



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

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from October 27, 2014 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Approve – 2014 AFG Grant **(page 23)**
- B. Approve – Budget Ordinance Amendment for the Electric Fund **(page 24)**
- C. Adopt – Resolution Authorizing Lease with Pamlico-Tar River Foundation (PTRF) **(page 26)**
- D. Approve – Purchase Orders > \$20,000 **(page 28)**

II. Comments from the Public:

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

- A. None –

IV. Public Hearing - Other:

- A. None –

V. Scheduled Public Appearances:

- A. Lynn Wingate – Vote for Washington as “America’s Coolest Small Town”

VI. Correspondence and Special Reports:

- A. Memo – Status Report – Regional Hazard Mitigation Plan **(page 31)**
- B. Memo – Senior Center Fee Review **(page 32)**
- C. Memo – Brown Library Fee Review **(page 33)**
- D. Report – Load Management for the month of October **(page 36)**

VII. Reports from Boards, Commissions and Committees:

- A. Human Relations Council – **(page 37)**



City of
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NOVEMBER 10, 2014
5:30 PM

- VIII. Appointments:
A. None –
- IX. Old Business:
A. None –
- X. New Business:
A. Adopt – Budget Ordinance Amendment ~ Cash Capital vs. Installment Financing (**page 39**)
- 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 – None
- XIV. Adjourn – Until Monday, November 24, 2014 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, October 27, 2014 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Police & Fire Services Director; Robbie Rose, Fire Chief; Lynn Wingate, Tourism Director; Gloria Moore, Library Director; Susan Hodges, Human Resources Director; Kristi Roberson, Parks and Recreation Manager; Keith Hardt, Electric Utilities Director; John Rodman, Community & Cultural Resources Director; David Carraway, Network Administrator and Mike Voss, Washington Daily News.

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

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved the minutes of October 6, 2014 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

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

PRESENTATION: CERTIFICATE OF ACCEPTANCE – NATIONAL UNDERGROUND RAILROAD NETWORK TO FREEDOM

Mayor Hodges presented a Certificate of Acceptance from the National Parks Service for inclusion of the Washington Waterfront in the National Underground Railroad Network to Freedom.



Mayor Hodges, Leesa Jones, Wanda McLean & Doris Stith



United States Department of the Interior

NATIONAL PARK SERVICE
Harriet Tubman—Underground Railroad National Monument
Cambridge, MD 21613

IN REPLY REFER TO:
I.A.2. H22(HATU/NTF)

October 14, 2014

Mr. Brian M. Alligood
City of Washington, North Carolina
102 East Water Street
Washington, North Carolina 27880

Dear Mr. Alligood:

Congratulations! The National Park Service (NPS) evaluated your application for the Washington North Carolina Waterfront to be included in the National Underground Railroad Network to Freedom (Network to Freedom). We found that it makes a significant contribution to the understanding of the Underground Railroad in American history and that it meets the requirements for inclusion as a site. We commend you on your dedication to this important aspect of our history and expect that you will join with us in continuing to exemplify the values expressed in the National Underground Railroad Network to Freedom Act.

We are enclosing a Certificate of Acceptance, which you may display at your site. As a site included in the Network to Freedom, you may use the Network to Freedom logo under certain conditions, such as in plaques or publications. We will send a separate mailing with the Network to Freedom graphics standards manual. Use of the logo in specific projects requires prior approval by your NPS Regional Program Manager. Please consult with your NPS Regional Program Manager for further information and guidelines on the use of the logo. We will also include your site on the NPS Network to Freedom Web site at www.nps.gov/ntf.

Please know that we are aware of your commitment to be stewards of all that the National Underground Railroad Network to Freedom Act embraces and encourage you to stay firm to that commitment by continuing to manage your site as described in your application. To ensure accurate interpretation of the Underground Railroad to the public, we wish to emphasize that you may only represent your association with the Network to Freedom as it has been approved in your application.

We know that you are as committed to quality and high standards as we are and will realize the need for periodic review. Any site in the Network to Freedom is subject to periodic review and may be removed from the Network to Freedom if there is evidence that it no longer meets the criteria for inclusion or if the steward's activities are inconsistent with the goals of the National Underground Railroad Network to Freedom Act. In order to help us stay up-to-date on your programs and activities, we rely on you to send us news and examples of flyers, newsletters, programs, brochures, etc. Additionally, you may post news of your upcoming events on the NPS Network to Freedom Web site.

Congratulations again on your extraordinary site, which we welcome into the Network to Freedom. We wish you continued success. Please do not hesitate to contact your Regional Program Manager at any time to seek assistance, advice, information, or to let them know about your current activities.

Sincerely,

Diane Miller
Diane Miller
National Program Manager
National Underground Railroad Network to Freedom

Enclosure



CONSENT AGENDA:

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

- A. Accept/Authorize – Annual Grant from Mid-East Commission Area Agency on Aging and Authorize the Mayor to sign the Grant
- B. Approve – Havens Gardens Master Plan Budget Ordinance Amendment

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

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

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

10-00-3991-9910	Fund Balance Appropriated	7,200
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Section 2. That account number 10-10-4910-0400, Professional Services, Planning/Zoning Department of the General Fund appropriations budget be increased in the amount of \$7,200 to provide funds to update the Havens Gardens Master Plan.

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 27th day of October, 2014.

ATTEST:

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

**s/Mac Hodges
Mayor**

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING: NONE

PUBLIC HEARING – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO: BUDGET TRANSFER – GENERAL FUND LOAD MANAGEMENT

Budget Transfer – General Fund Load Management

The Budget Officer transferred \$482,366 of funds between the Substation Maintenance and Load Management divisions of the Electric Fund appropriations budget to include expenditures of maintaining and operating the peak shaving generators in the load management division.

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

	Department	Account Number	Object Classification	Amount
FROM:	35-90-8370	1600	Main/rep equip	157,366
		3101	Generator fuel	300,000
TO:	35-90-8375	1600	Main/rep equip	157,366
		3101	Generator fuel	300,000
FROM:	35-90-8370	4500	Contracts	25,000
TO:	35-90-8375	4500	Contracts	25,000

DISCUSSION: CITY OF WASHINGTON ACCIDENT STATISTICS

Councilman Mercer asked that a brief explanation of recordable or non-recordable accidents be included with the summary of the accident statistics. Mr. Alligood said that information will be provided the way the other project updates are presented to Council.

City of Washington Accident Statistics Report

January 01, 2014 - October 16, 2014

Department	#OSHA Recordables	Non Recordables	Total Recd & NonRecd
Public Works	5	0	5
Electric	2	1	3
Fire	0	3	3
Police	4	1	5
Administrative Services	1	0	1
Comm & Cultural Svcs.	0	0	0
Totals	12	5	17

OSHA Recordable Cases further broken down by category/classification from OSHA 300 Logs

Department	#Cases Involving Lt. Duty	# Cases Involving Days Away From Work	Other Recordable Cases	Total # Recordable Cases
Public Works	2	1	2	5
Electric	2	0	0	2
Fire	0	0	0	0
Police	2	2	0	4
Administrative Services	0	1	0	1
Comm & Cultural Svcs.	0	0	0	0
Totals	6	4	2	12

1904.7(a)

Basic requirement (Recordable). You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first-aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

Non - recordable . This would be treatment that is defined as first aid with first aid being defined in 1904.7(b)(5)(II). This section of the Standard contains a list of what can be considered first aid.

DISCUSSION: GRANT UPDATES: Accepted as presented

Grant Executive Summary as of 9/30/2014

Fund	Grant Description	Dates			Financials			Deliverable			Compliance Reporting Status	Notes		
		Award	Expiration	Completion	Revenue Budget	Revenue Actual	Expense Budget	Expense Actual	Metric	Total			Achieved	Bal.
50	CDBG Affordable Housing	04/09/10	10/31/14	01/31/15	227,700	185,719	227,700	185,719	LMI homes	10	5	5	09/30/14	Closing 1 home in Oct., 2 add'l homes by 1/15/15, extension granted
51	Blue Goose	09/01/13	09/01/15	02/01/15	350,000	354,053	350,000	350,000	Jobs (609/LMI)	16	16	0		Grant closed in September
52	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	30,430	35,000	32,288				0		Plan review with Rec. Adv. 10/20, Planning Bd. 10/28, Council 11/10
53	Idol/Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/Investment	160	0	160	01/31/14	Jobs created but not since award date
57	CDBG for Job Creation	07/06/12	01/16/15	07/06/14	200,000	195,539	200,000	199,711	Jobs(7 new/1 ret.)	8	8	0	09/30/14	Grant close out October
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-				0		Plan being drafted, complete early 2015
65	Econ. Development- Spryrite	01/07/12	01/07/15	01/07/15	90,000	90,427	90,000	67,500	Jobs	90	76	14		75% reimbursed, additional activity not expected
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,254,488	643,325	1,254,488	425,717				0		Construction begun, complete February 2015
67	Facade Grant Program	07/01/13	06/30/14	06/30/14	20,000	15	20,000	7,000				0		In progress
69	Way Finding			04/01/15	150,000	150,078	150,000	4,475						Design development complete, project completed by 4/1/15
71	Airport Lighting Rehab			12/31/14	361,111	44,950	361,111	19,530						Design complete, bids due November 13th
72	People's Pier Public Access Grant				135,000	-	135,000	-						Construction bid awarded
75	Firefighter's Assistance- Exhaust	08/08/14	08/07/15		50,000	-	50,000	-						Bids due October 15th
76	EDA Water Projects	09/11/13	09/11/17	02/28/17	1,428,262	706,133	1,428,262	31,874				0		Design complete, bids to be received October 28
77	EDA Sewer Grants	09/11/13	09/11/17	02/28/17	1,423,894	708,974	1,423,894	131,363				0		Design complete, bids to be received October 28
78	Light House RR & Booster Facility	01/17/12	01/17/15	06/30/14	346,507	96,878	346,507	346,507				0		Closeout documents submitted
	CDBG Keysville Rd.		2005	6/4/2013	320,000	320,000	320,000	320,000				0	09/30/14	Received \$75K DCA payment letter, home closing pending LMI cert.
32	TAG- Sanitary sewer study	05/12/14		09/09/14	35,000	-	35,000	30,100						Complete by October 24
37	Airport Approach Survey	07/01/14	07/01/16		11,366	-	11,366	-						Preliminary survey completed.
10	NC Cardinal	07/01/14		06/30/15	22,345	-	22,345	-						Grant awarded, complete by 6/30/15
10	Historic Preservation Grant	07/01/14		08/21/15	15,000	-	15,000	-						RFP requested to update National Registry Inventory

Applications	Pre-App	Selected	Final App	Grant	Match	Total
IdX Building Reuse	10/24/14	12/18/14	11/4/14	480,000	24,000	504,000

DISCUSSION: PROJECT UPDATES: Accepted as presented

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
IT	10-00-4150-7600	Wireless Bridge- sewer plant	1,204	(1,632)	0	2,836	Completed PW, TDA phone move CR	1
		Redundant PW	6,917	6,709	0	208	Complete	1
		Redundant Cisco phone svr.	19,063	18,617	0	446	Complete	1
		IP addressing	1,520	0	1,520	0	In progress	1
		Total IT	28,704	23,694	1,520	3,490		
Police	10-18-4310-7400	Vehicles #132, 141, 148, 140	134,000	0	101,926	32,074	On order	
Fire	10-10-4360-7400	Thermal imaging camera	8,105	8,094	0	11	Complete	1
		Support vehicle 1	29,914	425	28,638	861	On order	
		Total Fire	38,019	8,519	28,638	873		
Planning	10-10-4910-7400	Streetscape	25,000	0	0	25,000	Committee forming, meeting October 21	
Pavement	10-28-4511-4500	Street Paving	279,208	195,477	43,565	40,166	Paving completed	2
Street Maintenance	10-28-4510-7400	Dump truck #454	75,000	0	62,780	12,220	On order	
Library	10-48-6310-7400	PC virtualization	14,700	7,929	0	6,771	Complete	
Outside Agency	10-48-6170-8113	Veterans Park Sign	6,920	3,615	745	2,560	Complete, PW material	1,2
Rec. Maintenance	10-48-6130-7400	3rd St ball field RR	99,620	99,620	0	0	Complete	1
		Utility trucks # 807 & 810	63,783	0	63,783	0	On order	
		Total Rec. Maintenance	123,403	99,620	63,783	0		
		Total General Fund	724,854	288,854	302,947	123,158		
Water:								
Water Meter Svc.	90-90-7250-7600	AMR meters	110,000	8,164	5,201	96,635	Encumber by Dec., complete March	1
Water Treatment	90-90-8100-7400	Van #552 & pickup #685	40,000	0	38,092	1,908	On order	
Water Maintenance	90-90-8340-7400	Truck #114 body	7,393	8,399	0	(1,006)	Complete	1
Water Construction	90-90-8180-0400	18" W/L engineering	61,853	980	60,673	0	Construction begins Dec., permit submitted	1
	90-90-8180-7400	Summit Ave. water line	168,806	3,500	71,920	93,386	Complete by October 24	1,2
		Total Water Fund	347,852	21,043	175,886	190,925		
 sewer:								
Wastewater Treatment	82-90-8220-7000	Blend & paint clarifiers 1&2	14,600	14,600	0	0	Complete	1
	82-90-8220-7400	Vehicle #648	25,000	0	24,628	372	On order	
	82-90-8220-7400	Effluent control panel	24,000	0	0	24,000	Encumber by October, complete Dec.	
	82-90-8220-7400	Tractor equipment	17,000	15,816	0	1,184	Complete	
Lift Stations	82-90-8230-7400	Rebuild 6th&Reaper pump c	35,000	0	0	35,000	Encumber by October, complete Dec.	
	82-90-8230-7400	Fountain L.S. generator	8,663	913	7,784	(34)	Complete in September	1
		Total Sewer Fund	124,263	31,328	32,412	60,523		

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
Electric:								
Electric Director	35-90-7220-0400	Peak Shaving Rate Study	8,962	3,970	4,992	0	In progress	1
		Total Electric Director	8,962	3,970	4,992	0		
Electric Meter Service	35-90-7250-7400	Test Switches	1,740	1,740	0	0	Complete	1
		Meters & handhelds	70,000	0	0	70,000	Not started	
		Total Electric Meter Svc.	71,740	1,740	0	70,000		
Substation Maint.	35-90-8370-7400	Eastern substation breaker	46,512				Completed	1
		VOA recloser	20,000				Not started.	
		Distribution reclosers	20,000				On order	
		Capacitors	8,000				Not started.	
		E. substation security system	2,500				Using Tropos. Started.	
		FRHL & Whar St. bus metering	5,500				Complete	
		Sub-total	102,512	50,890	18,823	32,799		
	35-90-8370-7401	Main substation rebuild	250,000	0	0	250,000	Compiling material and const. specs.	
		Total Substation	352,512	50,890	18,823	282,799		
Load Management	35-90-8375-7400	Load management switches	70,000	0	65,600	4,400	On order	
Power Line Construction	35-90-8390-7400	2nd St./5th St Rebuild Engine	71,538				Waiting on mat'l specs from engineer	2
		High School Feeder relocation	114,332				Complete	1,2
		Grimesland Feeder Engineering	73,226				Project ongoing, complete by Oct 31	1,2
		NC 32 Feeder Engineering	32,299				Project ongoing, complete by Sept 30	1,2
		White Post/Statestone Feeder	100,000				Delayed to FY 15. Not started	2
		Sub-total	381,395	113,446	85,582	242,366		
	35-90-8390-7401	NC 32 Feeder rebuild	325,000				Ordering materials	
		2nd St./5th St Rebuild	300,000				Waiting on mat'l specs from engineer	
		Line truck #617	230,000				Compiling specs	
		Dually F350 #613	30,000				On order	
		Portable air compressor	20,000				Compiling specs	
		Sub-total	925,000	0	79,643	845,357		
		Total Power Line Construct	1,316,395	113,446	115,225	1,087,723		
		Total Electric Fund	1,819,689	170,046	304,643	1,444,922		
Solid Waste Collection:	38-90-4710-7400	Two leaf machines	60,000	51,042	0	8,958	Complete	
		Total Solid Waste	60,000	51,042	0	8,958		
Cemetery:								
Cemetery Fund	38-90-4740-5600	Storm drain repairs	7,223	7,223	0	0	Complete	2
	38-90-4740-7400	Two equipment sheds	30,000	3,000	27,000	0	Bid awarded in October	
		Total Cemetery	37,223	10,223	27,000	0		
Grand Total		Grand Total	3,153,900	582,536	742,885	1,828,479		

Notes:
1 PO carryforward
2 Project carryforward

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS: WATERFRONT DOCKS ADVISORY COMMITTEE

By motion of Councilman Mercer, seconded by Councilman Beeman, Council appointed Mac Cox to the Waterfront Docks Advisory Committee to fill the unexpired term of Doug Doscher, term to expire June 30, 2015.

OLD BUSINESS:

AWARD/APPROVE – CONTRACT FOR A PUMP CONTROL PANEL REPLACEMENT AT THE 5TH & RESPESS PUMP STATION TO ISLAND AUTOMATION, P.C. AND APPROVE CORRESPONDING PURCHASE ORDER

<u>Contractor</u>	<u>Price</u>
Island Automation, P.C.	\$39,771.90
Xylem Water Solutions	\$38,116.87
Lord and Company, Inc.	\$47,327.00
Bid tabulation for 5 th & Respepp pump panel	
Island Automation	\$39,771.90
Xylem Water Solutions	\$38,116.87*
Lord and Company	\$47,327.00

*The Xylem proposal is a proprietary controller that only Xylem can service. They are located in Charlotte. The other two options provide open source equipment that can be serviced by any systems integrator knowledgeable with Allen-Bradley equipment.

Staff therefore recommends awarding project to Island Automation.

By motion of Councilman Pitt, seconded by Council Brooks, Council awarded a contract to Island Automation, P.C., for a pump control panel replacement at the 5th and Respepp pump station and approved the corresponding purchase order.

APPROVE – FEMA AFG GRANT PROJECT AWARD

<u>Contractor</u>	<u>Price</u>
Air Cleaning Specialists, Inc.	\$29,929
MagneGrip Group	\$30,386

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved the bid award to install the vehicle exhaust system in fire station one to Air Cleaning Specialist, Inc.

Councilman Mercer inquired if this was for FY 14-15 or last fiscal year and Chief Rose noted it was the fiscal year for the (2013 grant) and they will be able to reapply when the 2014 cycle opens.

DISCUSS – YOUTH RECREATIONAL LEAGUE FEES

Councilman Mercer commented the City needs to recoup 50% for out of town participants. He further noted when the budget was adopted in June, Council indicated the need to review all fees and expressed the need to speed up the process of fee review.

Mayor Hodges suggested fees at \$35 for participants outside the City and \$25 for participants inside the City.

Councilman Brooks expressed concern that Council has discussed this item numerous times and continued by asking for clarification on the proposed fees. Mayor Hodges noted he was making this as a suggestion because he would like to see the impact of a smaller number versus a larger number. Councilman Brooks requested guidance from other members of Council.

Councilman Beeman commented to consider each league because each league has a different associated cost, he also does not want to increase fees so high, that it the kids are out priced from playing.

Mayor Pro tem Roberson agreed with the suggested fess of \$35/\$25.

Councilman Pitt stated we are on the right path but at this point we are forced to make a decision that’s going to affect a lot of people at one time. Have we looked at the fee structure for other communities and are they having the same problem. Mayor Pro tem Roberson suggested when staff looks at the other communities he would hope they look at the ones that have a million dollar shortfall. Councilman Mercer requested running the numbers at \$35/\$25.

Chief Financial Officer, Matt Rauschenbach stated the suggested amount would recoup about 17% or \$55,000. Councilman Mercer felt it was inappropriate to set fees now when the discussion was that Council would review fees and make recommendations for staff to use in preparation for the budget.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved the implementation of new recreations fees at \$35 for participants outside the City and \$25 for participants inside the City. Motion carried 4-1 with Councilman Mercer opposing.

Participant Fee for County to Contribute 50% Cost

	City	County	Total
Participants	829	829	1,657
%	50%	50%	100%
Facility Cost	166,810	166,810	333,620
County contribution	0	(15,732)	(15,732)
Net cost	166,810	151,078	317,888
Full cost/participant	201	201	201
Target Recovery %	15%	50%	32%
Recovery \$	24,855	83,405	108,260
County contribution	0	(15,732)	(15,732)
Participant contribution	24,855	67,673	92,528
Fee/participant	30	82	56

Recreation Net Cost & Utilization

	Financials				Net Cost	Utilization		
	Revenue	Expenditure	Recreation Admin	Parks & Grounds		City	County	Total
Waterfront Docks	51,175	127,400	0	31,897	149,297	(98,122)		
Recreation:								
Administration		155,431	(155,431)	0	0			
Events & Facilities	37,500	176,075	51,817	492,681	726,573	(683,073)	341,536	341,536
Senior Programs	41,180	205,305	51,817	10,548	266,070	(224,890)	112,545	112,545
Aquatic Center	102,660	310,599	51,817	21,897	384,513	(281,653)	140,826	140,826
Maintenance	0	542,423	0	0	0	0	0	0
Total Recreation	181,348	1,392,853	0	(21,897)	1,378,956	(1,189,616)	594,808	594,808
Service utilization								
Residents					6,740	5,740	67,854	37,394
Net cost/resident:								
Waterfront Docks					19	0	0	0
Recreation:								
Facilities					70	31	7	12
Senior Programs					23	12	2	4
Aquatic Center					28	16	2	5
Total Recreation					122	61	12	21
Property Tax Equivalent:								
Total tax collection								4,159,618
Recreation subsidy %								27%
Equivalent \$9100 valuation								0.14
City tax rate								0.91

Assumptions:
 1. Administration & maintenance allocation based on utilization estimates by area
 2. Service utilization estimated at 50/50, City/County

RATIFY – DEED OF TRUST RELEASE FOR LOT 83 IN NORTHGATE SUBDIVISION

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council ratified the executed deed of trust release for lot 83 in the Northgate Subdivision in support of the Washington Housing Inc. CDBG grant.

EX 1856 PG 420

WASHINGTON REGISTER OF DEEDS
Beaufort County, NC
October 16, 2014 02:02:39 PM
Book 1856 Page 420-422
REC- 428 80
INSTRUMENT # 2014004650



INSTRUMENT # 2014004650

PREPARED BY and RETURN TO:
RODMAN, HOLSCHER, PECK & EDWARDS, P.A.
Attorneys at Law
330 North Market Street
Post Office Box 1747
Washington NC 27889
Telephone: (252) 946-3122

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

THIS RELEASE is made and entered into this the 15th day of October, 2014, by and between THE CITY OF WASHINGTON, a North Carolina Body Politic, and FRANZ F. HOLSCHER, as Trustee, Grantors, to WASHINGTON HOUSING NONPROFIT INC. d/b/a WASHINGTON HOUSING INCORPORATED, a North Carolina nonprofit corporation, Grantee.

WITNESSETH

That the Grantors, for and in consideration of the sum of Ten and no/100 Dollars (\$10.00) and other good and valuable consideration to them paid by the Grantee, the receipt and legal sufficiency of which is hereby acknowledged, do hereby release from the lien and operation of that certain Deed of Trust recorded in the Beaufort County Registry in Deed Book 1749, Page 675 that portion of land therein described as follows:

LYING AND BEING IN WASHINGTON TOWNSHIP, BEAUFORT COUNTY, NORTH CAROLINA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

IT BEING ALL OF Lot No. EIGHTY-THREE (83) of NORTHGATE SUBDIVISION as the same is shown on the survey prepared by Rives & Associates, Inc. entitled "Final Plat

Northgate Subdivision Addition" of record in Plat Cabinet G, Sides 34-4 through 34-8, Beaufort County Registry, to which survey plats reference is herein made and incorporated for a more complete and detailed description.

TO HAVE AND TO HOLD the same unto the said Grantee, its successors assigns, free and discharged of the lien of said Deed of Trust, but the lien thereof as to remaining properties therein described is expressly retained.

IN WITNESS WHEREOF, the said FRANZ F. HOLSCHER, as Trustee, hereunto set his hand and adopted as his seal, the typewritten word "SEAL" appears beside his name, and the said THE CITY OF WASHINGTON, a municipal corporate Grantor, has caused this instrument to be executed in its name by its Mayor, attested by City Clerk, and its corporate seal to be hereto affixed, all by proper corporate authority given, this the day and year first above written.

EX 1856 PG 421

CITY OF WASHINGTON

BY: Jay MacDonald (SEAL)
Jay MacDonald Hodges, Mayor



Cynthia S. Bennett
Cynthia S. Bennett, City Clerk

BY: Franz F. Holscher (SEAL)
Franz F. Holscher, Trustee

EX 1856 PG 422

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, Reatha S. Johnson, a Notary Public of the State and County aforesaid, certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is City Clerk of the CITY OF WASHINGTON, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by JAY MACDONALD HODGES. My Commission expires with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the 15th day of October, 2014.



Reatha S. Johnson
NOTARY PUBLIC

My Commission expires: 12/1/2014

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

Before me, the undersigned Notary Public in and for the State and County aforesaid, this day personally appeared FRANZ F. HOLSCHER, as Trustee, and acknowledged the due execution by him of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 11th day of October, 2014.

Holly W. Wallace
NOTARY PUBLIC



My Commission expires: 5/26/17

RATIFY/APPROVE – DEED OF TRUST RELEASE FOR LOT 51 IN NORTHGATE SUBDIVISION AND APPROVE DEDICATION OF “COMMON AREA” IN LIEU OF SIDEWALKS

Staff is requesting ratification of a partial release (lot 51) from the deed of trust for which the City is a beneficiary. The deed of trust is security for Northgate's performance of a \$1,620,000 Crisis Housing Infrastructure Funds Grant which the City received to assist Northgate in constructing infrastructure for the subdivision. The City has previously received confirmation from the State that Northgate has satisfied the grant requirement of conveying 32 homes to low to moderate income households. There is an outstanding issue between the City and Northgate regarding sidewalks in the subdivision that were not constructed. Staff has been in conversations with Mr. Briley and his attorney in efforts to resolve this matter. Mr. Briley has offered to donate 7.4 +/- acres of mostly cleared land along the western side of the subdivision for common space as a compromise to installing sidewalks. Mr. Briley believes this would be more acceptable to subdivision residents than installing sidewalks due to the shrinking of yards, damage to existing landscaping and relocation of existing utilities that would be required. City Council requested that a homeowners' association (or similar entity) be established to maintain this common property. Due to legal and other matters complicating the establishment of a HOA in an existing subdivision for assumption of the proposed common property, Mr. Briley has agreed to amend the master covenants to provide that Northgate, as declarant, would maintain the “common area” so that it would continue to be used for general recreation by the residents. Attached is the proposal developed after discussions between Mr. Briley's attorney and the City Attorney.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council ratified the executed attached deed of trust release for lot 51 in the Northgate Subdivision, approved the attached proposal from Northgate Development, LLC to create and maintain 7.4 +/- acres of land in the subdivision for general recreation use common space in lieu of installing sidewalks, and authorized cancelling the deed of trust on the remaining property in the subdivision.

Councilman Mercer commented in August, Council passed a motion, unanimously, to take no further action on items from Northgate until they had an organized HOA and a meeting of the HOA had occurred. There is a standing motion that limits any action on Northgate until that action is taken, if and HOA has not been created, can Council can't take any further action.

City Attorney, Franz Holscher said the proposed motion will undo the prior motion and action. Council can make any motion one month and undo that action the next month. Councilman Mercer expressed his concerns and noted a 2nd motion was not needed. Mr. Holscher explained he does not have a complete understanding of Northgate as far as what lots are subject to HOA and what ones are subject to restrictive covenants. He does foresee a problem with attempting to develop a HOA if one doesn't exist now, especially for lots that have already been sold and Councilman Mercer agreed.

Councilman Mercer expressed his concern regarding a platted subdivision for the new road ~ does it have to go to the Planning Board? Mr. Alligood and Mr. Briley explained that road already existed on the approved plat.

Councilman Mercer expressed concern that Mr. Briley stated he will retain ownership and upkeep of lot. Mr. Briley explained you can't create a HOA on the new portion. The property will be maintained but it is hard to move forward until he can get the lots released. Mr. Holscher stated this is

not a perfect solution and that it was pointed out in his correspondence to the City. Mayor Pro tem Roberson said we need the property on the tax roll and we need to close this project so Mr. Briley can continue to do what he needs to do. Mr. Briley had a letter from the State stating all requirements of the grant have been met and Mayor Pro tem Roberson voiced it they had not met the requirements of the State, the program would not have been closed out. Councilman Beeman inquired if the State waived the sidewalks and Mayor Pro tem Roberson stated the State accepted the amendment from the City stating that the allocation for the street improvements would take the budget funds that were set aside for the sidewalks.

Discussion followed regarding sidewalks, soil conditions, weather and other issues. Mr. Holscher said the Deed of Trust secured the obligation under the agreement and it protected the City.

Motion restated and vote taken. By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council ratified the executed attached deed of trust release for lot 51 in the Northgate Subdivision, approved the attached proposal from Northgate Development, LLC to create and maintain 7.4 +/- acres of land in the subdivision for general recreation use common space in lieu of installing sidewalks, and authorized cancelling the deed of trust on the remaining property in the subdivision. Motion carried by 5-0.

PREPARED BY and RETURN TO:
RODMAN, HOLSCHER, PECK & EDWARDS, P.A.
Attorneys at Law
320 North Market Street
Post Office Box 1747
Washington NC 27889
Telephone: (252) 946-3122

Northgate Subdivision Addition" of record in Plat Cabinet G, Slides 34-4 through 34-8, Beaufort County Registry, to which survey plats reference is herein made and incorporated for a more complete and detailed description.

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

THIS RELEASE is made and entered into this the 20th day of October, 2014, by and between THE CITY OF WASHINGTON, a North Carolina Body Politic, and FRED N. HOLSCHER, as Trustee, Grantors, to NORTHGATE DEVELOPMENT, L.L.C., a North Carolina Limited Liability Company, Grantee.

WITNESSETH

That the Grantors, for and in consideration of the sum of Ten and no/100 Dollars (\$10.00) and other good and valuable consideration to them paid by the Grantee, the receipt and legal sufficiency of which is hereby acknowledged, do hereby release from the lien and operation of that certain Deed of Trust recorded in the Beaufort County Registry in Deed Book 1287, Page 218 which has been re-recorded in Book 1296, Page 125, that portion of land therein described as follows:

LYING AND BEING IN WASHINGTON TOWNSHIP, BEAUFORT COUNTY, NORTH CAROLINA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

IT BEING ALL of Lot No. FIFTY-ONE (51) of NORTHGATE SUBDIVISION as the same is shown on the survey prepared by Rivers & Associates, Inc. entitled "Final Plat

TO HAVE AND TO HOLD the same unto the said Grantee, its successors or assigns, free and discharged of the lien of said Deed of Trust, but the lien thereof as to the remaining properties therein described is expressly retained.

IN WITNESS WHEREOF, the said FRED N. HOLSCHER, as Trustee, has hereunto set his hand and adopted as his seal, the typewritten word "SEAL" appearing beside his name, and the said THE CITY OF WASHINGTON, a municipal corporation, Grantor, has caused this instrument to be executed in its name by its Mayor, attested by its City Clerk, and its corporate seal to be hereto affixed, all by proper corporate authority duly given, this the day and year first above written.

CITY OF WASHINGTON

BY: Jay MacDonald Hodges (SEAL)
Jay MacDonald Hodges, Mayor



Cynthia S. Bennett, City Clerk

BY: Fred N. Holscher (SEAL)
Fred N. Holscher, Trustee

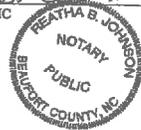
STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, Reatha B. Johnson, a Notary Public of the State and County aforesaid, certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is City Clerk of the CITY OF WASHINGTON, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by JAY MACDONALD HODGES, Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the 20 day of October, 2014.

Reatha B. Johnson
NOTARY PUBLIC

My Commission expires: 12/12/2014



STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

Before me, the undersigned Notary Public in and for the State and County aforesaid, this day personally appeared FRED N. BOLSCHER, as Trustee, and acknowledged the due execution by him of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 21st day of October, 2014.

Holly W. Wallace
NOTARY PUBLIC

My Commission expires: 5/26/2017



NEW BUSINESS

AUTHORIZE – APPLICATION FOR EZ TECHNOLOGY GRANT

City Manager, Brian Alligood explained The Edge initiative helps libraries assess their operations and plan for the future with the vision that “all people have the opportunity to improve their lives through technology services available in public libraries”. Libraries are eligible for reimbursement of \$1,000 to \$5,000 for the purchase of equipment and supplies that support the improvement of public access technology.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council authorized the Library Director to apply for an EZ Technology Grant in the amount of \$5,000 with no required match.

ADOPT/AWARD – ORDINANCE TO CONDEMN AS UNSAFE THE STRUCTURE LOCATED AT 223 EAST 3RD STREET AND AWARD THE DEMOLITION CONTRACT

Mr. Alligood explained the governing body of the City may adopt and enforce ordinances relating to residential buildings or structures that fail to meet minimum standards of maintenance, sanitation, and safety. The minimum standards address conditions that are dangerous and injurious to public health, safety and welfare and identify circumstances under which a public necessity exists for the repair, closing or demolition of such building or structures.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council adopted the ordinance condemning the structure located at 223 East 3rd Street as unsafe and demolish and remove the structure.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council awarded the demolition contract to the lowest responsible bidder, Dudley Landscaping and Tree Service in the amount of \$3,800.

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

WHEREAS, the City Council of the City of Washington finds that the structure having an address of 223 East 3rd Street, Washington, North Carolina and being owned by James Baker Trustee is condemned as, among other things, unsafe pursuant to North Carolina General Statute § 160A-426 and that all applicable statutory provisions have been complied with as a condition of the adoption of this Ordinance.

WHEREAS, the structure located on said property should be demolished and removed as directed by the Senior Building Official for, among other things, the reasons stated by the Senior Building Official in his July 22, 2014 Order to Remedy Defective Condition and Findings of Fact that was served on the property owner(s).

WHEREAS, the owner(s) of the structure have been given a reasonable opportunity to bring the structure into compliance with the applicable standards of the City Code as well as State statute in accordance with North Carolina General Statute § 160A-426 as well as pursuant to the Order issued by the Senior Building Official in said Notice of Decision.

WHEREAS, said owner (s) have failed to comply with said Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington as follows.

Section 1. The Senior Building Official is hereby authorized and directed to proceed to demolish and remove the above described structure located at 223 East 3rd Street in accordance with applicable provisions of the City Code and North Carolina General Statute § 160A-426 et seq.

Section 2. The cost of the demolition and removal of the structure shall constitute a lien against the real property upon which the cost was incurred as provided in North Carolina General Statute § 160A-432.

Section 3. This Ordinance shall be recorded in the Office of the Register of Deeds of Beaufort County, North Carolina.

This Ordinance shall become effective on this date of adoption October 27, 2014.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

AUTHORIZE – CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES CONSULTING AGREEMENT WITH WITHERS & RAVENEL, INC. TO IMPLEMENT PHASE 1 OF THE GIS PROJECT

Mr. Alligood noted the City’s GIS data base was last updated in 2007. The initial phase of the project includes connecting with Beaufort County’s GIS system, providing a mechanism for regular updates, updating the City’s GIS data layers, integration with our computer servers, and planning/inspections staff training. Mr. Alligood voiced Phase 1 will be funded with \$4,500 of planning’s professional services budget and \$4,200 from the Manager’s miscellaneous expense budget.

Mr. Alligood introduced Mr. Seth Swaim representing Withers & Ravenel, Inc. Mr. Swaim noted the corporate office is located in Cary and they currently host Beaufort County's GIS information and he manages a strong GIS Services Department. Withers & Ravenel, Inc. provides design implementation for data collection services and hosts a GIS website through an affiliated company.

Mr. Swaim explained the following:

1. Phase 1 - No software upgrades ~ involves Planning Department - City converse with the County.
2. Phase 2 will focus on the Public Works facilities and convert the CAD data
3. Planning – updating the City limits and the ETJ – GIS layers will be up to date or current with the ordinance.
4. Last part of the project will be implementation and training with the City staff, the staff will be responsible for maintaining the layers as well as the knowledge available to perform the maintenance.

Scheduling Cost

- Phase 1 – 4 months schedule \$8700 for budget
- Phase 2 – 6 months schedule
- Additional cost – maybe software upgrades, additional training and support, staff is adequate for phase 1 and possible phase 2, hosting fees flat fee of \$100 a month

Mayor Pro tem Roberson inquired about integrating the data into the City's file server. Mr. Swaim voiced they will work with Mr. Carraway and Mayor Pro tem Roberson inquired if the server will work; Mr. Swaim responded 'yes'.

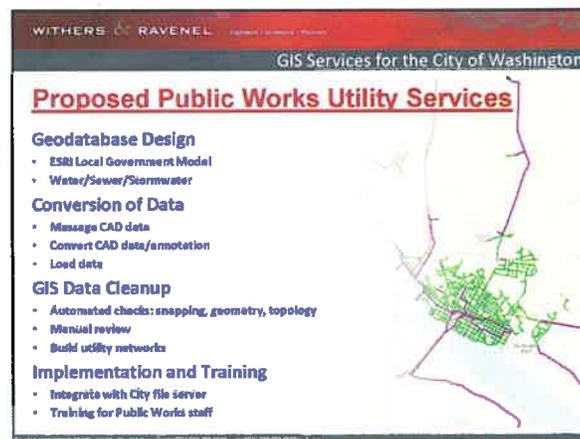
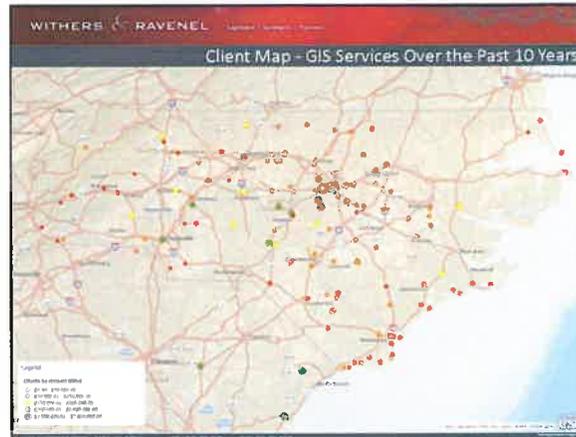
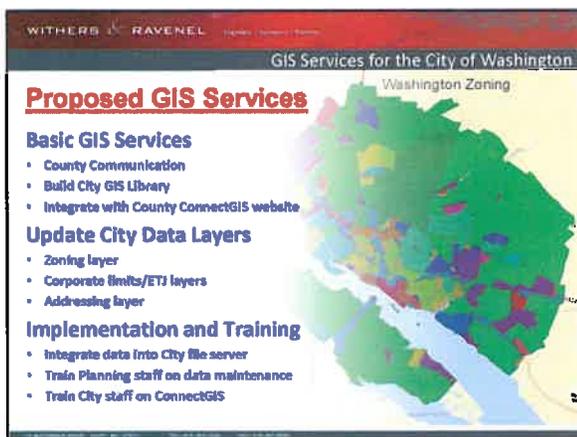
Councilman Beeman inquired about the additional training and where is the dividing line if and when we enter into phase 3 and Mr. Swaim explained how that would be addressed. Most of the training will be done on site but if additional help is needed, they will set up a "go to meeting" where there is minor training and cost involved (done remotely and onsite). Councilman Beeman asked about additional cost on top of software upgrades? Mr. Swaim stated no software upgrade is required for phase 1 and phase 2. For the utilities portion it is recommended that the data base builds in additional functionality and would require the City to obtain a higher license. Councilman Beeman inquired if the \$100 per month is only for hosting the data and Mr. Swaim explained how this would be handled.

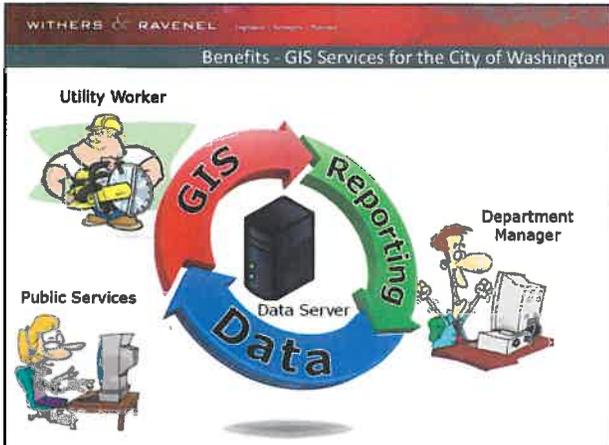
Mayor Hodges noted the County has switch mapping service approximately three times and if they switch again will the City be left out? Mr. Swaim, if that were to happen, Withers & Ravenel can switch everything over and the City will have their own site to maintain. Mr. Swaim said obviously the cost would go up.

Councilman Beeman inquired if additional training is charged by the hour and Mr. Swaim explained that would be up to Council on how staff would like to do this - noting sometimes it is handled through lump sum, \$1000 a day, etc. Councilman Beeman inquired if this initial rate is already included in the contract or will we see it three years down the road? Mr. Alligood voiced because this is an industry standard, staff does not have to go through Withers & Ravenel for additional training. Staff can go to ECU or take a GIS course for additional training (there are GIS courses offered across the State).

Councilman Mercer inquired if there would be a phase 3 covering Electric and Mr. Swaim noted there would be, this is an ongoing process.

By motion of Councilman Beeman, seconded by Councilman Mercer, Council authorized the City Manager to execute a Professional Services Consulting Agreement with Withers & Ravenel, Inc. to implement Phase I of the GIS project.





GIS Services for the City of Washington

Benefits

- Economic Development**
 - Faster information
 - Utility capacity requirements
 - Services availability
- Interdepartmental Communication**
 - Digital answer to many questions
- Regulation Compliance**
 - State Mapping Requirements
 - NCB11 Participation
- Maintenance Reporting**
 - Inspect 10% of system valves
 - Inspect 100% of hydrants

Knowledge is Power!

GIS Services for the City of Washington

Proposed GIS Services

- Basic GIS Services
- Update City Data Layers
- Implementation and Training

4 month schedule
\$8,700 budget

Proposed Public Works Utility Services

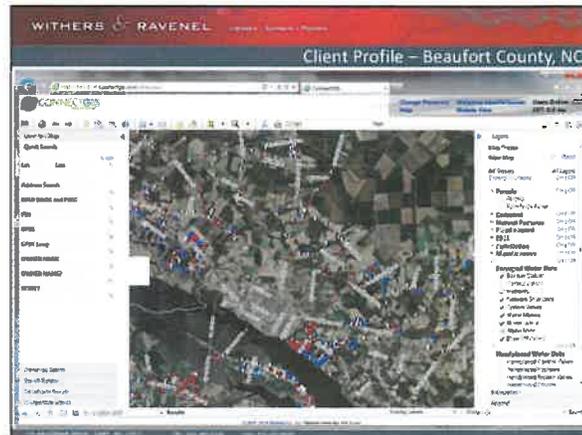
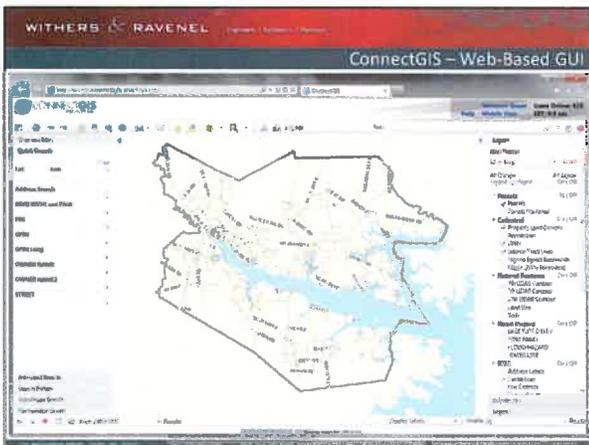
- Geodatabase Design
- Conversion of Data
- GIS Data Cleanup
- GIS Data Cleanup

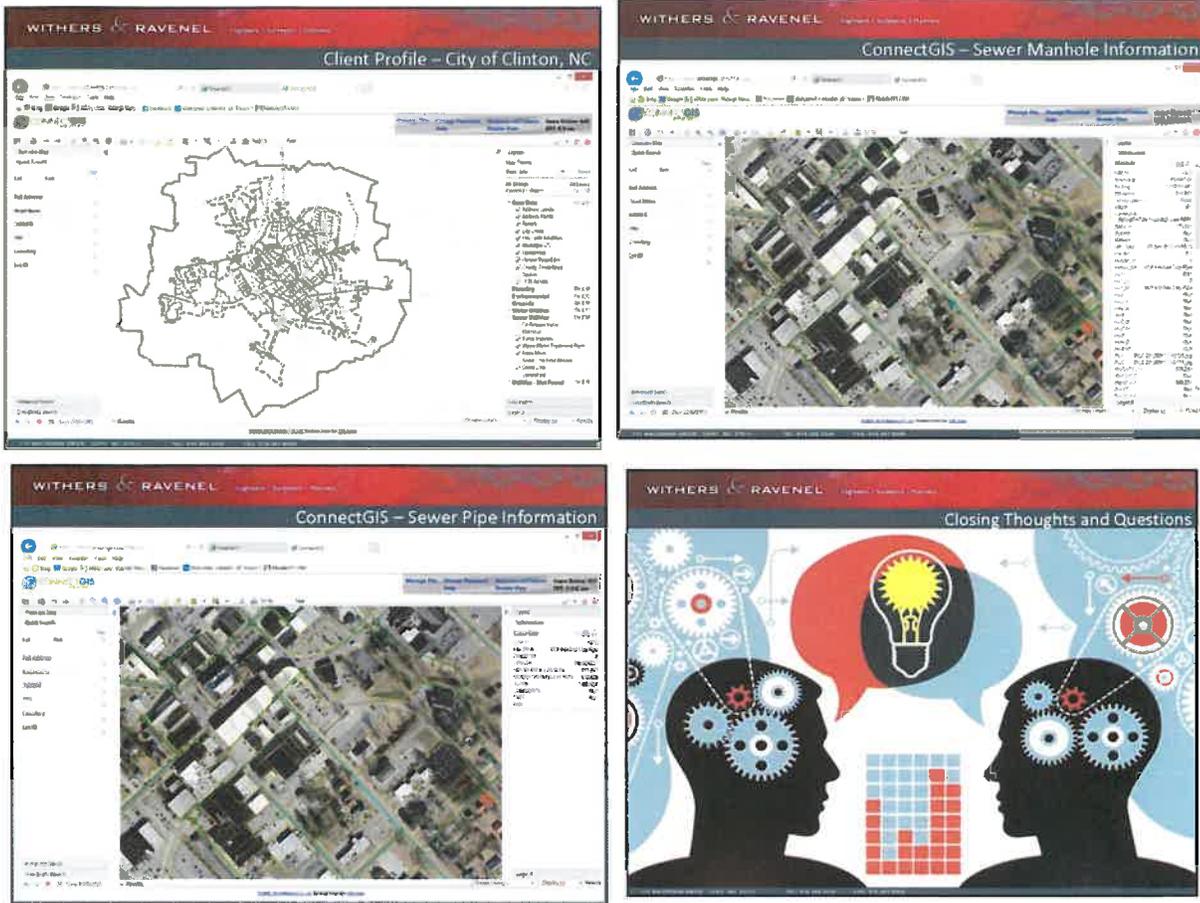
6 month schedule
\$24,200 budget
(ESTIMATED)

GIS Services for the City of Washington

Additional Costs to Consider

- GIS Software upgrades
- Additional Training/Support
- Staffing
- Hosting Fees (\$100/month)





ADOPT – PILOST UTILITY SALES TAX BUDGET ORDINANCE AMENDMENT

City Manager, Brian Alligood summarized the action form. In the legislation that was adopted effective July 1, 2014 by the General Assembly where they made the change in the Electric side sales tax there was a hold harmless feature for the utility franchise taxes. We also had a 3% sales tax exemption on the net revenue for Electric sales. For that, it generated in the general fund approximately \$190,000. When they did that they did not put a hold harmless on that exemption.

Staff recommends a payment in lieu of the utility sales tax transfer from the electric fund to offset the \$190,000 sales tax shortfall due to local government exemption elimination. As a backup measure the \$100,000 Whitepost/Slatestone feeder project budgeted will not being until the electric forecast is revisited after the winter month (once we see where we stand upon revisiting).

Councilman Mercer commented and explained the percentage as he sees it. Mr. Rauschenbach explained the utility sales tax. Following discussion:

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council adopted a budget ordinance amendment to implement a payment in lieu of sales taxes from the Electric Fund to hold the General Fund harmless from the NC Department of Revenue sales tax changes implemented July 1, 2014.

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

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the following account and amount:

35-90-3701-5100	Sale of Electricity	\$588,963
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Section 2. That the following accounts and amounts be increased or (decreased) in the Electric Fund appropriations budget for the PILOST transfer:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
35-90-6610-5701	PILOST Utility Sales Tax	\$190,000
35-90-9990-9900	Contingency	(51,037)
35-90-8320-4800	Purchase Power	<u>450,000</u>
	Total	\$588,963

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 27th day of October, 2014.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

Councilman Mercer requested an update be provided to Council when the final numbers come in.

AUTHORIZE/ADOPT/AWARD – idX IMPRESSIONS BUILDING REUSE GRANT APPLICATION AND ADOPT RESOLUTION AND AWARD GRANT ADMINISTRATION CONTRACT TO MID-EAST COMMISSION

Mr. Alligood summarized the Building Reuse and Renovation Grant that idX Impressions will be applying for. idX Impressions is planning to expand their operations over the next couple of years hiring 159 new positions with 50 of them being office staff. The project cost estimate is \$1,791,836, the grant requested is \$500,000 (50 jobs @ \$10,000), and requires a 5% local government match of \$25,000. The City’s sale of the building to idX in April 2014 satisfies the match obligation (Commerce agreed).

By motion of Councilman Pitt, seconded by Councilman Brooks, a motion was made to authorize the Mayor to execute the necessary documents for application of a Building Reuse grant, adopt a resolution supporting the local government match of this project, and award the grand administration contract to the Mid-East Commission.

Councilman Mercer expressed concern with the document stating it requires a 5% local government match of \$25,000 and it does not say in-kind but a cash match. Mr. Alligood voiced the Department of Commerce has stated they would accept the short sale as the City’s match. Councilman Mercer reiterated that is not what the documents states. Also, it states the City of Washington hereby agrees to pay the Mid-East Commission \$2500 for the completion of the previously mentioned item but in looking at the document with the Mid-East it states you will make four payments of \$2500 each for \$10,000. There is a \$35,000 fee

attached with the program and can see nothing in the package showing a document with idX agreeing that they will pay administrative cost. Mr. Alligood said Mr. Rauschenbach has an email to that effect from the CEO stating they will take care of it but we do not have a signed document at this time. Councilman Mercer requested a signed agreement for idX stating they will pay for administration charges and Council can agree at that time to sign the documents. Councilman Beeman voiced that the resolution needs to be clarified.

By motion of Councilman Pitt, seconded by Councilman Brooks, a motion was made to authorize the Mayor to execute the necessary documents for application of a Building Reuse grant, adopt a resolution supporting the local government match of this project, and award the grant administration contract to the Mid-East Commission under the appropriate condition and changes. Mayor Pro tem Roberson clarified by stating the \$25,000 will be substituted for the short sale (one amendment) and amendment two that \$10,000 to prepare the application and administer the grant).

RESOLUTION SUPPORTING AN APPLICATION ON BEHALF OF
PROJECT IDX IMPRESSIONS TO THE NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION BUILDING REUSE PROGRAM

WHEREAS, the City of Washington is committed to advancing and promoting economic development in Washington;

WHEREAS, the City of Washington advocates enhancing the quality of life in Washington by advancing economic opportunities for businesses and residents of the City of Washington;

WHEREAS, North Carolina General Statute 158-7.1(a) authorizes the use of economic incentives for the purpose of private sector job creation;

WHEREAS, idX Impressions has pledged to create 50 jobs in the corporate limits, it is eligible to apply for a Building Reuse Grant in the amount of \$500,000 for building renovations and upfit through the North Carolina Department of Commerce, and requires sponsorship of the City of Washington to make application; and

WHEREAS, the City of Washington acknowledges that, if the grant is awarded, it will be required to commit to a match of 5% of the grant amount toward the project in the form of the appraised value versus the purchase price of the building;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Washington that it does hereby support and endorse the application of Project idX Impressions to the North Carolina Department of Commerce's Building Reuse Grant Program for a grant in the amount of \$500,000.

Adopted this 27th day of October, 2014

ATTEST:

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

**s/Jay MacDonald Hodges
Mayor**

Mayor
Mac Hodges

City Manager
Brian M. Alligood



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

October 29, 2014

On October 27, 2014 City Council authorized the Mayor to enter an agreement with the Mid-East Commission to prepare the idX building reuse project grant application for \$2,500 and if the grant is funded an agreement to administer the grant in accordance with grant guidelines for \$10,000. idX will reimburse the City for the cost of these agreements.

Brian M. Alligood
Brian M. Alligood
City Manager
City of Washington
Date: 10/29/14

Randy Roark
Randy Roark
Director of Operations- NC
idX Impressions
Date: 10/29/14

APPROVE/AUTHORIZE – CITY MANAGER TO SIGN THE LEASE AGREEMENT BETWEEN THE CITY AND THE PAMILICO-TAR RIVER FOUNDATION, INC (PTRF)

Mr. Alligood explained the City did not have an existing lease agreement with Pamlico Tar River Foundation. When we revised the lease with the Washington TDA, staff felt like there needed to be a lease for the PTRF and in order to work out the responsibilities between the two entities.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved and authorized the City Manager to sign the lease agreement between the City and the Pamlico-Tar River Foundation, Inc. (PTRF) for use of the second floor of the Old Train Depot by the PTRF.

ANY OTHER ITEMS FROM CITY MANAGER: NONE

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: NONE

DISCUSSION – OUTSIDE AGENCIES FY 15-16

Mayor Pro tem Roberson explained the need to open up the budget process regarding outside agencies

- How they will be handled
- Review the number that is funded
- Allocation
- What kind of reporting funding data that is needed from the agency (how the money is spent)

Councilman Mercer concurred and requested a special meeting, if needed to discuss funding and suggested what format he would like to see presented to outside agencies. Councilman Pitt suggested all outside agencies visit prior to the budget season. Mr. Alligood stated last year Council was presented with a continuation budget which essentially held everyone where they were. If the agencies requested an increase then they came before Council for a presentation. Councilman Brooks made a motion during budget time and Council approved that this fiscal year, that every outside agency come before Council and they would all start with zero funding. Mr. Alligood stated a letter will go out to all our outside agencies advising of the process stating they will need to justify starting their funding request and include an expense report.

Recess 7:10 pm – 7:15 pm

DISCUSSION – GOAL SETTING FOR CITY MANGER

Mayor Hodges discussed the goals presented for the City Manager and they were prioritized by five (5) goals:

1. Police Department
2. Attempt to schedule quarterly meetings with the County Commissioners (or part of the Board) to discuss areas of mutual concern
3. Jack's Creek (Drainage) action plan for those in 100 year flood area and FEMA application process
4. Do not raise taxes
5. Havens Gardens & Beebe Park Master Plan

Mr. Alligood noted he didn't quite understand the 911 center suggested goal and suggested the City gave up their funding and transferred the 911 center back to the County. The City is getting the calls back from the County that is within its jurisdiction. Councilman Mercer explained the two step goal and stated the second step was never taken. Councilman Mercer questioned do we stay in or get out of the 911 business. Mr. Alligood explained for someone who has managed both the County and City side and had a 911 center his suggestion would be that the City should stay in the business. The City is receiving those 911 calls sent back to us for our jurisdiction. If the City is going to pay the County to do it, we may as well do it ourselves because we can control it. Councilman Mercer inquired what would be the cost with the City doing it and the cost of combined service (initial estimates 6-7 years ago the City would save approximately \$250,000). Mr. Alligood stated if you are willing to give up someone in that building to be able to handle calls he cannot see you saving \$250,000 a year. Councilman Brooks stated the City should have kept 911 and that we need to get it back.

By motion of Councilman Pitt, seconded by Councilman Beeman, Council accepted the five (5) goals established for the Manager.

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Beeman, Council adjourned the meeting at 7:35 pm until Monday, November 10, 2014 at 5:30 pm, in the Council Chambers.

(Subject to the Approval of the City Council)

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



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Robbie Rose, Fire Chief
Date: November 3, 2014
Subject: 2014 AFG Grant
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council approve and support an application by Washington Fire Department for the 2014 FEMA Assistance to Firefighters Grant.

BACKGROUND AND FINDINGS:

As we were recently informed that we would not be awarded the 2013 AFG grant request for the fire engine; we intend to roll that application over into the 2014 process for reconsideration. That grant request is in the amount of \$350,000. This represents a 95% federal share of \$332,500 and our 5% match of \$17,500. In the 2014 process we will also be requesting two battery operated extrication tools which will be an additional grant request of \$20,000 which represents a 95% federal share of \$19,000 and our 5% match of \$1,000.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted 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: 11/10/14 Date Concur RR Recommend Denial _____ No Recommendation _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Keith Hardt, P.E., Electric Director
Date: 3 November 2014
Subject: Approve Budget Ordinance Amendment
Applicant Presentation: None
Staff Presentation: Keith Hardt, P.E., Electric Director

RECOMMENDATION:

I move that the City Council approve a budget ordinance amendment in the amount of \$61,670 for the Electric Fund.

BACKGROUND AND FINDINGS:

Item #1

In the fiscal year 2014-2015 budget the City Council approved a project to refurbish the three (3) single phase transformers from White Post substation. The original estimate for the project was \$30,000. This estimate included the transformer refurbishment, loading and hauling of the units. After the units were delivered to the repair facility and the units were evaluated the repair estimate increased to \$47,126 due to contaminated oil and additional water and gas in the oil.

The current budget for the project is:

\$30,000	Original Budget
-\$2,244	Expenditures to Date – Crane Service
\$27,756	Remaining Balance
-\$47,126	Revised Estimate for Repairs
-\$2,300	Estimated Return Crane Service
-\$21,670	Remaining Unappropriated Balance

Item #2

During routine inspection and testing by Duke Energy Progress (DEP) of the protection relays at the Chocowinity POD station it was determined that one of the relays had failed and many others were marginal or out of tolerance. This station was installed in 1978 and these relays are no longer in production. The functions of these relays are required per the NCEMPA Power Coordination Agreement and need to be replaced. Staff is currently obtaining quotes for the relays, hardware and installation labor to replace the units and Booth & Associates, Inc. is completing a scope of work and estimated cost for the project engineering and drawing renewal. The estimated cost for this project is \$40,000. Funds are not available in the current budget and a budget ordinance amendment is needed to complete the project.

The combined budget ordinance amendment of \$61,270 is for both Item #1 and Item #2.

PREVIOUS LEGISLATIVE ACTION

2014-15 Budget Ordinance

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: 11/14/14 Date November 10, 2014 Recommend Denial No recommendation _____

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

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

Section 1. That the Estimated Revenues in the Electric Fund be increased in the following account and amount:

35-90-3991-9910	Fund Balance Appropriated	\$61,670
-----------------	---------------------------	----------

Section 2. That the following accounts and amounts be increased in the Electric Fund appropriations budget for transformer and relay repair and maintenance:

Account	Description	Amount
35-90-8370-1603	M/R Substation Equipment	\$61,670

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 November, 2014.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Brian Alligood, City Manager
Date: November 10, 2014
Subject: Adopt Resolution Authorizing Lease - PTRF
Applicant Presentation: N/A
Staff Presentation: Brian Alligood

RECOMMENDATION:

I move that City Council adopt a resolution authorizing the lease of certain real property located at 108 North Gladden Street to Pamlico-Tar River Foundation (PTRF).

BACKGROUND AND FINDINGS:

The attached resolution was inadvertently omitted from the October 27th Council agenda.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Resolution

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: 11/10/14 Date Concur BAW Recommend Denial _____ No Recommendation _____

**RESOLUTION AUTHORIZING THE LEASE OF CERTAIN REAL PROPERTY
AND APPROVING THE LEASE OF SAID REAL PROPERTY PURSUANT TO
NORTH CAROLINA GENERAL STATUTE § 160A-272**

WHEREAS, the City of Washington (hereinafter may be referred to as “City”) owns the building located at 108 North Gladden Street, Washington, North Carolina commonly known as the Old Depot (hereinafter referred to as “Old Depot”).

WHEREAS, North Carolina General Statute § 160A-272 authorizes a city to lease any property owned by a city for such terms and upon such conditions as the council may determine so long as the council determines the property will not be needed by the city for the term of the lease and the council approves a resolution authorizing its execution (no public notice is required for a lease for a term of one year or less).

WHEREAS, Pamlico-Tar River Foundation, Inc. (hereinafter referred to as "PTRF") is a non-profit corporation whose purpose is to monitor, protect, and enhance the Tar-Pamlico River and watershed while promoting environmental justice.

WHEREAS, PTRF has occupied as well as utilized an existing first floor entrance dedicated to PTRF, an existing stairway dedicated to PTRF, and the second story of the Old Depot for a number of years (hereinafter referred to as "Premises").

WHEREAS, PTRF has leased the Premises from the City for a number of years, has negotiated with the City, and desires to lease said Premises from the City for another year, which Premises will be utilized to further PTRF's above stated purposes.

WHEREAS, said Premises currently are surplus to the City and its City Council desires to lease the same.

THEREFORE, the City Council for the City of Washington resolves that:

1. The Premises are hereby declared to be surplus to the needs of the City for the term of the proposed lease.
2. The City Manager is authorized to further negotiate, if necessary, and execute the lease attached hereto.

Adopted this 10th day of November, 2014.

Jay MacDonald Hodges, Mayor
City of Washington

Attest:

Cynthia S. Bennett, City Clerk
City of Washington



REQUEST FOR CITY COUNCIL ACTION

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

RECOMMENDATION:

I move that City Council approve the attached requisitions.

BACKGROUND AND FINDINGS:

Requisition # 15336, \$25,200, to Naturchem, Inc. to spray electric distribution lines for foliage growth control, account 35-90-8380-4501. Naturchem was selected from Electricities joint services contract vendors.

Requisition # 15376, \$47,126, to Transformer Maintenance to repair transformers, account 35-90-8370-1603. Transformer Maintenance is a sole source on site provider of this service.

PREVIOUS LEGISLATIVE ACTION

2014-2015 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: _____ (if applicable)
City Manager Review: Asx Concur _____ Recommend Denial _____ No Recommendation
11/4/14 Date

Requisition Form

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

Requisition #:15336
PO #: Not Assigned
User Name: Jeff Clark

Date: 10/22/2014

Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$25,200.00

NATURCHEM, INC.
P.O. BOX 531625
ATLANTA, GA 30353

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

Vendor Instructions: Andy Pollard; 2529759315

Quantity	Description	Job Number	Unit Price	Extended
1	Spraying of Distribution Lines (140 miles @ \$180 Per mile)		\$25,200.00	\$25,200.00
Sub Total				\$25,200.00
Total Tax				\$0.00
Total				\$25,200.00

Account Number	Account Description	Amount
35-90-8380-4501	CONTRACT SERVICE-TREE TRIM	\$25,200.00
Total		\$25,200.00

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 #:15376
PO #: Not Assigned
User Name: Ed Pruden

Date: 11/03/2014
Approved By:
Approved Code: Awaiting Final Approval
Total Amount: \$47,126.00

TRANSFORMER MAINTENACE
AND SERVICE
NEWTON GROVE, NC 28366

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

Vendor Instructions: ELECTRIC DEPT, ED PRUDEN 252-975-9365
QUOTE #s 1371 & 1370

Quantity	Description	Job Number	Unit Price	Extended
1	LABOR & MATERIAL TRANSFORMER REPAIRS		\$47,126.00	\$47,126.00
Sub Total				\$47,126.00
Total Tax				\$0.00
Total				\$47,126.00

Account Number	Account Description	Amount
35-90-8370-1603	MAINT/REPAIR SUBSTATION EQPT	\$47,126.00
Total		\$47,126.00

Approval List

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

MEMORANDUM

Date: November 3, 2014

To: Mayor and City Council

From: John Rodman, Community and Cultural Services

RE: Status Report – Regional Hazard Mitigation Plan

In August of 2012 Beaufort County received a request from North Carolina Emergency Management to participate in a regional hazard mitigation plan to include Beaufort, Craven, Carteret, and Pamlico Counties. Each municipality was being asked to sign an agreement as the intent of the municipality to participate in the plan. FEMA would cover all costs involved in the rewrite of the plan and provide funding to Craven County as the lead agency. No funds were required by the City of Washington. The agreement asked the City to consider the regional approach. City Council granted approval for the City to participate in the Regional Hazard Mitigation Plan at that time.

Over the last 12 months the participating counties have been developing the Pamlico Sound Regional Hazard Mitigation Plan. The planning effort not only involved the county jurisdictions, but also the municipalities within these jurisdictions,

The NC Department of Public Safety, as well as FEMA, requires participation in the mitigation planning process in order to receive certification under the new plan. Participation in a certified plan is a requirement for the receipt of annual FEMA Grant funds and Public Assistance funding following a declared natural disaster. Mitigation Plans are required to be updated every five years. The shift to a regional approach is intended to reduce cost and burden on communities in regards to the update process.

A draft mitigation plan has been completed and is available for review through the project website at www.pamlicosoundhmp.org. This draft has been delivered to the Department of Public Safety for their review and comments. Once that is completed and returned to the participating counties and municipalities and the final Mitigation Plan has been updated it is the intention of the City of Washington to adopt that plan through a public hearing process. Once the final draft has been completed a copy will be made available to you.

If you have any questions or I can assist you in any way please don't hesitate to let me know.

**Senior Center
Recreation Net Cost & Utilization**

	Financials						Utilization			Utilization %	
	Revenue	Expenditure	Allocation		Total Expenditure	Net Cost	City	County	Total	City	County
			Recreation	Parks & Grounds							
Waterfront Docks	51,175	127,400	0	21,897	149,297	(98,122)					
Recreation:											
Administration		155,451	(155,451)	0	0	0					
Events & Facilities	37,500	176,075	51,817	492,681	720,573	(683,073)	341,536	341,536	683,073	50%	50%
Senior Programs	41,180	203,305	51,817	10,948	266,070	(224,890)	92,205	132,685	224,890	41%	59%
Aquatic Center	102,660	310,599	51,817	21,897	384,313	(281,653)	140,826	140,826	281,653	50%	50%
Maintenance	0	547,423	0	(547,423)	0	0					
Total Recreation	181,340	1,392,853	0	(21,897)	1,370,956	(1,189,616)	574,568	615,048	1,189,616		
Service utilization							50%	50%	100%		
Residents					9,740		9,740	47,854	57,594		
Net cost/resident:											
Waterfront Docks					10		0	0	0		
Recreation:											
Facilities					70		35	7	12		
Senior Programs					23		9	3	4		
Aquatic Center					29		14	3	5		
Total Recreation					122		59	13	21		
Property Tax Equivalent:											
Total tax collection						4,359,618					
Recreation subsidy %										27%	
Equivalent \$/\$100 valuation										0.14	
City tax rate										0.50	

Assumptions:

- Administration & maintenance allocation based on utilization estimate by area

Revenue detail:

C.A.T. REVENUE	2,500	
RECREATION ACTIVITY FEES	2,500	
RECREATION RENTAL FEE	30,000	
RECREATION-BOAT SLIPS RENTALS	50,000	Docks
RECREATION-WATERFRONT FEES	325	Docks
RECREATION-WATERFRONT CONCE	850	Docks
AQUATIC MEMBERSHIPS	66,000	Aquatic
AQUATIC CTR. USER FEES	15,000	Aquatic
AQUATIC CTR. Program FEES	19,260	Aquatic
AQUATIC CTR. CONCESSIONS	600	Aquatic
AQUATIC CTR. RENTALS	1,800	Aquatic
REC FEES - SPECIAL EVENTS	2,500	
CONTRIBUTIONS-SENIOR FUNCTION	7,000	Senior
CONTRIBUTIONS TO RECREATION	0	
MID-EAST GRANT-REC.	32,680	Senior
EDTAP - SENIORS GRANT	1,500	Senior

July 1, 2014

Brown Library Patron Fees and Fines are as follows:

Library cards

No charge to Beaufort County residents with proof of residency.
Out of county library card fee is \$ 25.00 per year.
Replacement fee for lost library card is \$ 5.00.

Photocopies

\$.25 per copy for black and white photocopies.
\$.50 per copy for double sided photocopies.
\$.35 per copy for microfilm printing

Late Fines

Books accrue at \$.20 per day; \$ 10.00 maximum fine.
Audiovisual materials accrue at \$1.00 per day; \$ 10.00 maximum fine. (This includes DVD's, CD's, VHS and cassettes)

Lost items and processing Fees

Patron is responsible for the cost of the individual item in addition to a processing fee per item of \$ 10.00. (The processing fee is nonrefundable.)

Interlibrary Loans

Each item requested as an interlibrary loan is \$5.00. Please note that late fees for interlibrary loans accrue at \$.25 per day.

Faxes

Local and toll free faxes are \$.50 per page.
Long distance faxes are \$ 2.00 for the first page; \$ 1.00 for every additional page.
Incoming faxes are \$.50 per page.
No charge for cover sheets.

Divorce Packet

Divorce Papers \$3.00 per package

Replacement fee for broken or lost cases:

Music CD cases

Single \$2.00
Double \$2.50

DVD cases

Single \$1.80
Double \$2.00

Spoken Word CD cases

2 album \$4.00
4 album \$4.60
6 album \$5.00
8 album \$5.50
10 album \$5.60
12 album \$6.00
24 album \$8.00

Multipurpose Room Rental

\$15/ hour

\$50 for 4 hours

\$100 for 8 hours

November 10, 2014

Page 4 of 8

July 1, 2015

Brown Library Patron Fees and Fines

Library cards

Beaufort County residents no charge

N.C. Cardinal libraries no charge

Out of county \$ 25/ year

Replacement card \$ 5

Photocopying & Microfilm Printing

\$.25/ copy for black and white.

\$.50/ copy for double sided

Late Fee

Books: \$.25/ day, no maximum

Audiovisual materials: \$1/ day, no maximum

Lost items

Replacement cost plus \$10/ item processing fee

Interlibrary Loans

\$5 /item plus shipping cost

\$1/day late fee

Faxes

Incoming, local, & toll free \$1/ page

Long distance \$2 first page, \$1 each additional page

Divorce or Will Packet

\$5

Broken or Lost CD and DVD Cases

\$8

Multipurpose room rental

\$25/ hour

\$50 for 4 hours

\$ 75 for 8 hours

Test Proctoring

\$35/ test

Load Management Device Installation Project Report

Project Start Date : October 2010

	October 2014	Project to Date	Current Saturation
Total Load Management Device Installations	128	3,073	
<hr/>			
Total Accounts Added with Load Management	93	2,207	
<hr/>			
Appliance Control Installations			
Air Conditioner / Heat Pump	99	2,302	50%
Auxiliary Heat Strip	32	1,136	49%
Electric Furnace	6	289	44%
Water Heater	57	1,748	54%
<hr/>			
Total Encumbrances to Date			
Load Management Devices		\$ 130,600	
Contractor Installations		\$ 295,000	
<hr/>			
Total Project Encumbrances		\$ 425,600	
<hr/>			
Total Expenses to Date			
Load Management Device Purchases		\$ 130,600	
Contractor Installation Expenses	\$ 6,185	\$ 294,485	
<hr/>			
Total Project Expenses		\$ 425,085	
<hr/>			
Average Cost per Load Management Device Installed		\$ 138.33	
Average Installed Cost per Controlled Appliance		\$ 77.64	
<hr/>			

Load Management Devices Remaining in Stock 427



HUMAN RELATIONS COUNCIL

102 East 2nd Street

Washington, NC 27889

Phone: 252-975-1250

Human Relations Council (HRC) Report for the month of October *Fax: 252-974-6461* **Monday, November 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: Ms. Stacey Gerard, VP of Continuing Education, BCCC ~ Ms. Gerard presented informative material to Board members concerning what is happening within the Continuing Education program.

Ms. Gerard voiced BCCC offers Workforce Initiative programs which provide students with the short training opportunities and prepares them to go to work. Also, through NC Works, if one of the short-term training programs leads the students the opportunity to sit and take a credentialing exam. If they meet certain criteria they can apply for funding to cover their registration, supplies, and materials.

Presentation material included:

- New Beaufort County Community College Website
- Fall 2014 and Spring 2015 Schedule
- Sampling of What's Happening in Continuing Ed
- BCCC Personal Enrichment ~ Heads Up!

Board member Recko suggested Washington Housing Authority and the Human Relations Council is forming a coalition to host a Fair Housing Forum and that a similar event was sponsored about 5-6 years ago and hosted the event at the College. The forum/symposium centered on the housing issues in Beaufort County. Ms. Gerard was asked to provide guidance on whom to contact at the College. Ms. Gerard stated the College has a Senior Staff meeting every Monday and if an email could be forwarded to her with some of the specifics along with a brief overview of what is envisioned for that day, she will bring it up at the meeting and speak with Dr. Tansey.

OLD BUSINESS:

Update – Housing Project ~ Board member Marc Recko: Board member Recko updated the Board as to where we are now. He presented a roundtable discussion with a group

he meets with on Wednesday regarding the Housing Forum and there was a lot of support for the Forum. The Forum will include all aspects of all housing issues in Beaufort County.

- Real Estates Market
- Home ownership – following the housing crisis
- Status of Housing Development in the County
- Status of rental property in the County
- LMI (low to moderate income) housing
- Expanding the Fair Housing competent

Things to consider:

- Venue
- Date/Time
- Set up
- Target date May or June
- Who to invite
- Sponsors for lunch (make request)
- Collaborate more closely with BCCC and suggested requesting Building 10 at the College
- Public Transportation to and from the College

Chairman Hughes requested when Board member Recko has the specifics for the next meeting, pass it along to the secretary and it will be provided to Board members via email. It would be of interest for the Human Relations Council to participate in this meeting.

By consensus, the Board agreed to move forward with the Housing Forum for 2015.

NEW BUSINESS: NONE

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the August 12, 2014 report submitted to City Council, financial report, update of Board members contact information, and letter mailed to former Board member Babcock regarding attendance policy.

OPEN DISCUSSION:

Board member Hughes suggested forming a sub-committee and drafted:

- Emma Howard – chair of the sub-committee (Board member Howard requested assistance from):
- Reatha Johnson
- Remanda St. Clair

ADJOURN – until December 9, 2014 at Golden Corral ~ 6:00 pm for a brief meeting and Christmas gathering.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: November 10, 2014
Subject: Cash Capital vs. Installment Financing Budget Amendment
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a budget ordinance amendment to fund the purchase of Electric Fund capital with cash instead of installment financing as originally adopted.

BACKGROUND AND FINDINGS:

Prior to going out to bid for installment financing Council evaluates the cash position of the respective funds and determines whether to finance or utilize available cash to fund budgeted capital. The fund balance of the Electric Fund increased \$439,000 in fiscal year 2014 and appears adequate to fund this year's purchases of \$1,175,000.

PREVIOUS LEGISLATIVE ACTION

2014-2015 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

- Budget Ordinance Amendment
- Electric Fund Installment Purchases
- Electric Fund Available Resources History

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: Not Concur _____ Recommend Denial _____ No Recommendation
11/4/14 Date

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

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

Section 1. That the Estimated Revenues in the Electric Fund be increased or decreased in the following accounts and amounts:

35-90-3920-9100	Installment Note Proceeds	\$(1,175,000)
35-90-3991-9910	Fund Balance Appropriated	<u>1,045,163</u>
	Total	\$ (129,837)

Section 2. That the following accounts and amounts be increased or (decreased) in the Electric Fund appropriations budget for cash capital instead of installment financing:

Account	Description	Amount
35-90-8370-7401	Installment Purchases	\$(250,000)
35-90-8390-7401	Installment Purchases	(925,000)
35-90-8370-7400	Capital Outlay	250,000
35-90-8390-7400	Capital Outlay	925,000
35-90-4020-8300	Installment Note Principal	(107,227)
35-90-4020-8301	Installment Note Interest	<u>(22,610)</u>
	Total	\$(129,837)

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 November, 2014.

MAYOR

ATTEST:

CITY CLERK

Electric Fund Installment Purchases

11/2/2014

	Division	Description	\$
35-90-8370-7401	Substation Maintenance	Main substation 12 kV feeder exit rebuild	250,000
35-90-8390-7401	Power Line Construction	Hwy 32 N rebuild	325,000
	Power Line Construction	2nd St & 5th St. feeder rebuild	300,000
	Power Line Construction	Vehicle #617, 4x4 line truck	230,000
	Power Line Construction	Vehicle #613, 4x4 dually diesel w/ lift gate	50,000
	Power Line Construction	Portable air compressor	<u>20,000</u>
		Total	1,175,000

Electric Fund

Available Resources for Future Obligations

	2014	2009	2010	2011	2012	2013
Unrestricted Cash and Investments	5,534,337	\$ 5,005,008	\$ 4,938,316	\$ 4,930,562	\$ 5,185,729	\$ 5,063,190
Accounts Receivable/Due from	7,630,738	4,028,634	4,429,444	5,143,357	4,724,608	4,231,786
Available resources	10,165,076	9,033,642	9,367,760	10,073,919	9,910,337	9,294,976
Current Liabilities	4,590,822	4,649,687	4,673,116	4,481,701	4,261,655	4,160,137
Total Available for non-current obligations	5,574,254	\$ 4,383,955	\$ 4,694,644	\$ 5,592,218	\$ 5,648,682	\$ 5,134,839
Annual Operating Expenses						
Cash Basis	36,169,069	\$ 37,255,460	\$ 38,527,477	\$ 37,337,751	\$ 36,712,756	\$ 35,948,140
Available resources as a % of expenditures	15.4%	12%	12%	15%	15%	14%

(610)
102

MARTIN • STARNES
& ASSOCIATES, CPAs, P.A.