



City of  
**Washington**  
NORTH CAROLINA  
COMMITTEE OF THE WHOLE  
August 26, 2013  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

1. **Memo**: Recommended Management Structure for Waterfront Docks (**page 2**)
2. **Memo**: Jack's Creek (**page 3**)
3. **Adopt**: Budget Ordinance Amendment – Solar Project 3 (\$210,000) (**page 4**)
4. **Discussion**: Hurricane Preparedness
5. **Discussion**: Washington Housing Authority (CDBG Updates)
6. **Adjourn** – Until Monday, September 9, 2013 at 5:30pm in the Council Chambers at the Municipal Building.

**Mayor**  
Archie Jennings

**City Manager**  
Brian M. Alligood



**Washington City Council**

Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**MEMORANDUM**

**DATE:** August 26, 2013  
**TO:** Mayor and City Council  
**FROM:** Brian M. Alligood, City Manager *but*  
**SUBJECT:** Recommended Management Structure for Waterfront Docks

At the July 29, 2013 Committee of the Whole meeting, John Rodman, Community and Cultural Services Director, made a presentation on management options for the waterfront docks. After Mr. Rodman's presentation the City Council directed the City Manager to review the previously adopted waterfront docks business plan with City staff and provide a recommendation to the Council on a management plan. Based on that direction and after discussions with John Rodman, Parks and Recreation Department Manager Kristi Roberson, Recreation Advisory Committee Chairman Joe Taylor, and Harbor District Alliance Chairman Chris Furlough, the following recommendations are made:

1. Creation of a part-time Dockmaster position to manage staff, market the docks and oversee facility maintenance. The Dockmaster would report directly to Mr. Rodman.
2. Reduction of part-time dock attendants to 3 positions with 1 working year round, 1 working seasonally and 1 working peak months.
3. Creation of a 5 member Waterfront Docks Committee to advise and make recommendations to the Dockmaster and Mr. Rodman. Members of the Committee would include 3 at-large members selected by Council based on their boating experience and 2 members of the Harbor District Alliance Maritime Committee.
4. Delineation of areas of responsibility for the Dockmaster to include the docks and waterfront area with the Festival Park area remaining under the supervision of the Parks and Recreation Manager.
5. Separation of financial responsibilities from the existing Parks and Recreation budget to a new Waterfront Docks budget. No new funding would be needed and the budget would remain in the General Fund.

It is my belief that this proposed management structure will reduce costs, focus attention on the unique recreation/business aspects of the docks by taking advantage of Mr. Rodman's experience as a boater, allow continued oversight of Council by committee appointments, and help the waterfront dock area flourish as one of the "door steps" to the City while continuing to preserve its rich maritime history.

**Mayor**  
Archie Jennings

**City Manager**  
Brian Alligood



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**MEMORANDUM**

**DATE:** August 26, 2013  
**TO:** Mayor and City Council  
**FROM:** Allen Lewis   
Public Works Director  
**SUBJECT:** Jack's Creek.

At the August 12, 2013 Council meeting, the subject of the possible removal of the stormwater pump station at Jack's Creek was mentioned under the assumption that water in the creek would then rise and lower with the tide. This would indeed allow the water in the creek to rise and fall along with the tide in the river. However, this would significantly reduce the storage capacity in the event of heavy rain events. With the current infrastructure in place, there is anywhere from 2' to 4' difference in the elevation of the water on either side of Park Drive on a daily basis. During a wind driven high tide, the difference is even greater. If water were allowed to "come and go" in the creek as in the river, the water level in the creek would be 2-4' higher on any given day thus eliminating a huge amount of storage capacity in the event of a heavy rain event. For all practical purposes, Jack's Creek upstream of Park Drive is a retention pond. Decreasing the storage capacity of creek would be like keeping retention ponds filled with water all the time. During the quick, heavy downpours that we are susceptible to almost daily, this could very easily mean the difference between water in surrounding streets and during long periods of heavy rain it could easily lead to structures being flooded.

We have currently been keeping water levels in the creek extremely low because of the daily forecast of rain. This pulls duckweed, that looks like a green film across the creek, into the creek from the ditches that feed into Jack's Creek. We have been working recently with the company that helps us control the duckweed in the creek to help combat the issue that this rainy period has brought on. The herbicide that they spray to help curb the duck weed works best when the water is not moving. Due to the very wet late spring/early summer we have had, the herbicide has not been as effective as it could be under optimum conditions. Again though, we are working with our contractor to address this issue on a weekly basis at this time.

/al



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Keith Hardt, P.E., Electric Director  
**Date:** 7 August 2013  
**Subject:** Approve Budget Ordinance Amendment  
**Applicant Presentation:** None  
**Staff Presentation:** Keith Hardt, P.E., Electric Director

### RECOMMENDATION

I motion that the City Council adopt a budget ordinance amendment in the amount of \$210,000 for the electric fund.

### BACKGROUND AND FINDINGS

This request is to approve a revenue and expenditure budget ordinance amendment for the Electric Fund in the amount of \$210,000. 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.

This will be the third PV generating facility to be connected to the City's electric system.

### PREVIOUS LEGISLATIVE ACTION

None

### FISCAL IMPACT

None

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:** \_\_\_\_\_ Date Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation \_\_\_\_\_

**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 \$210,000 in the account Solar Project 3, account number 35-90-3500-3660.

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

35-90-7220-0460	Solar Project 3	\$210,000
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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 26th day of August, 2013.

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**MAYOR**

**ATTEST:**

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