



City of
Washington
NORTH CAROLINA
Council Agenda
MARCH 10, 2014
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from February 10, and February 24, 2014 **(page 3)**

Approval/Amendments to Agenda

Moment of Silence: In memory of Muriel Brothers and D. J. Midgett ~
Board of Library Trustees

I. Consent Agenda:

- A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals (Vehicle Number 616) **(page 27)**
- B. Adopt – Budget Ordinance Amendment – Haven’s Garden Master Plan Phase I **(page 28)**
- C. Authorize – Police and Fire Services to apply for the NFL Football Camp Grant (\$3,000) **(page 31)**
- D. Approve – Purchase Orders >\$20,000 **(page 32)**

II. Comments from the Public:

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

- A. None –

IV. Public Hearing – Other:

- A. None –

V. Scheduled Public Appearances:

- A. Kathy Farrance – Dogs on Waterfront
- B. Earl Thompson – Traffic concerns – 16th and Respass Street
- C. Al Powell – PAL Summer Projects
- D. Reverend David Moore – Keyslanding



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- VI. Correspondence and Special Reports:
- A. Memo – Festival Park – Established Partner’s List (Ruth’s House) **(page 37)**
 - B. Memo – Belle of Washington Dockage **(page 38)**
 - C. Memo – Little Washington Sailing School Dockage **(page 40)**
 - D. Memo – Budget Review Meetings **(page 42)**
 - E. Report – January Load Management **(page 44)**
- VII. Reports from Boards, Commissions and Committees:
- A. Human Relations Council **(page 45)**
- VIII. Appointments:
- A. None –
- IX. Old Business:
- A. Adopt – Parks and Recreation Comprehensive Master Plan ~ Rivers & Associates, Inc. **(page 47)**
- X. New Business:
- A. Adopt – Resolution Approving Local Water Supply Plan **(page 48)**
 - B. Adopt – Resolution supporting participation in a Joint Land Use Study (JLUS) Program for Seymour Johnson Air Force Base (SJAFB) **(page 57)**
- XI. Any Other Items From City Manager:
- A. None –
- XII. Any Other Business from the Mayor or Other Members of Council
- A. None –
- XIII. Closed Session – Under NCGS § 143-318.11 (a)(1) Confidential Information, (a)(3) Attorney/Client Privilege, and (a)(6) Personnel
- XIV. Adjourn – Until Monday, March 17, 2014 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, February 10, 2014 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

Mayor Hodges called the meeting to order. Councilman Brooks delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the minutes of January 13, 21, 27, 2014 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under New Business Item G: Approve Purchase Order to Repair Peak Shaving Generator
- Move from Consent Item D: Purchase Orders >\$20,000 to New Business Item H.
- Parks and Recreation Comprehensive Master Plan will be presented tonight with voting continued until March 10th.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the agenda as amended.

The agenda was later amended again to include moving New Business Item G: Accept Demolition of 312 Water Street Structure to New Business Item A (Comments from the public regarding this topic will be held at the time this topic is discussed by Council.)

CONSENT AGENDA:

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

- A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals (Vehicle Number 651)
- B. Adopt – Budget Ordinance Amendment – Controlled Substance Fund Appropriation

(copy attached)

- C. Award – Audit Contract Award for fiscal year 2013-2014 to Martin Starnes Associates, CPA, PA (\$34,000)
- D. Moved to New Business: Item H Approve – Purchase Orders >\$20,000

COMMENTS FROM THE PUBLIC:

Mayor Hodges explained that comments from the public regarding 312 Water Street will be heard when the topic is discussed under New Business.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council amended the agenda to include moving New Business Item G: Accept Demolition of 312 Water Street Structure to New Business Item A (Comments from the public regarding this topic will be held later in the meeting.)

Dr. Timothy Klugh – 1100 West 15th Street - Eye Care Center discussed the concerns he has for his business with the proposed project to widen 15th Street. His concern is that the project will prevent customers from making a left hand turn into his business.

Pat Griffin expressed his concerns with the 15th Street widening project as well and felt that if a median is installed, that his businesses will lose customers. Mr. Griffin stated that as of today, he couldn't find anyone that knew what Council would be approving tonight. He mentioned that he would lose business if a median is installed. Some of his tenants have clauses in their leases that state they can close and move. Parking areas for these businesses will be lost as well. Mr. Griffin explained that he has spoken with several business/property owners along this project area and they told him they would "take it to court" if they had to. The property owners advised him that they had not been contacted by anyone regarding this project. Is there a plan that we could see? Furthermore, Mr. Griffin asked Council to not approve the request on the agenda tonight.

Mayor Pro tem Roberson explained that if Council doesn't approve the request on the agenda tonight, then NCDOT cannot move forward with the design phase. Tonight's request grants NCDOT approval to move forward with the design phase for this project.

City Manager, Brian Alligood explained that the formal design work for this project has not even begun. NCDOT is looking for Council's approval of the concept before they begin spending money on the design phase for the project. The proposal is to install a "controlled median". Mr. Alligood noted that NCDOT is required to conduct a public hearing process and they will reach out to all of the businesses/property owners as well as Council regarding crossovers.

SCHEDULED PUBLIC APPEARANCES:
BETH BYRD – 2014 EVENTS REVIEW

Washington Harbor District Alliance Focus of Work 2014

Washington Harbor District Alliance Focus of Work 2014

Under the Main Street organizational structure WHDA's purpose of action is to promote the economic development and quality of life in the Washington "central business district on the water".

DESIGN:

- Wayfinding planning and implementation
- Maritime Team: Lighthouse Boater/Bathroom Facility & People's Pier
- Assist city with planning for an Underground Electrical Initiative

ECONOMIC DEVELOPMENT:

- Maritime Team: Assist new Waterfront Docks Advisory Board, Assist new Dock Master position
- Adaptive Reuse - Explore ways to reuse downtown buildings with a focus on:
 - * A downtown hotel to encourage tourism, provide housing for small-to-medium sized business conventions, promote downtown businesses and serve as an economic development tool;
 - * Business recruitment & encourage additional Upper Story Residential
- Recruitment/Retention for new and existing businesses -
 - * Educate businesses about the retail "leakage gap" in revenues that are going to businesses outside the harbor district and Washington.
 - * Identify opportunities for new and existing businesses to grow/expand by addressing to needs of the community. Work with business owners to develop new opportunities to achieve financial stability/success.

PROMOTIONS:

- Create excitement and a reason to visit downtown: **EVENTS**
- Shop, Dive Play Downtown Campaign - Facilitate program that creates interest and traffic downtown by marketing to near by communities
- New Web Site in 2014 that better markets the businesses and the harbor district destination to visitors.
- Expand the Farmer's Market by seeking grants to support Market Manager position, expand promotions of the market and offer EBT/SNAP to the low income community

ORGANIZATION:

- Recruit & foster partnerships with Corporate Sponsors
- Volunteer Base
- Membership: Friends of the Alliance
- Merchants Council, continue Coffee with Council program
- Communications, Partnership Building, Assist other Organizations with producing downtown events

Our process in accomplishing these goals and objectives is by using:

- **CLARITY:** Defining what we are and what we do
- **ALIGNMENT:** All groups working together and communicating
- **MOVEMENT:** How we move the projects. Tasks and tracking
- **FOCUS:** Getting rid of the clutter

WHDA Board of Directors, Committees & Volunteers

BOARD OF DIRECTORS:

President:	Chris Furlough
V.P. Executive Restructuring:	Beet Zetterman
President:	Lois Dreke
Design:	Bobby Robinson & Selden Taylor
Organization:	Pat Lewis
At Large Merchants:	Bob Hoshel
Treasurer:	Clot Gorenson
Secretary:	Ang Ward
City Liaison:	Jennifer Brazier, Planning Dept.
Ex-Officio:	Catharina Glover - Washington B.C. Chamber of Commerce Lynn Lewis - WHDA Diana Allgood - City Manager

ADVISORS:

- Maritime Committee Chair - Fred Watkins
- Supporting Market Manager - Tom Miller
- Mask in The Streets - Adam Farrell

Board Meetings held the 1st Wednesday of the month at the DC Chamber of Commerce at 8:30AM. The public is welcome to attend.

CORPORATE SPONSORS:

Special thanks goes to the City of Washington, that understands the importance of economic development and actively supports our efforts, both financially and operationally.

Special recognition goes to our sister organizations, who have a shared interest in helping Washington realize its full potential and who allow us to partner with them to achieve this goal.

- The Washington/Beaufort County Chamber of Commerce,
- Beaufort County Arts Council,
- Washington Tourism Development Authority,
- Patricia Self and Pover Squashou,
- Washington Area Historic Foundation,
- & The Moon Society

There are many other volunteers that WHDA relies on throughout the year. Without their participation we could not do all that is done for Washington.

Harbor District EVENTS 2014

feb 13 **THUR EVERY LAST FRI** **Art Walk**
Starting in March it's on the **LAST FRIDAY** of EVERY MONTH. A time to showcase our thriving art scene. Galleries & merchants open late. **5:00 to 8:00PM**

feb 27 **Taste the Good Life in Little Washington 6:00 to 8:30PM**
Help us celebrate all that is Washington, NC... The best of local restaurants, NC brews, fine wines and other life amenities, all to honor George Washington's Birthday.

every Sat **Saturday Market 8AM to 12 NOON 04.19 thru 10.17**
Weekly Farmers Market held on the West end of Stewart Parloway. You never know what you'll find.

SAT april 26 **Washington Marine Market**
Anything and Everything Nautical for Sale with entertainment from the all day BOCO Music Festival. **9:00AM to 6:00PM**

3rd FRI **08.16 Music In The Streets 06.30**
A 12 year celebration of music, dance and a time to enjoy all the Harbor District has to offer!
07.18
08.15
09.19
10.17 6:50 to 8:50PM

july 04 **Lee Chevrolet's 4th of July & the City of Washington Fireworks**
Spare Change to entertain the crowds, Fun for the kids, corn hole tournament, hot dog eating contest, a car show and fireworks.

aug 02 **Downtown Get Down! 5:00 to 9:00 PM**
Come to hear the pioneering American funk rock band Mother's Finest! & don't miss the Pamlico chow down.

dec 06 **Hometown Holidays**
Featuring the Christmas parade, Toys for Tots Campaign, merriment and festivities.

For more information go to:
www.facebook.com/WashingtonHarborDistrictAlliance

Ms. Byrd explained that she and Mayor Hodges have been discussing a solution for WHDA's desire to hold beer gardens at their fund raising events. She noted that in the past, City Council has been reluctant to serve alcohol on City property and WHDA understands, but noted this is a very good source of revenue for WHDA. They are hoping to develop the property that is at the end of Festival Park, (parking lot for On the Waterfront Restaurant). Since this location is private property, WHDA is hoping to hold their Beer Gardens at this location and this would eliminate the process of requesting approval from Council. She continued by asking Council if they could give her an answer tonight on this proposal or if she would need to come back to Council for approval.

Mayor Pro tem Roberson explained that this is not an action item on the agenda and WHDA would need to make a formal request to Council at a regular meeting. Ms. Byrd noted she would make sure there is a formal request to Council.

DOT MOATE – RUTH’S HOUSE, INC. “OUR AMAZING RACE” – FUNDRAISER
Dot Moate, V.P. Ruth's House & Elaine Briley, Fund Raising Chairman Ruth's House, Inc. a 501 (c) (3) non-profit corporation formed in 2012 by a group of local church ministers and citizens of the community. On February 8, 2013 we opened a safe house for victims of domestic violence, here in Washington.

(memo)

In the last 6 months our safe house operation has provided:

- Shelter for 37 people
- Counseling for 87 people
- Held 11 support group sessions
- Given out domestic violence information to 144 people
- Court advocacy services for 71
- Managed 42 calls on the crisis line (day line only)
- Conducted 16 educational information sessions for community groups
- 2,226 volunteer hours have been used to operate the facility

May, 2013 Ruth's House opened a retail shop downtown and we call it "Antiques and More ". This was a spin off from the Antique Show we had last April. The public has been most generous in donating items for us to sell in the shop. The use of the building has been donated, except for utilities, which we pay.

Ruth's House is asking the City to partner with us for "Our Amazing Race" which will be held on May 31 in Washington. We believe this event will bring people from out of the area as well as lots of local people. It will be a fun event and all proceeds go to support Ruth's House. By the City Partnering with us, we will take the fees we would have had to pay, and use for Ruth's House operation.(end)

Dot Moate requested that they become an established Festival Park partner for “Our Amazing Race” fundraiser. Elaine Briley explained the “Amazing Race.” This event is a scavenger hunt type race which at this point consists of 20 teams consisting of two members. The event will begin on Water Street near the Chamber of Commerce. None of the participants can cross Hwy. 17, the majority of the race will be on foot and will be required to stay on sidewalks.

Councilman Mercer expressed concern with street closings and Ms. Briley noted that no streets would be closed for this event. Councilman Brooks inquired the meaning of an “established partner”. City Manager, Brian Alligood explained that an established partner of Festival Park is designated for non-profit organizations that provide a substantial contribution to the community and are offered reduced rates for using the facility.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council requested a one page summary from Ruth’s House to be formally added as an Established Partner for Festival Park.

This item will be included as an action item in March. Staff will present Council with a current list of the preferred partners.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO - SEA TOW PAMLICO DOCKAGE

SeaTow Pamlico, dba Inland Enterprises, LLC will again execute a Waterfront Docking agreement with the City of Washington. During the past year SeaTow Pamlico has been an invaluable resource to the Waterfront Docks Division, giving advice and assistance to the staff and boaters alike. Dock Attendants have requested logs to be removed from the docks an average of once per month via work order and other times while Larry Williams, Owner, was on site. In addition to the usual assistance SeaTow Pamlico also:

- Helped to Install the bird away caps on the pylons
- Help you with design of No Wake and location installed the life jacket loaner stand (Received great feedback for this, and will work on improvements for the 2014 season
- Relocated the Auto Radio Check system and improved our range and Signal strength
- Advised staff and City Attorney regarding a delinquent Account, relocation/seizure of vessel.

The new docking agreement will be for the period of April 1, 2014- March 31, 2015.

MEMO – ELECTRIC ADVISORY BOARD

The Washington Electric Advisory Board met Wednesday, 15 January 2014 for their regular bi-monthly meeting. For the third consecutive meeting a quorum was not present. During their 13 January 2014, regular meeting the Washington City Council requested that the Washington Electric Advisory Board evaluate the operation of the Electric Fund so as to recommend operational improvements and cost saving measures.

The request was conveyed to the attending members of the Advisory Board and discussion ensued. No action of the board was taken due to lack of a quorum. The board requested that electric fund financials be forwarded to all members and that the electric department staff prepare a load management presentation for the February regular meeting.

MEMO – GENERAL FUND BUDGET TRANSFER

The Budget Officer transferred \$11,500 of funding between the Outside Agency and Streets Department of the General Fund to provide additional funds needed to rebuild the transmission of the Caterpillar backhoe in the Streets department.

From:	10-40-6170-9106	WHDA Contribution	\$11,500
To:	10-30-5710-1700	M/R Vehicles	\$11,500

Councilman Mercer inquired if this was the second time we've moved money from this fund? Mr. Alligood explained that this item had been "double booked" in the budget and we are pulling funds from that account to clear up that error.

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATIONS COUNCIL (approved as presented)

APPOINTMENTS:**APPOINTMENTS – HUMAN RELATIONS COUNCIL**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed Matthew Babcock to the Human Relations Council to fill the unexpired term of Marisol Barr, term to expire June 30, 2016.

OLD BUSINESS:**ACCEPT – DEMOLITION OF 312 WATER STREET STRUCTURE**

Mr. Alligood reviewed the request with Council noting that an ordinance to condemn the structure as unsafe and demolish and remove the structure was adopted October 12, 2012. The demolition contract was awarded to the lowest responsible bidder, St. Clair Trucking on the same date. Staff has spoken with the contractor as requested and St. Clair Trucking is in agreement with honoring the previous bid amount of \$8,400. In the interim, a letter was received from Mr. John P. Wood, Preservation/Restoration Specialist of the N.C. Department of Cultural Resources/State Historic Office, concerning the historical significance of this structure and has offered to discuss preservation options for your consideration. His letter is included in the agenda packet as well as: 1) Letter from Wayne Harrell, Chief Building Official, detailing his assessment of the property, 2) Memo from Jennifer Brennan, Community Development Planner, detailing her assessment of the property, and 3) Letter to William R. Henry, Jr., owner of the property, notifying him of the Council's proposed action. The FedEx tracking information indicates that the letter has been received by Mr. Henry.

Comments from the public regarding 312 Water Street

Steve Radar, Karen Tripp, Dee Congleton, Dianna Aideuis, Debra Carter, Mary Pat Musselman, Scott Campbell and David Conner expressed their concerns and opposition to the demolition of the structure at 312 Water Street. Topics discussed were the imposition of liens, foreclosure on the property and the potential number of buyers interested in the property. Speakers strongly urged Council to not move forward with anything that would destroy the house; instead they urged Council to save the structure and the integrity of the historic district. Speakers discussed 8 structures that the City of Goldsboro has purchased for preservation and offered for sale and suggested the City of Washington could do the same thing. Councilman Mercer inquired if the City of Goldsboro purchased the structures or if Preservation NC purchased them. It was explained that Goldsboro purchased the structures but Preservation NC is helping with marketing them for sale. It was suggested that Council remove the porch and have that cost applied to the liens.

Mayor Pro tem Roberson noted there is a gaping hole in the roof and it's just a matter of time before the roof collapses. Councilman Mercer inquired about the liens against the property. Franz Holscher, City Attorney explained there were some liens that were previously acquired against the property and were not filed until just recently. The estimated liens at this time are between \$5,600-\$8,400, we have sent Mr. Henry a demand to pay those liens within 30 days and that Council could potentially foreclose on that property if the liens are not paid.

Mayor Pro tem Roberson referenced the letter from the Chief Building Inspector that states the imminent hazard is the front porch. Mayor Pro tem Roberson inquired if Council could gain access to the inside of the structure? City Manager, Brian Alligood explained that this is private property and permission would have to be granted by the property owner. City

Attorney, Franz Holscher noted that he would dissuade Council from entering the structure without the property owner's permission. Mr. Holscher explained that we have not imposed civil penalties for violation of the demolition by neglect ordinance. The liens that have been imposed are assessments that the City has incurred for work such as mowing, removing a shed and removing the structure at 324 Water Street owned by this property owner.

A motion was made by Mayor Pro tem Roberson and seconded by Councilman Beeman to institute the civil penalties and remove the front porch on the structure located at 312 Water Street. (Discussion was held and the vote was held later in the meeting.)

Councilman Mercer referenced minutes from the October 2013 Council meeting. At that time, Mayor Jennings suggested to Mr. Radar that if there was a group of people interested in buying the home, then they need to come forward and make some offers. Councilman Mercer noted that to this date, Council has not seen a list of people with offers to purchase.

Franz Holscher noted that in October 2013, staff had been given authority to delay the COA for 90 days (has been done), check status of taxes (taxes are current), check status of existing assessment liens and consider foreclosure (performing this task now) and explore the assessment of civil penalties and determine if that is a basis for foreclosure. Since that meeting, we have spoken with Council several times regarding this topic. The City Attorney noted he has legal concerns regarding imposing civil penalties for Mr. Henry's failure to comply with an order from the Historic Preservation Commission that was entered in 2008 and was not served upon him until 2010, especially in light of the fact that the City has condemned the property. He feels he would have a difficult argument in court if he had to tell the judge, that after the City condemned the property, we imposed civil penalties to try to make him rehab the house in order to enforce the prevention of demolition by neglect ordinance. Mr. Holscher noted direction from Council has been: assessments against the property, liens filed against the property based on that assessment, this is the path we have pursued concurrent with the consideration of demolishing the property under Council's previous order from November 2012. If council wants us to pursue civil penalties as well, then this would be a third avenue.

City Manager, Brian Alligood explained that the request is before Council tonight, because Council directed staff to verify with the bidder from 2012 to determine if the bid was still valid. Staff has completed this task and the bidder will still honor the price from 2012.

Councilman Brooks asked if Mayor Pro tem Roberson's motion was to demolish the house. Mayor Pro tem Roberson explained that his motion was to institute the civil penalties and remove the front porch.

Mr. Holscher explained the foreclosure process, noting that in a perfect world, the foreclosure process takes 4-6 months. Discussion was held regarding rehabilitating the structure and current building and flood codes.

Mr. Alligood explained that the immediate concern is the front porch. If the inclination of Council is to wait on the potential service of the liens to force the foreclosure and see if Mr. Henry will pay those or not, then our immediate concern is the front porch and the safety hazard

there. We would not want to have all of this conversation about this house and have something occur, and then the City could be held liable. Mr. Alligood suggested if Council was so inclined to do so, he would suggest them taking action to at least remove the porch, which is an imminent hazard and add that cost as a lien as well during the foreclosure 4-6 month period.

Councilman Mercer suggested that the citizens send a valid offer to purchase and send it to Mr. Henry to see if he will accept it or refuse their offer. Mr. Alligood noted that it is his understanding that Preservation NC made an offer and Mr. Henry refused that offer.

Motion restated that was made prior to discussion: Mayor Pro tem Roberson made a motion to institute the civil penalties and to remove the front porch from 312 Water Street. The motion was seconded by Councilman Beeman. Voting in favor of the motion: Roberson, Beeman & Pitt; against: Brooks & Mercer. Motion carried: 3-2.

ADOPT – RESOLUTION TO ACCEPT A GRANT FROM NORTH CAROLINA DEPARTMENT OF TRANSPORTATION TO HELP FUND THE AIRPORT TERMINAL PROJECT (\$500,000)

Brian Alligood, City Manager explained the grant is for State Aid to Airports in the amount of \$500,000. The City's matching contribution for these funds is \$55,555, or 10% of the total \$555,555. This grant will be combined with the other grant on the agenda tonight to fund the majority of this project. The matching proceeds for both of these grants will be the insurance proceeds from where the building was destroyed on July 1, 2012. On December 9, 2013, Council tentatively awarded a construction contract to A.R. Chesson Construction Company.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted the resolution to accept a grant from North Carolina Department of Transportation to help fund the airport terminal project in the amount of \$500,000.

(copy attached)

ADOPT – RESOLUTION TO ACCEPT A GRANT FROM NORTH CAROLINA DEPARTMENT OF TRANSPORTATION TO HELP FUND THE AIRPORT

The agreement is for the remaining 2012 Vision 100 grant funds (\$49,277) and all of the 2013 Vision 100 grant funds (\$150,000). These amounts are being combined into one grant. The City's matching contribution for these funds is \$22,142, or 10% of the total \$221,419. This grant will be combined with the other grant on the agenda tonight to fund the majority of this project. The matching proceeds for both of these grants will be the insurance proceeds from where the building was destroyed on July 1, 2012.

By motion of Councilman Mercer, seconded by Councilman Beeman, Council adopted a resolution to accept a grant in the amount of \$199,277 from the North Carolina Department of Transportation to help fund the Airport Terminal Project.

(copy attached)

AUTHORIZE/ADOPT – IDX ONE NC GRANT/CO. PERFORMANCE AGREEMENTS AND ADOPT GRANT PROJECT ORDINANCE

iDX Impressions was awarded a \$300,000 One North Carolina Fund grant in support of creating 143 new jobs and investing \$2.7 million in equipment repairs, structural repairs and/or improvements and/or renovations for expansion (grant terms summary attached). The City will satisfy the grant requirement of a local government incentive when the purchase transaction of the property at 234 Springs Rd. is completed. The closing is scheduled to occur by March 10, 2014. Note that the purchase agreement contains the following clause:

3.3. During the Inspection Period, Purchaser shall have arranged for financing for the acquisition of the Property and economic development incentives relating to Purchaser's planned improvements to and activities at the Property which are satisfactory to Purchaser in Purchaser's sole discretion. If Purchaser does not arrange such financing or economic development incentives prior to the Inspection Period Expiration Date, Purchaser shall have the right to elect to terminate this Agreement by providing written notice to Seller, and upon receiving such notice, Seller shall immediately return the Deposit and the parties hereto shall have no further obligations one to the other under this Agreement (other than those that are expressly stated to survive the termination of this Agreement).

Councilman Mercer noted that he had prior concerns with claw back in this agreement, but after speaking with the City Attorney, he feels there is adequate protection in this document so that if idX would default, that the City would not be responsible for the claw back.

By motion of Councilman Mercer, seconded by Councilman Beeman, Council designated the City Manager as the Authorized Official to execute the Local Grant Agreement and the Company Performance Agreement for the One North Carolina Fund idX Impressions, LLC project, designated the Administrative Services Director/C.F.O. as an Authorized Official to execute Local Government Disbursement Request and Certifications and Adopted a Grant Project Ordinance.

(copy attached)

APPROVE – 15TH STREET WIDENING PROJECT

City Manager, Brian Alligood explained that at the January 13, 2014 Council meeting, Dwayne Alligood and Haywood Daughtry with the North Carolina Department of Transportation (NCDOT), spoke with you about their proposed widening project along 15th Street between Carolina Avenue and Pierce Street. In their presentation, they asked for your support of this project. As a result of this proposed project, it will be necessary to relocate some water and sewer lines within NCDOT right of way that are between the edge of the right of way and the edge of the pavement. At your direction, we have looked at these utilities and estimated that the cost of relocating them should be close to the amount of funds available for the relocation (\$150,000) that DOT already has available for this project. Water and sewer utilities, as well as electric utilities, that are under the pavement or outside the existing right of way, will not have to be relocated at the City's expense per NCDOT. NCDOT has asked for Council's approval for this project, they acknowledged that Council would hear concerns from businesses regarding driveway access being impeded. For this reason they provided the economic impact study to Council. This will be the only time that this project will be addressed by NCDOT due to the cost/benefit ratio. If Council walks away, there is no chance ever

again of having this project done by NCDOT due to the low cost/benefit analysis. As a result, staff recommends your support and approval of this project.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved the North Carolina Department of Transportation's plans to widen 15th Street' between Carolina Avenue and Pierce Street.

APPROVE/AUTHORIZE – OLD CITY HALL RE-CONVEYANCE

Mayor Hodges asked Council to consider continuing this item for 60 days due to another potential buyer being interested in the property. Councilman Mercer inquired about the status of the Main Street Grant that goes along with this project. City Manager, Brian Alligood explained that as of this morning, he had conversations with another potential buyer that is interested in “stepping into” the LLC. They are not interested in the Main Street Grant associated with this project, which is what the City was “under the gun” on. They have asked for 60 days due diligence and if things work out then they plan to “step into the shoes” of that LLC and move forward with the project on a similar scope without the Main Street Grant.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council continued this request until the regular City Council meeting in April 2014.

AUTHORIZE – THE CITY MANAGER TO NEGOTIATE AN AMENDMENT TO THE AGREEMENT WITH THE TOWN OF CHOCOWINITY FOR SEWER CAPACITY

(summary provided in agenda) At the January 13, 2014 Council meeting, Council delayed approving a request to allow the manager to negotiate an amendment to the sewer agreement with the Town of Chocowinity. Staff was asked to request more information from Chocowinity in reference to their capacity needs. Based on a 2007 Comprehensive Sewer Study done for the town, of Chocowinity's 304,296 (GPD), 159,293 GPD is committed to Cypress Landing, 14,400 GPD for Cypress Corner, leaving the capacity for inside their town limits to 130,603 GPD. Currently their total flow, actual plus permitted not yet tributary is 187,402 GPD or 61.6% of their permitted capacity. Using the same process of actual plus not yet tributary, we are currently at 60.0% of our permitted capacity. This Council Action will authorize the Manager to negotiate an amendment to the existing agreement between the City of Washington and the Town of Chocowinity for sewer capacity for 8,450 GPD for the US 17 rest area south of Chocowinity, outside their Town limits. Selling Chocowinity this amount of capacity would bring us to 60.2% of our permitted capacity. As mentioned at the January 13, 2014 Council meeting, in 2009 we sold the town of Chocowinity 10,000 GPD of capacity for \$10/gallon. We're not suggesting that this should be the amount that any capacity is sold to them at this time. This amount is only used as a reference and any negotiated amount would be based upon today's construction costs and be brought back to Council for final approval. (end)

Public Works Director, Kevin Brickhouse and Chocowinity Mayor Mobley were present to ask Council to amend the current sewer agreement that Chocowinity has with the City of Washington and increase capacity by 8,450 GPD for the US 17 rest area south of Chocowinity.

Councilman Mercer expressed concern with increasing the capacity going to the City's sewer treatment plant and disagreed with the numbers presented by Mr. Brickhouse. Mr. Brickhouse explained the method of calculations to Councilman Mercer. Mr. Brickhouse explained that the

agreement Chocowinity has with the City of Washington is that anything outside of the Town limit, Chocowinity was to request from the City of Washington, additional capacity. We (Chocowinity) are looking to negotiate a per gallon/per day price with the City as they have done in the past. Councilman Mercer reviewed a summary provided by Mr. Holscher regarding Chocowinity's sewer capacity agreement(s) with the City of Washington. Mr. Holscher stated he was unaware of a contractual requirement that says if additional capacity outside of the Town limits is needed that Chocowinity has to come back and ask for it or that the City has to grant the additional capacity. Mr. Brickhouse stated this is the reason for the request, but Council does not have to grant the additional capacity. Mr. Brickhouse said they could take the additional capacity request from their current in Town reserved limit, but they prefer to purchase the additional 8,450 GPD for the rest area, which becomes revenue for the City of Washington. Mayor Pro tem Roberson noted that the request tonight is to allow the City Manager to negotiate a contract for increased capacity with Chocowinity and the agreement would have to come back before Council for final approval. Mr. Brickhouse noted that anytime Council would like to sit down with him and the Town Council and look at future growth they would be glad to do that.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council authorized the Manager to negotiate an amendment to the agreement with the Town of Chocowinity for an additional 8,450 gallons per day (GPD) of sewer capacity and to bring said agreement back to Council for approval/disapproval. Motion carried 4-1 with Councilman Mercer opposing.

NEW BUSINESS:

ACCEPT/AUTHORIZE – ACCEPT THE RECOMMENDATION OF THE HISTORIC PRESERVATION COMMISSION AND AUTHORIZE THE MAYOR TO SIGN THE GRANT APPLICATION FOR A HISTORIC PRESERVATION FUND GRANT

City Manager, Brian Alligood explained that the NC State Historic Preservation Office is now accepting applications for the FY 2014 Historic Preservation Fund grants. The Historic Preservation Fund (HPF) is a federal matching grant program that supports state and local preservation programs and projects. HPF funds are made available to the State Historic Preservation Office (SHPO) through the National Park Service. Eligible applicants are Certified Local Governments (CLGs). The local matching requirement is a minimum of forty percent (40%) of eligible project costs, and the HPF share can be up to sixty percent (60%). Several groups from within the City have expressed the potential of contributing to the 40% that is required as a match. Mr. Alligood explained that the estimated cost for the entire project would be around \$10,000.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council accepted the recommendation of the Historic Preservation Commission and authorized the Mayor to sign the Historic Preservation Fund grant application to update the City of Washington's Historic Walking Tour brochure.

ACCEPT – INDUSTRIAL PARK LOT CONVEYANCE

City Manager, Brian Alligood explained that the agenda packet includes a letter from Billy Mayo dated January 15, 2014 and a deed from Beaufort County that has been entered and executed by the County to the City of Washington for an undivided 45% interest in Lot 1 and a portion of Lot 2, now designated as being all of Lot 1 and 2A, Beaufort County Industrial Park. This property was previously conveyed by Beaufort County to A & E Holdings, LLC by deed

dated May 25, 2012 and recorded in Deed Book 1784, Page 307 of the Beaufort County Registry. A & E Holdings, LLC recently reconveyed this property to Beaufort County by deed dated December 23, 2013 recorded in Deed Book 1836, Page 281 of the Beaufort County Registry. This conveyance by Beaufort County to the City is consistent with the spirit and intent of the Interlocal Agreement by and between the City and Beaufort County concerning the Industrial Park. The City Attorney has reviewed and found the deed to be acceptable; however, it should be formally "accepted" by the City. Upon formal acceptance of the deed, the City Attorney will record the same and provide the City with a copy of the recorded deed.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council accepted the attached non-recorded Deed of Conveyance from Beaufort County conveying an undivided 45% interest in Lot 1 and a portion of Lot 2, now designated as being all of Lot 1 and 2A, Beaufort County Industrial Park, to the City of Washington.

ADOPT – PARKS AND RECREATION COMPREHENSIVE MASTER PLAN
(*MASTER PLAN LOCATED ON WEBSITE)

Greg Lambert, Landscape Architect with Rivers & Associates reviewed a presentation with City Council concerning the Parks and Recreation Comprehensive Master Plan.

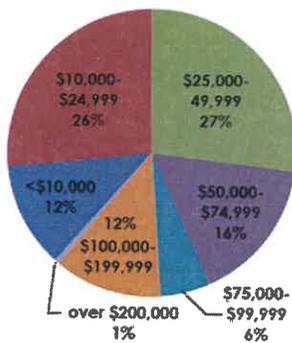
Agenda

- Input Gathering Venues
- Data Input Considerations
- Existing Facilities Consideration
- National Standards Comparison
- Recommendations

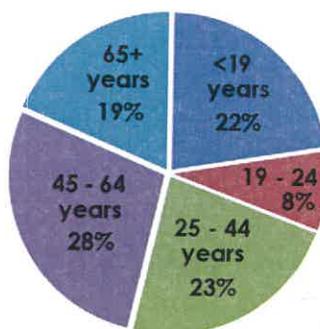
Input Gathering Venues

- Demographic Analysis
- Existing Facility Inventory and Assessment
- Public Survey
- Random Phone Survey
- Stakeholder Meetings
- Public Workshops
- Focus Group Meetings
- Annual Festivals / Events

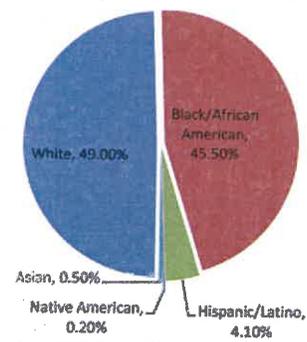
HOUSEHOLD INCOME



AGE DISTRIBUTION



RACIAL DISTRIBUTION





AREAS OF SUFFICIENT COVERAGE AND UNMET NEEDS

MAP LEGEND

- CITY OF WASHINGTON BOUNDARY
- POTENTIAL LOCATION FOR A GATEWAY PARK
- PARK LAND VERY ACCESSIBLE
- PARK LAND MODERATELY ACCESSIBLE
- PARK LAND MODERATELY INACCESSIBLE
- PARK LAND VERY INACCESSIBLE

CENTERS & OFFICES

- 1 BOBBY ANDREWS RECREATION CENTER
- 2 GRACE MARTIN HARVEY SENIOR CENTER & CAROUSE PARK
- 3 MOORE AQUATIC & FITNESS CENTER
- 4 OAKDALE RECREATION CENTER

PARKS & PLAYGROUNDS

- A DEEBE PARK
- B SEVENTH STREET PLAYGROUND AND PARK
- C BUG HOUSE PARK
- D FESTIVAL PARK
- E PAPA'S PLAYGROUND
- F 5TH & CHARLOTTE STREET POCKET PARK
- G HAVENS GARDENS PARK
- H PIERCE & THIRD STREET MINI-PARK
- I STEWART PARKWAY & WATERFRONT DOCKS
- J TOMMY STEWART MEMORIAL COURTS
- K TAR RIVER NATURE PARK (PROPOSED)
- L VETERANS PARK
- M WASHINGTON DOG PARK

ATHLETIC SITES

- N SEVENTH STREET BALL PARKS
- O PATRICK CROCKRAN MEMORIAL SKATSPARK
- P KUGLER FIELD
- Q SUSHEGRAY MCCONNELL SPORTS COMPLEX
- R TODD MAXWELL COMPLEX
- Z JOHN COTTEN TAYLOR ELEMENTARY SCHOOL

GREENWAYS & TRAILS

- S JACK'S CREEK POCKET PARK & GREENWAY PHASE 1
- T JACK'S CREEK GREENWAY PHASE 2
- U WELLSVILLE GREENWAY

BOATING AREAS

- V HAVENS GARDENS BOAT LAUNCH
- W ANDREWS LANDING BOAT LAUNCH
- X WATERFRONT GARDEN & TRAMPOLINE

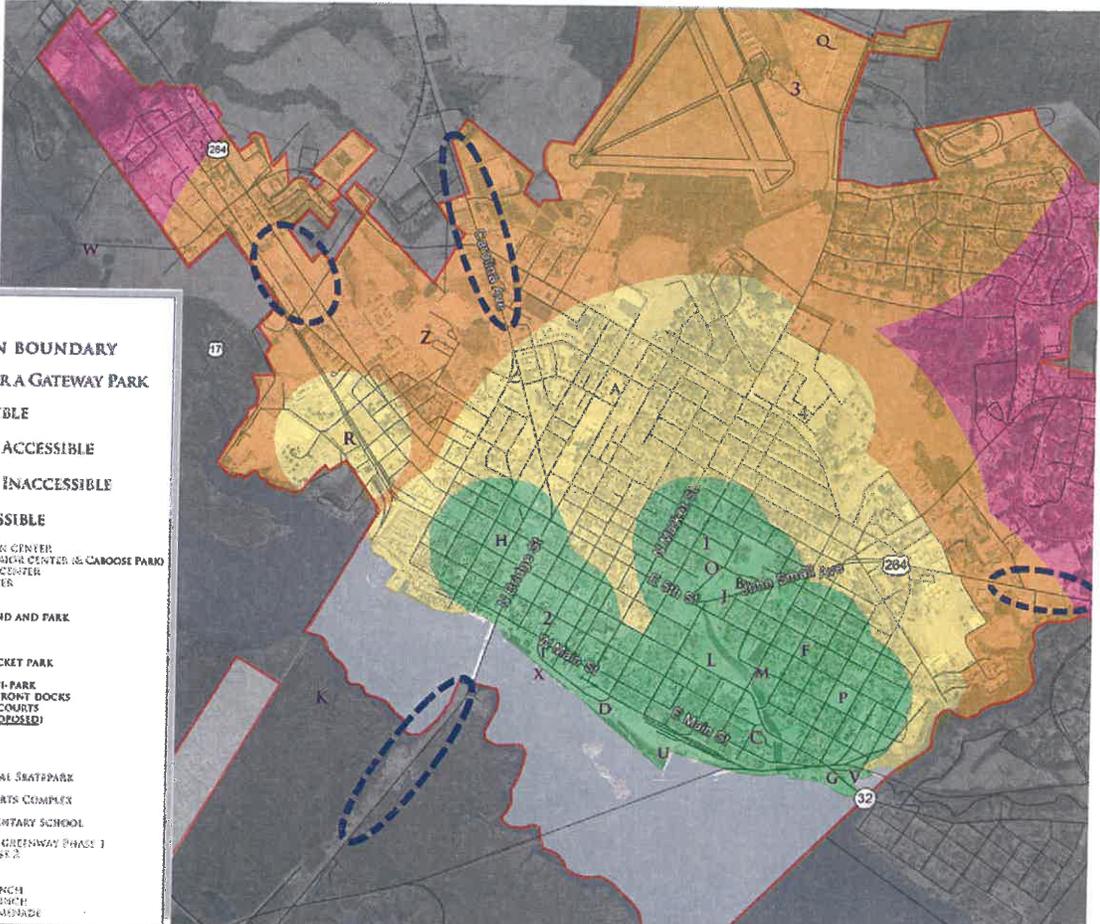


Table 3.2 - Inventory of Public Parks, Sites & Facilities										
Facility Name	Neighborhood Parks		Community Parks		District/Regional		Special Use Areas		Scenic	
	Facility	Ac.	Facility	Ac.	Facility	Ac.	Facility	Ac.	Facility	Ac.
Fifth & Charlotte St. Pocket Park	0.57		Andrews Center, Ph 1 Str. Complex, B. State Park	10.94	Andrews Center, Ph 2 Str. Complex		Havens Gardens Boat Launch	1.34	John Cotten Taylor	19.72
Pierce & Third Str. Mini-Park	0.24		Bug House Park	1.25	Paravel Park	2.46	Men's Landing Boat Launch	1.63		
			Kugler Field	3.39	Havens Gardens Park	5.48	Waterfront Boats & Promenade	1.68		
			Oakdale Recreation Center	1.02	Jacks Creek Greenway Ph 1 & 2, Pocket Park	13.94	Wetlands Boardwalk	4.58		
			Old Health Department	1.83	Jacks Creek Greenway Ph 2 & 3, Pocket Park	13.47	Grace M. Harvey Senior Center	1.21		
			Tommy Stewart Memorial Courts	1.07	Moore Aquatic & Fitness Center	5.03				
			Veterans Park	2.50						
			Todd Maxwell Complex	4.34						
			Oakdale Recreation Center	1.02						
			Washington Dog Park	0.93						
Total	0.81		Total 28.38		Total 50.88		Total 10.42		Total 19.72	

* per Beaufort County GIS Data and available data from Washington Parks and Recreation Department

Table 3.3 - NRPA Public Parks Level of Service per 1,000 Population Standards		
Standards		NRPA
Total Parkland		10 ac / 1,000
Mini/Pocket Parks		1 ac / 1,000
Neighborhood Parks		1-2 ac** / 1,000
Community Parks		5-8 ac** / 1,000
District/Regional Parks		10 ac / 1,000
Total Parks Standard		77.44 acres
Existing		144.64 acres
Planned*		113.86 acres**
Deficit		0 acres
Level of Service		14.8 acres / 1,000
Mini-Parks Standard		9.74 acres
Existing		.81 acres
Planned		0
Deficit		8.93 acres
Level of Service		.08 acres / 1,000
Neighborhood Parks Standard		14.62 acres
Existing		21.49 acres
Planned		0
Deficit		0 acres
Level of Service		2.2 acres / 1,000
Community Parks Standard		43.34 acres
Existing***		81.04 acres
Planned		0
Deficit		0 acres
Level of Service		8.3 acres / 1,000
District/Regional Parks Standard		77.44
Existing		42.51
Planned**		113.86
Deficit		64.93
Level of Service		4.4 acres / 1,000

Table 3.4 – Existing Recreation Facilities vs. NRPA Guidelines

Recreational Facilities	Total Existing in Washington	NRPA Recommended Guidelines: (facilities per Population)	Surplus/Deficit based on NRPA
Garden	4	1/20,000	3
Baseball/Soccer Fields	3	1/5,000	
Multi-Use Fields	1	1/10,000	
Swimming Pools	1	1/20,000	
Tennis Courts	2	1/2,000	-3
Volleyball Courts	1	1/5,000	-1
Basketball Courts	2	1/5,000	
Football Field	1	1/20,000	
Running Track (1/4 mi)	0	1/20,000	-1
Trails	2	1 per region	1
Playground	3	1 every 1,000	-4
Shoreland Parks	1	NA	
Boat Ramps	3	NA	
Riding Access	1	NA	
Picnicking Facilities	3	1 position per 2000*	-2
Horseshoe Pits	1	NA	
Croquet	1	NA	
Archery	0	NA	
Performance Pavilion	1	NA	
Golf	1	NA	
Dog Park	1	NA	

Baseline acreage standards based on median calculation where a range is given.

* Tar River Nature Park plus "Conversion Properties" adjacent to McConnell Sports Complex. Planned acreage is NOT calculated into meeting LOS standards.

** Where the standard is reflected as a range, a median was used in calculation
 *** There is not a standard for schools and special use areas. In Washington, the properties which fall into those categories can also be considered Community Parks and they are accounted for as such in the above calculations.

Master Plan Recommendations

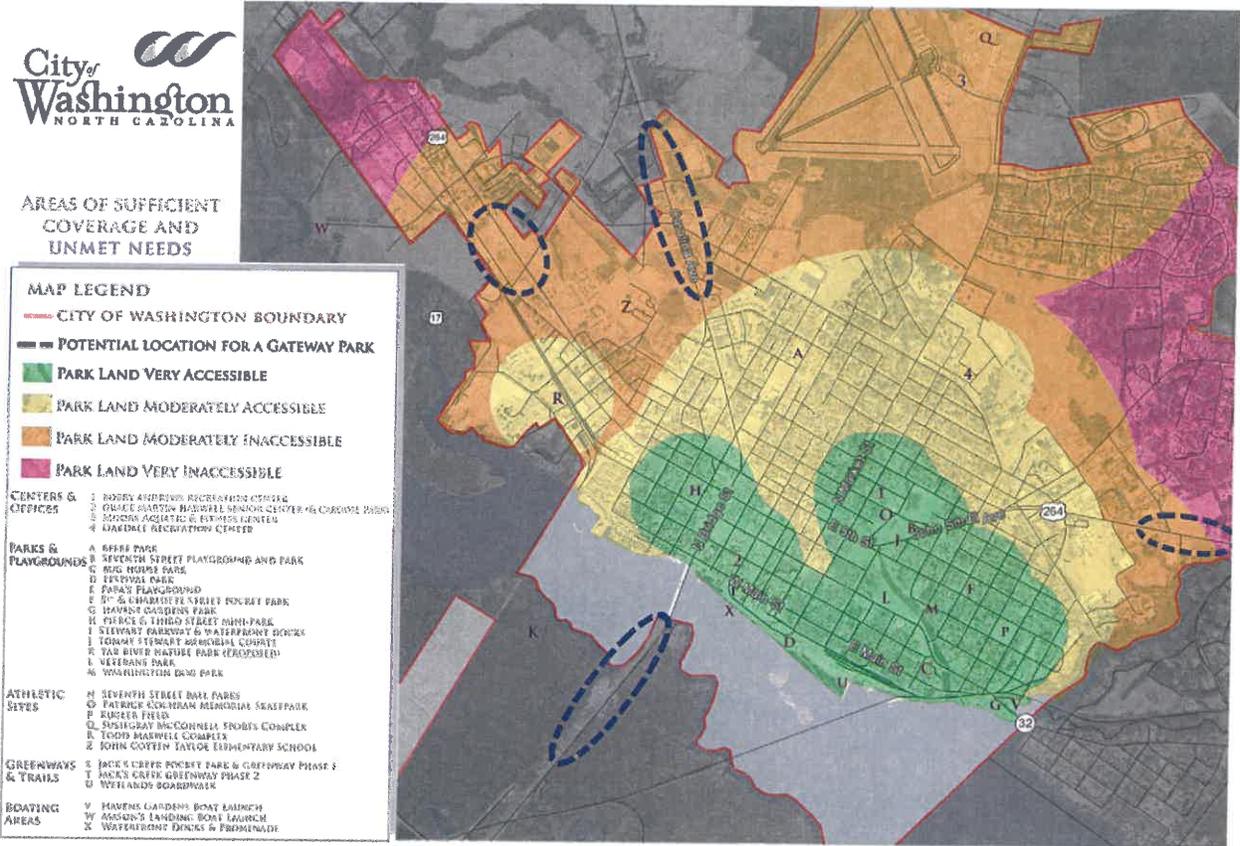
- **Prioritize meeting the demands of deferred maintenance of existing facilities before beginning new projects.**
 - Correct current staffing level deficiencies by increasing personnel to meet industry standards and maintain those standards to meet the demands for facilities that are constructed in the future. (ideal = 18-20:1, best = 12:1, currently = 28:1)
 - Develop maintenance schedule for parks which is more proactive than reactive
 - Coordinate with sports leagues to rotate use of fields, and mandate time for turf recovery.
- **Consider the recommendations of various other master plans in tandem with this plan.**
- **Establish Consistent Signage for City Parks (visual branding)**
 - Gateway signs at major entry points.
 - District Signs (Historic District, Waterfront District, etc.
 - Public Facilities signage for parks and other areas that welcome visitors

Master Plan Recommendations

- **Strengthen Existing Relationships and Establish New Partnership Opportunities**
 - Coordinate interdepartmentally and inter-jurisdictionally. There may be opportunities to coordinate plans and pool resources.
 - Consider public / private partnerships – sponsorships, donations
 - Consider additional (Shared) Use Agreements
 - Develop volunteer programs. Involve civic groups in these discussions. Creative ways that are fun and educational
- **Increase Facilities where Deficiencies are Recognized**
 - Playgrounds – achieve and maintain NRPA standards
 - Relocate soccer field to it's own facility
 - Add new lighted baseball field
 - Two additional picnic facilities located outside the "Green" area on map
 - Outdoor, senior – friendly fitness equipment
- **Secure Environmentally sensitive Areas and Develop Environmental Education Program.**

Master Plan Recommendations

- **Integrate parks and recreation activities with tourism efforts and other programs with potential economic benefits**
 - Coordinate the integration of new facilities with existing ecotourism destination such as the Estuarium
 - Work to expand upon the potential to host regional tournaments and other events at Suatyray-McConnell Sports Complex
- **Build upon marketing & programming efforts during tournaments**
- **Enhance overall perception of safety at facilities**
 - Consider installing Blue Light Call Boxes
 - Improve sidewalk system as necessary to provide safe access routes to parks.
 - Clearer wayfinding
- **Provide a Multi-Functional, Interactive Water Feature for Summer Activities**
 - A "spray ground" facility to offer a cost effective place to cool off in the summer



Mr. Lambert noted that the City of Washington has 25 Parks & Recreation facilities. According to the National Standard, the ideal acreage for an employee to maintain is 18-20:1 (18-20 acres to 1 person), best practice is 12:1 (12 acres to 1 person), the City is at 28:1 (28 acres to 1 person).

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council continued the adoption of the Comprehensive Parks and Recreation Master Plan, until the regular meeting in March.

RECESS: 7:35PM-7:45PM

AUTHORIZE – ELECTRIC DIRECTOR TO EXECUTE INTERCONNECT AGREEMENT

City Manager, Brian Allgood explained this request is for the Electric Director for Council to approve an interconnect agreement, for what we are deeming as “Solar Project 5”. SunEnergyl is requesting an interconnect agreement with the City of Washington for the connection of a photovoltaic generating (PV) system. The PV system will connect to the City's 34.5 kV sub-transmission system and have a generating capacity of 5,000 kW. The draft interconnect agreement is detailed in the requirements of each the City of Washington and SunEnergyl, but does not designate the location due to privacy concerns. Prior to the final execution of the agreement the location details will be included and the "Interconnection Customer" name will change as SunEnergyl files for a unique Limited Liability Corporation to

own and operate the facility. SunEnergy1 is responsible for all costs associated with this interconnection.

The Federal Energy Regulatory Commission (FERC) requires that electric utility systems allow renewable energy generators to connect to systems so as long as the utility determines no adverse effect on the system. This generator has been evaluated and poses minimal effect to the City's electric system. All energy produced by the system will be purchased by the North Carolina Eastern Power Agency (NCEMPA). Pursuant to the City's purchase power agreement with NCEMPA the City of Washington cannot purchase the output of the system.

Mr. Alligood noted that Councilman Mercer had expressed some concerns over some items in the agreement and those items have been addressed today. Councilman Mercer noted that he had spent quite a bit of time reviewing the document with the Attorney, Manager and Electric Director. There were some wording changes that were recommended and he would now like to make the motion to approve the agreement.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the interconnect agreement and gave the City Manager and City Attorney the authority to finalize the changes and see that they are acceptable to the interconnect partner.

APPROVE – CLASSIFICATION & PAY GRADE/CHANGES/RE-ORGANIZATION – PUBLIC WORKS

City Manager, Brian Alligood explained that David Gibbs, Public Works Superintendent, retired effective February 1, 2014. His position will not be filled and will be abolished in the upcoming fiscal year 14-15 budget. This position managed the streets, stormwater, and solid waste divisions. Mr. Alligood reviewed the request as provided by Allen Lewis, Public Works Director. While some of the administrative duties will be assumed by the Assistant Public Works Director, the technical work and daily planning will be delegated to the supervisors of these work units. This change will have its most significant impact on the supervisor for streets and stormwater who will have to assume a greater role in planning, prioritizing and organizing work crews similar to the role already assumed by the supervisor of solid waste.

The Assistant Public Works Director will be assuming a more active role in managing the streets, storm water, and sanitation divisions with the absence of the superintendent position, it will be necessary for him to delegate certain responsibilities in water distribution and collection to existing staff. Most importantly the duty of Operator in Responsible Charge (ORC) for water distribution system, wastewater system, and backflow and cross connection will be delegated to the Distribution & Collection System Supervisor who currently serves as back up ORC. This individual already has all of the certifications necessary to perform these duties.

Public Works Supervisor II: It is requested that the Public Works Supervisor I (Salary Grade 16) position overseeing the streets and Stormwater divisions be reclassified to a Public Works Supervisor II (Salary Grade 18) position. This position should have been reclassified some time ago and never was. This position supervises 12 employees which is the same number of employees the supervisor in the solid waste division supervises which is already a Public Works Supervisor II position. Additionally, this individual will be taking on more responsibility

due to the recent retirement of the Public Works Superintendent's position which is being done away with through attrition.

Distribution & Collection System Supervisor II: The individual in this position will now be the ORC for the water distribution system, sewer collection system and backflow and cross connections, as well as supervise 9 employees. The ORC is responsible for the maintenance and operation of the water distribution and wastewater collection system in order to ensure the safe distribution of drinking water and environmentally safe collection of wastewater. This position will be an exempt position.

The current position requires the following certifications:

- Grade B Water Distribution Certificate
- Wastewater collection (Grade III)
- Backflow and Cross Connection Certificate

The upgraded position will require the following certifications:

- Grade A Water Distribution Certificate
- Wastewater Collection (grade IV)
- Backflow and Cross Connection Certificate.

The individual currently in the Distribution & Collection System Supervisor II position already possess all of those certifications. It is recommended that this position be reclassified from Distribution & Collection System Supervisor (Salary Grade 20) to Distribution & Collection System Supervisor II (Salary Grade 22). This position will supervise 9 employees.

Distribution & Collection System Supervisor I: We are also requesting that the current Cross Connections Control Technician position be upgraded to a Distribution & Collection System Supervisor I position. The individual will serve as the back-up ORC as well as supervise three employees which will include the planning and organizing the work they will perform in addition to supervision, including performance reviews, coaching, etc. The back-up ORC is responsible for the maintenance and operation of the water distribution and wastewater collection system in order to ensure safe drinking water and environmentally safe collection of wastewater in the ORC's absence. This individual will also assist with the inspection of contracted construction project.

The current position requires the following certification:

- Backflow and Cross Connection Certificate

The upgraded position will require the following certifications:

- Grade B Water Distribution Certificate
- Wastewater Collection (Grade III)
- Backflow and Cross Connection Certificate

The individual currently in the Cross Connection Control Technician position already possesses all of these certifications.

In addition, the Cross Connection Control Technician will assume supervision of the water distribution unit and serve as back up ORC for the water distribution system, wastewater system, and backflow and cross connection. This individual already has all of the certifications necessary to perform these duties. It is recommended that this position is reclassified from Cross Connection Control Technician (Grade 17) to Distribution & Collection System Supervisor I (Grade 19). This position will supervise 3 employees.

Councilman Mercer requested a copy of each of the job descriptions (including the Assistant Public Works Director) prior to and after the reorganizations in order to see the change in job duties. He continued by noting his concern with the Assistant Public Works Director not being included in the reclassification, commenting that this position may need reclassifying, he would like to delay the adoption of the pay grades until Council receives more clarification.

Councilman Brooks reviewed that when Josh Kay was City Manager and the reorganizational chart was presented, he understood that if the City reduced staff and the employees took on more job duties, that they would be compensated for those additional duties. Councilman Pitt agreed with these comments and felt ok with the presented changes. Councilman Brooks said we have good people and if you pay them, they will go above and beyond what you request of them and they should be compensated for it and we should not delay this request.

Mayor Pro tem Roberson expressed concern regarding the wording in the request, “we feel these changes will solidify re-structuring in the Public Works Dept., for now, ...” Mr. Alligood noted that this side of Public Works should be set and no additional changes are forseen. Although there were some comments from Council at the planning retreat about looking at some other activities within Public Works that could warrant additional changes. Mayor Pro tem Roberson expressed his dislike with reclassifications during the middle of the budget process. He also expressed concern that the Assistant Public Works Director position may need reclassifying as well. Mr. Alligood explained that Mr. Lewis and Mrs. Hodges have reviewed these duties and are confident in the pay grade adjustments.

Allen Lewis, Public Works Director explained the reclassifications and that transferring the ORC duties from the Assistant Public Works Director to the Distribution & Collection System Supervisor II qualifies the change in paygrades. Councilmembers continued to express concern that maybe the changes in job duties aren't reflective in the pay changes.

Councilman Beeman commented that the Public Works Director and the Human Resources Director have done the needed research regarding the reclassifications and feel comfortable in their requests, does Council need to continue to rehash this.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council approved the following position reclassifications in the Public Works Department: Public Works Supervisor I (Grade 16) to Public Works Supervisor II (Grade 18) (Streets & Stormwater); Cross Connection Control Technician (Grade 17) to Distribution & Collection System Supervisor I (Grade 19) and Distribution & Collection System Supervisor (Grade 20) to Distribution & Collection System Supervisor II (Grade 22) effective February 10, 2014.

AUTHORIZE – CITY MANAGER TO FILL THE VACANT ELECTRIC LINE OPERATIONS SUPERINTENDENT POSITION

City Manager, Brian Alligood reviewed the request submitted by the Electric Director. (begin) City Council was presented with a proposed re-organizational plan in 2012 and major progress has been made. The major aspect of the plan that has been implemented is the combining of several smaller departments under larger, more comprehensive departments including Administrative Services, Community & Cultural Services, and Police and Fire Services. The City has also decreased its full-time positions from 243 budgeted in fiscal 10/11 to 233 budgeted in the current fiscal year 13/14. These reductions in staffing have been made without a change in services or service level provided by the City. This organizational plan also included the proposal to combine the Electric and Public Works departments. Currently these departments have a combined full-time staff of 112 employees which is almost half of the full-time City positions.

Because of the expansive services provided by these departments, the diversity of skills and expertise required to provide these services, and the number of employees to be managed, it would be essential to maintain a director over each of these areas. Combining these departments would actually add an additional hierarchy level and remove the City Manager one step further from these operations. It is my recommendation to keep Public Works and Electric as two separate departments with the current Directors reporting directly to the City Manager. On February 1, 2014, the City realized the retirement of two very long term employees (each with over 30 years of service) who were overseeing major functions in Public Works and Electric departments. Management has taken this staff turnover as an opportunity to evaluate operational efficiencies and organizational structure. With these adjustments, it is also management's responsibility to recognize and address significant changes in duties and responsibilities of positions and adjust pay schedules as needed. A separate Council Action explains the proposed changes in the Public Works department. Perhaps our largest challenge with the re-organization remains in the Electric Department which we will continue to analyze and provide feedback to Council. However, we have an immediate situation that needs to be addressed with the February 1, 2014 retirement of Al Leggett, Electric Transmission and Distribution Superintendent. Although this position is not reflected in the 2012 reorganization proposal, it is my determination that this position is critical to ensure maximum performance of the transmission and distribution division. This position prioritizes, organizes, and coordinates the work of this work unit with other City services and customers; monitors the work of contractors such as the tree trimming crew, manages equipment vendors, ensures safety and lineman career development training, and provides significant customer contact and budget input. There is no other regular employee on staff that has the time or expertise to fulfill these very essential functions. We feel confident that if we are able to hire someone with considerable experience in the utility field and technical education we will be in an excellent position to continue our re-evaluation of the organizational structure, not only the Transmission and Distribution division, but the Electric Department overall. With your approval, I would like to proceed with recruiting and hiring an Electric Transmission and Distribution Superintendent. (end)

Mr. Alligood explained that in reviewing the reorganizational plans, some of the charts showed with this retirement, that the position would go away. In some conversations we have heard this is not the way it was planned. We feel this position is a critical position and needs to stay in the re-organizational charts.

Councilman Mercer noted he reviewed the charts and the position is listed and he concurs the position should remain. Mayor Pro tem Roberson inquired about the lack of two Electrical Engineer In-Training positions. Mr. Alligood noted this needs to be reviewed and the duties clearly defined for this position.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, City Council authorized the City Manager to fill the vacant Electric Line Operations Superintendent position effective February 10, 2014.

APPROVE - PEAK SHAVING GENERATOR REPAIR PURCHASE ORDER

City Manager, Brian Alligood explained that an 1,150kW peak shaving generator at a local manufacture has failed and is in need of rebuilding to place the unit back in service. A rebuilt unit (\$22,958) has a comparable useful life as a new one at a cost savings of \$12,000. The peak shaving benefit net of customer credit and fuel cost is \$5,250 per month and equates to a 4.4 month payback. The opportunity cost of the generator being out of service is \$15,000 per month in wholesale power cost. The purchase order was approved by staff on Friday, February 6, 2014 to address the urgency of the situation.

Councilman Mercer reviewed the Electric Dept. budget for generator repair (\$40,000) and inquired if this purchase order would be taken from this line item. Mr. Alligood noted yes, and that Council would have to approve this due to the purchase order being over \$20,000.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved a \$22,958 purchase order to Siemens Industry, Inc. to repair a peak shaving generator to place it back in service.

Moved from Consent Item D: APPROVE – PURCHASE ORDERS OVER \$20,000

Councilman Mercer noted that he requested for this item to be moved from the Consent Agenda to discuss the design of electrical systems and wanted to have additional discussion on those items. He requested information regarding outages in the areas where the design work is taking place.

- Requisition #13935, \$30,000, to Booth & Associates Inc. to engineer the Hwy 32 North rebuild, account 35-90-8390-7400.
- Requisition #13936, \$50,000, to Booth & Associates Inc. to engineer the Grimesland Rd. rebuild, account 35-90-8390-7400.
- Requisition #13949, \$21,940, to BCI Utility Construction for section 1 of the Sweet Briar underground cable replacement, account 35-90-8390-4500.
- Requisition #13950, \$22,360, to BCI Utility Construction for section 2 of the Sweet Briar underground cable replacement, account 35-90-8390-4500.

- Requisition #13969, \$52,362.61, to Piedmont Truck Center for a F750 truck to replace vehicle #414, account 30-90-8140-7400. The body for the cab is being purchased from Quality Truck Bodies for \$10,892.61 to bring the total for the vehicle to \$63,522.22. Fuel emission standard changes resulted in a budget shortfall of \$3,500 that is being covered within the departments existing budget.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the purchase orders as presented.

ANY OTHER ITEMS FROM CITY MANAGER: NONE

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

- Mayor Hodges thanked Allen Lewis and the Public Works staff for getting the snow off the streets during the last storm. Councilman Brooks commended the staff as well.
- Councilman Pitt reminded everyone regarding the Ed Peed Commemoration on February, 15th at Fire Station #1.

CLOSED SESSION – UNDER NCGS § 143-318.11 (A)(3) ATTORNEY/CLIENT PRIVILEGE AND (A)(6) PERSONNEL

By motion of Councilman Pitt, seconded by Councilman Beeman, Council entered into Closed Session at 8:40pm under NCGS 143-318.11 (A)(3) Attorney/Client Privilege, (A)(4) Economic Development and (A)(6) Personnel.

By motion of Councilman Beeman, seconded by Councilman Pitt, Council agreed to come out of closed session at 8:45pm.

ADJOURN

By motion of Councilman Beeman, seconded by Councilman Brooks, Council adjourned the meeting at 8:45pm until Monday, February 24, 2014 at 5:30pm in the Council Chambers located at the Municipal Building.

(subject to approval of City Council)

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

The Washington City Council met in a continued session on Monday, February 24, 2014 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

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

APPROVAL/AMENDMENTS TO AGENDA:

Councilman Pitt requested adding under Closed Session NCGS § 143-318.11 (a)(4) Economic Development.

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council approved the agenda as amended.

APPROVE: FIRST AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT {INSPECTION PERIOD EXTENSION REQUEST – idX AGREEMENT}

City Manager, Brian Alligood explained that the agenda package included the first amendment to the Real Estate Purchase Agreement with idX. Mr. Alligood stated he received this request late Friday afternoon. The following request was made:

1. The extension date to be March 25th instead of March 24th
2. Requesting permanent easement – Mr. Alligood voiced his position at this time is that we will grant a temporary easement to tract 1, but not a permanent one. Mr. Alligood suggested if they want a permanent easement they will need to purchase tract 1 in its entirety. The City Attorney spoke with them and idX is ok with keeping the temporary easement.
3. A letter of support from the City for a Brownfields application

By motion of Councilman Pitt, seconded by Councilman Mercer, Council approved the First Amendment to Real Estate Purchase Agreement which amends the November 25, 2013 purchase agreement between City and idX, Impressions LLC by extending “Inspection Period” to March 25, 2014.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council denied the request for permanent easement and agreed to grant idX a temporary easement for that portion of the parking lot which extends onto tract 1 until such time as the City has a need for tract 1.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved having the Mayor or the Manager write a letter supporting the application for the Brownfields program to the state of North Carolina.

DISCUSSION: EAST CAROLINA WILDLIFE ARTS FESTIVAL UPDATE

Tourism Director, Lynn Wingate reviewed a press release with Council which provided an update on the success of the Festival. Ms. Wingate thanked the City for their support of the show stating that staff in every department had been great to work with throughout the whole event.

FOR IMMEDIATE RELEASE (handout)

Early indications show that the recent 19th Annual East Carolina Wildlife Arts Festival (ECWAF) was another successful event. The show featured the North Carolina Decoy Carving Championships. The 2014 show was presented by the Washington Tourism Development Authority, in coordination with the East Carolina Wildfowl Guild, the originators of the show. Tourism Director and Show Chairman Lynn Wingate credited the additional stakeholders as a reason for the recent success. “By engaging more partners and individuals, we were able to introduce some new ideas and attract some new audiences.”

Among the successes of the 2014 show were the return of the VantageSouth Bank Sportsman Tent and the Waterfowl Calling Competition. Both of these activities have attracted an audience, but were not a part of the 2013 event. The location of the Sportsman Tent at Festival Park allowed for additional outdoor activities like a boatbuilding demonstration by Jimmy Amspacher and Archery Alley. The re-opening of the Turnage Theater provided the perfect venue for the Waterfowl Calling Competition.

The East Carolina Wildfowl Guild coordinated the carving competition, the centerpiece of the show since its conception. Other consistent elements of the show included the Art Show and Sale at the Washington Civic Center, the North Carolina Duck Stamp competition, dinner and auction, and children’s decoy painting workshop at the NC Estuarium. Each part of the show attracted a unique audience from near and far.

The WTDA’s involvement was not just in the interest of presenting the annual event. In keeping with its mission, the WTDA was interested in bringing more tourists to Washington. A combination of additional marketing outside of the immediate area and using multiple venues in the harbor district proved successful. Merchants saw the additional traffic in the downtown area during the weekend, and visitors were able to see the scenic waterfront.

Information was collected from show attendees to help better understand audience demographics. From that data, the WTDA reports having visitors from Virginia, Georgia, South Carolina, Connecticut, Massachusetts, New York, Maryland, and Ohio. This does not include the demographics of show exhibitors, which added five additional states to the list. North Carolina produced the most show attendance with 69 counties represented. An estimated 2,000 people attended the show.

Feedback and comments from exhibitors, attendees, and event volunteers are being considered as plans are made for a 2015 show that would mark the 20th anniversary of one of Washington's signature events.

Mayor Hodges congratulated Ms. Wingate on having a successful event.

Councilman Mercer noted he would be interested in seeing the financials because if it is not a break even deal then it would mean the City would have to put money into the event. Also, he suggested Ms. Wingate release the hand-out to all news media.

DISCUSSION: GRANT UPDATES

City Manager, Brian Alligood stated this is the second presentation regarding grant updates. Staff is here to answer any questions Council may have regarding the grant update.

Councilman Mercer commented that if appears some grants have either been recalled or terminated do we need to continue to show that as an active program. Mr. Alligood explained that staff continues to show those because there are things we need to complete to close out and we wish to keep it out in front to stay on top of it.

Mayor Pro tem Roberson expressed concern with the estimated completion date noting some are a little behind.

CLOSED SESSION: UNDER NCGS § 143-318.11 (a)(6) PERSONNEL AND NCGS § 143-318.11 (a)(4) ECONOMIC DEVELOPMENT

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter closed session under NCGS § 143-318.11(a)(6) Personnel; and (a)(4) Economic Development at 5:45 pm.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council agreed to come out of Closed Session at 6:20 pm.

ADJOURN – UNTIL MONDAY, MARCH 10, 2014

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 6:20pm until Monday, March 10, 2014 at 5:30 p.m. in the Council Chambers at the Municipal Building.

(subject to approval of the City Council)

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Michael Whaley, Purchasing Agent
Date: January 28, 2014
Subject: Declare Surplus/Authorize Electronic Auction of Vehicle through GovDeals

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

RECOMMENDATION:

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

BACKGROUND AND FINDINGS:

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

<u>Vehicle Number</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
616	1982 International 230 HP S-1900 Bucket Truck (MAPS)	2HTAF1956CCA19906	58,096

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: Concur _____ Date 3/5/14 March 10, 2014 Recommend Denial No Recommendation



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: March 10, 2014
Subject: Budget Ordinance Amendment- Havens Gardens Master Plan Phase I
Applicant Presentation: N/A
Staff Presentation: Kristi Roberson

RECOMMENDATION:

I move that City Council adopt a budget ordinance amendment to fund the Havens Gardens Master Plan.

BACKGROUND AND FINDINGS:

During the January 2014 Recreation Advisory Committee meeting, RAC recommend requesting City Council to re-appropriate funds left over from the Festival Park project budget.

\$3,764 remaining from the City Contribution to the Festival Park project was transferred to fund balance when the project was closed. The Recreation Advisory Committee would like to re-appropriate these funds to be utilized for the Havens Garden Master Plan. The budget ordinance amendment reflects this request.

The Budget Officer transferred \$2,236 of funding between the Planning and Recreation Administration departments of the General Fund to provide additional funds necessary to complete the Havens Garden Master Plan. NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Budget Ordinance Amendment
Request for Transfer of Funds

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: 3/5/14 Date Concur but 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 General Fund be increased in the amount of \$3,764 in the account Fund Balance Appropriated, account number 10-00-3991-9910, to provide funds for the first segment of the Haven's Garden development plan.

Section 2. That account number 10-40-6120-0400, Recreation Administration portion of the General Fund appropriations budget be increased in the amount of \$3,764.

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 10th day of March, 2014.

MAYOR

ATTEST:

CITY CLERK

Request for Transfer of Funds

Date: 3/4/2014

TO: City Manager or Finance Director
 FROM: John Rodman
 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:	10-10-4910	0400	Professional Services	2,236
TO:	10-40-6120	0400	Professional Services	2,236

For the purpose of: Phase II of Festival Park plan

 Supervisor John Rodman
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.

Steven A. Amey
City Manager or Finance Director

3/4/14
Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Stacy Drakeford, Director Police and Fire Services
Date: March 4, 2014
Subject: NFL Grant
Applicant Presentation: N/A
Staff Presentation: Stacy Drakeford

RECOMMENDATION:

I move that City Council authorizes Police and Fire Services to apply for the NFL football camp grant on behalf of Terrance Copper. The grant will not exceed \$ 3000.00.

BACKGROUND AND FINDINGS:

This grant will fund a youth unisex football camp scheduled June 18 and 19. Terrance Copper, a Washington native and NFL player, is directing the camp along with other NFL players. This is another initiative of the Washington Police and Fire Services to foster better relations with the community's youth. There is no local match.

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: kw Concur _____ March 10, 2014 Recommend Denial _____ No Recommendation
3/5/14 Date Page 31 of 84



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: March 10, 2014
Subject: Purchase Orders > \$20,000 Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council award the bid to paint the interior of the Water Treatment Plant to McGowan Painting Contractors and approve the attached purchase requisitions.

BACKGROUND AND FINDINGS:

Requisition #13979, \$34,941.31, to Edwards Machine & Welding to manufacture a steel frame platform for the generator at the Fountain Power Boat sewer pump station, account 32-90-8230-7400. Informal bids were requested for this work and two written submittals were received, Edwards Machine of Chocowinity (\$34,941.31) and Quality Welding & Fabrication of Washington (\$38,975). The Fountain Lift Station upgrade project should come in well under the \$90,000 amount budgeted.

Requisition #14020, \$87,850, to McGowan Painting Contractors for painting the interior of the Water Treatment Plant, bid tabulation is attached, account 30-90-8100-7000.

Requisition #14042, \$23,800, to Soloman Corp. to purchase a 1,500 kva transformer for inventory, account 35-90-1400-0000. Previous unit was purchased in 1995 and failed as a result of water infiltration.

PREVIOUS LEGISLATIVE ACTION

2013-2014 adopted budget and amended budget.

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

Requisitions

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: March 10, 2014 (if applicable)
City Manager Review: Concur 3/5/14 Date 3/5/14 Recommend Denial No Recommendation

Requisition Form

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

Requisition #:13979
PO #: Not Assigned
User Name: Adam Waters

Date: 02/05/2014

Approved By:
Approved Code: Awaiting Final Approval

Total Amount: \$34,941.31

Ship To:
CITY OF WASHINGTON WAREHOUSE (PW)
203 GRIMES ROAD
WASHINGTON, NC 27889

EDWARDS MACHINE & WELDING
P.O. BOX 779
CHOCOWINITY, NC 27817

Vendor Instructions:PUBLIC WORKS
WATER RESOURCES
ADAM WATERS
252-975-9310

Quantity	Description	Job Number	Unit Price	Extended
1	SUPPLY AND FABRICATE STEEL FRAME PLATFORM FOR GENERATOR AT FOUNTAIN POWER BOATS PUMP STATION PER PROPOSAL 3090.		\$34,941.31	\$34,941.31
Sub Total				\$34,941.31
Total Tax				\$0.00
Total				\$34,941.31

Account Number	Account Description	Amount
32-90-8230-7400	CAPITAL OUTLAY	\$34,941.31
Total		\$34,941.31

Approval List

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

Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #:14020

PO #: Not Assigned

User Name: Adam Waters

Date: 02/21/2014

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$87,850.00

Ship To:

CITY OF WASHINGTON WAREHOUSE (PW)

203 GRIMES ROAD

WASHINGTON, NC 27889

MCGOWAN PAINTING CONTRACTORS

PO BOX 506

GREENVILLE, NC 27835

Vendor Instructions: PUBLIC WORKS
WATER RESOURCES
ADAM WATERS
252-975-9310

Quantity	Description	Job Number	Unit Price	Extended
1	PAINT INTERIOR PORTIONS OF WATER TREATMENT PLANT AS DESCRIBED IN REQUEST FOR PROPOSALS AND AS PER BIDS RECEIVED FEBRUARY 21, 2014		\$87,850.00	\$87,850.00
Sub Total				\$87,850.00
Total Tax				\$0.00
Total				\$87,850.00

Account Number	Account Description	Amount
30-90-8100-7000	NONCAPITALIZED PURCHASES	\$87,850.00
Total		\$87,850.00

Approval List

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

BID TABULATION

Bid for: Water Plant Painting
Opened: 2:00 PM, Friday
February 21, 2014

<u>Item</u>	<u>Description</u>	<u>McGowan Painting</u>	<u>McCord Contractors, Inc.</u>	<u>Ross Ind. Services</u>
1	Paint Water Plant Building as proposed in City of Washington Invitation to Bid	\$87,850.00	\$159,580.00	\$96,210.00

Recommendation: The recommended vendor would be McGowan Painting.

Signed: Michael Whaley

Requisition Form

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

Requisition #:14042
PO #: Not Assigned
User Name: Mike RJ

Date: 02/28/2014
Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$23,800.00
Ship To:
CITY OF WASHINGTON WAREHOUSE
203 GRIMES ROAD
WASHINGTON, NC 27889

SOLOMAN CORPORATION
PO BOX 1009
DECATUR, TN 37322

Vendor Instructions: Warehouse, Mike Whaley, 252-975-9308. Attn: Keith Kenney

Quantity	Description	Job Number	Unit Price	Extended
1	35-20-0492 1500 KVA Pad Mount Transformer, 34500/19920, 277/480 Volt, Dead Front, all copper windings per quote dated 2/21/2014. Warranty 3 years.		\$23,800.00	\$23,800.00
Sub Total				\$23,800.00
Total Tax				\$0.00
Total				\$23,800.00

Account Number	Account Description	Amount
35-90-1400-0000	INVENTORY	\$23,800.00
Total		\$23,800.00

Approval List

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



MEMORANDUM

DATE: March 10, 2014

TO: Mayor and City Council

FROM: Kristi Roberson, Parks & Recreation Department Manager

RE: Festival Park - Established Partner's List

Ruth's House has requested permission to be added to the Festival Park Established Partner's list. A partner sponsored event is defined as an event sponsored by a Washington based non-profit that brings measurable economic and/or community impact to the City of Washington. As a partner, the specific non-profit does not pay the refundable deposit and ONLY Festival Park fees are offered at a reduced rate.

Ruth's House is a 501(c) 3 non-profit organization. Their mission is to provide shelter, counseling, court advocacy and support services for victims of domestic violence. In addition, they reach out to the community to increase awareness and provide information pertaining to domestic violence.

This request was presented to the Recreation Advisory Committee on Monday, February 17. The Recreation Advisory Committee *supported* this recommendation, as long as Ruth's House provided a copy of their 501(c)3 status.

Current Established Partners:

BC Arts Council
Beaufort County Child Connections
ECU Pirate Club
EC Wildlife Guild
NC Estuarium
Washington Beaufort County Chamber of Commerce
Washington Harbor District Alliance
Washington Noon Rotary
Washington Tourism Development Authority



MEMORANDUM

DATE: March 3, 2014
TO: Mayor and City Council
FROM: Kristal H. Roberson, Parks and Recreation Manager
SUBJ: Belle of Washington Dockage

The Belle of Washington 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.

Communications about activities aboard the Belle continues to improve every year. Tammy Swanner personally manages the notifications and the Waterfront Docks receives reminders from the Captain when cruises are scheduled. This notification is very beneficial to city staff and event planners alike.

Each year The Belle of Washington's activities around the park are better managed than the year before, with fewer instances of conflicts with park policies.

Pump outs at Dock "A" were scheduled and managed well with few, if any, conflicts or interruptions to daily operations of the Waterfront Docks or the Belle of Washington.

The new docking agreement will cover the period of March 27, 2014 - March 26, 2015.

Attached: Letter of intent from the Belle of Washington

Belle of Washington
P.O. Box 1752
Washington, N.C. 27889
Phone # 252-974-0919
Feb. 4, 2014

City of Washington
Dept. of Parks & Recreation
Washington, N.C. 27889

To Whom It May Concern:

The Belle of Washington (owned by A. H. Swanner and managed by Tammy Swanner Moore) wishes to retain Dock slips 1 and 2 for the purpose of docking the Belle of Washington for the year 2014.

Sincerely,

A. H. Swanner



MEMORANDUM

DATE: March 3, 2014
TO: Mayor and City Council
FROM: Kristal H. Roberson, Parks and Recreation Manager
SUBJ: Little Washington Sailing School Dockage

The Little Washington Sailing School 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.

During the 2013 Little Washington Sailing School season, communications between the Parks and Recreation Department at its Waterfront Docks Division and the School continued to be good.

The School kept the Waterfront Docks informed of activities and special requests far in advance which helped with scheduling and general knowledge of the activities of the School. Information request by the Waterfront Docks was quickly and thoroughly provided.

The new docking agreement will be for the period of April 1, 2014 – March 31, 2015.

Attached: Letter of intent from the Little Washington Sailing School

Teresa Hamilton

From: jeffkayw [jeffkayw@hotmail.com]
Sent: Monday, February 03, 2014 2:56 PM
To: Teresa Hamilton
Subject: Dock agreement with little Washington sailing school

It is our intent to continue our existing dock agreement with city of washinton
directors

Jeff wecland lws board of

Mayor
Mac Hodges

City Manager
Brian M. Alligood



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

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: March 10, 2014
Subject: Budget Review Meetings

Council budget workshops are scheduled to be conducted in the Council Chambers on April 21, 22, 23, and 24 at 5:30 p.m. A complete budget schedule is attached. The Manager's proposed budget will be presented to Council April 7th. Please submit budget questions and/or clarifications to the Manager on or before April 14th and they will be addressed during the workshops.

Budget Schedule 2014-2015

Scheduled Week Of	Status	Budget Task
12/02/13	Complete	CIP worksheets distributed to Management Team
12/30/13	Complete	CIP worksheets due back to Finance
01/06/14	Complete	Budget Packets Distributed to Management Team
01/06/14	Complete	Outside Agency Budget Requests Distributed
01/20/14	Complete	Budgetary & Strategic Planning Retreat With Council (Civic Center)
01/27/13	Complete	Revenue Estimate- Finance
01/27/14	Complete	Fees & Charges Schedules Distributed
02/03/14	Complete	Outside Agency Budget Requests Submitted
02/10/14	Complete	Budgets & CIP Submitted to Finance
02/24/14		Budget Compiled by Finance
03/03/14		Budget Review with Manager- General Fund
03/03/14		Budget Review with Manager- Electric Fund
03/17/14		Budget Review with Manager- Public Works
04/07/14		Manager's Recommended Budget & CIP Presented to Council
04/07/14		Budget Available for Public Viewing at City Clerk's Office
04/14/14		Council Budget Questions/Clarification to City Manager
4/21-24/14		Council Budget Workshops
04/21/14		Advertise Public Hearing for Budget
05/12/14		Public Hearing- Budget
06/09/14		Budget Adopted
06/16/14		Budget Posted to Web Site

Load Management Device Installation Report

Project Start Date : October 2010

	January 2014	Project to Date
Total Load Management Device Installations	81	2,521
Total Accounts Added with Load Management	53	1,836
Appliance Control Installations		
Air Conditioner / Heat Pump	64	1,891
Auxiliary Heat Strip	37	980
Electric Furnace	4	266
Water Heater	45	1,494
Total Encumbrances to Date		
Load Management Devices		\$130,600
Contractor Installations	\$15,000	\$265,000
Total Project Encumbrances		\$395,600
Total Expenses to Date		
Load Management Device Purchases		\$130,600
Contractor Installation Expenses	\$8,150	\$252,145
Total Project Expenses		\$382,745
Average Cost per Load Management Device Installed		\$152
Average Installed Cost per Controlled Appliance		\$83
Load Management Devices Remaining in Stock	979	



HUMAN RELATIONS COUNCIL

102 East 2nd Street

Washington, NC 27889

Phone: 252-975-1280

Human Relations Council (HRC) Report for the month of February Monday March 10, 2014 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

OLD BUSINESS:

Discussion - ED Peed Commemoration Service: Chairman Hughes thanked all Board members for their support and acknowledged all the hard work that goes into this event. Special recognition was given to Board member Lodge for all the zeal she puts into this project. Saturday was a challenge because of the weather but we had great representation from both the City and the County.

Discussion – Board vacancy: Chairman Hughes reminded Board members to keep in the forefront that we have one more vacancy and advise if they know of someone who wishes to be appointed.

NEW BUSINESS:

Discussion – Fair Housing: Sub-committee was formed consisting of Board members O’Pharrow, Albritton, and Gaskins. It was requested the sub-committee along with Chairman Hughes schedule a meeting with Mr. Marc Recko, Executive Director of Washington Housing Authority, Inc.

Tentative date for the Fair Housing program scheduled for Tuesday, April 8, 2014 from 6:30 – 8:00 pm with the location to be determined. Sub-committee will provide updates at the next regular meeting for the Human Relations Council (Tuesday, March 11, 2014).

Discussion – ‘Taste of Washington’: Chairman Hughes voiced over the past years the Human Relations Council combined ‘Taste of Washington’ with the Fair Housing Project. He stated last year the Chamber of Commerce and the WHDA have partnered together in presenting “A Taste of the Good Life” which has proven to be a very successful project for them. Both the

'Taste of Washington' and "A Taste of the Good Life" activities are held close together and inquired if any Board member had objections moving away from the 'Taste of Washington'.

By consensus, the Board decided to **discontinue** sponsoring a 'Taste of Washington'. It was suggested the Board provide light snacks/hors d'oeuvre for the Fair Housing project and this expense will come from the Human Relations Council budget. Any sponsorship money received from citizens/groups will be deposited into the Human Relations Council budget.

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of January 14, 2014 report submitted to City Council, and the financial report.

City Manager, Brian Alligood advised the Board that City Council is looking at a continuation budget this year. Council will have to approve all Outside Agencies funding and Mr. Alligood voiced there will be a decrease in funding to all agencies again this year.

OPEN DISCUSSION:

Board member Jennette shared information regarding an event sponsored by Washington Housing Nonprofit, Inc. and First Bank of Washington on Tuesday, February 25, 2014 from 5:30 – 8:30 pm. Also, an event sponsored by Beaufort County Community College: Pre- Homeownership Course and Free Day at BCCC – A day to explore your options on Thursday, April 10, 2014 from 8 am – 5 pm.

Council liaison Pitt mentioned the U.S. Air Force Jazz ensemble will be performing free of charge at the Turnage Theater on Saturday night voicing the concert is open to the public.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: March 10, 2014
Subject: Adopt the Parks & Recreation Comprehensive Master Plan
Applicant Presentation: Rivers & Associates, Inc. Staff
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council adopt the Parks & Recreation Comprehensive Master Plan.

BACKGROUND AND FINDINGS:

On May 20, 2013, the City adopted the Grant Project Ordinance for the Community Transformation Grant (CTG) to complete a Parks & Recreation Comprehensive Master Plan for the City of Washington Parks and Recreation Department with the firm Rivers & Associates, Inc. The CTG grant was for \$45,000 and the City contributed \$5,000.

Rivers and Associates, Inc. presented the proposed Parks & Recreation Comprehensive Master Plan to the Washington Recreation Advisory Committee on January 21, 2014 and to City Council on February 10, 2014.

PREVIOUS LEGISLATIVE ACTION

May 20, 2013

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Comprehensive Parks & Recreation Master Plan available on City of Washington website

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: 3/5/14 Date Concur *KRM* Recommend Denial _____ No Recommendation _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: February 28, 2014
Subject: Adopt Resolution Approving Local Water Supply Plan.
Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move that the City Council adopt the resolution approving the City's Local Water Supply Plan as approved by the Division of Water Resources.

BACKGROUND AND FINDINGS:

In 1997, the North Carolina Department of Environment and Natural Resources (NCDENR), Division of Water Resources (DWR) began requiring public water suppliers to develop and submit for approval a Local Water Supply Plan (LWSP). Initially, this plan was to be revised every five years. In 2008, in response to the severe drought experienced by much of North Carolina, DWR began requiring annual updates to the plans. In 2012, they began requiring this plan to be approved by the local governing boards every five years. This is per NCGS 143-355 (1), a copy of which is attached. Each year, these plan updates are due by April 1 of the following reporting year. So, for this 2012 plan, the due date for submittal was April 1, 2013. Staff submitted the plan on March 14, 2013 and finally received approval on November 19, 2013, after requests for additional information. For your information, the 2013 plan updates have already been submitted and are waiting DWR approval at this time.

The resolution signifies your approval of this plan per the above referenced NCGS.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Resolution and copy of NCGS 143-355 (1)

City Attorney Review: _____ Date By: _____ (if applicable)
 Finance Dept Review: _____ Date By: March 10, 2014 (if applicable)
 City Manager Review: *AWL* Concur Page 4 of 8 Recommend Denial No Recommendation 3/5/14 Date

RESOLUTION APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning a Local Water Supply Plan for the City of Washington, has been developed and submitted to the City Council for approval; and

WHEREAS, the City Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for the City of Washington, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that the Local Water Supply Plan entitled, City of Washington's Local Water Supply Plan dated November 19, 2013, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the City Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This resolution was passed and adopted this the 10th day of March, 2014 in the City of Washington, North Carolina.

Mac Hodges, Mayor

Attest

Cynthia Bennett, City Clerk

(Seal)

§ 143-355 (l)

(l) Local Water Supply Plans. – Each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare a local water supply plan and submit it to the Department for approval. The Department shall provide technical assistance with the preparation of plans to units of local government and large community water systems upon request and to the extent that the Department has resources available to provide assistance. At a minimum, each unit of local government and large community water system shall include in local water supply plans all information that is readily available to it. Plans shall include present and projected population, industrial development, and water use within the service area; present and future water supplies; an estimate of the technical assistance that may be needed at the local level to address projected water needs; current and future water conservation and water reuse programs, including a plan for the reduction of long-term per capita demand for potable water; a description of how the local government or large community water system will respond to drought and other water shortage emergencies and continue to meet essential public water supply needs during the emergency; and any other related information as the Department may require in the preparation of a State water supply plan. A unit of local government or large community water system shall submit a revised plan that specifies how the water system intends to address foreseeable future water needs when eighty percent (80%) of the water system's available water supply based on calendar year average daily demand has been allocated to current or prospective water users or the seasonal demand exceeds ninety percent (90%). Local plans shall be revised to reflect changes in relevant data and projections at least once each five years unless the Department requests more frequent revisions. The revised plan shall include the current and anticipated reliance by the local government unit or large community water system on surface water transfers as defined by G.S. 143-215.22G. Local plans and revised plans shall be submitted to the Department once they have been approved by each unit of local government and large community water system that participated in the preparation of the plan.

From: <http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=143>

Updated July 9, 2012



North Carolina Department of Environment and Natural Resources

Division of Water Resources

Pat McCrory
Governor

Thomas A. Reeder
Director

John E. Skvarla, III
Secretary

November 19, 2013

Adam Waters, Water Resources Superintendent
Washington
P.O. Box 1988
Washington, NC 27889

Subject: LWSP Meets Minimum Criteria
Washington
PWSID#: 04-07-010
Beaufort

Dear Adam Waters,

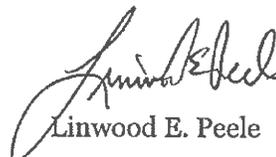
This letter is to notify you that our staff has reviewed the information contained in the 2012 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the Washington water system hereby meets the minimum criteria established in North Carolina General Statute 143-355 (l).

Your water system's 2012 LWSP is now viewable online from the *Local Water Supply Plans* link at <http://www.ncwater.org/>. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to J. Wayne Howard, the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2012 LWSP complete.

The 2012 LWSP must next be adopted by your water system's governing board; a model resolution is enclosed for guidance. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Branch Chief, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact J. Wayne Howard at wayne.howard@ncdenr.gov or (919) 707-9017 or me at linwood.peele@ncdenr.gov or (919) 707-9024 if we can be of further assistance.

Sincerely,



Linwood E. Peele

Enclosure

1611 Mail Service Center, Raleigh, North Carolina 27699-1611
Location: 512 N. Salisbury St. Raleigh, North Carolina 27604
Phone: 919-707-9000 FAX: 919-733-3558
Internet: www.ncwater.org

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March 10, 2014
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Washington

2012

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: **Washington** PWSID: **04-07-010**
 Mailing Address: **PO Box 1988** Ownership: **Municipality**
Washington, NC 27889

Contact Person: **Adam Waters** Title: **Water Resources Superintendent**
 Phone: **252-975-9310** Fax: **252-975-0249**

Secondary Contact: **Hope Woolard** Phone: **252-975-9374**
 Mailing Address: **PO Box 1988** Fax: **252-975-0249**
Washington, NC 27889

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6-16	42.00 %
Cast Iron	4-16	24.00 %
Ductile Iron	4-20	23.00 %
Polyvinyl Chloride	4-12	11.00 %

What are the estimated total miles of distribution system lines? **82 Miles**
 How many feet of distribution lines were replaced during 2012? **1,003 Feet**
 How many feet of new water mains were added during 2012? **0 Feet**
 How many meters were replaced in 2012? **1,800**
 How old are the oldest meters in this system? **13 Year(s)**
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? **41**
 What is this system's finished water storage capacity? **3.800 Million Gallons**
 Has water pressure been inadequate in any part of the system since last update? **No**

Programs

Does this system have a program to work or flush hydrants? **Yes, Semi-Annually**
 Does this system have a valve exercise program? **Yes, 2 Years or More**
 Does this system have a cross-connection program? **Yes**
 Does this system have a program to replace meters? **Yes**
 Does this system have a plumbing retrofit program? **Yes**
 Does this system have an active water conservation public education program? **No**
 Does this system have a leak detection program? **No**

Water Conservation

What type of rate structure is used? **Decreasing Block**
 How much reclaimed water does this system use? **0.002 MGD** For how many connections? **1**
 Does this system have an interconnection with another system capable of providing water in an emergency? **Yes**

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Pamlico River & Sound (15-3)	70 %	Beaufort	100 %
Tar River (15-1)	30 %		

What was the year-round population served in 2012? **11,829**
 Has this system acquired another system since last report? **No**

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Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	4,082	0.463	0	0.000
Commercial	921	0.327	0	0.000
Industrial	7	0.058	0	0.000
Institutional	125	0.105	0	0.000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.268 MGD

Water Sales

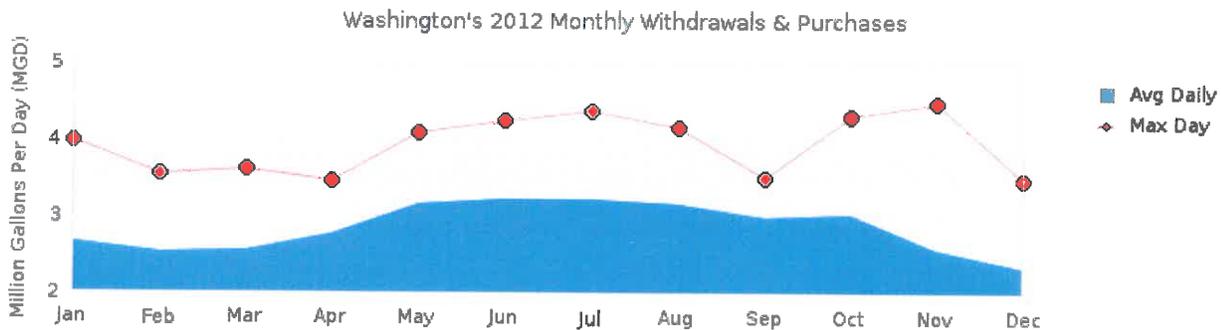
Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Beaufort Co (Northside)	04-07-035	1.323	367	1.648	2038	Yes	Yes	16	Regular
Chocowinity	04-07-025	0.000	0				No		Emergency

The water meters for the interconnections with Beaufort County are manual read meters read monthly by Washington staff. The reported 367 day usage period was determined by Washington based on the difference between the first-read date and last-read date for 2012 usage.

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	2.638	3.974	May	3.149	4.091	Sep	2.975	3.499
Feb	2.518	3.533	Jun	3.220	4.227	Oct	3.023	4.305
Mar	2.528	3.609	Jul	3.212	4.377	Nov	2.559	4.480
Apr	2.748	3.441	Aug	3.151	4.145	Dec	2.318	3.481



Ground Water Sources

Name or Number	Average Daily Withdrawal (MGD)		Max Day Withdrawal (MGD)	12-Hour Supply (MGD)	CUA Reduction	Year Offline	Use Type
	MGD	Days Used					
Well 1	0.640	202	1.07	0.562	CUA0		Regular
Well 2	0.641	200	1.09	0.562	CUA0		Regular
Well 3	0.806	148	1.24	0.720	CUA0		Regular
Well 4	0.788	187	1.200	0.720	CUA0		Regular
Well 5	0.614	187	0.96	0.562	CUA0		Regular
Well 6	0.584	192	0.98	0.562	CUA0		Regular
Well 7	0.809	166	1.310	0.720	CUA0		Regular
Well 8	0.808	187	1.330	0.720	CUA0		Regular

Ground Water Sources (continued)

Name or Number	Well Depth (Feet)	Casing Depth (Feet)	Screen Depth (Feet)		Well Diameter (Inches)	Pump Intake Depth (Feet)	Metered?
			Top	Bottom			

Well 1	196	59	20	49	Yes
Well 2	252	102	20	96	Yes
Well 3	278	126	20	116	Yes
Well 4	222	97	20	87	Yes
Well 5	213	76	20	69	Yes
Well 6	202	92	20	82	Yes
Well 7	261	96	20	95	Yes
Well 8	214	72	20	61	Yes

Are ground water levels monitored? Yes, **Monthly**

Does this system have a wellhead protection program? Yes

Washington's wells are open bore; there are no screens.

Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Chocowinity	04-07-025	0.000	0			Yes	No	10	Emergency

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Washington WTP	5.450	Yes	Yes	Castle Hayne Aquifer

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2012? **No**

If yes, was any water conservation implemented?

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2012? **No**

If yes, was any water conservation implemented?

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? **No**

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	1.402	May	1.558	Sep	2.228
Feb	1.537	Jun	1.987	Oct	2.140
Mar	1.661	Jul	2.099	Nov	1.956
Apr	1.476	Aug	2.065	Dec	2.077



How many sewer connections does this system have? **4,876**

How many water service connections with septic systems does this system have? **9**

Are there plans to build or expand wastewater treatment facilities in the next 10 years? **No**

To determine an accurate account of its customers, Washington calculates the average number of water, sewer, and irrigation customers from monthly reports received from the City's billing department.

Wastewater Permits

Permit Number	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0020648	3.650	3.650	1.661	3.694	Tar River	Tar River (15-1)
NC0081191	0.420	0.420	0.188	0.552	Pamlico River	Pamlico River & Sound (15-3)
WQ0001026	0.000	0.000	0.000	0.000	Land Application	Tar River (15-1)
WQ0019179	0.000	0.000	0.000	0.002	Land Application	Tar River (15-1)

Wastewater Interconnections

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	
Chocowinity	04-07-025	Receiving	0.120	366	0.304

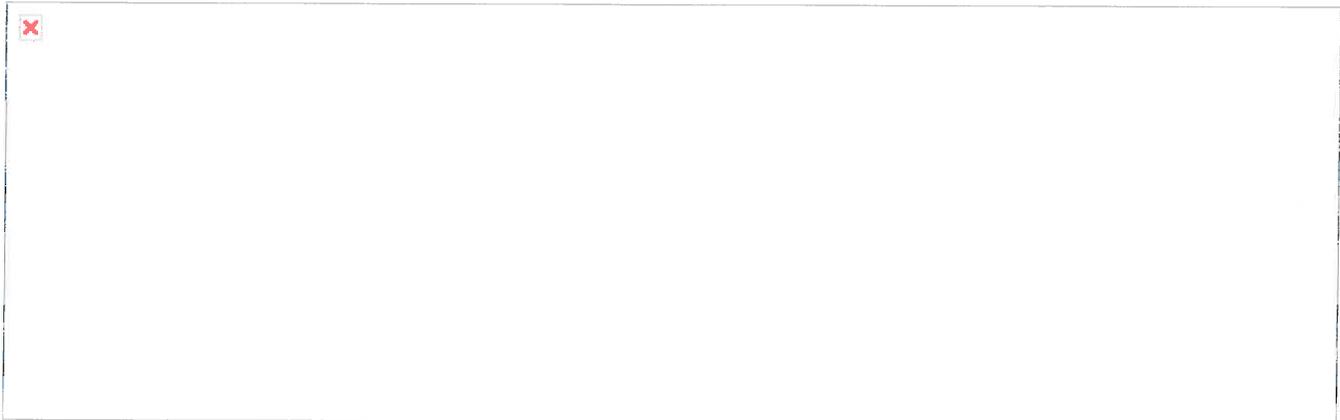
5. Planning

Projections

	2012	2020	2030	2040	2050	2060
Year-Round Population	11,829	12,124	12,548	12,987	13,441	13,911
Seasonal Population	0	0	0	0	0	0
Residential	0.463	0.474	0.490	0.507	0.525	0.543
Commercial	0.327	0.335	0.347	0.359	0.372	0.385
Industrial	0.058	0.060	0.061	0.062	0.063	0.064
Institutional	0.105	0.108	0.112	0.116	0.120	0.124
System Process	0.268	0.275	0.285	0.295	0.305	0.316
Unaccounted-for	0.284	0.293	0.303	0.314	0.325	0.336

 Demand v/s Percent of Supply

	2012	2020	2030	2040	2050	2060
Surface Water Supply	0.000	0.000	0.000	0.000	0.000	0.000
Ground Water Supply	5.128	5.128	5.128	5.128	5.128	5.128
Purchases	0.000	0.000	0.000	0.000	0.000	0.000
Future Supplies		0.000	0.000	0.000	0.000	0.000
Total Available Supply (MGD)	5.128	5.128	5.128	5.128	5.128	5.128
Service Area Demand	1.505	1.545	1.598	1.653	1.710	1.768
Sales	1.327	1.648	1.648	1.648	1.648	1.648
Future Sales		0.000	0.000	0.000	0.000	0.000
Total Demand (MGD)	2.832	3.193	3.246	3.301	3.358	3.416
Demand as Percent of Supply	55%	62%	63%	64%	65%	67%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 39 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? **No**

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Brian M. Alligood, City Manager
Date: March 10, 2014
Subject: Resolution Supporting Participation in a Joint Land Use Study Program for Seymour Johnson Air Force Base
Applicant Presentation: N/A
Staff Presentation: Brian Alligood

RECOMMENDATION:

I move that City Council approve the attached resolution supporting the City’s participation in a joint land use study for Seymour Johnson Air Force Base.

BACKGROUND AND FINDINGS:

The Department of Defense Office of Economic Adjustment (OEA) has identified the State of North Carolina Department of Commerce as the sponsor of the Seymour Johnson Air Force Base (SJAFOB) Joint Land Use Study (JLUS). The JLUS is part of a program to develop strategies to support long-term sustainability and operations of military missions and to address incompatible civilian development that may impair the operational utility of military missions or available resources related to such missions. Information about the program is attached. The City of Washington is within the operational footprint of the SJAFOB JLUS and the City has been asked to participate in the JLUS as member of the Joint Land Use Study Policy Committee (Executive) and Joint Land Use Study Technical Advisory Committee (Technical/ Professional). Participating local governments include the cities of Washington and Goldsboro and the counties of Beaufort, Bertie, Dare, Hyde, Tyrell, Washington and Wayne. The NC Department of Commerce has asked that the City Council approve a resolution supporting the City’s participation in the JLUS. That resolution is also attached.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation
 No Fiscal Impact

SUPPORTING DOCUMENTS

JLUS Program information and resolution of support

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: but Concur 3/5/14 Date _____
March 10, 2014 Page 3 of 11 Recommend Denial _____ No Recommendation

**RESOLUTION SUPPORTING PARTICIPATION IN A JOINT LAND USE STUDY
(JLUS) PROGRAM FOR SEYMOUR JOHNSON AIR FORCE BASE (SJAFB)**

WHEREAS, the Joint Land Use Study (JLUS) Program managed by the Office of Economic Adjustment (OEA) of the Department of Defense (DoD) is an initiative to provide grants to state and local governments to participate with military departments in open continuous dialogue to develop strategies to support long-term sustainability and operations of military missions; and

WHEREAS, the JLUS is also intended to be used as a comprehensive strategic plan including specific implementation actions to address and prevent incompatible civilian development that may impair the operational utility of military missions or available resources related to such missions; and

WHEREAS, The City of Washington is within the operational footprint of the SJAFB JLUS; and

WHEREAS, incompatible development of land close to a military installation can adversely affect the ability of such an installation to carry out its mission; and

WHEREAS, many military installations also depend on low altitude aviation training, which could be adversely affected by development; and

WHEREAS, The City of Washington has been invited to participate in and support the JLUS program along with The City of Goldsboro and the counties of Beaufort, Bertie, Dare, Hyde, Tyrrell, Washington and Wayne.

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

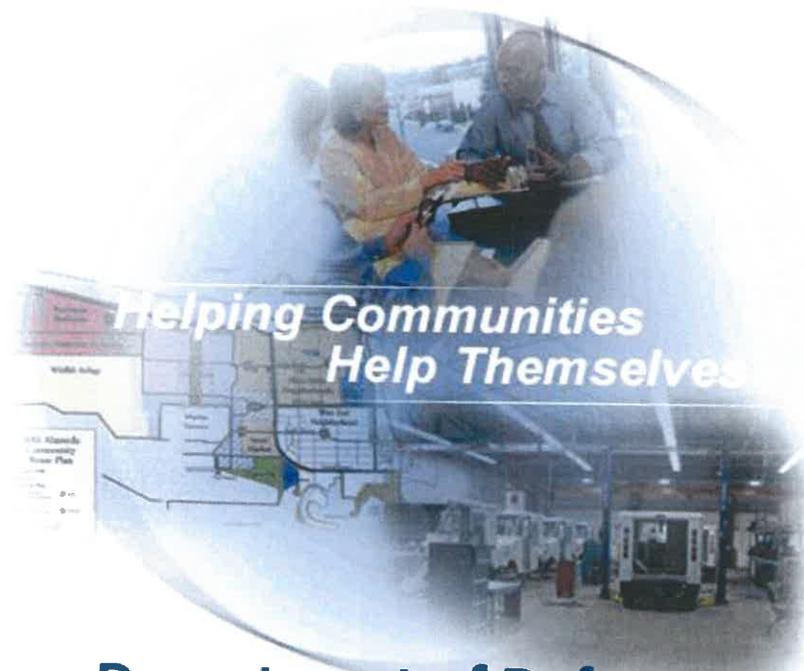
1. The City of Washington hereby recognizes the overall economic importance of attracting and retaining military installations in North Carolina.
2. The City of Washington agrees to participate in any JLUS undertaken by the OEA for SJAFB.
3. This Resolution shall be incorporated into the official Minutes of the City of Washington, and shall be in full force and effect from and after this 10th day of March, 2014.

ADOPTED this the 10th day of March, 2014

Mac Hodges
Mayor, City of Washington

ATTEST:

Cynthia Bennett, City Clerk



*Helping Communities
Help Themselves*

**Department of Defense
Office of Economic Adjustment
Compatible Use Program**

Joint Land Use Study

*A Tool to Promote Compatible Use
and
Military Mission Sustainment*



Presentation Overview

- Need for Collaboration to Promote Compatible Use and Military Mission Sustainment
- Compatible Use Issues and Impact to Military Operations
- OEA Role in Assisting State and Local Governments to Promote Compatible Use
- Joint Land Use Study as Tool to Promote Compatible Use and Sustain the Military Mission



Collaboration Needed to Promote Compatible Use

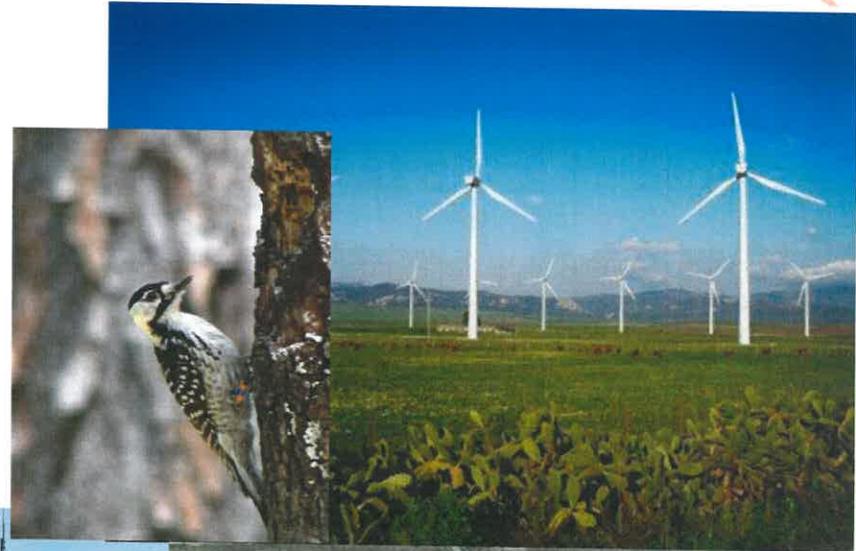
- Military installations, ranges, and military training routes play a vital role in national defense in support of military testing, training and base support operations.
- Military installations serve as major economic engines accounting for thousands of jobs and billions in economic activity
- Pressures from incompatible civilian development can create restrictions on use of installations, ranges and training corridors.
- Incompatible civilian development can also threaten public safety, exposing population to artillery fire, aircraft noise, dust, and even accidents.
- State and local governments share, with the federal government, inherent responsibilities to support national defense.¹
- Need for state and local governments to play strong role in supporting DoD missions.¹

¹ *Strengthening National Defense: Countering Encroachment through Military-Community Collaboration*, National Academy of Public Administration, September 2009



Compatible Use Issues

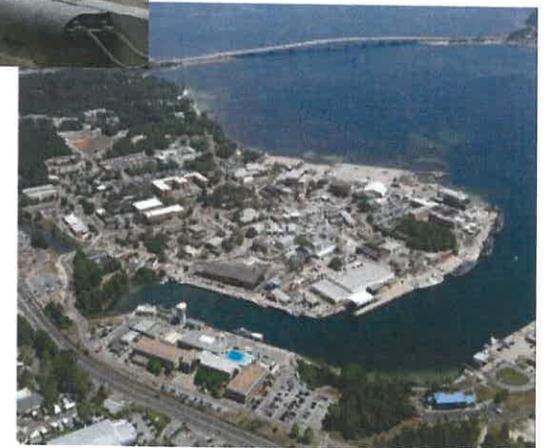
- Air Space and Land Restrictions
- Airborne Noise
- Urban Growth
- Spectrum Encroachment
- Endangered Species/Critical Habitat
- Energy Compatibility and Availability
- Air Quality
- Water
- Cultural Resources
- UXO and Munitions
- Marine Resources
- Security
- Natural Factors and Climate





Impacts to Training and Operations

- Reduces usage days
- Prohibits certain operational, training and testing events
- Reduces range access
- Segments training and reduces realism
- Limits new technologies
- Restricts flight altitudes
- Inhibits new tactics development
- Reduces live fire proficiency
- Complicates night and all weather operations and training
- Increases personnel tempo
- Increases costs or risks





Shared Compatibility Issues





DoD Policy to Support State and Local Governments to Promote Compatible Use

- DoD shall take the leadership role in assisting State and local governments in preventing the encroachment of civilian communities from impairing the operational utility of military installations.¹
- It is DoD policy to work toward achieving compatibility between military installations and neighboring civilian communities by a joint compatible land use planning and control process conducted by the local community in cooperation with the local military installation.²

¹DoD Instruction 5410.12, "Economic Adjustment Assistance to Defense-Impacted Communities," reissued July 5, 2006

²DoD Instruction 3030.3, "Joint Land Use Study Program (JLUS)," July 13, 2004



OEA Mission Statement

- The Office of Economic Adjustment (OEA), in coordination with other resources of the Federal Government, will assist states and communities to:
 - Plan and carry out local adjustment strategies;
 - Engage the private sector in ventures to plan and undertake community economic development and base redevelopment; and
 - Work with the Military Departments in support of DoD's missions.
- Directs Defense Economic Adjustment Program on behalf of the Office of the Secretary of Defense and staffs the Economic Adjustment Committee
- Functions as an Independent Defense Field Activity to provide technical and financial assistance to eligible state and local governments



Defense Economic Adjustment Program

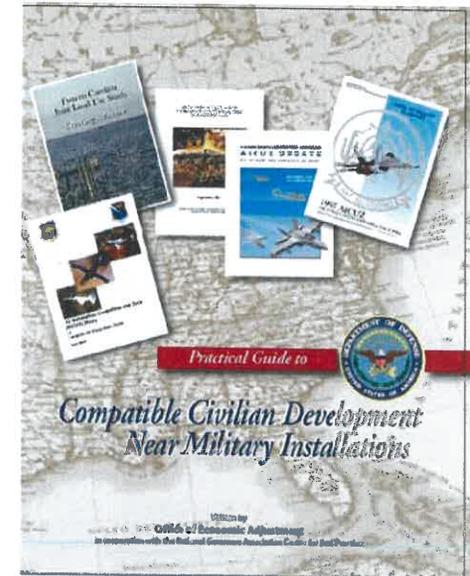
- OEA manages on behalf of the Office of the Secretary of Defense

- Program created to help state and local governments plan and carry out adjustment and diversification programs in response to major Defense actions, including:
 - Base closures or realignments
 - Base expansions
 - DoD Personnel reductions
 - Industry/contractor reductions
 - Operational/training impacts, civilian encroachment upon a military installation likely to impair continued operational utility of the installation



JLUS: Tool to Promote Compatible Development

- OEA provides **technical and financial assistance** to state and local governments to undertake a Joint Land Use Study (JLUS) and carry out the recommendations
- **Cooperative effort** between the Military and jurisdictions surrounding installations, ranges and/or military training corridors to plan and carry out strategies promoting compatible civilian development
- Initiated upon a **Military Department nomination**
- Military Department **technical data describing the military missions and operations** supports the study process
- Serves as **comprehensive strategic plan** with specific implementation actions to address and prevent incompatible civilian development that could impair the operational utility of military missions or impact available resources, i.e. air, land, water, and electromagnetic spectrum
- JLUS process **promotes open, continuous dialogue** between the Military, surrounding jurisdictions, and states to support long-term sustainability and operability of military missions

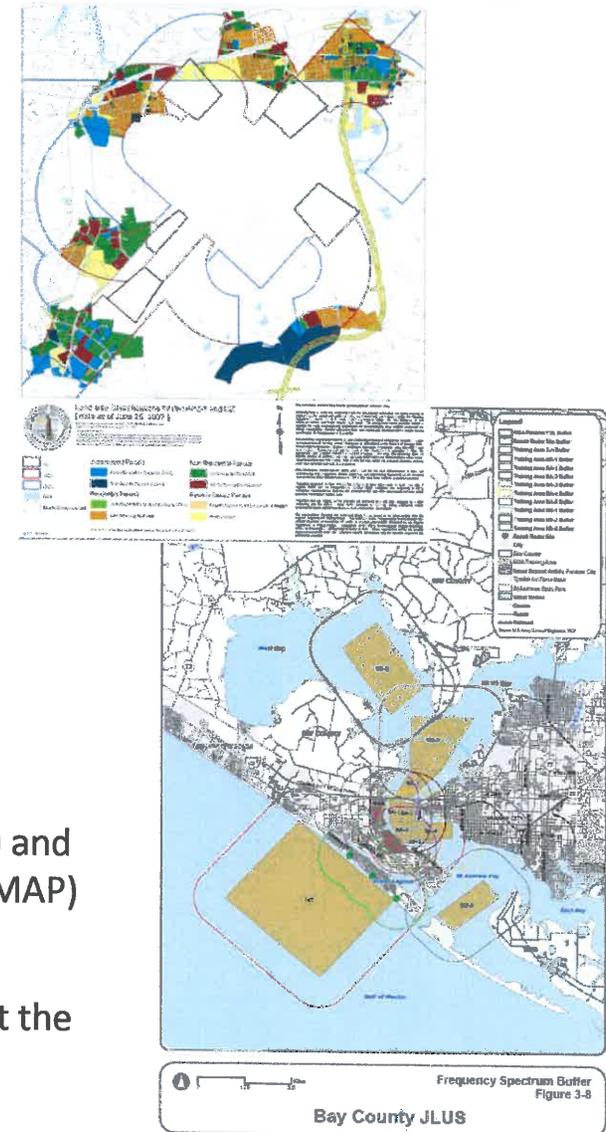




Military Operations Footprint Defines Study Area

- Air Installations Compatible Use Zones (AICUZ) Program
 - Clear Zone
 - Accident Potential Zones (APZ 1 and APZ 2)
 - Noise Contours
 - Land Use Compatibility Guidelines for Clear Zone and APZs
- Range Compatible Use Zones Program (RCUZ)
- Range Air Installations Compatible Use Zones Program (RAICUZ)
- Operational Noise Management Program
- Encroachment Action Plan (EAP), Encroachment Control Plan (ECP) and Installation Complex Encroachment Management Action Plan (ICEMAP)

Under these programs, the Military Departments develop technical information and maps indicating areas of military operations to support the JLUS planning process.





Integrating Conservation as a Land Use Alternative

- Community-driven JLUS planning process can support identification of parcels suitable for conservation partnering initiatives
- Role of the Installation's Integrated Natural Resources Management Plan
- DoD Conservation Partnering Authority
 - Congress authorized agreements in 2002 under 10 U.S.C. § 2684a
 - Readiness and Environmental Protection Integration (REPI)
www.repi.mil
 - Army Compatible Use Buffer (ACUB)
http://www.sustainability.army.mil/tools/programtools_acub.cfm
 - Provides funding to Military Departments to enter into agreements with private conservation organizations, State and local governments
 - Partners use DoD and other public and private sector funds to acquire property or property interests, i.e. conservation easements, from willing sellers to preserve critical buffers and habitat areas near installations and ranges



DoD Siting Clearinghouse: National Security and Renewable Energy

- Siting of wind turbines and solar towers can pose electromagnetic interference and flight safety hazards
- DoD Siting Clearinghouse created to facilitate siting of energy projects while protecting vital test, training and operational assets - <http://www.acq.osd.mil/dodsc/>
- Interim Rule (32 CFR Part 211) published to guide the energy siting review process
- Development of state regulations and local development ordinances can further facilitate siting of energy projects



JLUS: The Installation Role

- Recommend and support JLUS nomination
- Represent installation interests
- Coordinate updates and integrate Military Department studies to define the military mission footprint
- Provide leadership, guidance, and technical support to the JLUS Policy Committee and Technical Advisory Committees
- Provide data and information to study
- Installation Commander, or designated senior leader, participates on JLUS Policy Committee as Ex-Officio member
- Provide comments on study drafts



JLUS: The Community Role

- Sponsor the JLUS effort
- Administer the OEA grant
- Fund its part of the JLUS effort (10% non-Federal match)
- Provide staff time & expertise
- Provide the leadership to complete JLUS
- Ensure broad based community input and participation
- Engage diverse group of stakeholders
- Provide public information
- Identify issues and opportunities
- Resolve issues
- Implement JLUS recommendations
 - Seek and coordinate Federal, State, local and private resources

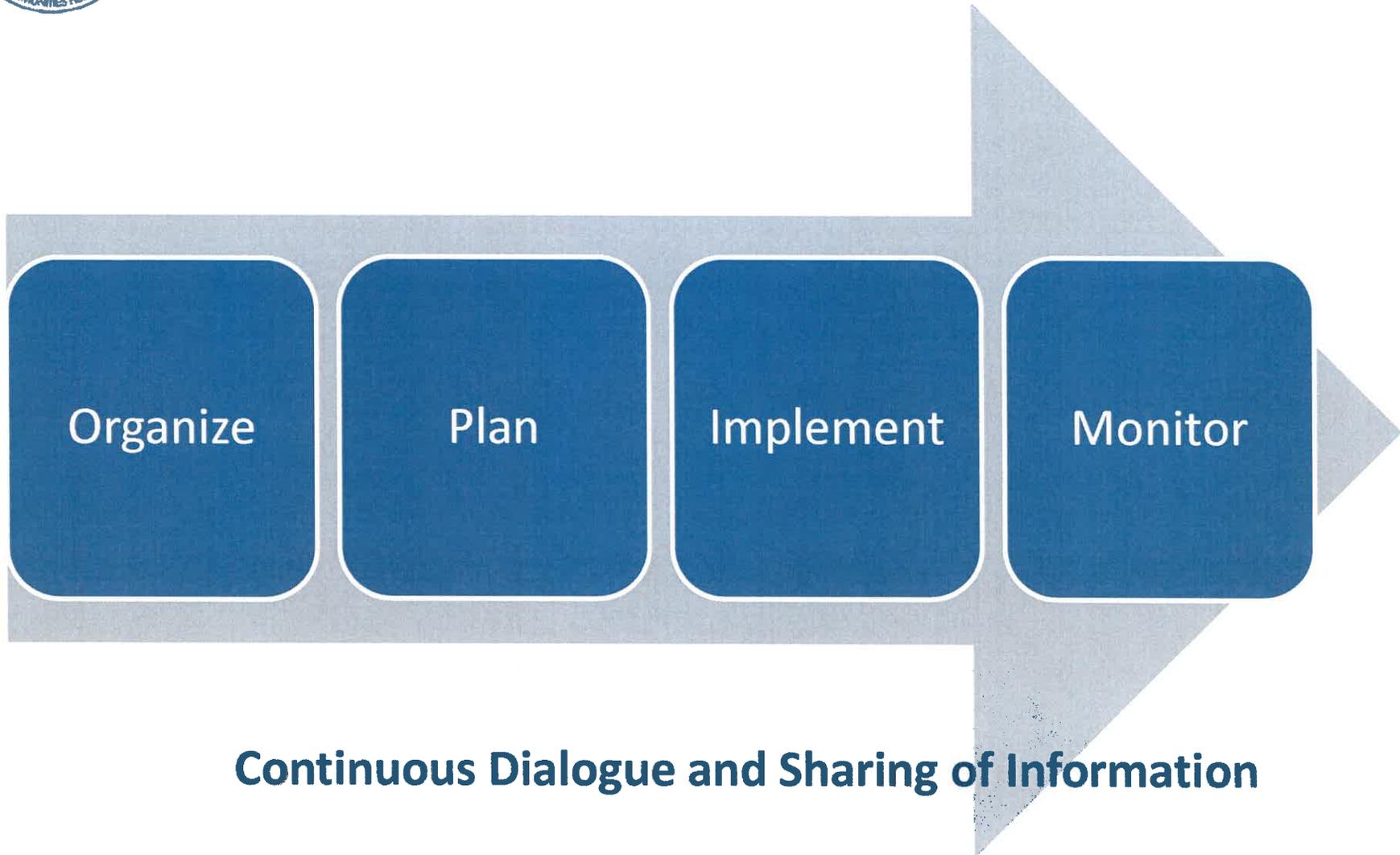


JLUS: OEA Role

- Confirm need for JLUS
- Provide guidance to initiate, conduct and complete a community-driven JLUS
- Provide technical assistance to the local jurisdiction and installation
- Provide funding assistance to the local jurisdiction to prepare a JLUS and implement recommendations
- Facilitate communications between the local jurisdiction and the installation



JLUS Planning Process





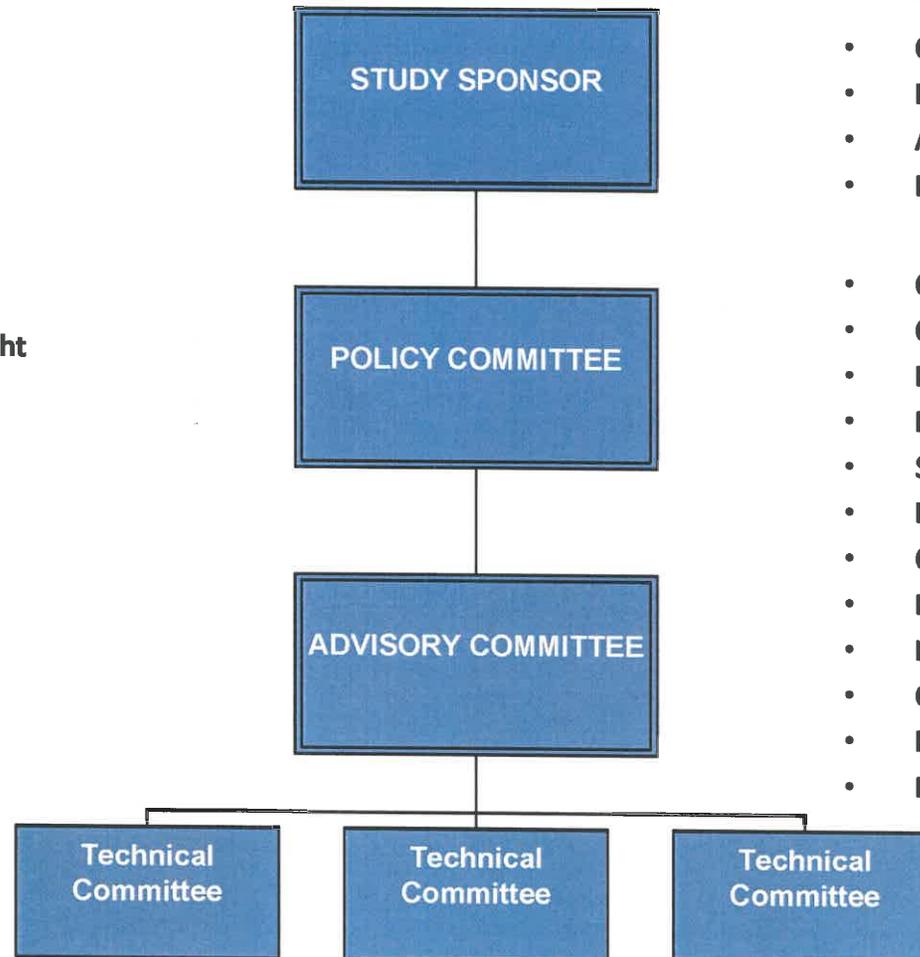
JLUS Organization

Responsibilities

- Control
- Coordination
- Accountability
- Grant Management

- Policy Direction
- Study Design/ Oversight
- Budget Approval
- Monitoring
- Report Adoption

- Technical Issues
- Alternatives
- Report Development
- Recommendations



Participants

- Council of Government
- Local or State Government
- Airport Authority
- Economic Development Entity

- City Officials
- County Officials
- Base Leadership
- Private Sector Leaders
- State Officials
- Local and Base Planners
- Community Staff
- Business Representatives
- Residents
- Conservation Organizations
- Homebuilders Association
- Board of Realtors



JLUS: Implementation Tools & Actions

- Establish Military Influence Area or Overlay District
- Small Area Plans
- Amend land use, zoning, subdivision, site plan and/or building code regulations (sound attenuation)
- Unified Development Ordinance
- Establish Joint Airport Zoning Board
- Real estate disclosure
- Modify Capital Improvement Plans
- Transfer/purchase of development rights
- Purchase aviation/conservation buffer easements
- Land acquisition/lease
- State legislation to support compatible development



JLUS: Implementation Tools & Actions

- **Camp Rilea, OR**
 - Sub-Area Plan to address residential densities, access control, beach and trail management, water quality issues, and utility extensions
- **Eglin AFB, FL**
 - Northwest Florida Military Sustainability Partnership (13 local jurisdictions)
- **NAS Oceana, VA**
 - State legislation to expand real estate disclosure and noise level reduction standards
 - AICUZ Overlay Zoning Ordinance to incorporate compatibility criteria
 - City Acquisition Program to “roll back” incompatible development in Clear Zone and APZ 1
- **NAS Kingsville, TX**
 - Joint Airport Zoning Board expands development oversight beyond city limits
- **NSA Panama City, FL**
 - Identified Critical Parcels in Line of Site Corridors
 - Military Influence Overlay District Zoning Ordinance
 - Zoning Standards for Structures in Water
 - Frequency Ordinance for Parcels in Military Influence Areas
- **Malmstrom AFB, MT**
 - Seven County Region Red-Yellow-Green Map to Designate Appropriate Location for Tall Structures and Frequency Generating Facilities (wind turbines, transmission and cell towers)



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Supplemental Slides



OEA Program Authorities for Compatible Use

- 10 USC § 2391(b)(1)
- Executive Order 12788, as amended, “Defense Economic Adjustment Program”
- DoD Directive 3030.01, “Office of Economic Adjustment (OEA)”
- DoD Directive 5410.12, “Economic Adjustment Assistance to Defense-Impacted Communities”
- DoD Instruction 3030.3, “Joint Land Use Study Program (JLUS)”



10 USC § 2391(b)(1)

Military Base Reuse Studies and Community Planning Assistance

(b) Adjustment and Diversification Assistance –

(1) The Secretary of Defense may make grants, conclude cooperative agreements, and supplement funds available under Federal programs administered by agencies other than the Department of Defense in order to assist State and local governments in planning community adjustments and economic diversification required

(D) by the **encroachment of a civilian community on a military installation,**

if the Secretary determines that an action described in clause (D) is likely to have a direct and significantly adverse consequence on the affected community or, in the case of an action described in clause (D), if the **Secretary determines that the encroachment of the civilian community is likely to impair the continued operational utility of the military installation.**

(4)

(A) In the case of a State or local government eligible for assistance under paragraph (1), the Secretary of Defense may also make grants, conclude cooperative agreements, and supplement other Federal funds in order to assist the State or local government to carry out a community adjustment and economic diversification program (including State industrial extension or modernization efforts to facilitate the economic diversification of defense contractors and subcontractors) in addition to planning such a program.

(B) The Secretary shall establish criteria for the selection of community adjustment and economic diversification programs to receive assistance under subparagraph (A). Such criteria shall include a requirement that the State or local government agree – (i) to provide not less than 10 percent of the funding for the program from non-Federal sources

Title 10 USC § 2687(e)(1) defines military installation as a base, camp, post, station, base, yard, center, homeport facility for any ship, or other Activity under the jurisdiction of the Department of Defense, including any leased space facility

Title 10 USC § 2391 – The term “military installation” means any camp, post, station, base, yard, or other installation under the jurisdiction of a Military department that is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, or Guam.



DoD Definitions: Incompatible Development

- Incompatible civilian development defined as land use activity and civilian development activity that adversely affects the utility or training and readiness missions of a military installation.¹
- Encroachment defined as external influences threatening or constraining range and operating area activities required for force readiness and weapons research development testing and evaluation. It can include, but is not limited to, endangered species and critical habitat, unexploded ordnance and munitions, electronic frequency spectrum, maritime, airspace restrictions, air quality, airborne noise, and urban growth.²

¹DoD Instruction 3030.3, Joint Land Use Study Program

²DoD Directive 3200.15, Sustainment of Ranges and Operating Areas