the needed documentation for the July 1<sup>st</sup> meeting.

**OLD BUSINESS:**

**ADOPT – NCDENR ADOPT-A-TRAIL GRANT**

NCDENR has approved the City’s application for the Adopt-A-Trail Grant to acquire and install an AccuDock kayak launch facility at the Havens Gardens Boat Ramp for the Pamlico-Tar-Blueway System. There is no City match required. Councilman Mercer noted that the information he requested was included in the agenda package and he has no further questions.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted a Grant Project Ordinance for the NCDENR Adopt-A-Trail Grant.

**GRANT PROJECT ORDINANCE FOR NCDENR ADOPT-A-TRAIL GRANT  
CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 ordinance is hereby adopted:

Section 1. The project authorized is to provide funds to acquire and install an AccuDock canoe launch facility at the Haven’s Garden Boat Ramp for the Pamlico-Tar-Blueway System.

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

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

63-40-4930-4500      Construction      \$ 10,000

Section 4. The following revenue is anticipated to be available to complete this project:

63-40-3480-0000      NCDENR Grant      \$ 10,000

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

Section 6. Funds may be advanced from the General Fund for the purpose of making payments that are due. Reimbursement requests should be made to the granting agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, 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, Budget Officer, and 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.

Adopted this the 10th day of June, 2013.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**APPROVE – AMENDMENTS TO CITY OF WASHINGTON BICYCLE PLAN**

Acting City Manager, Matt Rauschenbach noted that the plan completion date is December 31, 2013 and the City Attorney can modify the agreement to reflect the completion date.

**PREVIOUS LEGISLATIVE ACTION**

On May 26, 2011 The City was awarded the NCDOT Bicycle Planning Grant in the amount of \$28,000. The City accepted the NCDOT Bicycle Planning Grant on August 8, 2011. The City’s match is \$7,000 for a grant total of \$35,000. The Washington Recreation Advisory committee, at their January 17, 2012 meeting unanimously recommended to contract with Mid-East Commission to write the NCDOT Bicycle Master Plan for the City of Washington.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the amendment to the City of Washington NCDOT Bicycle Master Plan Contract with a completion date of December 31, 2013.

(copy attached)

**NEW BUSINESS:**

**ADOPT – RESOLUTION FIXING DATE FOR PUBLIC HEARING ON THE CONTIGUOUS ANNEXATION OF THE WIMCO, INC. PROPERTY**

When an annexation petition is received, the City Council must direct the Clerk to investigate the sufficiency of the petition. Upon making an investigation, the Clerk shall certify the results to the governing body. Upon receipt of the Clerk’s certificate, the City Council shall fix a date for a public hearing on the annexation. Notice of the public hearing must be published once in the newspaper at least ten (10) days before the date of the hearing. On May 13, 2013 City Council adopted a resolution directing the Clerk to investigate the petition presented for a non-contiguous annexation.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council adopted the resolution fixing the date for a public hearing (July 1, 2013) on the contiguous annexation of the Wimco, Inc. property located on Carolina Avenue and containing 2.16 acres.

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31**

WHEREAS, a petition requesting annexation of the contiguous area described herein has been received; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2 Street at 6:00 p.m. on Monday, July 1, 2013.

Section 2. The area proposed for annexation is described as follows: Being 2.16 acres of land noted on the survey "Extension of Corporate Limits City of Washington" by Bartlett Engineering dated April, 2013 and being located in Washington Township, Beaufort County North Carolina and being more particularly described as follows; See Attached Map

Together with and subject to covenants, easements and restrictions of record. Said property to be annexed contains 2.16 acres.

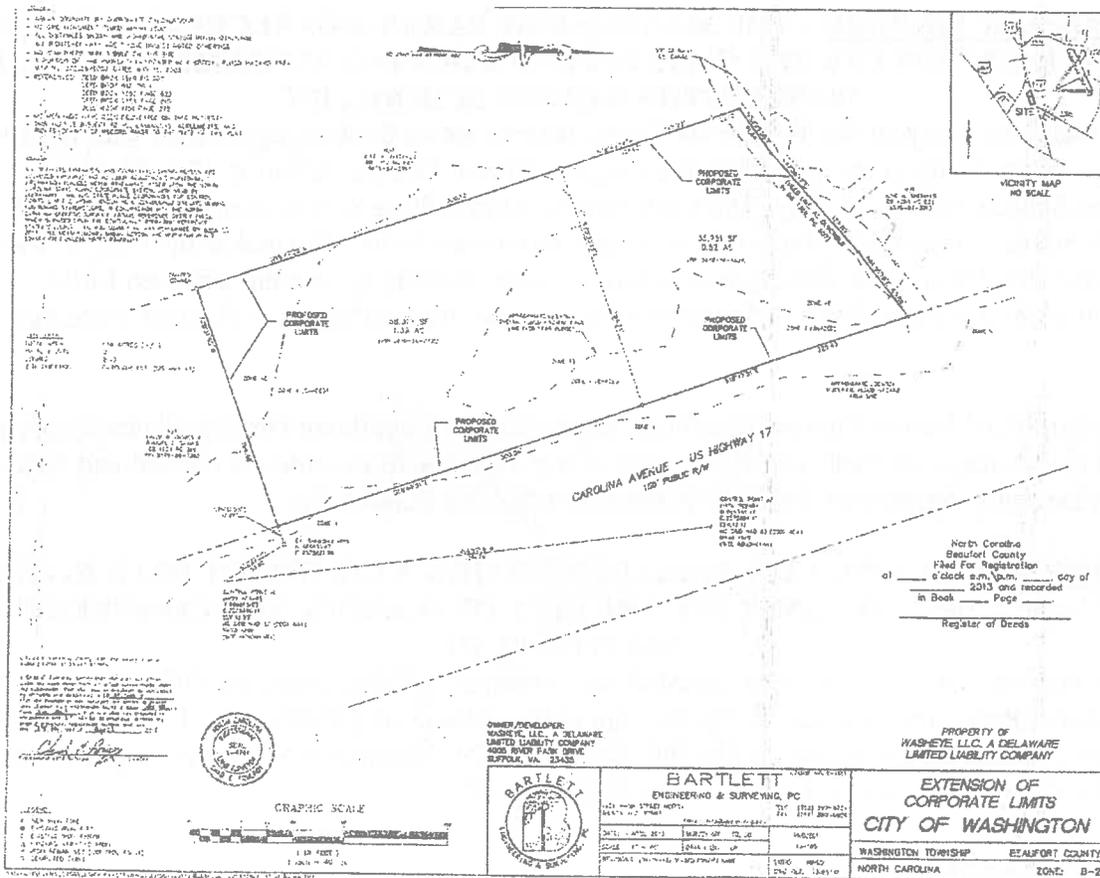
Section 3. Notice of the public hearing shall be published once in the Washington Daily News, a newspaper having general circulation in the City of Washington, at least ten (10) days prior to the date of the public hearing.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

Legal Description  
PIN:5676-56-6954  
PIN:5676-56-7731

Lying and being in the Washington Township of Beaufort County, and being more particularly described as follows: Beginning at a point on the western right-of-way line of Carolina Avenue (US HWY 17), said point being the northeastern corner of the property conveyed to Junice D. Grimes III and Samuel G. Grimes in Deed Book 1504, Page 366 (PIN:5676-56-7365), thence leaving said right-of-way line S70°31'55"W a distance of 194.46' to an existing railroad iron on the eastern line of the property conveyed to June W. Whitaker in Deed Book 1352, Page 623 (PIN:5676-57-3013), thence N18°47'29"W a distance of 300.12' to an existing railroad iron, thence N18°49'58"W a distance of 147.73' to a point at the center of an existing canal, thence N53°25'50"E a distance of 41.64' to a point, thence N47°38'12"E a distance of 102.85' to a point, thence N51°56'18"E a distance of 63.85' to a point on the western right-of-way line of Carolina Avenue (US Hwy 17), thence along said right-of-way line S18°49'51"E a distance of 220.43' to an existing iron pipe. thence S18°49'51"E a distance of 300.04' to the point of beginning, containing 2.16 (+/-) acres, and consisting of the property conveyed to Kevin D. Rawls and Donald R. Bundy in Deed Book 1369, Page 607 (PIN:5676-56-6954), and the property conveyed to Chester W. Leggett and Susie G. Leggett in Deed Book 525, Page 487 (PIN:5676-56-7731), see also Estate File 95E, Page 1.



**AUTHORIZE – THE MAYOR TO ENTER INTO AN ADMINISTRATIVE AGREEMENT WITH THE MID-EAST COMMISSION TO ADMINISTER THE OAK RIDGE METAL WORKS CDBG GRANT**

The Mid-East Commission will administer this grant for the building reuse project.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council authorized the Mayor to enter into an administrative agreement with the Mid-East Commission to administer the Oak Ridge Metal Works CDBG grant.

(copy attached)

**APPROVE – FEE CHANGE FOR SEMI ANNUAL DOCKAGE**

There was a typo in the 2013/2014 City of Washington Fee Manual that prevented the necessary incremental change to the Semi Annual Dock Lease to be in line with the other fee increases. Changing the Fee to \$1,525 will correct that error.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the fee for the Semi Annual Dock Lease from \$1,440 for 6 months to \$1,525 for six months.

**APPROVE/AUTHORIZE – THE MANAGER OF PARKS AND RECREATION OR HER DESIGNEE TO EXECUTE THE WATERFRONT DOCKING AGREEMENT FOR LITTLE WASHINGTON SAILING SCHOOL, INC.**

In March of this year the Waterfront Docks entered into a docking agreement with Downtown Washington on the Waterfront, Inc. d/b/a Washington Harbor District Alliance d/b/a The Little Washington Sailing School. In May, The Little Washington Sailing School announced they have received its 501(c) 3 non-profit status and no longer has a need to be affiliated with WHDA. The Little Washington Sailing School is, therefore, requesting a new docking agreement between Little Washington Sailing School, Inc. and Waterfront Docks. No other substantive changes were made in the agreement.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council approved and authorized the Manager of Parks and Recreation or her designee to execute the current and future Waterfront Docking Agreement for Little Washington Sailing School, Inc.

**AUTHORIZE – ACTING CITY MANAGER TO SIGN A CONTRACT WITH RIVERS & ASSOCIATES, INC. TO COMPLETE THE CITY OF WASHINGTON COMPREHENSIVE MASTER PLAN**

On May 15, 2013 the City was awarded the Community Transformation Grant to complete a Comprehensive Parks and Recreation Master Plan in the amount of \$45,000. The City accepted the Community Transformation Grant on May 20, 2013. The City's match is \$5,000 for a grant total of \$50,000. This project has a completion date of September 2013.

**PREVIOUS LEGISLATIVE ACTION**

May 15, 2013 — grant awarded.

May 20, 2013 - City Accepted CTG \$45,000 & City Adopted Budget Ordinance including match of \$5,000 for a total of \$50,000.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council authorized the Acting City Manager to sign a contract with Rivers & Associates, Inc to complete the City of Washington Comprehensive Master Plan.

**(copy attached)**

**AUTHORIZE – THE POLICE AND FIRE SERVICES DIRECTOR TO ENTER INTO A SCHOOL RESOURCE OFFICER'S AGREEMENT WITH THE BEAUFORT COUNTY BOARD OF EDUCATION AND AUTHORIZE THE CITY ATTORNEY TO MAKE NON-SUBSTANTIVE MODIFICATIONS**

Matt Rauschenbach, explained Council directed staff to develop an agreement that would cover the actual cost of the School Resource Officers. This agreement accomplishes that objective. The current cost of the contract was approximately \$76,000 for the past seven years or so, which did not cover the actual cost of the School Resource Officers. The agreement has been revised to cover the actual cost of approximately \$135,000. Mr. Rauschenbach stated he had met with Dr. Phipps and explained that the cost of the agreement would be reflecting actual costs.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council authorized the Police and Fire Services Director to enter into a School Resource Officer's agreement, at actual cost,

with the Beaufort County Board of Education and authorize the City Attorney to make non-substantive modifications.

(copy attached)

**ADOPT – BUDGET ORDINANCE AMENDMENT – SOLAR FARM PROJECT 2 (\$240,000)**

This request is to approve a revenue and expenditure budget ordinance amendment for the Electric Fund in the amount of \$ 240,000. The funds are for expenditures that are needed for required electric system upgrades so as to connect a large scale photovoltaic (PV) generating facility to the City’s electric system. All of the expenditures for this project will be reimbursed by the requesting entity. The offsetting revenue is listed in the amendment.

Matt Rauschenbach explained Solar Farm Project 2 is located on Hwy. 92 East. Councilman Mercer inquired if a separate contract was required for the second project and Mr. Rauschenbach explained yes. Councilman Mercer discussed the need to “clean up” the line item for Solar Project 1 to reflect appropriate numbers. Mr. Rauschenbach will prepare a budget ordinance amendment for July 1<sup>st</sup> for Solar Project 1 as well as Solar Project 2. There is a sense of urgency due to the completion date of the project being December 31, 2013.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council adopted a budget ordinance amendment in the amount of \$240,000 for the electric fund and directed staff to prepare a budget ordinance amendment for July 1<sup>st</sup> to “clean up” line items in Solar Project 1.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the amount of \$240,000 in the account Solar Project 2, account number 35-90-3500-3650.

Section 2. That account number 35-90-7220-0450, Solar Project 2, Electric Director portion of the Electric Fund appropriations budget be increased in the amount of \$240,000.

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 10<sup>th</sup> day of June, 2013.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**APPROVE – CLASSIFICATION AND PAY GRADE CHANGES**

- 1) Library Program Assistant (Salary Grade 12) to Library Programs Coordinator (Salary Grade 15)  
The positions in the Brown Library have not been reviewed since the comprehensive classification study in 2003. The Library is staffed with four full-time positions and seven part-time positions. Due to both staff turnover and transition in services offered with new technology and media, some primary job duties have been shuffled between two of the full-time positions. Many of the duties previously assigned to the Library Services Coordinator have been

transferred to the Library Program Assistant. Under the current organizational structure, these positions have similar levels of supervisory responsibilities. In addition to continuing the coordination and oversight of the children's programs, the employee in this position has assumed supervisory, scheduling and programming responsibilities for the circulation desk and staff as well as volunteers. This employee has also assumed significant public relations role for the Library serving on various library and civic committees; recruitment and management of monthly artists and crafters; and explaining library policies and dealing with behavioral problems. The employee in this position has been performing these duties for over a year and the title and pay grade need to be adjusted to reflect these changes. Therefore, it is recommended that the Library Program Assistant is renamed to Library Programs Coordinator and upgraded to the same salary grade as the Library Services Coordinator, salary grade 15. There are sufficient funds in FY 13-14 budget to support this change due to the retirement of a long term employee and replacement hired at a lower rate of pay in Library Services Coordinator position.

2) Public Works Supervisor II (Salary Grade 18) to General Services Superintendent (Salary Grade 20)

Several years ago the position of General Services Superintendent was abolished following the retirement of a long term employee and replaced with a Public Works Supervisor II. The primary change in the position at that time was the reassignment of the City Garage / Fleet Maintenance to the Assistant Public Works Director. Over the past year and a half, however, significant duties and responsibilities have been added to this position. Effective March, 2012, the Recreation Maintenance staff was re-assigned from the Parks and Recreation Department to Public Works under the direction of this position. In addition, during the past year, the City has resumed management of the Airport. This Airport facility and its operation have also been assigned to this Public Works Supervisor II. Prior to these aforementioned organizational changes this position only had oversight of the cemeteries and general City facilities maintenance. With the addition of the airport and recreation facilities and staff, it is recommended that we reactivate the previous classification of General Services Superintendent at Salary Grade 20 and upgrade the current Public Works Supervisor II to this classification.

The Salary Schedule "Assignment of Classes to Grades and Ranges" reflects these recommended classification changes; eliminates classes specific to Revenue Collections with the merger of this unit and Customer Services which was finalized in January, 2013; and implements the 3% Cost of Living Adjustment approved with the 2013-14 fiscal year budget.

Matt Rauschenbach explained the it is the responsibility of the City to recognize and address significant changes in duties and responsibilities of positions and adjust pay schedules as needed. There are two positions that have been identified for which a reclassification and salary grade change is needed. He reminded Council that when the restructuring process was presented to Council as well as to the employees, that restructuring would be mainly through attrition. As we made reductions, there would be changes in job duties/responsibilities, that at some point those salaries would be adjusted appropriately. There is adequate monies in the Library budget to cover the adjustment in salaries. There is not sufficient funds in the Public Works budget, but staff will work to find funds to cover those expenses.

Mayor Jennings noted that this is a byproduct of the reorganizational plan. Councilman Mercer explained his concerns. He felt it was appropriate to defer any reclassifications until the new manager was onboard. He feels there should be a full review of both positions and that should be done by the new manager.

A motion was made by Councilman Moultrie and seconded by Councilman Brooks to approve the request as presented tonight and approve the assignment of classes to grades and ranges for Fiscal Year 2013-2014 and authorize the City Manager to implement the recommended reclassifications effective July 1, 2013. Councilman Brooks said that employees were told they could potentially take on additional responsibilities with the implementation of the reorganizational plan and they would be compensated accordingly. Mayor Pro tem Roberson thanked Susan Hodges for reviewing these positions. Susan Hodges, Human Resources Director explained that it has been some time (2003) since all positions were reviewed.

Councilman Mercer requested to amend the motion to vote on the reclassifications individually (1<sup>st</sup> - Public Works Supervisor II) and the motion was seconded by Mayor Pro tem Roberson. Councilman Moultrie did not want to amend his motion. Motion failed 1-4, with Councilman Mercer voting for the amendment and Council members: Roberson, Brooks, Moultrie and Pitt voting against.

Originally motion restated: A motion was made by Councilman Moultrie and seconded by Councilman Brooks approve the assignment of classes to grades and ranges for Fiscal Year 2013-2014 and authorize the City Manager to implement the recommended reclassifications effective July 1, 2013. Motion passed 4-1 with Councilman Mercer opposing.

(copy attached)

**ADOPT/AUTHORIZE – BUDGET ORDINANCE AMENDMENT AND AUTHORIZE ACTING CITY MANAGER TO EXECUTE THE ATTACHED OFFER TO PURCHASE AND CONTRACT – PROPERTY OWNED BY BRENDA BRANN LOCATED AT 1656 SPRINGS ROAD**

Matt Rauschenbach explained that Josh Kay negotiated the purchase of the Brann property adjacent to the sports complex within the budget guidelines provided by Council. The final purchase price was \$62,000 there is a clause in the contract that allows the Brann's to reside on the property for 60 days and also \$5000 is a hold back until they completely leave the property. Discussion was held regarding the mobile home located on the property and the time frame for the Brann's to remove all of their items from the property. Closing is scheduled for June 17<sup>th</sup>, staff will provide clarification to Council regarding the time frame for the Brann's to remove their personal items from the property.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council adopted a Budget Ordinance Amendment and authorized the City Manager to execute the attached Offer to Purchase and Contract as well as any other document necessary to purchase the property owned by Brenda Brann at 1656 Springs Road.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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 amount of \$63,000 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 3. That the following account numbers be increased in the amounts indicated to Purchase the Brann Property adjacent to the sports complex: 10-00-4400-7100 Land Acquisition \$63,000

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon its adoption.

Adopted this the 10<sup>th</sup> day of June, 2013.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**ADOPT – MEREDITH SETTLEMENT BUDGET AMENDMENT**

This budget ordinance amendment is necessary to cover legal and other related expenses for the Meredith settlement at the Airport.

By motion of Councilman Brooks, seconded by Mayor Pro tem Roberson, Council adopted a budget ordinance amendment to appropriate funds for the Meredith settlement.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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 for the Meredith Settlement in the following account: 37-90-3 991-9910 Fund Balance Appropriated \$35,103

Section 2. That the Airport Fund appropriations budget be increased in the following account: 37-90-4530-0401 Lawsuit Settlement \$35,103

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 10<sup>th</sup> day of June, 2013.

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**Moved From Consent Item B To New Business Item K: PURCHASE ORDERS > \$20,000**

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council approved the following purchase orders:

- Requisition #13001, \$31,620, to Westinghouse Electric for Solar Project 2 equipment, account 35-90-7220-0450.
- Requisition #13007, \$24,930, to Westinghouse Electric for Solar Project 2 equipment, account 35-90-7220-0450.

Councilman Mercer expressed his concerns with the following purchase orders and the SBEA Grant expenditures:

- Requisition #12999, \$32,656.22, to Lee Chevrolet for CDBG Job Creation grant, account 57-60-4930-4500.
- Requisition #13015, \$25,000, to Spartan Tool for CDBG Job Creation grant, account 57-60-4930-4500.

The above purchase orders were continued until July to allow staff the opportunity to prepare an explanation and summary of the grant and requested expenditures. John Rodman offered an explanation stating it was always the intention for the grant recipients to purchase equipment with the grant funding.

City Attorney, Franz Holscher explained a meeting will be held on Friday with The Wooten Company to discuss the status of this grant.

**APPROVE PARKS AND RECREATION DEPARTMENT TO APPLY FOR KABOOM  
COMMUNITY PARTNER PROGRAM APPLICATION**

The Parks and Recreation Department is requesting permission to apply for the KaBOOM Community Partner Program Application. KaBOOM contacted the City about our interest in becoming a partner. The grant requires \$8,500 community contributions, an extensive 8-10 week design process, and 200 volunteers to build the playground in 1 day. The City must also complete any needed site work, secure soil tests, utility checks, and any needed building permits. This grant will allow the Parks & Recreation Department to replace the playground equipment at Bug House Park. The Recreation Advisory Committee is interested in redesigning that park. The application is due on Friday, June 14, 2013.

Councilman Mercer inquired about the monetary limitation contributed by KaBOOM as well as the short time frame for submitting the application. The maximum amount KaBOOM will contribute will be \$15,000.

By motion of Councilman Brooks, seconded by Councilman Moultrie, Council approved the Parks and Recreation Department to apply for the KaBOOM Community Partner Program Application. An \$8,500 match is required in the form of Community Contributions.

**ANY OTHER ITEMS FROM CITY MANAGER: NONE**

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

**A: DISCUSSION OF POSSIBLE CLOSING OF ALCOHOL/DRUG TREATMENT CENTERS**

Councilman Pitt explained that Governor McRoy's proposed budget includes the closure of alcohol/drug treatment centers and the privatization of same. He requested Council draft a letter offering support of keeping the centers open in their current state. Mayor Jennings requested specific information from Councilman Pitt of how the proposed closures impact Washington so that could be included in the letter. Councilman Mercer noted that the move was to privatize the operations not just close them down. Mayor Jennings acknowledged that we have been very successful in writing letters of support, but the letters are based on the specificity, not a generalized letter. Councilman Pitt will forward the detailed information to Mayor Jennings in order for him to write a letter of support.

By motion of Councilman Moultrie, seconded by Councilman Brooks, that after the needed details are supplied to the Mayor, that he is authorized to write a letter of support of keeping the alcohol/drug treatment centers open and forward the letter to Governor McCroy and the appropriate Legislatures.

**B: PARKING IN HISTORIC DISTRICT DURING SPECIAL EVENTS SUCH AS SUMMER FESTIVAL**

Councilman Pitt discussed parking issues downtown for homeowners during special events such as Summer Festival, etc. He feels the property owners should have a way to designate their parking space in front of their property. If a property owner's driveway is being blocked, then the City can paint the curb to designate the "no parking" area near the driveway. Council members acknowledged that this may be an issue, but this is public parking and property owners don't own the parking area on the street. Mayor Pro tem Roberson asked staff to investigate the installation of a sign in the 200 block of East Second Street on the right-of-way that references a private/handicapped parking space in front of a private residence on the City street.

**CLOSED SESSION – UNDER CLOSED SESSION: 143-318.11(A)(6) PERSONNEL**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council entered into closed session at 7:50pm under NCGS 143-318.11 (a)(6) Personnel.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council came out of closed session at 7:58pm.

**ADJOURN – UNTIL MONDAY, JULY 1, 2013 AT 5:30 PM, IN THE COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING.**

Council discussed cancelling the June 24<sup>th</sup> and July 8<sup>th</sup> meetings and holding a meeting on July 1<sup>st</sup>.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council adjourned the meeting until July 1, 2013 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 Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Solar Project 1 Budget Ordinance Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** Keith Hardt

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to balance the revenue and expenditures for Solar Project 1.

**BACKGROUND AND FINDINGS:**

The project has been completed with revenues exceeding budget by \$40,271 and expenditures coming in \$81,171 under budget for a net profit of 121,445.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** MT Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/26/13 Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2013-2014**

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the amount of \$40,271 in the account Solar Project 1, account number 35-90-3500-3640.

Section 2. That following account numbers in the Electric Director portion of the Electric Fund appropriations budget be increased or decreased by the amounts indicated:

35-90-7220-0440	Solar Project 1	(118,195)
35-90-7220-0207	Salaries – Solar Project	37,021
35-90-7220-0500	FICA	2,901
35-90-7220-0600	Group Insurance	3,590
35-90-7220-0700	Retirement	2,556
35-90-7220-0705	Employer 457 Contribution	<u>675</u>
	Total	(71,452)

Section 3. That the Estimated Revenues in the Electric Fund be decreased in the amount of \$111,723 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon its adoption.

Adopted this the 1st day of July, 2013.

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

**ATTEST:**

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Solar Project 2 Budget Ordinance Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

### RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to provide unspent funding from the prior year to the current year.

### BACKGROUND AND FINDINGS:

Solar Project 2 on Highway 92E began in June 2013 and is still in progress.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *MM* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
*6/26/13* Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2013-2014**

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the amount of \$163,225 in the account Fund Balanced Appropriated, account number 35-90-3991-9910.

Section 2. That following account numbers in the Electric Director portion of the Electric Fund appropriations budget be increased or decreased by the amounts indicated:

35-90-7220-0450	Solar Project 2	\$163,225
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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 1st day of July, 2013.

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

**ATTEST:**

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Senior Center Part Time Salaries  
**Applicant Presentation:** N/A  
**Staff Presentation:** Kristi Roberson

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to appropriate funds for Senior Center part time salaries.

**BACKGROUND AND FINDINGS:**

The Peterson Building has a part time custodian funded 1/3 by Recreation Administration and 2/3 Senior Center. \$3,000 was included in the Recreation Administration budget but \$6,000 was not included in the Senior Center budget although the budget justification stated that it was.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** MM Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/28/13 Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2013-2014**

**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 amount of \$6,653 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers be increased in the amounts indicated to appropriate funds for part time salaries at the Senior Center:

10-40-6123-0300	PT Salaries	\$6,180
10-40-6123-0500	FICA	473

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 1st day of July, 2013.

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

**ATTEST:**

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Public Works Supervisor II Reclassification  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

### RECOMMENDATION:

I move that City Council adopt a Budget Ordinance Amendment to appropriate funds for reclassification of the Public Works II Supervisor.

### BACKGROUND AND FINDINGS:

Council approved the reclassification at the June 10<sup>th</sup> Council Meeting.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** AMM Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/26/13 Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2013-2014**

**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 amount of \$1,274 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That the following account numbers be increased in the amounts indicated to appropriate funds for the reclassification of the Public Works Supervisor II position:

10-40-6130-0200	Salaries	\$ 826
10-40-6130-0500	FICA	86
10-40-6130-0500	Retirement	80
10-00-4260-0200	Salaries	207
10-00-4260-0500	FICA	39
10-00-4260-0500	Retirement	<u>36</u>
	Total	\$1,274

Section 3. That the Estimated Revenues in the Airport Fund be increased in the amount of \$282 in the account Fund Balance Appropriated, account number 37-90-3991-9910.

Section 4. That the following account numbers be increased in the amounts indicated to appropriate funds for the reclassification of the Public Works Supervisor II position:

37-90-4530-0200	Salaries	\$ 207
37-90-4530-0500	FICA	39
37-90-4530-0700	Retirement	<u>36</u>
	Total	\$ 282

Section 5. That the Estimated Revenues in the Cemetery Fund be increased in the amount of \$992 in the account Fund Balance Appropriated, account number 39-90-3991-9910.

Section 6. That the following account numbers be increased in the amounts indicated to appropriate funds for the reclassification of the Public Works Supervisor II position:

39-90-4540-0200	Salaries	\$ 826
39-90-4540-0500	FICA	86
39-90-4540-0700	Retirement	<u>80</u>
	Total	\$ 992

Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective upon its adoption.

Adopted this the 1st day of July, 2013.

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**MAYOR**

**ATTEST:**

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**CITY CLERK**



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Mike Whaley  
**Date:** July 1, 2013  
**Subject:** Declare Surplus/Authorize the Sale of Mobile Home through Sealed Bids  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council declare surplus and authorize the sale of the mobile home acquired with the Brann property purchase through sealed bids.

**BACKGROUND AND FINDINGS:**

The purpose of this Council Action is to declare surplus the following mobile home and authorize the sale through sealed bids.

Vehicle Number	Make /Model	Serial	Odometer
<u>Number</u>	<u>Description</u>	<u>Number</u>	<u>Reading</u>
N/A	1973 Conner Mobile Home	4024M3DWN1B2781	N/A

The trailer was acquired with the Brann property purchase on Springs Road adjacent to the Sports Complex and is valued at \$2,000. We will advertise in the paper and accept sealed bids.

**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: 6/24/13 Date Concur: [Signature] Recommend Denial \_\_\_\_\_ No Recommendation \_\_\_\_\_



# Requisition Form

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

Requisition #:12999  
PO #: Not Assigned  
User Name: Jessica Selby

Date: 05/30/2013  
Approved By: Jessica Selby  
Approved Code: Awaiting Final Approval  
Total Amount: \$32,656.22

LEE CHEVROLET BUICK  
2375 WEST 5TH STREET  
WASHINGTON, NC 27889

Ship To:  
CITY OF WASHINGTON CITY HALL (PLANNING)  
102 EAST SECOND ST.  
WASHINGTON, NC 27889

Vendor Instructions: DO NOT MAIL  
COMMUNITY DEVELOPMENT  
JESSICA SELBY  
2529759383

Quantity	Description	Job Number	Unit Price	Extended
1	UTILITY TRUCK FOR PARK BOAT COMPANY UNDER JOB CREATION CDBG GRANT. AMOUNT NOT TO EXCEED 32.656.22		\$32,656.22	\$32,656.22
<b>Sub Total</b>				<b>\$32,656.22</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$32,656.22</b>

Account Number	Account Description	Amount
57-60-4930-4500	JOB CREATION	\$32,656.22
<b>Total</b>		<b>\$32,656.22</b>

### Requisition Approval History

Approval Date	Approval Description	Approved by	PO Number
5/30/2013	DEPT LEVEL APPROVAL	Jessica Selby	Not Assigned

This Requisition is awaiting Final PO Approval

### Approval List

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

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

Original

PO Number: 50583  
 Issued To: 14541

Phone: (252) 975-9301  
 Fax: (252) 946-1965

Date: 06/07/13  
 Required: 05/31/13  
 Ship Via: Best Method  
 Ship To:

SPARTAN TOOL, L.L.C.  
 1506 WEST DIVISION STREET

CITY OF WASHINGTON CITY HALL (PLANNING)  
 102 EAST SECOND ST.

MENDOTA IL 61342

WASHINGTON NC 27889

FOB : SHIPPING POINT

Terms: Net 30

**Special Instructions:** DO NOT MAIL  
 COMMUNITY DEVELOPMENT  
 JESSICA SELBY  
 252-975-9383

Quantity	UOM	Asset	Item Description	Unit Price	Extended
1	EA		PLUMBING EQUIPMENT FOR FRE PLUMBING UNDER THE JOB CREATION CDBG GRANT. AMOUNT NOT TO EXCEED 25,000	\$21,875.0000	\$21,875.00
<b>Sub Total</b>					<b>\$21,875.00</b>
<b>Total Tax</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$21,875.00</b>

Account Number	Type	Account Description	Amount
57-60-4930-4500	E	JOB CREATION	\$21,875.00
<b>Total</b>			<b>\$21,875.00</b>

  
 \_\_\_\_\_  
 Finance Officer

\_\_\_\_\_  
 Purchasing Agent

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE  
 MANNER REQUIRED BY THE LOCAL GOVERNMENT  
 BUDGET AND FISCAL CONTROL ACT.

THIS DOCUMENT IS GOVERNED BY THE  
 PROVISIONS OF NCGS, CHAPTER 25 UNIFORM  
 COMMERCIAL CODE ARTICLE 2. SALES

Received By: \_\_\_\_\_

July 1, 2013

Page 30 of 98 Date Received: \_\_\_\_\_



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Glen Moore, Planning Administrator  
**Date:** June 18, 2013  
**Subject:** Hold public hearing: Adopt annexation ordinance to extend City of Washington Corporate limits for a contiguous annexation  
**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman/Glen Moore, Planning and Development

### RECOMMENDATION:

I move City Council adopt the annexation ordinance to extend the City of Washington corporate limits for the contiguous annexation of the Wimco property located at 1724-1730 Carolina Ave and containing 2.16 acres.

### BACKGROUND AND FINDINGS:

At the June 10, 2013 City Council meeting, Council adopted a resolution calling for a public hearing on the request for an annexation of the Wimco property located on Carolina Avenue and containing 2.16 acres.

After the Public Hearing if Council desires to proceed with the annexation the attached ordinance needs to be adopted that will place the property inside the city limits effective July 1, 2013.

### PREVIOUS LEGISLATIVE ACTION

Investigated Petition – May 13, 2013

Set Public Hearing – June 10, 2013

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Attached ordinance, map & Cost/Benefit Analysis

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 6/26/13 Date 6/26/13 By GM Recommend  Denial  No  
 Recommendation of \_\_\_\_\_ Date \_\_\_\_\_  
 Page 37 of 98

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE  
CITY OF WASHINGTON, NORTH CAROLINA**

WHEREAS, the Washington City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Washington City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question on of this annexation was held at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2<sup>nd</sup> Street at 6:00 p.m. on Monday, July 1, 2013, after due notice by the Washington Daily News on June 21<sup>st</sup>, 2013;

WHEREAS, the Washington City Council finds that the area described herein meets the standards of G.S. 160A-31;

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

Section 1. By the virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Washington as of July 1, 2013:

Being all of that tract of land noted on that survey "Extension of Corporate Limits" by Bartlett Surveying, P.A. dated April 2013 and being located in Washington Township, Beaufort County North Carolina and being more particularly described as follows;

Beginning at a point on the western right-of-way line of Carolina Avenue (US HWY 17), said point being the northeastern corner of the property conveyed to Junice D. Grimes III and Samuel G. Grimes in Deed Book 1504, Page 366 (PIN:5676-56-7365), thence leaving said right-of-way line S70°31'55"W a distance of 194.46' to an existing railroad iron on the eastern line of the property conveyed to June W. Whitaker in Deed Book 1352, Page 623 (PIN:5676-57-3013), thence N18°47'29"W a distance of 300.12' to an existing railroad iron, thence N18°49'58"W a distance of 147.73' to a point at the center of an existing canal, thence N53°25'50E a distance of 41.64' to a point, thence N47°38'12"E a distance of 102.85' to a point, thence N51°56'18"E a distance of 63.85' to a point on the western right-of-way line of Carolina Avenue (US Hwy 17), thence along said right-of-way line S18°49'51"E a distance of 220.43' to an existing iron pipe, thence S18°49'51"E a distance of 300.04' to the point of beginning, containing 2.16 (+/-) acres, and consisting of the property conveyed to Kevin D. Rawls and Donald R. Bundy in Deed Book 1369, Page 607 (PIN:5676-56-6954), and the property conveyed to Chester W. Leggett and Susie G. Leggett in Deed Book 525, Page 487 (PIN:5676-56-7731), see also Estate File 95E, Page 1.

Together with and subject to covenants, easements, and restrictions of record.

Said property contains 2.16 acres more or less.

Section 2. Upon and after July 1, 2013, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Washington and shall be entitled to the same privileges and benefits as other parts of the City of Washington. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Washington shall cause to be recorded in the office of the Register of Deeds of Beaufort County, and in the office of the Secretary of the State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted this 1st day of July, 2013.

\_\_\_\_\_  
N. Archie Jennings III, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Cynthia Bennett, Clerk

\_\_\_\_\_  
City Attorney

Annexation #13-A-01  
Wimco Property

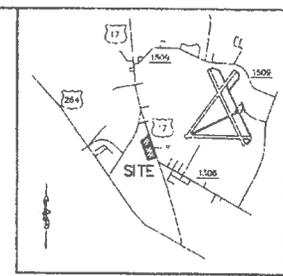
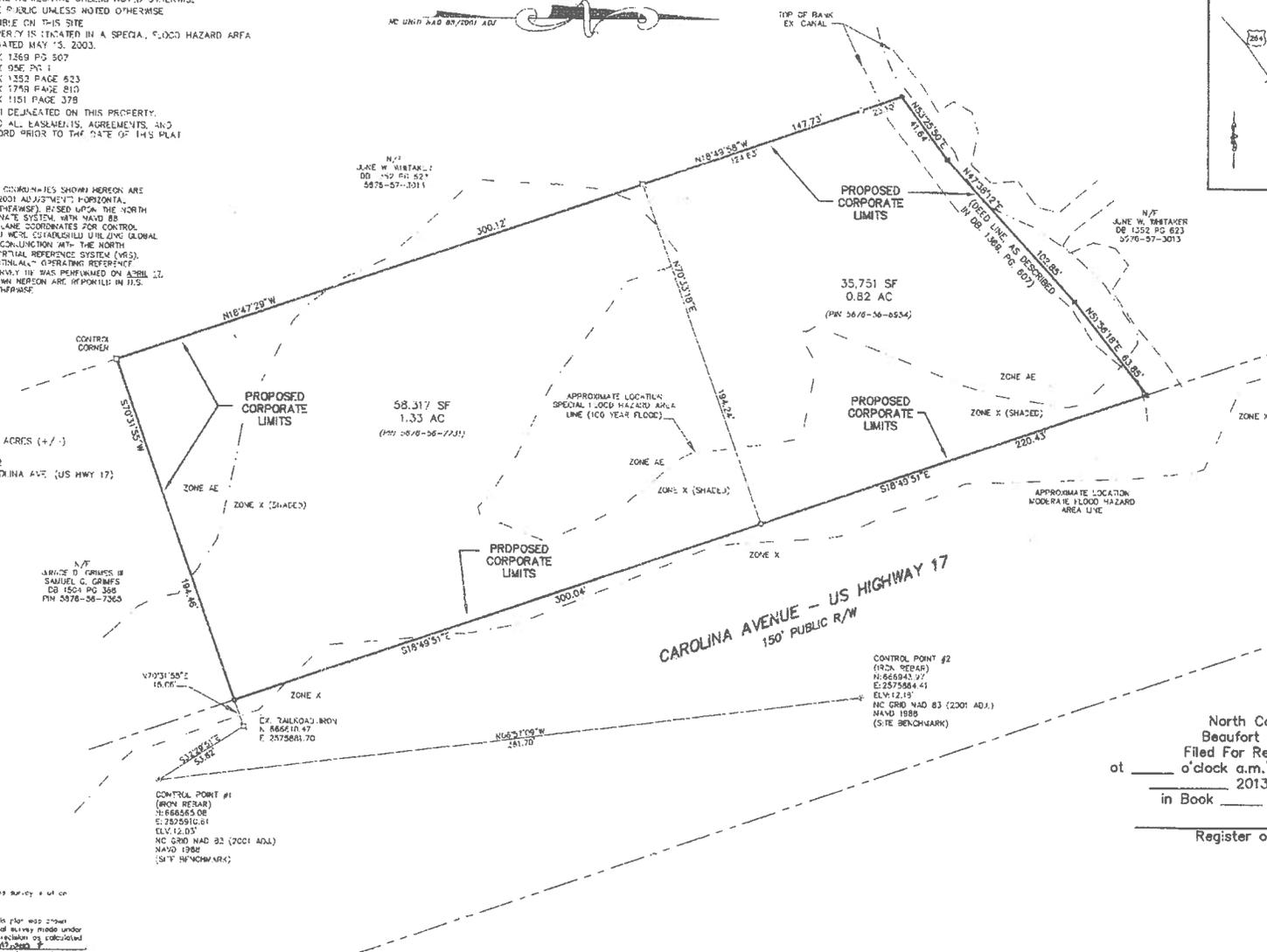
**NOTES**

- AREAS COMPUTED BY COORDINATE CALCULATIONS
- NO GRID IRONMENTS FOUND WITHIN 2000'
- ALL DISTANCES SHOWN ARE HORIZONTAL UNLESS NOTED OTHERWISE
- ALL RIGHTS-OF-WAY ARE PUBLIC UNLESS NOTED OTHERWISE
- NO CENTER LINES WERE VISIBLE ON THIS SITE
- A PORTION OF THIS PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD AREA MAP NO. 2720051900J DATED MAY 15, 2003.
- REFERENCES: DEED BOOK 1269 PG 507  
DEED BOOK 956 PG 1  
DEED BOOK 1352 PAGE 623  
DEED BOOK 1758 PAGE 810  
DEED BOOK 1151 PAGE 378
- NO WETLANDS HAVE BEEN DELINEATED ON THIS PROPERTY.
- THIS PLAN IS SUBJECT TO ALL EASEMENTS, AGREEMENTS, AND RIGHTS-OF-WAY OF RECORD PRIOR TO THE DATE OF THIS PLAN

**VRIS**

All bearings, distances, and coordinates shown hereon are localized (ground) NAD 83 (2011 ADJUSTMENT) HORIZONTAL INFORMATION (UNLESS NOTED OTHERWISE) BASED UPON THE NORTH CAROLINA STATE PLANE COORDINATE SYSTEM WITH NAD 83 ELEVATIONS. THE N.C. STATE PLANE COORDINATES FOR CONTROL POINTS 1 AND 2 SYSTEM HEREIN ESTABLISHED USING GLOBAL POSITIONING SYSTEMS (GPS) IN CONJUNCTION WITH THE NORTH CAROLINA SPHERIC SURVEYS VIRTUAL REFERENCE SYSTEM (VRS), WHICH IS BASED UPON THE CONTINENTAL OPERATING REFERENCE SYSTEMS (CORS). THE VRS SURVEY WAS PERFORMED ON APRIL 17, 2013. ALL MEASUREMENTS SHOWN HEREON ARE REPORTED IN U.S. SURVEY FEET UNLESS NOTED OTHERWISE.

**SITE DATA**  
TOTAL AREA 2.16 ACRES (+/-)  
10' AL # 2015 2  
ZONING B-2  
SITE LOCATION CAROLINA AVE. (US HWY 17)

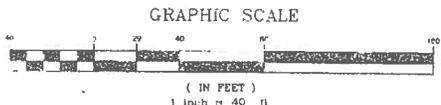


VICINITY MAP  
NO SCALE



I, Chad E. Fowmyer, certify that this survey is of an existing corner or portion of land.  
I, Chad E. Fowmyer, certify that this plan was drawn under the supervision, care or actual direction and under my supervision, that the ratio of precision as calculated by formulas and described as 1/400,000 (1:400,000) for the boundaries not surveyed and shown as proposed lines plotted from information found in Book 225, Page 289 of Deed Book 225, that the plan was prepared in accordance with G.S. 47-30 as amended, witness my original signature, registration number and seal, this 24th day of July, 2013.

Chad E. Fowmyer  
Professional Land Surveyor No. 4741



**LEGEND**

- NEW IRON PIPE
- EXISTING IRON PIPE
- EXISTING IRON REBAR
- EXISTING RAILROAD IRON
- IRON REBAR SET (CONTROL POINT)
- CONTROL POINT

OWNER/DEVELOPER:  
WASHEYE, LLC., A DELAWARE  
LIMITED LIABILITY COMPANY  
4005 RIVER PARK DRIVE  
SUFFOLK, VA. 23435

PROPERTY OF  
WASHEYE, LLC., A DELAWARE  
LIMITED LIABILITY COMPANY



<b>BARTLETT</b> ENGINEERING & SURVEYING, PC		1:LICENSE NO. C-1501
1908 NASH STREET NORTH Raleigh, N.C. 27603		TELE: (252) 399-0704 FAX: (252) 399-0804
EMAIL: info@bartletteng.com		
DATE: APR 2013	SURVEY BY: TB, DB	PROJECT:
SCALE: 1" = 40'	DRAWN BY: LR	13-05
REVISIONS: (14-26-13) REVISED OWNER'S NAME		CODE: N1000 DWG FILE: 13105A1

<b>EXTENSION OF CORPORATE LIMITS CITY OF WASHINGTON</b>	
WASHINGTON TOWNSHIP	BEAUFORT COUNTY
NORTH CAROLINA	ZONE: B-2

North Carolina  
Beaufort County  
Filed For Registration  
at \_\_\_\_\_ o'clock a.m./p.m. day of \_\_\_\_\_  
in Book \_\_\_\_\_ Page \_\_\_\_\_  
and recorded  
Register of Deeds

\\barrett\p\l\cadd\1\NORTH CAROLINA\13105A1.dwg 4/24/2013 12:26:29 PM 01

**Legal Description**  
**PIN:5676-56-6954**  
**PIN:5676-56-7731**

Lying and being in the Washington Township of Beaufort County, and being more particularly described as follows: Beginning at a point on the western right-of-way line of Carolina Avenue (US HWY 17), said point being the northeastern corner of the property conveyed to Junice D. Grimes III and Samuel G. Grimes in Deed Book 1504, Page 366 (PIN:5676-56-7365), thence leaving said right-of-way line S70°31'55"W a distance of 194.46' to an existing railroad iron on the eastern line of the property conveyed to June W. Whitaker in Deed Book 1352, Page 623 (PIN:5676-57-3013), thence N18°47'29"W a distance of 300.12' to an existing railroad iron, thence N18°49'58"W a distance of 147.73' to a point at the center of an existing canal, thence N53°25'50E a distance of 41.64' to a point, thence N47°38'12"E a distance of 102.85' to a point, thence N51°56'18"E a distance of 63.85' to a point on the western right-of-way line of Carolina Avenue (US Hwy 17), thence along said right-of-way line S18°49'51"E a distance of 220.43' to an existing iron pipe, thence S18°49'51"E a distance of 300.04' to the point of beginning, containing 2.16 (+/-) acres, and consisting of the property conveyed to Kevin D. Rawls and Donald R. Bundy in Deed Book 1369, Page 607 (PIN:5676-56-6954), and the property conveyed to Chester W. Leggett and Susie G. Leggett in Deed Book 525, Page 487 (PIN:5676-56-7731), see also Estate File 95E, Page 1.

Wimco Inc (Washeye, LLC)  
 1724-1730 Carolina Avenue  
 Estimated General Fund Revenues/Costs (2013)

<i>Annexation Name:</i>	Washeye, LLC
<i>Number of Parcels:</i>	2
<i>Acreage:</i>	2.16 acres
<i>General Location:</i>	1724 – 1730 Carolina Ave
<i>Population:</i>	0 persons
<i>Public Streets:</i>	Carolina Ave – State maintained
<i>Current Total Assessed Tax Value:</i>	\$329,236
<i>Current Zoning:</i>	B-2 (General Business)
<i>Notes:</i>	Located in ETJ

<b>Estimated General Fund Revenues</b>			<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Real Property Tax	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	\$1811	\$11,000
	\$329,236	\$2,000,000		
Personal Property			\$206	\$206
Sales Tax			\$0	\$0
Vehicle Tax			\$0	\$0
Utilities Franchise Tax			\$0	\$0
Powell Bill Funds			\$0	\$0
Storm Water Assessment			\$648	\$648
Sanitation Fee			\$0	\$0
Cable TV			\$0	\$0
Beer and Wine Tax			\$300	\$300
<b>Total Estimated Revenues</b>			<b>\$2965</b>	<b>\$12,154</b>

<b>Estimated General Fund Costs</b>		<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Administrative Services		\$500	\$0
Added Fire Protection		\$50	\$50
Added Police protection		\$100	\$100
Street Maintenance		\$0	\$0
Street Lighting		\$0	\$0
Solid Waste		\$0	\$0
Public Works		\$800	\$500
Recreation		\$0	\$0
Start Up Costs		\$500	\$0
<b>Total Estimated Costs</b>		<b>\$1950</b>	<b>\$650</b>
<b>Estimated Costs of Property Owner</b>			
Water/Sewer Tap Fees*		\$1800	\$0
Water/Sewer Impact Fees*		\$920	\$0
Environmental Fee*		\$1000	\$0
Fire Hydrant		\$0	\$0
*To be paid by property owner		<b>\$3720</b>	<b>\$0</b>
**Only in City Limits			

Wimco Inc (Washeye, LLC)  
 1724-1730 Carolina Avenue  
 Estimated General Fund Revenues/Costs (2013)

<b>Water/Sewer Rates</b>	<b>3/4" Meter</b>	<b>3/4" Meter</b>
Inside City Limits	Avg. Monthly Use	Avg. Monthly Use
	Water	Sewer
	\$69.47 x 12 = \$834/yr	\$88.30 x 12 = \$1060/yr
Outside City Limits	Avg. Monthly Use	Avg. Monthly Use
	Water	Sewer
	\$99.43 x 12 = \$1193/yr	\$119.28 x 12 = \$1431/yr
	<b>-\$359</b>	<b>-\$371</b>
<b>Total</b>	<b>-\$730</b>	

<b>Cost/Benefit</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Estimated Revenues	\$6685	\$12,154
Estimated Costs	-\$1950	-\$650
<b>Total</b>	<b>+\$4735</b>	<b>+\$11,504</b>
Inside/Outside rates	-\$730	-\$730
<b>Total</b>	<b>+\$4005</b>	<b>+\$10,774</b>



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** John Rodman, Planning & Development  
**Date:** June 19, 2013  
**Subject:** Public Hearing for Close Out of FY05 CDBG Housing Development Program – Keys landing  
**Applicant Presentation:** Reed Whitesell, Holland Consulting Planners  
**Staff Presentation:** John Rodman, Planning and Development

### RECOMMENDATION:

No action is required from Council for the close out. The purpose of the public hearing is to review the budget and activities that have been accomplished through the city's FY05 CDBG Housing Development Program and a public hearing is consistent with the procedures and the original project timeline.

### BACKGROUND AND FINDINGS:

Keys Landing Subdivision is a Community Development Block Project jointly through the City of Washington and Metropolitan Housing. The initial expenses related to Keys landing included the entire 13 lot subdivision. After the bids for the project came in over bid the project was decided to be constructed in two phases. Phase I would include 5 lots. In order to have a balanced budget additional expense were removed from the budget list. The CDBG funded activities are complete and the City is in the process of closing out the program.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Notice of Public Hearing  
 Budget  
 Map of Keys Landing

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *John Rodman* Date: *6/20/13* Recommend Denial  No  
 Recommendation: \_\_\_\_\_ Page 14 of 98

## NOTICE OF CLOSEOUT PUBLIC HEARING

### CITY OF WASHINGTON, NORTH CAROLINA FY2005 COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING DEVELOPMENT PROGRAM

Notice is hereby given that the City of Washington City Council will conduct a public hearing on Monday, July 1, 2013, at 6:00 p.m., in the Council Chambers, Room 214, Municipal Building, 102 E. Second Street, Washington, NC. The purpose of the public hearing is to review the budget and activities that have been accomplished through the city's FY05 CDBG Housing Development Program. The CDBG-funded activities are complete and the city is in the process of closing out the program.

All interested citizens are encouraged to attend this public hearing, and all comments are welcome. Anyone wishing to submit written comments should do so by mailing them directly to Mr. John Rodman, Planning & Development Director, City of Washington, PO Box 1988, Washington, NC 27889-1988, to be received no later than 2:00 p.m., on Friday, June 28, 2013.

Persons with disabilities or who otherwise need assistance should contact John Rodman, at 252/975-9383 (TDD # 919/807-4420 or Relay North Carolina TTY# 1-800-735-2962) by Friday, June 28, 2013. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact John Rodman, Planning & Development Director, at 252/975-9383, or at the Planning & Development Department, 102 East Second Street, Washington, NC for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con John Rodman, Planning & Development Director, al 252/975-9383 o en Planning & Development Department, 102 East Second Street, Washington, NC, de alojamiento para esta solicitud.





# CITY OF WASHINGTON

## Department of Fire-Rescue-EMS

*Dedicated to Serve Trained to save*

### MEMORANDUM

**TO:** Mayor Jennings, City Council,  
Matt Rauschenbach, Interim City Manager  
Stacy Drakeford, Director of Police & Fire

**FROM:** Chief Robbie Rose

**SUBJECT:** Relocation of City EOC

**DATE:** June 17, 2013

In consideration of the City's current location of the Emergency Operations Center at Fire Station 2; I would recommend due to limited space and other logistical reasons; that during the need for staff to operate from a central location we designate City Hall as the Emergency Operations Center. From a logistics standpoint, City Hall already has the working space of the core decision makers during emergency situations including network operations and meeting room areas. This building is structurally secure, has back-up power, and essentially this change of location would not create costs. In fact, this change would create some savings by removing additional phone lines from Station 2 designated for use during emergencies.

In reference to moving radio communications from the Police Department if needed due to flooding or power loss; that operation could still be re-located to Station 2, as it would be part of the Police and Fire operations responding within that location.

**MEMORANDUM**

Date: June 19, 2013

To: Mayor and City Council

From: John Rodman, Planning and Development

RE: SBEA Grant Program

The Division of Community Investment and Assistance approved the 2011 Community Development Block Grant (CDBG) for Small Business and Entrepreneurial Assistance (SBEA) funds in the amount of \$200,000. The primary purpose of the SBEA program is to provide funding to local governments to help jumpstart the growth of existing small businesses by expanding their businesses and creating new jobs. Five (5) local businesses are participating in the program and will provide the local match. The local businesses that are participating are: Park Boat Company, Hospital Pharmacy, East Carolina Imports, FRE Plumbing, and Pamlico Fencing.

The grant project is authorized to provide CDBG funds to these local businesses for construction/rehab, machinery and equipment, and working capital. By providing capital resources to the existing business the City of Washington will help increase employment opportunities by creating 8 new jobs.

Funding eligibility is contingent upon the creation or retention of permanent full-time jobs. Each new job created or retained is eligible to receive up to \$25,000 in grant funds. The City of Washington was therefore awarded \$200,000 in Small Business and Entrepreneurial Assistance funds. Before these funds can be released the conditions must be met.

1. No funds may be obligated or expended in any activity until the recipient provides the Division of Community Investment with a copy of the legally binding commitment(s) between the City of Washington and Tayloe's Hospital Pharmacy, East Carolina Import Services, FRE Plumbing, Pamlico Fence Company, and Park Boat Company.
2. No funds may be obligated or expended in any activity until the recipient provides a detailed work plan on how goals will be achieved and measured satisfactorily to the Division of Community Investment.
3. No funds may be obligated or expended in any activity until the recipient provides the Division of Community Investment with a certified

list of the names, employment start dates and employment status of each employee of the participating businesses.

4. The Division of Community Investment requires that the recipient provide a copy of an executed Uniform Commercial Code (UCC) lien on any equipment purchased with funds from this grant with the recipient being designated as the "secured party".

5. No funds may be obligated or expended in any activity until the City of Washington receives a signed Promissory Note from each of the participating businesses.

Each participating business has agreed to retain or create, fill and maintain their indicated full time jobs by January 16, 2015. The employers must retain the job(s) for a period of six months at 35 hours a week.

JUMPSTART WASHINGTON CDBG SBEA PROJECT  
STATUS REPORT

COMPANY	CDBG	MATCH	TOTAL	USES	CHANGE	NEW JOBS	RETAIN
TAYLOE PHARMACY	\$43,750	\$111,000	\$154,750	JOB TRAINING	MEDS	2	
EASTERN IMPORTS	\$21,875	\$9,000	\$30,875	CAR LIFTS, EQUIP, REHAB	?	1	
PAMLICO FENCE	\$21,875	\$25,000	\$46,875	SKID STEER MACHINE	SAME	1	
F.R.E. PLUMBING	\$21,875	\$2,000	\$23,875	TRAILER JETTER, EQUIP	SAME	1	
PARK BOAT	\$65,625	\$25,000	\$90,625	TRUCK, TRACTOR	SAME	2	1
	<b>\$175,000</b>	<b>\$172,000</b>	<b>\$347,000</b>				
PLANNING	\$5,000		\$5,000				
ADMIN	\$20,000		\$20,000				
<b>TOTALS</b>	<b>\$200,000</b>	<b>\$172,000</b>	<b>\$372,000</b>				

**MEMORANDUM**

Date: June 19, 2013

To: Mayor and City Council

From: John Rodman, Planning and Development

RE: Location – Coastal Warning Display Tower

The U.S. Weather Bureau once used Coastal Warning Display towers to fly signal flags to warn mariners of wind shifts or approaching storms. Dozens of these towers were built after 1898, when President McKinley ordered the Weather Bureau to implement a hurricane warning system for ships. The towers were officially known as coastal warning display towers (CWD). Use of the forecast flags faded after 1925, as radio stations took over the role of disseminating local weather forecasts. The storm warning system and the CWD towers are obsolete today; the National Weather Service deactivated its Coastal Warning System in 1989. Although the program has been formally discontinued, the Coast Guard and other stations may continue to display warning signals without the direct assistance of the National Weather Service. It is believed that only five towers are still in use today, with two of those being in North Carolina.

The city of Southport restored its tower as a memorial to Jessie Taylor, the woman who flew the signal flags from the tower from 1900, when it was built, until she died in 1962. The tower now flies the Stars and Stripes. It stands in front of the Fort Johnston Officers Quarters, a historic building dating from about 1800.

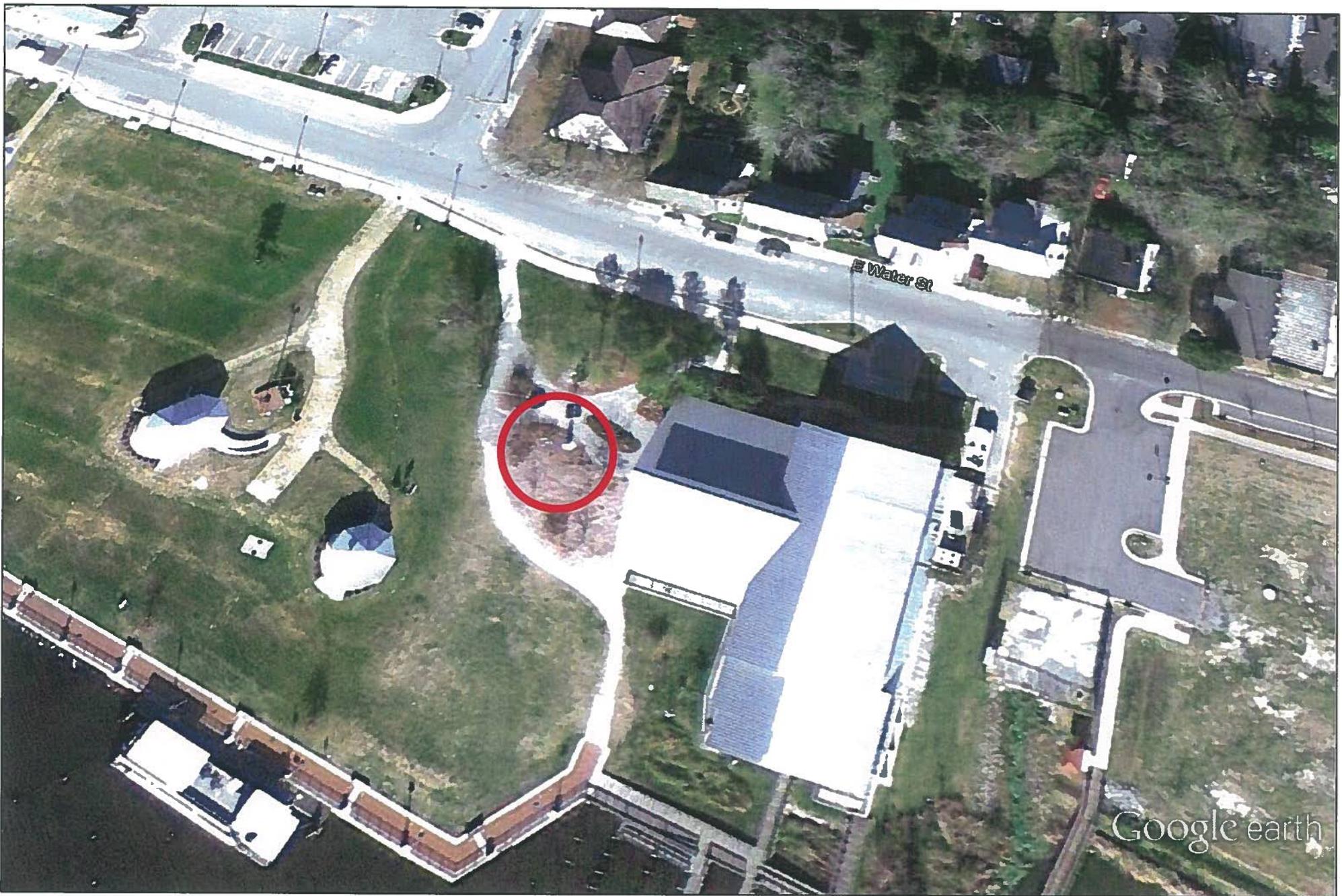
In September 2005, the North Carolina Maritime Museum's branch at Manteo, just inside the Outer Banks, acquired Manteo's 1904 CWD tower and reinstalled it on the town waterfront. By November 1, the museum had fully restored the tower, reinstalling and reactivating the original lights. Forecast flags are displayed daily, and storm warning flags are flown whenever they are appropriate.

Mr. Jim Miller owns the residence and property at 720 East Main Street and a Coastal Warning Display tower has been located on the property since the 1940's. The tower has not been in use in a number of years and Mr. Miller has donated the tower to the City of Washington; to be removed and restored and placed at a separate location.

The City Building Inspections Office had a Structural Engineer look at the existing tower to make sure that its structural integrity would not be compromised if the tower was taken down, removed and once again installed. He stated that the tower would remain structurally sound. The height of the tower is approximately fifty feet. The engineer also gave the City an approximate cost to have the tower taken down, dismantled, moved to a remote site to have it refurbished and painted and once again installed at a separate location. That cost estimate was \$14,200. That cost does not include any purchase of weather flags or signal lights that were no longer with the tower.

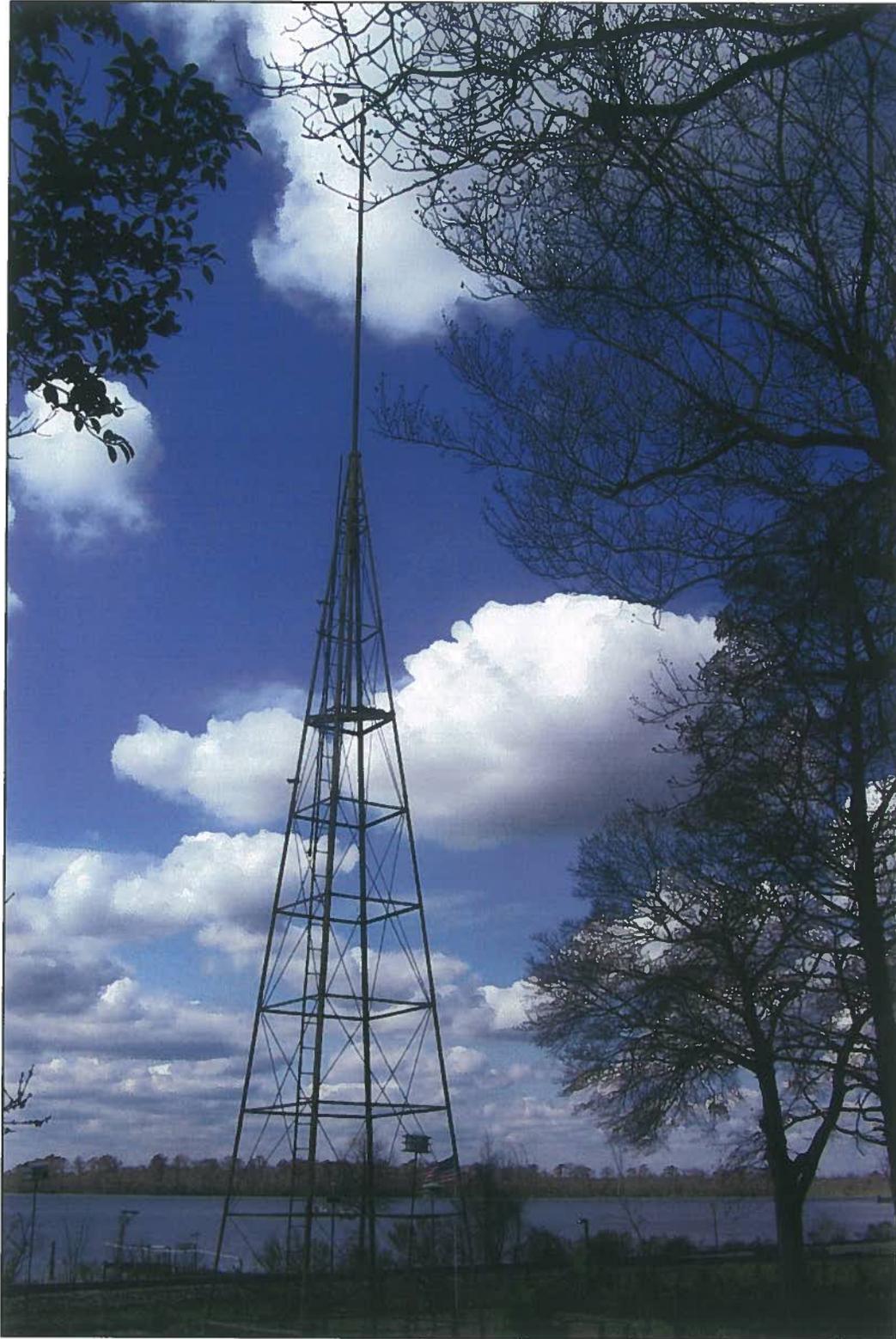
A possible site for the new tower location has been selected. There have been discussions with the NC Partnership for the Sounds and the NC Estuarium concerning their property being used as a permanent site for the tower.

Unused funds from a Main Street Energy Fund were used to install a Sprout Kiosk on property outside of the NC Estuarium. The Sprout Kiosk is a 30' tall device, resting on a 5x5 structurally engineered concrete slab. It was designed to convey environmental and weather data to the Estuarium and to be used as an educational device. The kiosk has been out of service for nearly a year and the company that designed and built the Sprout has gone out of business. The Estuarium wishes to replace the Sprout with the Coastal Weather Display Tower. The weather tower will be a great addition to the Estuarium's educational programs and to downtown Washington's Maritime History.



Google earth

Coastal Warning Display Tower  
○ Possible Location



## Coastal Warning Display Tower Washington, NC



Coastal Warning Display Tower  
Washington, NC

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MEMORANDUM

DATE: July 1, 2013  
TO: Mayor and City Council  
FROM: Kristi Hardison, Manager, Parks and Recreation Department  
SUBJ: ECU Research Vessel Riggs dockage

The Research Vessel Riggs is once again requesting to continue their relationship with the City of Washington for docking at the Waterfront Docks. They are not requesting any changes in the agreement.

Each year the R/V Riggs provides a list of emergency contacts, as these people tend to change frequently. The list assures the Waterfront Docks that prompt communications can be obtained should it be needed.

The new docking agreement will be for the period of August 15, 2013 – August 14, 2012.

Attached: Emailed Letter of intent from ECU Contract & Bid Assistant, Materials Management, Susan Ball

## **Teresa Hamilton**

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**From:** Ball, Susan Louise [BALLS@ecu.edu]  
**Sent:** Wednesday, April 24, 2013 9:30 AM  
**To:** Teresa Hamilton  
**Subject:** FW: 90 Days notice of intent for RV Riggs

Hello Teresa,

I forwarded your email on to the Diving and Water Safety Office and they have responded that they do want to renew this agreement with your office. I am not sure about the "Letter of Intent" you are requesting from us. Maybe I have had a memory lapse pertaining to this step with the agreement process OR can this email suffice as the department's desire to continue contracting with the City of Washington? Please let me know and thank you! Susan

*Susan L Ball  
Contract & Bid Assistant  
Materials Management  
200 E. First Street, Bldg. 141  
Greenville, NC 27858  
(252) 328-1008 PH  
(252) 328-4172 FAX*

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**From:** Keusenkothen, Mark Anthony  
**Sent:** Wednesday, April 24, 2013 9:07 AM  
**To:** Ball, Susan Louise  
**Cc:** Bibbs, Gwen  
**Subject:** RE: 90 Days notice of intent for RV Riggs

Hello Susan. We would like to go ahead and renew the agreement please.

Thanks,  
Mark

Mark Keusenkothen  
Director of Diving and Water Safety  
East Carolina University  
Diving and Water Safety Office  
Building 43  
Greenville NC 27858  
Work – (252)328-4041  
Cell – (252)327-4439  
Fax – (252)328-4050

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**From:** Ball, Susan Louise  
**Sent:** Tuesday, April 23, 2013 4:03 PM  
**To:** Bibbs, Gwen

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** July 1, 2013  
**Subject:** General Fund Budget Transfer

The Budget Officer transferred \$32,460 of funding between the EDC Operations and the Miscellaneous & Parks and Grounds Maintenance departments of the General Fund to provide additional funds needed to power wash, repair gutters, fascia, and paint exterior wood of the Beaufort County Art Council building and power wash and paint the interior and exterior of the Bobby Andrews Recreation Center.

NC GS 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

## Request for Transfer of Funds

Date: 6/12/2013

TO: City Manager or Finance Director  
 FROM: Matt Rauschenbach  
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	10-00-4650	4500	EDC Operations	32,460
TO:	10-00-4400 10-40-6130	1501 1500	Repair/maintenance Repair/maintenance	10,000 22,460

For the purpose of: Transfer funds to power wash & paint the exterior wood of the Beaufort County Arts Council building and power wash & paint the exterior and interior of the Bobby Andrews Recreation Center.

\_\_\_\_\_  
 Supervisor

*Matt Rauschenbach*  
 Department Head

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### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

*MM* 6/11/13  
 City Manager or Finance Director

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

---

**To: Mayor Jennings & Members of the City Council**  
**From: Matt Rauschenbach, C.F.O.**  
**Date: July 1, 2013**  
**Subject: General Fund Budget Transfer**

The Budget Officer transferred \$1,000 of funding between the EDC Operations and Miscellaneous departments of the General Fund to provide additional funds needed to install hand rails on the handicap ramp at the Beaufort County Arts Council Building.

NC GS 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

## Request for Transfer of Funds

Date: 6/13/2013

TO: City Manager or Finance Director

FROM: Matt Rauschenbach

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	10-00-4650	4500	EDC Operations	1,000
TO:	10-00-4400	1501	Repair/maintenance	1,000

For the purpose of: Transfer funds to install hand rails on the handicap ramp at the Beaufort County Arts Council.

Supervisor	 Department Head
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### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

  
 City Manager or Finance Director  
 6/13/13

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**

Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**To: Mayor Jennings & Members of the City Council**  
**From: Matt Rauschenbach, C.F.O.**  
**Date: July 1, 2013**  
**Subject: General Fund Budget Transfer**

The Budget Officer transferred \$1,400 of funding between the EDC Operations and Parks and Grounds Maintenance departments of the General Fund to provide additional funds needed to power wash and paint the interior and exterior of the Bobby Andrews Recreation Center.

NC GS 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

## Request for Transfer of Funds

Date: 6/13/2013

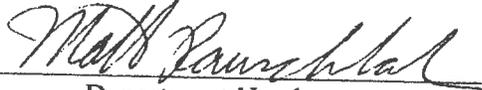
TO: City Manager or Finance Director  
 FROM: Matt Rauschenbach  
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	10-00-4650	4500	EDC Operations	1,400
TO:	10-40-6130	1500	Repairs/maintenance	1,400

For the purpose of: Transfer funds for additional painting at Bobby Andrews Recreation Center

\_\_\_\_\_  
 Supervisor

  
 Department Head

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### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

  
 \_\_\_\_\_  
 City Manager or Finance Director  
 6/13/13

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** July 1, 2013  
**Subject:** General Fund Budget Transfer

The Budget Officer transferred \$55 of funding between the Mayor and City Manager departments of the General Fund to provide additional funds needed for City Clerk's travel.

NC GS 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

## Request for Transfer of Funds

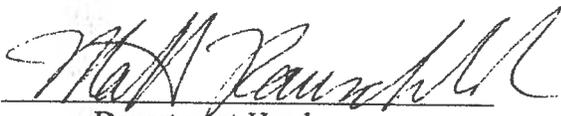
Date: 6/17/2013

TO: City Manager or Finance Director  
 FROM: Reatha B. Johnson  
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

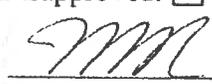
	Department	Account Number	Object Classification	Amount
FROM:	10-00	4111	1400	\$55.00
TO:	10-00	4120	1400	\$55.00

For the purpose of: Clerk travel on Friday, 6-14-13 – NCAMC Board & Committee

Supervisor	 Department Head
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**ACTION OF CITY MANAGER OR FINANCE DIRECTOR**

Approved:    
 \* Request for Transfer of Funds from Department to Department require City Manager's approval.   
 \*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

Disapproved:    
  
 City Manager or Finance Director  
 6/17/13

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** July 1, 2013  
**Subject:** Electric Fund Budget Transfer

The Budget Officer transferred \$7,500 of funding between the Load Management and Substation departments of the Electric Fund to provide additional funds needed to replace the reclosers that failed at the eastern sub breaker.

NC GS 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

### Request for Transfer of Funds

Date: 6/24/2013

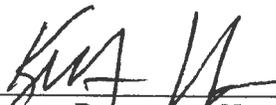
TO: City Manager or Finance Director  
FROM: Edmund Pruden  
SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	35-90	8375	5600	\$4,000.00
TO:	35-90	8370	1603	\$4,000.00

For the purpose of: Eastern Sub Breaker

\_\_\_\_\_  
Supervisor

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

#### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

  
\_\_\_\_\_  
City Manager or Finance Director

6/24/13  
\_\_\_\_\_  
Date

## Request for Transfer of Funds

Date: 6/24/2013

TO: City Manager or Finance Director  
 FROM: Edmund Pruden  
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Object Classification	Amount
FROM:	35-90	8375	4500	\$3,500.00
TO:	35-90	8370	1603	\$3,500.00

For the purpose of: Eastern Sub Breaker

\_\_\_\_\_  
 Supervisor

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

**ACTION OF CITY MANAGER OR FINANCE DIRECTOR**

Approved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.  
 \*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

Disapproved:

  
 \_\_\_\_\_  
 City Manager or Finance Director

6/24/13  
 \_\_\_\_\_  
 Date

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, CFO  
**Date:** July 1, 2013  
**Subject:** Reporting of reallocation of funding – General Fund, Water Fund, Sewer Fund, Storm Water Fund, Electric Fund, and Airport Fund.

The following reallocations of funding between divisions within the General Fund, Water Fund, Sewer Fund, Storm Water Fund, Electric Fund, and Airport Fund have been approved by the Interim City Manager in order to cover overspent departments with inter-departmental funds, thus avoiding additional appropriations:

**General Fund:**

- Increased Mayor's Department by \$200
- Increased City Manager's Department by \$14,650
- Increased Human Resources Department by \$1,500
- Increased Legal Services Department by \$9,000
- Increased Municipal Building Department by \$6,500
- Increased Recreation Administration Department by \$1,550
- Increased Events & Facilities Department by \$10,580
- Increased Aquatic Center Department by \$24,500
- Increased Outside Agency Department by \$200
- Decreased Miscellaneous Department by \$33,680
- Decreased Economic Development Department by \$35,000

**Sewer Fund:**

- Increase Public Works Director Department by \$1,500
- Decrease Miscellaneous Department by \$1,500

**Electric Fund:**

- Increase Debt Service Department by \$28,950
- Increase Electric Director Department by \$8,150
- Decrease Power Line Construction Department by \$37,100

**Mayor**  
Archie Jennings

**Acting City Manager**  
Matt Rauschenbach



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

---

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, CFO/Administrative Services Director  
**Date:** July 1, 2013  
**Subject:** Reporting of Bad Debt Write-Offs

The following accounts have been written off in accordance with the City of Washington's Policy for Write-off of Uncollectible Accounts Receivable.

<u>Category</u>	<u>Category Description</u>	<u>Criteria for Write-off</u>	<u>Total Write-off</u>
2	Assessments	>10 years old	32,325.06
27	Miscellaneous G/F	> 5 years old	4,896.40
44	Electric Property Damage	> 5 years old	1,238.13
55	Solid Waste Fees	> 5 years old	50.00
58	Miscellaneous Storm Water Fund	> 5 years old	50.00
65	Hydrant Usage	> 5 years old	146.83
31	Lot Mowing	> 5 years old	5,195.00
33	Building Demolition	> 5 years old	12,387.50
Utility	Utilities	>5 years old	79,829.74
EMS	EMS Charges	> 5 years old	<u>355,340.09</u>
	Total		\$ 491,458.75

Lot mowing, demolition, and assessment liens that were previously placed against properties remain in place with the hopes that if the property is ever sold, the City will collect proceeds from the sale to satisfy the debt.

\*Adoption of Policy for Write-off of Uncollectible Accounts Receivable – July 18, 2011



## HUMAN RELATIONS COUNCIL

*102 East 2nd Street*

*Washington, NC 27889*

*Phone: 252.975.1280*

*Fax: 252.974.6461*

### **Human Relations Council (HRC) Report for the month of June Monday July 1, 2013 City Council Meeting**



#### **MISSION STATEMENT**

- To promote social and economic equality in the community, working with Local Government and other resources
- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County
- To encourage citizens to live and work together in harmony and mutual respect

#### **SCHEDULED PUBLIC APPEARANCES:**

None

**FYI** – Check issued to Washington Fire EMS Auxiliary in the amount of \$500 to purchase marker for Ed Peed Commemoration.

**FYI** – Invoice & purchase order in the amount of \$100 – replacement for the Ed Peed Banner.

#### **APPOINTMENTS:**

During the June 10 City Council meeting, a motion was made by Councilman Pitt, seconded by Councilman Moultrie, City Council approved the re-appointments of William O'Pharrow, Marisol Barr, Keisha Jennette, terms to expire June 30, 2016.

Chairman O'Pharrow directed board members to consider who they wish to appoint as Chairman and Vice-chairman during the July 9, 2013 meeting.

#### **Discussion - Funds:**

Vice-chair Cherry suggested that the remaining funds of \$66.69 be allocated to "Project Help" and be dispersed between residents that are having trouble paying their utility bill.

By motion of Vice-chair Cherry, seconded by Board member Howard, the Board approved transferring the remaining funds in the budget of \$66.69 to "Project Help". The motion was amended to include "with funds being distributed equally between the Salvation Army and Mother of Mercy Catholic Church (\$33.35/\$33.34) as they are the organizations in charge of distributing these funds.

**Reminders and announcements were received at this time.**



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** July 1, 2013  
**Subject:** Appointments to Various Boards, Commissions, and Committees  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

**Animal Control Appeal Board –**

I move that the City Council appoint \_\_\_\_\_ to the Animal Control Appeal Board to fill the expiring term of Doug Mercer, term to expire June 30, 2016.

**Washington Electric Utilities Advisory Commission –**

I move that the City Council appoint/reappoint \_\_\_\_\_ as an At-Large member of the Washington Electric Utilities Advisory Commission - to fill the expiring term of **Walter Zerniak, III** term to expire June 30, 2016.

**Mayor’s Certificate of Appointment to the Washington Housing Authority**

I hereby appoint/reappoint \_\_\_\_\_ as a member of the Washington Housing Authority to fill the expiring term of Yvonne Salem, term to expire June 30, 2018.

I hereby appoint/reappoint \_\_\_\_\_ as a member of the Washington Housing Authority to fill the expiring term of Jo Ann Ingersoll, term to expire June 30, 2018.

**BACKGROUND AND FINDINGS:**

Appointments to the above boards were continued from the June 10, 2013 Council meeting. Nominations will be made by the Council liaisons at the July 1, 2013 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Board Applications

City Attorney Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 Finance Dept Review: \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
 City Manager Review: 6/26/13 Date Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No recommendation

Requested Board Animal Control Appeals Board

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON

NAME Jy Carter

ADDRESS 524 E 9th Washington

PHONE (WORK) 252-402-5296 (HOME) 252-946-0351

E-MAIL ADDRESS tmcarte@ultrastat.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 40+ YEARS

YEARS OF EDUCATION 15+

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? NO IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): Use back of sheet if additional space is needed.

City resident w/ Animal experience as owner & current K9 owner

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

Date June 7, 2013

Signature Jy Carter

Requested Board Electric Utilities Advisory Commission

CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF  
THE CITY OF WASHINGTON

NAME Jeremiah Jackson

ADDRESS 202 Beech Lane, Washington NC 27889

PHONE (WORK) 252/946-5382 (HOME) 252-946-4789

E-MAIL ADDRESS ktj93@yahoo.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 34 YEARS

YEARS OF EDUCATION 20+

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE \_\_\_\_\_

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A  
BOARD/COMMISSION? No IF YES, EXPLAIN \_\_\_\_\_

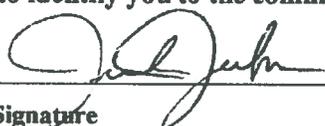
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

I am a hard working dedicated Washington NC resident. I am well educated and sincerely concerned with the overall state of the community. I try stay involved with issues facing my neighborhood and surrounding areas.

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

6/18/13

Date

  
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: July 1, 2013

Requested Board Washington Housing Authority

**CANDIDATES REQUEST FOR APPOINTMENT TO BOARDS, COMMISSIONS, AND/OR AUTHORITY OF THE CITY OF WASHINGTON**

NAME Jo-Ann S. Ingersoll

ADDRESS 204 Choptank Drive, Chocowinity NC 27817

PHONE (WORK) n/a (HOME) 252-940-1963

E-MAIL ADDRESS jingersoll4@gmail.com

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF WASHINGTON? YES  NO

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 10 YEARS

YEARS OF EDUCATION 14 years (Associate's Degree)

HAVE YOU SERVED ON A BOARD/COMMISSION OF THE CITY? YES  NO

IF YES, PLEASE INDICATE currently serving on the Washington Housing Authority Board

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? No IF YES, EXPLAIN \_\_\_\_\_

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.*

Currently serving on this board. Please refer to the attached email that was sent to Mayor Jennings indicating my desire to remain on this board

NOTE: This information will be used by the City Council in making appointments to Boards and Commissions AND, in the event you are appointed, it may be used as a news release to identify you to the community.

May 5, 2013

Date

Jo-Ann S. Ingersoll  
Signature

July 1, 2013

Page 75 of 98

NOTE: Application will remain on file for six (6) months. Expiration Date:

**Good Afternoon Mayor Jennings:**

**My term as a Commissioner on the Washington Housing Board expires June 30, 2013. I would like to officially notify you of my desire to remain on the Board for another term.**

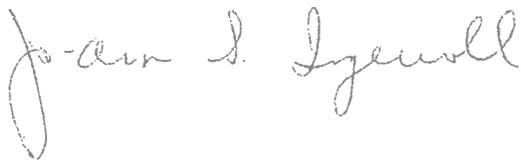
**My reasons for this are many. The current Board of Commissioners is a fairly new one with the exception of our resident Commissioner. I have served as Chairperson, Vice-Chairperson, a member of the Executive Committee, and have attended various training sessions. The knowledge I have acquired since joining the WHA in 2006 is a valuable asset to the Board. (I was, also, an employee of MidEast Housing Authority.)**

**Our effectiveness as a Board is a sum of the Commissioners knowledge and skills. Having a "veteran" Commissioner on the Board, as well as, new Commissioners makes for a Board that has a good philosophy and vision.**

**My vision for WHA is that we continue to provide safe, affordable housing, and low-income housing to those individuals that are struggling in today's difficult economy. I hope to be able to continue this work.**

**If you need any additional information from me, please contact me by email or phone (252-944-5105). Thank you for your time.**

**Jo-Ann S. Ingersoll**

A handwritten signature in cursive script that reads "Jo-Ann S. Ingersoll". The signature is written in dark ink and is positioned below the typed name.



## WASHINGTON HOUSING AUTHORITY

P.O. Box 1046 • 809 Pennsylvania Avenue • Washington, NC 27889

(252) 946-0061 • Fax (252) 975-1279

[www.whamerha.com](http://www.whamerha.com)

April 15, 2013

Mayor Archie Jennings  
City of Washington  
PO Box 1988  
Washington, NC 27889

RE: WHA Board of Commissioners

Dear Mayor Jennings:

Mrs. Jo-Ann Ingersoll's term as Commissioner of the Washington Housing Authority will expire on June 30, 2013.

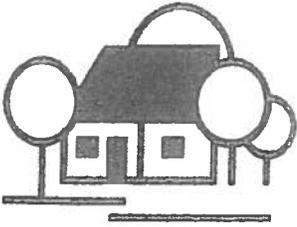
Mrs. Ingersoll is dedicated to the work of the Washington Housing Authority and her attendance is outstanding. She has indicated a willingness to serve again, if reappointed.

Thank you for your consideration.

Sincerely

Marc A. Recko  
Executive Director

cc: Jo-Ann Ingersoll



## Washington Housing Non-Profit, Inc.

P.O. Box 1046 • 809 Pennsylvania Avenue • Washington, NC 27889  
(252) 946-0061 • Fax (252) 975-1279

April 15, 2013

Mayor Archie Jennings  
City of Washington  
PO Box 1988  
Washington, NC 27889

RE: WHA Board of Commissioners

Dear Mayor Jennings:

Mrs. Yvonne Saleem term as Commissioner of the Washington Housing Authority will expire on June 30, 2013.

Mrs. Saleem is very involved in the community and the work of the Washington Housing Authority. She has indicated a willingness to serve again, if reappointed.

Thank you for your consideration.

Sincerely

A handwritten signature in black ink, appearing to read 'Marc A. Recko', written in a cursive style.

Marc A. Recko  
Executive Director

cc: Yvonne Saleem



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Declaration of Official Intent to Reimburse  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a Declaration of Official Intent to Reimburse for Fiscal Year 2013/2014 installment purchase expenditures incurred prior to the issuance of debt.

**BACKGROUND AND FINDINGS:**

Installment financing is budgeted for April 2014. This declaration authorizes the City to reimburse itself for Council approved expenditures prior to the issuance of debt. It is anticipated that requests will be made for some purchases prior to the issuance of debt due to necessity, the ability to complete this fiscal year, and to avoid price increases.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Declaration of Official Intent to Reimburse  
Installment Purchase Schedule

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *MM* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
*6/26/13* Date

# DECLARATION OF OFFICIAL INTENT TO REIMBURSE

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the City of Washington, North Carolina (the "Issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The issuer anticipates incurring expenditures (the "Expenditures") for budgeted installment purchases (the "Projects").
2. **Plan of Finance.** The issuer intends to finance the costs of the Projects with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Projects is \$1,129,000.
4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this the 1st day of July, 2013

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Mayor

Seal:

---

City Clerk

<b>Fund</b>	<b>Department</b>	<b>Description</b>	<b>\$</b>
General	Planning/Zoning	Streetscape	75,000
	Recreation Administration	Peterson Bldg. Roof	60,000
	Recreation Administration	Peterson Bldg. HVAC	10,000
	Senior Center	Sr. Center Entrance and Ramp	34,000
	Parks & Grounds Maintenance	Todd Maxwell Restrooms	<u>64,000</u>
	<b>Total</b>		<b>243,000</b>
Electric	Electric Meter Service	Meters	50,000
	Electric Meter Service	AMR Mobile Collector	20,000
	Substation Maintenance	Highland Dr. Recloser	30,000
	Substation Maintenance	Highland Dr. Breaker Replacement	40,000
	Substation Maintenance	RTAC ( main substation)	6,000
	Substation Maintenance	Distribution Reclosers	20,000
	Substation Maintenance	Capacitors	8,000
	Substation Maintenance	Replace Truck #651	25,000
	Laod Management	Load Managemet Switches	70,000
	Power Line Construction	2nd St/5th St Rebuild Engineering	100,000
	Power Line Construction	High School Feeder Relocation	180,000
	Power Line Construction	Grimesland Feeder Engineering	90,000
	Power Line Construction	NC 32 Feeder Engineering	50,000
	Power Line Construction	White Post/Saltestone Feeder Engineeri	100,000
	Power Line Construction	Equipment Shelter	42,000
	Power Line Construction	Row Bushhog	12,000
	Power Line Construction	Trencher Trailer	<u>8,000</u>
<b>Total</b>		<b>851,000</b>	
Cemetery	Cemetery	John Deere Tractor	<b>35,000</b>
<b>Grand Total</b>			<b>1,129,000</b>



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Waterfront Docks Enterprise Fund Budget Ordinance  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to establish the Water Front Docks as an enterprise fund.

**BACKGROUND AND FINDINGS:**

The Maritime committee has requested that the City establish the waterfront docks as an enterprise fund.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *MM* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
*6/26/13* Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2013-2014**

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

Section 1. That the estimated revenues and expenses in the General Fund be increased or decreased in the amounts indicated in order to establish an enterprise fund for the Waterfront Docks.

10-40-6124-0300	Salaries-Part Time	(\$ 43,574.00)
10-40-6124-0500	Fica Taxes	(3,792.00)
10-40-6124-1100	Telephone	(600.00)
10-40-6124-1201	Marketing/Promotions	(1,140.00)
10-40-6124-1300	Water & Electric Services	(44,000.00)
10-40-6124-1501	Maintenance/Repairs Grounds	(15,096.00)
10-40-6124-1600	Maintenance/Repairs Equip.	(1,000.00)
10-40-6124-3300	Departmental Supplies	(2,500.00)
10-40-6124-3600	Employee Uniforms	(400.00)
10-40-6124-4800	Concessions Reimbursable	(800.00)
10-40-6124-7000	Noncapitalized Purchases	(2,000.00)
10-40-3612-4106	Recreation Boat Slip Rentals	(75,000.00)
10-40-3612-4108	Recreation-Waterfront Fees	(400.00)
10-40-3612-4109	Recreation-Waterfront	(1,000.00)
	Concessions	
10-00-4400-3600	Transfer to Waterfront Docks	38,502.00

Section 2. That the estimated revenues and expenses in the Waterfront Docks Enterprise Fund be increased in the amounts indicated in order to establish an enterprise fund for the Waterfront Docks.

36-90-6124-0300	Salaries-Part Time	\$ 43,574.00
36-90-6124-0500	Fica Taxes	3,792.00
36-90-6124-1100	Telephone	600.00
36-90-6124-1201	Marketing/Promotions	1,140.00
36-90-6124-1300	Water & Electric Services	44,000.00
36-90-6124-1501	Maintenance/Repairs Grounds	15,096.00
36-90-6124-1600	Maintenance/Repairs Equip.	1,000.00
36-90-6124-3300	Departmental Supplies	2,500.00
36-90-6124-3600	Employee Uniforms	400.00
36-90-6124-4800	Concessions Reimbursable	800.00
36-90-6124-7000	Noncapitalized Purchases	2,000.00

36-90-3612-4106	Recreation-Boat Slips Rentals	75,000.00
36-90-3612-4108	Recreation-Waterfront Fees	400.00
36-90-3612-4109	Recreation-Waterfront Concessions	1,000.00
36-90-3980-1000	Transfer from General Fund	38,502.00

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 1st day of July, 2013.

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**MAYOR**

**ATTEST:**

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**CITY CLERK**



**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Animal Control Officer Budget Ordinance Amendment  
**Applicant Presentation:** N/A  
**Staff Presentation:** Stacy Drakeford

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to fund the animal control officer charge from Beaufort County.

**BACKGROUND AND FINDINGS:**

The City did not budget for the County to provide animal control services but planned to provide the function within the Police Department. Personnel were hired in March and training with the County will continue through year end.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** MM Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
6/26/13 Date.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 amount of \$26,312 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-10-4310-4500, Contract Services, Police Department portion of the General Fund budget be increased in the amount of \$26,312 to provide funds to pay for animal control.

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 1st day of July, 2013.

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

**ATTEST:**

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



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Allen Lewis, Public Works Director  
**Date:** June 26, 2013  
**Subject:** Adopt Ordinance to Amend Ch. 2 Administration, By Replacing Article XXII, Warren Field Airport, in its entirety

**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that the City Council Adopt an Ordinance Amending Chapter 2, Administration, By Replacing Article XXII, Warren Field Airport, in its entirety

### BACKGROUND AND FINDINGS:

In 2010, Council appointed a five (5) members Airport Advisory Board. Term limits were inadvertently left off of those appointments. The attached ordinance sets forth term limits for future boards, as well as other rules, guidelines, etc.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Ordinance

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *MLL* Concur *6/26/13* Recommend Denial \_\_\_\_\_ No Recommendation \_\_\_\_\_ Date

**AN ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION, BY REPLACING ARTICLE XXII., WARREN FIELD AIRPORT, IN ITS ENTIRETY**

**WHEREAS**, it is deemed desirable and in the public interest to establish an advisory board to advise the City of Washington and the Washington City Council in matters involving the Warren Field Airport.

**BE IT ORDAINED**, by the City Council of the City of Washington, North Carolina as follows.

SECTION 1. That Chapter 2, Administration, Article XXII., Warren Field Airport, of the Washington City Code is hereby repealed in its entirety.

SECTION 2. That Chapter 2, Administration, Article XXII., Warren Field Airport, of the Washington City Code is hereby replaced in its entirety as follows.

**ARTICLE XXII. WARREN FIELD AIRPORT**

**DIVISION 1. GENERALLY**

**Sec. 2-571. Rules and regulations.**

The rules and regulations of the Warren Field Airport, as adopted and amended from time to time by the City Council, are adopted and incorporated herein by reference as if fully set forth.

**Sec. 2-572--2-585. Reserved.**

**DIVISION 2. ADVISORY BOARD**

**Sec. 2-586. Purpose, establishment.**

For proper management of the Warren Field Airport, an advisory board to the Washington City Council designated and known as the Warren Field Airport Advisory Board ("Board") is hereby created and established.

**Sec. 2-587. Composition.**

(a) *Membership, appointment, qualifications and term.* The Board shall be composed of five (5) members appointed by the City Council. Three (3) members shall be residents of the City. Of the initial appointments, two (2) shall expire on June 30, 2015 and three (3) shall expire on June 30, 2016. Thereafter, members shall be appointed by the City Council to serve for three (3) year staggered terms. Members shall be eligible for appointment, be appointed, serve, attend meetings of the Board, and be subject to removal in accordance with the provisions of section 2-531. Members of the Board shall be citizens of recognized ability and good judgment as well as standing, who, in the opinion of the City Council, can and will perform their official duties to the best interest of the City, the Warren Field Airport, and the users thereof. In addition, members should be actively engaged in an aeronautical business or aeronautical activities or have recognized aeronautical experience and qualifications.

(b) *Attendance, vacancies, and compensation.* In accordance with section 2-531, any member who has three (3) unexcused absences in a twelve-month period may be replaced at the discretion of the City Council. Vacancies occurring for other than expiration of term shall be filled as they occur through appointment by the City Council for the remainder of the unexpired term. Members shall serve without compensation.

**Sec. 2-588. Organization, meetings, rules and procedure, and records.**

(a) *Organization.* Within thirty (30) days of its initial appointment, the Board shall meet and elect one of its members Chairman and create as well as fill such other offices as the Board may determine are desirable. The Chairman shall serve for one (1) year unless his term as a Board member shall expire in less than a year; in which event, his term as Chairman shall expire with his term and his replacement shall be elected by the Board consistent herewith. A former Chairman may be eligible for re-election as Chairman in the discretion of the Board. The City Manager or his designee shall be an ex officio member of the Board at all times, attend all meetings of the Board, and provide information to the Board that is necessary and pertinent to the Board's performance of its functions.

(b) *Meetings.* The Board shall establish a schedule of regular meetings that shall occur at least quarterly and cause a current copy of that schedule, showing the designated time and place of regular meetings, to be kept on file with the City Clerk. Any other meeting of the Board may be scheduled in conformity with the legal requirements applicable to meetings of public bodies. Board meetings shall be open to the public and may include a period for general public comment in the discretion of the Board.

(c) *Procedure.* In accordance with section 2-532, the Board shall adopt the Second Edition (1998) of Suggested Rules of Procedure for Small Local Government Boards, by Fleming Bell, II, published by the School of Government, University of North Carolina at Chapel Hill, with modifications included in the document to be its parliamentary procedural rules governing its meetings.

(d) *Records.* The Board shall keep full and accurate minutes of all official meetings, including minutes and a general account of any closed sessions, and shall otherwise conform with the legal requirements applicable to meetings of public bodies.

**Sec. 2-589. Functions.**

(a) The Board shall act as an advisory board to the City Council as well as City Manager or his designee and perform the following functions.

- (1) Review and make recommendations to the City Council concerning the Warren Field Airport Rules and Regulations as well as any proposed amendments thereto.
- (2) Review and recommend to the City Council programs and policies for the Warren Field Airport.
- (3) Make recommendations to the City Council concerning the facilities of the Warren Field Airport, including possible improvements thereto.
- (4) Review and make recommendations to the City Manager concerning the annual budget of the Warren Field Airport.
- (5) Review and make recommendations to the City Council concerning the airport layout plan.
- (6) Generally advise the City Council concerning Warren Field Airport matters, including public concerns and perspectives regarding Warren Field Airport matters.
- (7) Perform such projects and duties as may be requested by the City Council.

(b) All board recommendations shall be documented and forwarded to the City Council for its review and consideration. The Board shall strive to reach a consensus concerning issues and matters it takes under consideration; however, in the event a consensus cannot be achieved on a specific issue, both the majority and minority opinions will be considered and reported to the City Council. Board recommendations are non-binding on either the City Council or City staff.

**Sec. 2-590. Liability.**

Neither the Board nor any member of the Board shall incur any financial liability in the name of the City.

**SECTION 3.** All prior ordinances or parts thereof in conflict with the provisions of this ordinance are repealed.

**SECTION 4.** This ordinance shall become effective September 1, 2013.

Adopted this the \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
N. Archie Jennings, III, Mayor  
City of Washington

ATTEST:

\_\_\_\_\_  
Cynthia Bennett, Clerk  
City of Washington



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** July 1, 2013  
**Subject:** Declare Building & Land on 234 Springs Road Surplus and Adopt Resolution Authorizing Sale by Sealed Bid  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

### RECOMMENDATION:

I move that City Council declare the building and tract three of the property located at 234 Springs Road surplus and adopt a resolution authorizing sale by sealed bid.

### BACKGROUND AND FINDINGS:

idX Corporation acquired Impressions Marketing on May 1<sup>st</sup>, 2013 and is interested in acquiring the facility and tract three of the property. Current and appraisals conducted over the last eight years are attached.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

- Resolution
- Property Map
- Appraisal Summary

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept. Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *MM* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
*6/26/13* Date.

**RESOLUTION AUTHORIZING SEALED BID SALE AUTHORIZED BY NORTH  
CAROLINA GENERAL STATUTE 160A-268**

WHEREAS, the City of Washington owns a 392,736 square foot building on a 28.557 acre tract located at 234 Springs Road, Washington, NC; and

WHEREAS, North Carolina General Statute § 160A-268 permits the City to sell real property by advertisement and sealed bid;

THEREFORE, THE CITY COUNCIL OF WASHINGTON RESOLVES THAT:

1. The City Council hereby authorizes the sale of the following described tract of land by sealed bid:

Legal Description: Deed book 979, page 738

]

2. The city will accept sealed bids for the property until 2:00 P.M., Friday, August 2, 2013. Bids shall be delivered to the office of the Purchasing Agent, 203 Grimes Road, Washington, NC 27889.

3. At 2:00 P.M., Friday, August 2, 2013, all bids received shall be opened in public and the amount of each bid recorded. The record of bids shall be reported to the City Council at their regular meeting on Monday, August 12, 2013.

4. The City Council will determine the highest responsible bidder for the property and will award the bid by its regular meeting on August 12, 2013. Bids will remain open and subject to acceptance until the City Council awards the bid.

5. To be responsible a bid must be accompanied by a bid deposit of five percent (5%) of the amount of the bid. A bid deposit may take the form of cash, a cashier's check, a certified check, or a surety bond. The deposit of the bidder to whom the award is made will be held until sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the city. The deposits of other bidders will be returned at the time the City Council awards the property to the highest responsible bidder.

6. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the city.

7. The city reserves the right to withdraw the property from sale at any time and the right to reject all bids.

Adopted July 1<sup>st</sup>, 2013.

This resolution is effective upon its adoption this 1st day of July, 2013.

The motion to adopt this resolution was made by Councilman \_\_\_\_\_,  
seconded by Councilman \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

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

This is to certify that this is a true and accurate copy of Resolution No. \_\_\_\_\_ Adopted by the  
Washington City Council on the 1st day of July, 2013.

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

\_\_\_\_\_  
Date



**Appraisals:**

<b>Shackleford &amp; Associates:</b>		6/14/2013	
<b>Building &amp; tract three</b>	3,650,000	Blend of sales comparison and lease income approaches	
		\$1.29/square foot market rent	
<b>Land:</b>			
Tract four- 1.06 acres	60,000		
Tract one- 7.6968 acres	335,000		
Tract 2- 1.811 acres	103,000		
<b>Prior Appraisals:</b>			
Area Appraisal Associates	3,200,000	9/28/05	\$2.16/square foot market rent
Area Appraisal Associates	3,142,000	11/17/06	\$2.10/square foot market rent
Dec Appraisal Service	3,100,000	2/20/07	
<b><u>Property tax value</u></b>	2,896,062		
<b><u>Current rent/year</u></b>	392,736		\$1/square foot
<b><u>Building improvements</u></b>	769,566		2011/2012
Supplemental rent/yr.	176,731		
Supplemental rent total	883,655		
Supplemental rent/month	14,727.58		
<b><u>Lighting Retrofit Grant</u></b>	282,979		
Annual energy savings	171,129	34% reduction	



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Acting City Manager  
**Date:** July 1, 2013  
**Subject:** Adopt Final Budget Ordinance and Project/Grant Ordinance Amendments for FY 12/13  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt the final budget ordinance and project/grant ordinance amendments for FY 12/13.

**BACKGROUND AND FINDINGS:**

In order to true up the financial records for the fiscal year, funding needs to be reallocated among the various funds, departments, and line items in order to keep certain cost centers from being overspent at year end.

**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:** *MM* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
*6/26/13* Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE AND CAPITAL  
PROJECT/GRANT ORDINANCES OF THE CITY OF WASHINGTON, NC  
FOR THE FISCAL YEAR 2012-2013**

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

**Library Trust Fund**

Section 1. That the following revenues and expenses be increased in the amounts shown in the Library Trust Fund to cover anticipated revenues and expenses for the remainder of FY 12/13:

11-40-3831-0000	Interest Earned	\$200
11-40-6300-9200	Adm. Charges to General Fund	200

**Cemetery Trust Fund**

Section 2. That the following revenues and expenses be increased in the amounts shown in the Cemetery Trust Fund to cover anticipated revenues and expenses for the remainder of FY 12/13:

12-30-3831-0000	Interest Earned	\$300
12-30-6400-9205	Adm. Charges to Cemetery Fund	300

**Solid Waste Fund**

Section 3. That the following revenues and expenses be increased or decreased in the amounts shown in the Solid Waste Fund to cover anticipated revenues and expenses for the remainder of FY 12/13:

38-90-4020-8300	Principal Installment Payments	\$24,100
38-90-4710-1700	Maint/Repair Vehicles	9,300
38-90-9990-9900	Contingency	(1,064)
38-90-3471-4100	Residential Garbage Fees	15,000
38-90-3471-4101	Tipping Fees	4,000
38-90-3471-4105	Dumpster Rental Fees	8,000
38-90-3991-0000	Fund Balance Appropriated	5,336

**Old Health Department Capital Project Fund**

Section 4. That the following expenses be increased or decreased in the amounts shown in the Old Health Department Capital Project Fund to cover additional legal fees incurred in FY 12/13:

69-60-4930-0405	Legal Fees	\$2,870
69-60-4930-7100	Acquisition	(2,870)

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall become effective upon its adoption.

Adopted this the 1st day of July, 2013.

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

**ATTEST:**

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