



City of
Washington
NORTH CAROLINA
Council Agenda
NOVEMBER 24, 2014
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from November 10, 2014 (**page 3**)

Approval/Amendments to Agenda

I. Consent Agenda:

- A. Accept /Adopt – Memorial Donation and Adopt Budget Ordinance Amendment (**page 16**)
- B. Approve – Purchase Orders > \$20,000 (**page 18**)

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. None –

VI. Correspondence and Special Reports:

- A. Memo – Budget Transfer – Street Maintenance (**page 22**)
- B. Memo – Planning & Inspections Fee Review (**page 24**)
- C. Memo – Waterfront Docks Recreation Fee Review (**page 28**)
- D. Memo – Aquatic Center Recreation Fee Review (**page 29**)
- E. Discussion – Grant Project Updates (**page 37**)
- F. Discussion – Project Updates (**page 58**)
- G. Report – City of Washington Accident Statistics (**page 61**)



City of
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NORTH CAROLINA
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NOVEMBER 24, 2014
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- VII. Reports from Boards, Commissions and Committees:
A. None –
- VIII. Appointments:
A. Appointment – Board of Adjustment (**page 62**)
- IX. Old Business:
A. None –
- X. New Business:
A. Adopt – 2015/2016 Budget Schedule (**page 64**)
B. Award/Approve – Tentatively Award Contract for a Runway 5-23 Lighting Rehabilitation Project to Walker & Whiteside, Inc. and Approve Corresponding Purchase Order (**page 66**)
C. Approve – Tentatively Approve Work Authorization and Corresponding Purchase Order to Talbert & Bright for Construction Administration Phase Services and Grant Administration Services for the Runway 5-23 Lighting Rehabilitation Project (**page 71**)
D. Authorize/Adopt/Approve – Recreation Department to Contract with Pool Pro of Greenville, Adopt Budget Ordinance Amendment, and Approve Corresponding Purchase Order to Re-plaster the Large Pool (**page 76**)
E. Accept/Apply – Accept Recommendation from the Recreation Advisory Committee to Apply for a Parks & Recreation Trust Fund Grant at Havens Gardens (PARTF) (**page 78**)
F. Adopt – Ordinance to Amend Chapter 24, Article II. Residency Requirements of the Washington City Code (**page 84**)
- 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, December 8, 2014 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, November 10, 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 Services Director; David Carraway, Network Administrator and Mike Voss, Washington Daily News.

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

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council approved the minutes of October 27, 2014 as submitted.

APPROVAL/AMENDMENTS TO AGENDA:

Councilman Mercer requested moving Item I.D. - Approve Purchase Orders >\$20,000 from the consent agenda to a discussion item immediately following approval of the remaining consent agenda items.

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

CONSENT AGENDA:

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

A. Approve – 2014 AFG Grant

B. Approve – Budget Ordinance Amendment for the Electric Fund

**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
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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.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

C. Adopt – Resolution Authorizing Lease with Pamlico-Tar River Foundation (PTRF)
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 Stature § 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 “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.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

DISCUSSION – APPROVE PURCHASE ORDERS >\$20,000
(item D moved from Consent Agenda)

Councilman Mercer inquired about the spraying of vegetation along 140 miles of electric distributions lines and further stated the item was not budgeted. Electric Utilities Director, Keith Hardt explained they have a new employee (Electric Superintendent) that has extensive background in right-of-ways and he (Electric Superintendent) felt it would more effective than having a machine crew trim the vegetation. It is part of a long term goal to minimize tree trimming for right-of-way cutting, noting the herbicide will help with this project and the line item will not exceed the budget amount.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved Purchase Orders >\$20,000.

- 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.

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING: NONE

PUBLIC HEARING – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:

Tourism Director, Lynn Wingate reviewed the campaign of Vote for Washington as “America’s Coolest Small Town 2015”. Ms. Wingate voiced currently, Washington is in 2nd place and encouraged everyone to vote for Washington.

CORRESPONDENCE AND SPECIAL REPORTS:
MEMO: STATUS REPORT – REGIONAL HAZARD MITIGATION PLAN

~ accepted as presented

John Rodman, Community and Cultural Services Director, provided the following Regional Hazard Mitigation Plan Status Report: (begin) 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. (end)

MEMO: SENIOR CENTER FEE REVIEW

Councilman Mercer shared a conversation he had with the City Manager, Brian Alligood stating regardless of how much money we lose, if we accept any grant money from any organization then we must open the doors to anyone who comes. Councilman Mercer voiced he stated "then let's just not accept the grant money". There is only \$37,000 or \$39,000 that we are talking about and Mr. Alligood explained this really would not make any difference. Councilman Mercer "If we open the doors, we've got to let anybody come". Mr. Alligood replied "that is my understanding". Mr. Alligood voiced when you hold yourself out as a Senior Center ... there's certain requirements you have to provide to senior citizens at no cost, and you have to be available to do that. Mr. Alligood explained the Senior Center has to be available to inside and outside residents because it is based on age "not location". The City cannot prevent non-city residents from utilizing the Senior Center, "except under certain situations, and those are additional programs". Also, you can have some offsetting fees to help pay for additional services, but you cannot charge for basic services. Councilman Mercer requested a list of basic services and Mr. Alligood agreed to provide a copy of the requested information.

Mr. Alligood stated the City of Washington is the only one funding the Senior Center. You receive some funding that is passed down through the County from the State, which he understands comes from Federal Block Grant monies. No County dollars are flowing to the City to provide senior services for either the citizens of Washington, who are also County residents, or residents outside the City who participate in the program. Mr. Alligood did share that State money for programs such as respite care, home-delivered meals, transportation, and in-home aide services for the elderly flows through the County (State money). City of Washington provides match for grants and receives a Home and Community Care Block Grant for older adults.

Councilman Mercer requested a list of other municipalities that provide Senior Center services in our area. Mr. Alligood voiced from his understanding, the City of Washington is the only one providing service in our area according to the Council of Government.

Councilman Pitt inquired how long the Senior Center had been in existence and Carolyn Everett, Supervisor of the Senior Center stated since 1994.

Councilman Mercer commented on the worksheet showing the senior programs are expected to generate \$41,180 this fiscal year, but total expenditures are expected to be \$266,070, a short-fall of \$224,890. Also, the worksheet shows that 59 percent of the people participating in programs for senior citizens are Beaufort County residents who do not live in the City with 41 percent of program participants living in the City. Mr. Alligood pointed out that this documents shows the City of Washington values our senior citizens by providing these services and voiced the City needs funding from the County.

Mayor Hodges requested and break-down of all classes and programs to see where the money goes. Mr. Alligood stated staff has provided really good information and they can advise exactly where every dollar goes – Councilman Mercer stated this information is already provided to Council. Councilman Brooks voiced this is a “good program” for our senior citizens.

**Senior Center
Recreation Net Cost & Utilization**

	Financials						Utilization			Utilization %	
	Revenue	Expenditure	Allocation		Total Expenditure	Net Cost	City	County	Total	City	County
			Recreation Admin	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	615,049	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					22		14	2	2		
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	1,900	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

MEMO: BROWN LIBRARY FEE REVIEW

Councilman Mercer commented on the 60% participation from the County residents and noted we are losing \$403,851 (basically the same comments as stated in the Senior Center). Councilman Mercer stated we cannot continue to absorb a \$400,000 a year deficit. Councilman Mercer suggested “if you are a non-City resident there should be some fee charged for using the Library facility”. Councilman Mercer voiced we need to increase revenues or decrease deficit.

Library Director, Gloria Moore explained why no fee is charged. Ms. Moore stated Council agreed to migrate to NC Cardinal and with NC Cardinal you can’t charge any of the NC Cardinal Libraries. Libraries that are members of NC Cardinal:

- BHM
- Beaufort County
- Hyde County
- Martin County

Councilman Mercer inquired as to what we get out of NC Cardinal and Ms. Moore stated a savings of approximately \$27,000 for first two years. Councilman Mercer asked what happens in the third year and Ms. Moore stated after the third year there is a formula that applies (previous estimated states about \$1800 savings).

City Manager, Brian Alligood explained that the NC Cardinal program is a state-wide sharing project that would allow the City to eliminate some of the cost we had on checking out books, etc. Mr. Alligood noted that from that perspective, it was a good measure for us to do that (join the NC Cardinal). The State Library of North Carolina requires libraries that receive aid from it to open their doors to the public. The City would have to deal with the \$400,000 deficit whether we have NC Cardinal or not. Councilman Mercer asked if the City refused state funding then the City could open there doors to whom they choose and Mr. Alligood replied 'you could' but you would still have the \$400,000 deficit. Mr. Alligood voiced the take-away is that the City has been generous over the years and provided county-level services both at the Senior Center level and the Library level. We need to work with the County to try to look at some additional funding streams.

Councilman Pitt commented on the unfunded State and Federal mandates that the City had nothing to do with – we just have to accept it, is that correct? Mr. Alligood replied 'no' you are not required to provide a Library or Senior Center services/programs – it is not a mandate and the City could back out of that business. Mr. Alligood voiced he is not recommending the City do that because it would be difficult to step back from those once they have been provided. He does not believe that's an option the City would want to pursue.

Councilman Mercer requested information on how many municipal libraries are in the State? Mr. Alligood voiced municipality's partner with counties and staff will forward Councilman Mercer the list.

July 1, 2014

July 1, 2015

Brown Library Patron Fees and Fines are as follows:

Brown Library Patron Fees and Fines

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.

Library cards

Beaufort County residents no charge
N.C. Cardinal libraries no charge
Out of county \$ 25/ year
Replacement card \$ 5

Photocopies

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

Photocopying & Microfilm Printing

\$.25/ copy for black and white.
\$.50/ copy for double sided

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)

Late Fee

Books: \$.25/ day, no maximum
Audiovisual materials: \$1/ day, no maximum

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.)

Lost items

Replacement cost plus \$10/ item processing fee

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.

Interlibrary Loans

\$5 /item plus shipping cost
\$1/day late fee

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.

Faxes

Incoming, local, & toll free \$1/ page
Long distance \$2 first page, \$1 each additional page

Divorce Packet

Divorce Papers \$3.00 per package

Divorce or Will Packet

\$5

Replacement fee for broken or lost cases:

Music CD cases
Single \$2.00
Double \$2.50

Spoken Word CD cases
2 album \$4.00
4 album \$4.60
6 album \$5.00
8 album \$5.50
10 album \$6.00
12 album \$6.00
24 album \$8.00

DVD cases
Single \$1.80
Double \$2.00

Broken or Lost CD and DVD Cases

\$8

Multipurpose room rental

\$25/ hour
\$50 for 4 hours
\$ 75 for 8 hours

Multipurpose Room Rental

\$15/ hour
\$50 for 4 hours
\$ 100 for 8 hours

Test Proctoring

\$35/ test

Brown Library Net Cost and Utilization

	Financials			Utilization			
	Revenue	Expenditure	Net Cost	City	County	Other	Total
Brown Library	31,700	435,551	(403,851)				
Residents			9,740	9,740	47,854		57,594
Library Patrons				2,568	5,474	60	8,102
% Residents Utilizing				26%	11%		14%
% of Library Patrons				32%	68%	1%	100%
Net Cost Distribution			403,851	128,959	274,892		403,851
Net cost/resident			41	13	6		7

Assumptions:

1. FY 14-15 proposed budget
2. Utilization basis- active library cards

Cost/active patron to cover net cost 50 50

Revenue:

	10-00-3970-110X ADM CHRG. FROM LIBRARY T	700
Library	10-40-3611-330X STATE GRANT-LIBRARY AID	9,500
Library	10-40-3611-410X LIBRARY FEES	7,000
Library	10-40-3611-410I LIBRARY FINES	13,000
Library	10-40-3611-840X LIBRARY MEMORIALS	1,500
	Total	31,700

REPORT: LOAD MANAGEMENT FOR THE MONTH OF OCTOBER

Councilman Pitt asked the reorder number for the Load Management switches and Mr. Alligood, City Manager responded we reordered 1,000 switches.

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	
Total Accounts Added with Load Management	93	2,207	
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%
Total Encumbrances to Date			
Load Management Devices		\$ 130,600	
Contractor Installations		\$ 295,000	
Total Project Encumbrances		\$ 425,600	
Total Expenses to Date			
Load Management Device Purchases		\$ 130,600	
Contractor Installation Expenses	\$ 6,185	\$ 294,485	
Total Project Expenses		\$ 425,085	
Average Cost per Load Management Device Installed		\$ 138.33	
Average Installed Cost per Controlled Appliance		\$ 77.64	

Load Management Devices Remaining in Stock 427

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:**HUMAN RELATIONS COUNCIL – *accepted as submitted*****Human Relations Council (HRC) Report for the month of October**

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.*

APPOINTMENTS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

ADOPT – BUDGET ORDINANCE AMENDMENT – CASH CAPITAL VS. INSTALLMENT FINANCING

Brian Alligood, City Manager, explained the request for cash capital vs. installment financing. 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. Council Mercer asked Mr. Rauschenbach what is the savings per year. Mr. Rauschenbach stated savings per year would be \$130,000 and six (6) months and we would see a savings of \$260,000 per year for five (5) years.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council adopted a budget ordinance amendment to fund the purchase of Electric Fund capital with cash instead of installment financing as originally adopted.

**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.

ATTEST:

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

**s/Mac Hodges
Mayor**

Electric Fund Installment Purchases

11/2/2014

Division	Description	\$
35-90-8370-7401	Substation Maintenance	250,000
35-90-8390-7401	Power Line Construction	325,000
	Power Line Construction	300,000
	Power Line Construction	230,000
	Power Line Construction	50,000
	Power Line Construction	<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	5,524,337	\$ 5,005,008	\$ 4,938,316	\$ 4,930,562	\$ 5,185,729	\$5,063,190
Accounts Receivable/Due from	4,630,738	4,028,634	4,429,444	5,143,357	4,724,608	4,231,786
Available resources	10,165,046	9,033,642	9,367,760	10,073,919	9,910,337	9,294,976 (610)
Current Liabilities	4,590,822	4,649,687	4,673,116	4,481,701	4,261,655	4,160,137 102
Total Available for non-current obligations	5,574,224	\$ 4,383,955	\$ 4,694,644	\$ 5,592,218	\$ 5,648,682	\$5,134,839
Annual Operating Expenses						
Cash Basis	76,169,064	\$ 37,255,460	\$ 38,527,477	\$ 37,337,751	\$ 36,712,756	\$35,948,140
Available resources as a % of expenditures	15.7%	12%	12%	15%	15%	14%

ANY OTHER ITEMS FROM CITY MANAGER: REMINDER:

City Manager, Brian Allgood reminded Council of the scheduled “Coffee with Council” at Grub Brothers on Monday, November 17th at 8:30 am. Councilman Mercer requested to extend his regrets due to a meeting conflict in Wilson.

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

NONE

CLOSED SESSION: NONE

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 6:00 pm until Monday, November 24, 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: Gloria J. Moore, Library Director
Date: November 24, 2014
Subject: Accept – Memorial Donation in the amount of \$1,000 and Adopt Budget Ordinance Amendment (\$1,000)
Applicant Presentation: N/A
Staff Presentation: Gloria J. Moore, Library Director

RECOMMENDATION:

I move that the City Council accept the “Memorial Donation” in the amount of \$1,000 from Mrs. Millie F. Green for the purchase of children’s books/audiovisuals and adopt a budget ordinance amendment in the amount of \$1,000 for the “Memorial Donation.”

BACKGROUND AND FINDINGS:

Mrs. Green has a love for Brown Library and requests her donation be used for the Children’s Room. Brown Library has received a check in the amount of \$1,000. Brown Library will benefit from the generosity of this memorial donation by adding additional books and audiovisual to the collection that will enhance the educational and informational needs of our youth.

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: November 24, 2014 (if applicable)
 City Manager Review: 11/28/14 Date Concur KW 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 General Fund be increased in the following accounts and amounts:

10-40-3611-8400	Library Memorials	\$ 1,000
-----------------	-------------------	----------

Section 2. That the following accounts and amounts be increased in the Library Department of the General Fund appropriations budget:

10-40-6110-5601	Memorial Reimbursables	\$ 1,000
-----------------	------------------------	----------

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

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

Adopted this the 24th day of November, 2014.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: November 24, 2014
Subject: Purchase Orders > \$20,000 Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council approve the attached requisition.

BACKGROUND AND FINDINGS:

Requisition # 15420, \$25,146, to Westinghouse Electrical Supply to purchase decorative area lighting for the Moss Landing development, account 35-90-8390-4502. Two bids were received. Moss Landing is responsible for the differential between a standard pole and fixture that are installed at no cost and the units that have been requested.

PREVIOUS LEGISLATIVE ACTION

2014-2015 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Requisition & bids

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: Buk Concur 11/18/14 Date 11/18/14 Recommendation Denial No Recommendation

Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Date: 11/17/2014

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$25,146.00

Ship To:

CITY OF WASHINGTON WAREHOUSE

203 GRIMES ROAD

WASHINGTON, NC 27889

Requisition #:15420

PO #: Not Assigned

User Name: Beverly Clark

WESTINGHOUSE ELECTRIC SUPPLY

3025 STONYBROOK DRIVE

RALEIGH, NC 27604

Vendor Instructions:KEITH HARDT AS PER QUOTE BY JENNIFER EBERHART-ATTACHED
252-975-9313

Quantity	Description	Job Number	Unit Price	Extended
1	WASHINGTON-HOLOPHANE-MOSS LANDING FIXTURE QUOTE DATED 11-9-14		\$25,146.00	\$25,146.00
Sub Total				\$25,146.00
Total Tax				\$0.00
Total				\$25,146.00

Account Number	Account Description	Amount
35-90-8390-4502	CONTRACT SERVICES - JOBBING REIMBURSABLE	\$25,146.00
Total		\$25,146.00

Approval List

Dept Level Approval: _____

Department Head: _____

PO Level Approval: _____

Purchase Order Prep: _____

WESCO
the extra
effort people



WESCO QUOTATION

Wesco Distribution Inc.
3025 Stonybrook Drive
Raleigh, NC 27604

Phone: 704-421-1497
Fax: 919-839-7611

This quotation constitutes an offer to sell which offer expressly limits acceptance to the terms of this offer accompanying this quotation. This offer shall be firm for a period of fifteen (15) business days from the date of this offer. Subject to Buyer's credit worthiness, the return of this form with a purchase order number or any other reasonable manner of acceptance will be sufficient to form an agreement on the terms and conditions accompanying this quotation.

To: **City of Washington**

Date: **Nov. 9th**

Attention: **Keith Hardt**

Project: **Holophane- Moss Landing Fixtures**

Item	Quantity	Catalog Number or Description	Unit Price	U/M	Total Price	Delivery
1	9	GVD 80 4K AS M B 6 R S B H PCS NYA 16 F5J 17 P07 DBB BK GranVille II LED (GVD); 80W 400mA Driver; 4000 Series CCT, Auto-Sensing Voltage (120-277) Modern Style - Swing Open Design; Black; Asymmetric Lunar Optic Type III; Ribs and Bands For Use with M or T Housing ONLY; Painted Cast Aluminum Standard, Black, NEMA Twistlock Photocontrol Receptacle, DTL Twistlock Photocontrol For Solid-State North Yorkshire Aluminum Pole 17 inch Base (NYA): NYA, 16 feet, F5J 5 inch diameter Fluted, .25 wall, 17 inch Round Base; 3 X 3 Tenon, Direct Burial Base, Powder Coat Paint, Black	\$2,794.00	EA	\$ 25,146.00	10-12 Weeks
		Also includes: 9 - GVD804KASMB6RSBHPCS 9 - ADBB1R8 9 - NYA16F5J17P07BK				
			TOTAL:		\$ 46,455.00	

F.O.B. Point of Shipment. The prices stated in this offer, unless renewed automatically expire fifteen days from the date of this offer.

Per: **Jennifer Eberhart**

Keith Hardt

From: Markham, Jack [HDS] <Jack.Markham@hdsupply.com>
Sent: Wednesday, November 05, 2014 2:50 PM
To: Keith Hardt
Cc: Riggsbee, Christopher [HDS]
Subject: HD Supply Holophane Quote City of Washington 11/5/14

Good afternoon Keith. We have been asked by Holophane to quote the following:

(9) Holophane # GVD 80 4K AS M B 6 R S B H PCS NYA 16 F5J 17 P07 DBB BK
GranVille II LED (GVD): GranVille#174; II LED (GVD), 80W 400mA Driver, 4000 Series CCT, Auto-Sensing Voltage (120-277), Modern Style - Swing Open Design, Black, Asymmetric Lunar Optic Type III, Ribs & Bands For Use With M or T Housing ONLY, Painted Cast Aluminum Standard, Black, NEMA Twistlock Photocontrol Receptacle, DTL Twistlock Photocontrol For Solid-State North Yorkshire Aluminum Pole 17 inch Base (NYA): NYA, 16 feet, F5J

\$ 2,850.00 ea 10-12 Weeks

Thank you!

Jack Markham III
Inside Sales Representative
HD Supply Power Solutions
5031 Unicon Dr.
Wake Forest, N.C. 27587

Office - (919) 554-8949 Ext. 34620
Fax - (919) 554-8049

One Team Driving Customer Success and Value Creation

HD Supply- Always on the Job

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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: November 24, 2014
Subject: Budget Transfer- Street Maintenance

\$11,000 of the budget remaining from the purchase of dump truck #454 in the Street Maintenance department is going to be utilized for drainage repairs along Crown Drive. The budget transfer is attached.

Request for Transfer of Funds

Date: 11/18/2014

TO: City Manager or Finance Director
FROM: Allen Lewis, Public Works Director
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:	10-20	4510	7400	\$11,000
TO:	10-20	4510	4500	\$11,000

For the purpose of: Drainage repairs along Crown Drive.



Supervisor



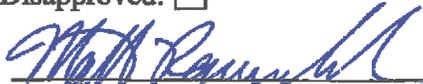
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

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



City Manager or Finance Director

11/18/14

Date

Planning & Inspections Net Cost

	Revenue	Expense	Net	Cost/ Resident
Code Enforcement/Inspections	142,397	296,869	(154,472)	(16)
Planning/Zoning	<u>96,993</u>	<u>354,582</u>	<u>(257,589)</u>	<u>(26)</u>
Total	239,390	651,451	(412,062)	(42)

Revenue Detail:

Inspection fees	5,550
Building permits	80,000
Homeowners recovery fee	20
Mowing & lot mowing fees	5,000
Demolition fees	120
Inspection admin fees	<u>51,707</u>
Total Inspection	142,397
Development filing fees	0
Planning admin fees	<u>96,993</u>
Total Planning	96,993

Planning and Development Department
Fee Schedule *(Proposed Fees listed in Red)*

Permit	Comparisons					
	Washington Current	Washington Proposed	Chocowinity	Greenville	New Bern	Edenton
Zoning Compliance	\$0	\$50	\$50/\$75		\$35	\$50
Special Use Permit	\$125	\$300	\$300/\$350	\$385	\$300	\$350
Rezoning Request	\$150	\$300	\$300	\$550 + \$50 per acre	\$350	\$300
Variance Request	\$125	\$300	\$300/\$350	\$385	\$250	\$300
Text Amendment	\$125	\$300	\$300	\$440	\$350	\$300
Sketch Plan Review	\$0	\$0	\$150	\$0	\$0	\$100
Preliminary subdivision Plat	\$50	\$250	\$250 + \$25 per lot	\$550 + \$50 per acre	\$150 + \$150	\$50 + \$15 per lot
Final Subdivision Plat	\$50	\$50	\$150	\$440 + \$50 per acre	\$200	\$100 + \$15 per lot
Minor Subdivision	\$0	\$25 per lot	\$0	\$0	\$100	\$25 per lot
Site Plan Review (Commercial)	\$0	\$200	\$500	\$495 + \$50 per acre	\$200	\$0
Appeal of Decision	\$125	\$300	\$300/\$500	\$500	\$250	\$250
Planned Unit Development	\$0	\$250	\$250	\$880	\$200	\$0
Annexation Request (Voluntary)	\$0	\$0	\$500	\$440		
Temporary Sign	\$0	\$0	\$100		\$30	\$0
Permanent Sign	\$1.25 per sq. ft.	\$1.50 per sq. ft.	\$100		\$30	\$50
Home Occupation Form	\$0	\$50			\$25	
Change of Use Form	\$25	\$25				
Certificate of Appropriateness	\$0	\$50		\$50 Major \$20 Minor	\$25 app fee \$27 permit	
Nuisance Violations	Cost + \$25 Admin Fee	Cost + \$100 Admin Fee		Cost + \$60 Admin Fee	\$84 Admin Fee	
Minimun Housing Inspection	\$40	\$40			\$38	

City of Washington

Building Permits and Inspections

Definition/comments- Issuance of permits for building and construction

Fees Charged-

Proposed Changes are listed in red

(1) Residential

- a. Any work started without the required permit will be charged the original fee plus a penalty equal to the original fee. Example- Original fee \$50 + Penalty fee \$50= \$100 total permit fee.
- b. New and additions and renovations - cost per square foot per floor:
- | | |
|-----------------------------------|-------------------|
| 1. Building and Insulation permit | 0.15 |
| 2. Electrical permit | 0.07- .08 |
| 3. Plumbing permit | 0.07 - .08 |
| 4. Heating and/or A/C permit | 0.07- .08 |
| 5. Minimum permit fee | 50.00 |
- c. Accessory Buildings, Porches, Decks, ect.- cost per square foot per floor:
- | | |
|-----------------------------------|-------|
| 1. Building and Insulation permit | 0.10 |
| 2. Electrical permit | 0.05 |
| 3. Plumbing permit | 0.05 |
| 4. Heating and/or A/C permit | 0.05 |
| 5. Minimum permit fee | 50.00 |
- d. Moving of buildings 140.00 - **\$165**
- e. Electrical inspection for lights 40.00 - **\$55 + \$35 for Fire Inspection**
- f. Demolition of buildings 140.00- **\$165**
- g. Gas piping 50.00 - **\$55**
- h. Mobile/Manufactured homes:
- | | |
|-----------------------|--|
| 1. Single wide | 115.00- \$125.00 |
| 2. Doublewide | 140.00- \$150.00 |
| 3. Modular- on frame | 145.00- \$150.00 |
| 4. Modular- off frame | Same as section (1)b. cost per square foot |
- i. Re-inspection fee per trade 50.00 - **\$65**

(2) **Commercial**

a. Any work started without required permit will be charged the original fee plus a penalty equal to original fee. Example- Original fee \$50 + Penalty fee \$50= \$100 total permit fee.

b. New and additions and renovations - cost per square foot per floor:

1. Building and Insulation permit	.15
2. Electrical permit	.08
3. Plumbing permit	.07- .08
4. Heating and/or A/C permit	.08
5. Minimum permit fee	50.00

c. Accessory buildings, Porches/Decks, ect., cost per square foot per floor:

1. Building and Insulation permit	.10
2. Electrical permit	.05
3. Plumbing permit	.05
4. Heating and/or A/C permit	.05
5. Minimum permit fee	50.00

d. Re-roofing permit .01 - \$100 flat fee

e. Moving of buildings 165.00

f. Electrical inspection for lights 55.00 + \$35 for Fire Inspection

g. Demolition of buildings 165.00

h. Gas piping 55.00

i. Re-inspection fee per trade 65.00

(3) **General**

a. Signs- Cost per square foot per side 1.25- 1.50

b. Piers, bulkheads, docks, jetties, ect., per foot 1.00

c. Cell towers 1,000.00

d. Buildings at cell tower sites 140.00

e. ABC inspection 55.00

f. Temporary construction trailer 115.00- \$125.00

Revenue Code- 10-10-3435-4100 Building Permits

City of Washington

Waterfront Docks Rental Fees (recommendation)

Red = changes from existing rate structure

		<u>Current</u>
Transient		
\$1.25 per foot (including sprits, pulpits, davits, swim platforms) per night. (Includes water & Boater's Facilities)		1.25
Electric rates: 30amp service= \$3.00 per day & 50amp service=\$5.00 per day		0.00
Daily Docking (Maximum 6 hours)		
\$10.00 - (Includes water & electricity & Boater's Facilities for registered boats)		7.50
Permanent T-Dock Rental-Slips (26' LOA minimum charge)		<u>Min. (26')</u>
Monthly	\$7.00 per foot LOA (Including sprits, pulpits, davits, swim platforms)	182 275
Quarterly	\$20.40 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.80 per foot)	530 775
Simi Annual	\$39.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.50 per foot)	1,014 1,440
Annual	\$75.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.25 per foot)	1,950 3,000
Permanent T-Dock Rental-Alongside (Preference given to larger boats 40' LOA Plus)		<u>Min. (40')</u>
Monthly	\$7.00 per foot LOA (Including sprits, pulpits, davits, swim platforms)	280 275
Quarterly	\$20.40 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.80 per foot)	816 775
Simi Annual	\$39.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.50 per foot)	1,560 1,440
Annual	\$75.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.25 per foot)	3,000 3,000
Pump Out (Available when Dock Attendant is on Duty)		
\$5.00 per tank. Pump out fee for all recreational vessels & bare boat charter vessels.		3.00
\$10.00 per tank. Fee for all commercial vessels under 40' LOA		3.00
\$15.00 per tank. Fee for all commercial vessels over 40'-80' LOA		3.00
\$25.00 per tank. Fee for all commercial vessels over 80' LOA		3.00
Laundry		
\$5.00 per use plus \$5.00 deposit		0.00
Bulkhead-Alongside (Visitor Docks G-K) (no water or electricity available)		
For vessels up to 60' LOA. The first 48 Hours are Free. Each additional day is \$.75 per foot per day. The Dock Master may use his discretion in the application of this policy. Use of Boater's Facilities included for registered boats.		0.75
Electric Service		
Single 30amp \$20 per month		0.00
Single 50amp \$30 per month		0.00

Aquatic Center Recreation Net Cost & Utilization

	Financials					Net Cost
	Revenue	Expenditure	Allocation		Total Expenditure	
			Recreation Admin	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)
Senior Programs	41,180	203,305	51,817	10,948	266,070	(224,890)
Aquatic Center	102,660	310,599	51,817	21,897	384,313	(281,653)
Maintenance	<u>0</u>	<u>547,423</u>	<u>0</u>	<u>(547,423)</u>	<u>0</u>	<u>0</u>
Total Recreation	181,340	1,392,853	0	(21,897)	1,370,956	(1,189,616)
Service utilization						
Residents						9,740
Net cost/resident:						
Waterfront Docks						10
Recreation:						
Facilities						70
Senior Programs						23
Aquatic Center						<u>29</u>
Total Recreation						122
Property Tax Equivalent:						
Total tax collection						4,359,618
Recreation subsidy %						27%
Equivalent \$/\$100 valuation						0.14
City tax rate						0.50

Membership by Package	# of Packages	As of October 28, 2014	Rate		Annual \$	
			Current	Proposed	Current	Proposed
		Cost				
City Employee / Family Comb	52	\$8/pay period	208	300	10,816	15,600
City Employee / Indv Comb	27	Free				
Corp Family Annual Comb	13	\$390	390	440	5,070	5,720
Corp Family Annual Pool	24	\$325	325	440	7,800	10,560
Corp Indv Annual Comb	1	\$260	260	320	260	320
Family Annual Combined	17	\$420	420	480	7,140	8,160
Family Annual Pool	12	\$360	360	480	4,320	5,760
Family Quarterly Combined	9	\$120/quarter	480	540	4,320	4,860
Family Quarterly Fitness	1	\$105/quarter	420	540	420	540
Family Quarterly Pool	2	\$105/quarter	420	540	840	1,080
Family Monthly Combined	7	\$45/month	540	600	3,780	4,200
Family Monthly Fitness	2	\$40/month	480	600	960	1,200
Family Monthly Pool	2	\$40/month	480	600	960	1,200
Individual Annual Combined	7	\$300	300	360	2,100	2,520
Individual Annual Fitness	5	\$240	240	360	1,200	1,800
Individual Annual Pool	46	\$240	240	360	11,040	16,560
Individual Quarterly Combined	4	\$90/quarter	360	420	1,440	1,680
Individual Quarterly Fitness	4	\$75/quarter	300	420	1,200	1,680
Individual Quarterly Pool	12	\$75/quarter	300	420	3,600	5,040
Individual Monthly Combined	3	\$35/month	420	480	1,260	1,440
Individual Monthly Fitness	6	\$30/month	360	480	2,160	2,880
Individual Monthly Pool	5	\$30/month	360	480	1,800	2,400
Fitness Unlimited	1					
Water Aerobics Monthly	2	\$35/month	420	420	840	840
Total	264				73,326	96,040

Aquatic and Fitness Center Membership Fees

Definition/Comments - Membership dues at the Aquatic and Fitness Center

Fees Charged -

Change all applications fees to \$25.

~~Aquatic Membership Individual Only~~

~~\$30 per month if paid monthly plus \$100 application fee.
\$75 per quarter if paid quarterly plus \$75 application fee.
\$240 per year if paid annually plus \$50 application fee.~~

Aquatic and Fitness Membership Individual Only

\$35 per month if paid monthly \$40
plus \$100 application fee.
\$90 per quarter if paid quarterly \$105
plus \$75 application fee.
\$300 per year if paid annually plus \$360
\$50 application fee.

~~Aquatic Membership Family (4 or less dependents)~~

~~\$40 per month if paid monthly plus \$100 application fee.
\$105 per quarter if paid quarterly plus \$75 application fee.
\$360 per year if paid annually plus \$50 application fee.~~

Aquatic and Fitness Membership Family (4 or less dependents)

\$45 per month if paid monthly \$50
plus \$100 application fee.
\$120 per quarter if paid quarterly \$135
plus \$75 application fee.
\$420 per year if paid annually plus \$480
\$50 application fee.

~~Aquatic Membership Family (over 4 dependents)~~

~~Above family membership and application fees plus \$3 per month per additional dependent over 4 if paid monthly.
Above family membership and application fees plus \$9 per quarter per additional dependent over 4 if paid quarterly.
Above family membership fees~~

Change all applications fees to \$25.

Aquatic and Fitness Membership Family
(over 4 dependents)

~~plus \$35 per year per additional
dependent over 4 if paid annually.~~

Above family membership and
application fees plus \$5.50 per
month per additional dependent
over 4 if paid monthly.

Above family membership and
application fees plus \$14.50 per
quarter per additional dependent
over 4 if paid quarterly.

Above family membership fees
plus \$50 per year per additional
dependent over 4 if paid annually.

~~Aquatic Membership Individual Only
Corporate~~

~~\$195 per year if paid annually plus
\$50 application fee.~~

Aquatic and Fitness Membership Individual
Only – Corporate

\$260 per year if paid annually plus **\$320**
\$50 application fee.

~~Aquatic Membership Family Only
Corporate~~

~~\$325 per year if paid annually plus
\$50 application fee.~~

Aquatic and Fitness Membership Family
Only – Corporate

\$390 per year if paid annually plus **\$440**
\$50 application fee.

Aquatic and Fitness Membership Family
(City Employees)

\$208 per year if paid annually. **\$300**

Revenue Code - 10-40-3612-4130 Aquatic Memberships

Include an option for discounts:
10% Discount on Annual Pass for current college students with valid ID, Active Military and National Guard with ID and seniors over age 55. Multiple discounts may not be applied.

Miscellaneous Fees – Aquatic Center

Definition/Comments - Miscellaneous services at the Aquatic Center as detailed below

Fees Charged -

	Open Pool Fee		\$5 per visit
Group	Swimming Lessons - Non-Member	\$35	\$65 for 8 sessions
	Swimming Lessons – Members	\$25	\$35 for 8 sessions
	Facility Rental for Party Non-Member	\$50	\$85 per rental (1 hr in pool 1 hr in classroom) 10 ppl 2 hour rental
Group	Facility Rental for Pool Party- Members	\$35	\$55 per rental (1 hr in pool 1 hr in classroom) 10 ppl 2 hour rental
	Facility Rental for Summer Groups (Jun-Aug)		(1 hour in pool) \$65
	Facility Rental for Non-Profit Groups		(1 hour in pool) \$55
	Facility Rental extra people in pool		\$2/child after attendance reaches 15 kids 10 ppl
			20 children - \$10 for extra lifeguard.
			\$10 for additional guards for each additional 10 children
	Member's Guest Daily Pass		\$5 per day
	Daily Pass -- Fitness		\$5 per day
	Water Aerobics -- Non-Member		\$35 per month
	Yoga – Non-Members		\$38 for 15 sessions
	Locker Fees		\$3 per month for small \$4 per month for medium \$8 per month for large
	Classroom Rental	\$15	\$20 per hour
	Lap Lane Rental		\$10 per hour
	Lifeguard course		\$150 per person
	Punch Cards for walk-in activities		\$50 for 10 passes

Revenue Code - 10-40-3612-4131 Aquatic Center User Fees
 10-40-3612-4132 Aquatic Center Fitness Fees
 10-40-3612-4135 Aquatic Center Rentals

These suggested changes reflect competitive prices with other community and fitness centers, as well as input and previous experience from new Aquatic & Fitness Supervisor.

Moore Aquatic and Fitness Center

Fees and Charges (Effective July 1, 2015)

*Reduce all application fees to \$25.

*Make all memberships Combined memberships. All current memberships will remain active, until they expire. All new memberships will be Combined (pool and fitness).

*Increase all memberships by \$5 per month.

*10% Discount on Annual Memberships for current college students with valid ID, Active Military/National Guard with ID, and seniors over age 55. Must be Primary Member. Multiple discounts do not apply.

Annual Memberships

<u>Type</u>	<u>Application Fee</u>	<u>Aquatic</u>	<u>Combined</u>	<u>Fitness</u>
Family	\$25	\$360	\$480	\$360
Individual	\$25	\$240	\$360	\$240

Quarterly Memberships

<u>Type</u>	<u>Application Fee</u>	<u>Aquatic</u>	<u>Combined</u>	<u>Fitness</u>
Family	\$25	\$105	\$135	\$105
Individual	\$25	\$75	\$105	\$75

Monthly Memberships

<u>Type</u>	<u>Application Fee</u>	<u>Aquatic</u>	<u>Combined</u>	<u>Fitness</u>
Family	\$25	\$40	\$50	\$40
Individual	\$25	\$30	\$40	\$30

Open Pool

\$5 per person (M-Th. 3:30-5:30)
(Fri. 4:30-6:30, Sat. 1-3)

Fitness Room Day Pass

\$5 per person (anytime for one day)

Non-Member Adult Lap Swim \$5 per person
M.-Fri. 1-3 (18 yrs. and older ONLY)

Program Fees

Program

Party Rentals for **10** people

Members

\$35

\$2 per kid after you reach **10**

20 & over--\$10 for extra lifeguard

\$25

FREE

FREE

Non Members

\$50

\$35

\$35 per month

\$38 (15 sessions)

** A **family** consists of **two** adults and **four** dependants in the **same** household. **

H₂O Aerobics Schedule

Mon-Wed-Fri

9:00am-10:00am

Deep

10:00am-11:00am

Shallow

Yoga Tuesdays and Thursdays 8:30am-9:30am

Physical Address

Moore Aquatic and Fitness Center
101 Airport Rd
Washington, NC 27889

Mailing Address

P.O. Box 1988
Washington, NC 27889

November 24, 2014

34 of 85
PHONE: (252) 948-9420 FAX: (252) 948-9421

Aquatic and Fitness Center Membership Fees

All Applications Fees \$25

Aquatic and Fitness Membership Individual Only	\$40 per month if paid monthly plus application fee. \$105 per quarter if paid quarterly plus application fee. \$360 per year if paid annually plus application fee.
Aquatic and Fitness Membership Family (4 or less dependents)	\$50 per month if paid monthly plus application fee \$135 per quarter if paid quarterly plus application fee. \$480 per year if paid annually plus application fee.
Aquatic and Fitness Membership Family (over 4 dependents)	Above family membership and application fees plus \$5.50 per month per additional dependent over 4 if paid monthly . Above family membership and application fees plus \$14.50 per quarter per additional dependent over 4 if paid quarterly . Above family membership fees plus \$50 per year per additional dependent over 4 if paid annually .
Corporate Memberships -	Requires 10 employees
Aquatic and Fitness Membership Individual Only – Corporate	\$320 per year if paid annually plus application fee
Aquatic and Fitness Membership Family Only – Corporate	\$440 per year if paid annually plus application fee.
Aquatic and Fitness Membership Family (City Employees)	\$300 per year if paid annually.

Miscellaneous Fees – Aquatic Center

Open Pool Fee	\$5 per visit
Group Swimming Lessons - Non-Member	\$35 for 8 sessions
Group Swimming Lessons - Members	\$25 for 8 sessions
Facility Rental for Group - Non-Member	\$50 per rental (2 hour rental / 10 people)
Facility Rental for Group- Members	\$35 per rental (2 hour rental / 10 people)
Facility Rental extra people in pool	\$2/child after attendance reaches 10 kids 20 children - \$10 for extra lifeguard. \$10 for additional guards for each additional 10 children
Member's Guest Daily Pass	\$5 per day
Daily Pass – Fitness	\$5 per day
Water Aerobics – Non-Member	\$35 per month
Yoga – Non-Members	\$38 for 15 sessions
Locker Fees	\$3 per month for small \$8 per month for large
Classroom Rental	\$15 per hour
Lap Lane Rental	\$10 per hour
Punch Cards for Walk-In Activities	\$50 for 10 passes
Lifeguard Course	\$150 per person

*10% Discount on Annual Memberships for current college students with valid ID, Active Military/National Guard with ID, and seniors over age 55. Must be Primary Member. Multiple discounts do not apply. Not valid with Corporate or City memberships.

** Washington High School rents the facility for Swim Meets.
\$60/hour x 6 meets x 5 hours = \$1,800.00

Marketing Ideas:

- Promote the facility to local businesses for Corporate Memberships.
- Continue to promote the facility through special events such as Boo Bash and Swimming with the Elves.
- Reach out to City Schools to promote drown proofing.
- Reach out to other youth related organizations for partnership opportunities.
- Continue to increase swim lessons throughout the year

Grant Executive Summary
as of 10/31/2014

Fund	Grant Description	Dates			Financials				Deliverable				Compliance Reporting Status	Notes
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved	Bal.		
					Budget	Actual	Budget	Actual						
50	CDBG Affordable Housing	04/09/10	10/31/14	01/31/15	227,700	185,719	227,700	185,719	LMI homes	10	6	4	09/30/14	Closed home #6 in Oct., #7 under construction, #8 loan approval close
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. Nov., Council 12/8
55	IdX/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	199,711	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- Splinrite	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	745,656	1,254,488	493,227				0		Construction begun, complete February 2015
67	Facade Grant Program	07/01/13	06/30/14	06/30/14	20,000	15	20,000	10,912				0		In progress, 6 reimbursed
69	Way Finding			04/01/15	150,000	150,078	150,000	5,663						Reviewing w/ DOT, cost estimate & recommendation by 4/1/15
71	Airport Lighting Rehab			12/31/14	361,111	53,688	361,111	31,411						Design complete, bids due Nov. 13th, award Nov. 24th
72	People's Pier Public Access Grant				135,000	-	135,000	-						Construction bid awarded, complete by June 30th
75	Firefighter's Assistance- Exhaust	08/08/14	08/07/15		50,000	-	50,000	-						Bids received, pending federal historic environmental approval
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,133	1,428,262	32,291				0		Design complete, bids received, being reviewed
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	140,051				0		Design complete, bids received, being reviewed
	CDBG Keyville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	09/30/14	Paid \$75k, closed lot 1, lot 2 & 3 80% complete
32	TAG- Sanitary sewer study	05/12/14		09/09/14	35,000	-	35,000	30,100						Complete by November 30th
37	Airport Approach Survey	07/01/14	07/01/16		11,213	-	11,213	-						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	500,000	25,000	525,000	Application submitted, Mid-East administering
Electricities ED- IdX	10/31/14	12/15/14		4,000		4,000	Grant awarded for administration cost
EZ Technology Library Grant	11/3/14	12/12/14		5,000	0	5,000	
FEMA AFG Fire Engine/Resc. Tools	11/30/14			353,929	18,571	372,500	

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 50 - CDBG Housing Development Program

Grant Number: CDBG 09-C-2050 (HD)

Grant Agency: Department of Commerce

Contract Grant Administrator: Holland Consultants

City Grant Administrator: Matt Rauschenbach

Award Date: 4/9/10 Grant Expiration Date: 10/31/14 Projected Completion Date: 1/15/15

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62
City Match	0	0	0	0
Other Match				
Total	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62

Reimbursement to Date:	\$185,718.62
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$185,718.62

Grant Status

Prior Activity: Six homes have been constructed and occupied. WHI deposits \$6,000 for each grant lot closing in a the City Attorney's trust account until the City no longer has exposure to pay back grant funds. \$18,571.86/home is to repaid for the number of homes less than 10 that are not occupied as of 1/15/2015.

Status:	10	LMI home commitment
	2	Conveyed- non grant lots
	4	Conveyed- grant lots
	4	Remaining balance
	\$24,000	Trust account balance

Activity during month: Closed on 6th home.

City of Washington Grant Update

Projected Activity for next Month: Home #7 is well under construction, lot 8 close to loan approval, good prospects for 9 & 10.

Is project on schedule, if not what action is being taken: Monthly update meetings with the Washington Housing Authority.

Other Notes/Council Actions required (Anticipated Date of Council Action): None

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 52 - Comprehensive Bicycle Plan

Grant Number: 52-60-4930

Grant Agency: Mid-East Commission/NCDOT

Contract Grant Administrator: Justin Oakes

City Grant Administrator: Kristi Roberson

Award Date: 5/26/11 Grant Expiration Date: 12/31/13 Projected Completion Date: 6/30/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$28,000.00	\$23,430.00	\$ 28,000.00	\$25,830.00
City Match	7,000.00	7,000.00	7,000.00	6,457.50
Other Match				
Total	\$ 35,000.00	\$ 30,430.00	\$ 35,000.00	\$32,287.50

Reimbursement to Date:	\$ 30,430.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$ 30,430.00

Grant Status

Prior activity:

Field Evaluation; Public Input Survey; Steering Committee Meetings (5); Public Open House (2); Exhibit at BoCo Festival; Mapping

Completed addressing comments from City and NCDOT and submitted second draft for City and NCDOT review; worked to complete roadway inventory data gathering of roadway characteristics to provide to NCDOT to assist in review of proposed projects; discussed with Mid-East RPO; Mid-East finalized revisions on comments on Draft 4 and resubmitted to NCDOT.

Activity during month: Mid-East presented the Plan to the Recreation Advisory Board, who approved the Plan. The Plan was scheduled to go before the Planning Board, but due to a lack of a quorum, that meeting was cancelled.

Projected activity for next month: Presented to Planning Board November 25th and City Council December 8th.

City of Washington Grant Update

Is project on schedule, if not what action is being taken:

Project was slowed from its initial schedule in an effort to receive more public input; as a result more time was needed for NCDOT review of initial draft. Completion of second draft was slowed slightly, but has been submitted. Staff continues continued to collect roadway characteristic data to assist NCDOT in project review. Mid-East staff has made completion of the plan a top departmental priority and will work to get project completed as quickly as possible. Due to RPO requirements from NCDOT for Project Prioritization, revisions on most recent version have taken longer than anticipated. Coordination between the Mid-East, the City, and NCDOT will continue through the completion of the project.

Other notes/Council actions required (anticipated date of council action):

Council action required upon completion of the plan; Presentations to Recreation Advisory Committee on October 20th (Completed), Planning Board on November 25th (rescheduled from October), and City Council December 8th.

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 55 - idX NC One Grant

Grant Number: 2012-9573

Grant Agency: NC Dept. of Commerce One NC Grant Fund

Contract Grant Administrator:

City Grant Administrator: Matt Rauschenbach

Award Date: 09/03/13 Grant Expiration Date: 09/03/16 Projected Completion Date: 09/03/16

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$300,000.00	\$0	\$300,000.00	\$0
City Match	0	0	0	0
Other Match				
Total	\$ 300,000.00	\$0	\$ 300,000.00	\$0

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$ 0

Grant Status

Prior activity: Annual incentive match payment report submitted to DOC. Investment and employment being monitored.

Activity during month: Investment and employment being monitored. \$1,489,351 has been invested to date.

Projected activity for next month:

Is project on schedule, if not what action is being taken: On schedule

Other notes/Council actions required (anticipated date of council action): None at this time

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Jumpstart Washington
Grant Number: CDBG 11-C-2340
Grant Agency: Department of Commerce, CDBG SBEA
Contract Grant Administrator: The Wooten Company, Billie Hansen
City Grant Administrator: John Rodman

Award Date: 7/6/12 Grant Expiration Date: 1/16/15 Projected Completion Date: 10/31/14

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$200,000.00	\$199,710.79	\$200,000.00	\$199,710.79
City Match	0		0	
Other Match				
Total	\$200,000.00	\$199,710.79	\$200,000.00	\$199,710.79

*Detailed Revenue and Expenditure Statement is attached.

Reimbursement to Date:	\$199,710.79
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$199,710.79

Grant Status

Prior Activity: Purchased utility truck for Park Boat, plumbing equipment for FRE Plumbing and RX Drugs for Tayloe Pharmacy (considered working capital). Purchased Yale forklift and tractor for Park Boat. Procured and delivered skid steer loader for Pamlico Fence Company. Procured a BMW Diagnostic, Mercedes Benz Diagnostic, VW Diagnostic, Getac Semi-Rugged Computer, Dell Computer, LaunchPad, CarDaq M, and a window AC unit for Eastern Carolina Import Cars.

Activity during Month: Grant in process of closing.

Projected Activity for Next Month: Grant closed pending final document submission.

Other Notes/Council Actions required (Anticipated Date of Council Action): None at this time.

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 61 - Comprehensive Pedestrian Plan

Grant Number:

Grant Agency: Mid-East Commission

Contract Grant Administrator: Justin Oakes

City Grant Administrator: Kristi Roberson

Award Date: 5/20/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$10,000.00	\$10,000.00	\$ 10,000.00	\$0
City Match	0		0	
Other Match				
Total	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$0

Reimbursement to Date:	\$10,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$10,000.00

Grant Status

Prior activity:

Steering Committee Meeting; review of existing pedestrian plan; site visits to locations included in the plan; census data collection, public survey preparation
Prepared and distributed four sections of the draft plan to Steering Committee members for review; prepared materials and presentation for Steering Committee Meeting, which had to be distributed via e-mail as there were no members present at the meeting; Administered public input survey and prepared materials for public open house.

Activity during month:

Conducted site visits; finalizing recommended projects; reviewing Bike Plan recommendations to incorporate with Pedestrian Plan recommendations

Projected activity for next month: Continue completion of Draft Plan

City of Washington Grant Update

Is project on schedule, if not what action is being taken:

While start was initially delayed due to the continued work on the Comprehensive Bicycle Plan, Mid-East is currently working to complete the plan and it is a top departmental priority. Work has been slowed in order to concentrate on completion on Bike Plan, but completion and submission of draft plan to City Staff is anticipated by the end of the year.

Other notes/Council actions required (anticipated date of council action): Council action required upon completion of the plan (anticipated early 2015)

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 65 - Economic Development Incentives – Spinrite Services

Grant Number: N/A

Grant Agency: City of Washington

Contract Grant Administrator: N/A

City Grant Administrator: Matt Rauschenbach

Award Date: 1/7/12 Grant Expiration Date: 1/7/15 Projected Completion Date: 1/7/15

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$0	\$0	\$0	\$0
City Match	90,000.00	90,000.00	90,000.00	67,500.00
Interest Earned		426.97		
Total	\$90,000.00	\$90,426.97	\$90,000.00	\$67,500.00

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:	_____	0
Total Reimbursement:	\$	0

Grant Status

Prior activity: Beaufort County is the Local Government administering the NC One Fund Grant. The City expenditure to date of \$67,500 reflects our portion of the grant match based on actual jobs created. Reimbursement to date is 75%.

Activity during month:

Projected activity for next month:

Is project on schedule, if not what action is being taken: yes

Other notes/Council actions required (anticipated date of council action):

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 66 - New Terminal Building (Design and Bidding)
Grant Number: 36237.38.12.1 (2012 Vision Funds)
Grant Agency: NCDOT Division of Aviation
Contract Grant Administrator: Talbert & Bright
City Grant Administrator: Allen Lewis

Award Date: 4/4/13 Grant Expiration Date: 7/1/15 Projected Completion Date: April 2014

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$99,694.00	\$99,694.66	\$99,694.00	\$99,694.66
City Match	\$11,077.00	\$11,077.19	\$11,077.00	\$11,077.19
Other Match				
Total	\$110,771.00	\$110,771.85	\$110,771.00	\$110,771.85

Reimbursement to Date:	\$99,694.66
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$99,694.66

Grant Status

Prior activity: Design was complete in October 2013 and bids were received in November 2013. Bids were presented to City Council in December 2013. Reimbursement requests for design and bidding phase costs were submitted to the NCDOT Division of Aviation on 07-31-13, 10-08-13, 11-12-13 and 02-04-14. A final invoice was prepared for this project and a final reimbursement request submitted to the NCDOT Division of Aviation. Reimbursement received 04-11-14. Grant funds (\$1,272) that are not spent will be available for use in a separate grant at a later date.

Activity during month: N/A.

Projected activity for next month: N/A. **Project complete.**

Is project on schedule, if not what action is being taken: **Yes, project is complete.**

Other notes/Council actions required (anticipated date of council action): N/A.

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 66 - New Terminal Building (Construction)

Grant Number: 36237.38.13.1 (New Terminal Building)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: 2/24/12 Grant Expiration Date: 7/1/17 Projected Completion Date: June 2015

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$199,277.00	\$0	\$199,277.00	\$ 0
City Match	\$22,142.00	\$22,142.00	\$22,142.00	\$ 0
Other Match				
Total	\$221,142.00	\$22,142.00	\$221,142.00	\$ 0

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		0
Total Reimbursement:	\$	0

Grant Status

Prior activity: This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. The grant application submitted includes 2012 Vision 100 Funds in the amount of 49,277.00 and 2013 Vision 100 Funds in the amount of \$150,000. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured. Floor slab poured week of June 30.

Activity during month: Rough framing of structure scheduled to start.

Projected activity for next month: Complete rough framing of the structure and possible "weather-in" structure.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): N/A

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 66 - New Terminal Building (Construction)
Grant Number: 36244.51.9.1 (State Discretionary Funding 12/13)
Grant Agency: NCDOT Division of Aviation
Contract Grant Administrator: Talbert & Bright
City Grant Administrator: Allen Lewis

Award Date: 2/24/14 Grant Expiration Date: 7/1/17 Projected Completion Date: June 2015

Financial

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$500,000.00	\$189,608.10	\$500,000.00	\$244,030.54
City Match	\$55,556.00	\$55,556.00	\$55,556.00	\$ 27,114.50
Other Match				
Total	\$555,556.00	\$245,164.10	\$555,556.00	\$271,145.04

Reimbursement to Date:	\$ 189,608.10
Outstanding Reimbursement	
Total Reimbursement:	\$189,608.10

Grant Status

Prior activity: This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured. Floor slab poured week of June 30.

Activity during month: Rough framing of structure scheduled to start and request reimbursement of expenditures of \$20,760.48.

Projected activity for next month: Complete rough framing of the structure and possible "weather-in" structure.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): N/A.

**City of Washington
Grant Update**

Agenda Date: November 24, 2014

Grant Name: Fund 67 - Façade Grants
Grant Number:
Grant Agency: City of Washington
Contract Grant Administrator:
City Grant Administrator: John Rodman

Award Date: 7/1/14 Grant Expiration Date: 6/30/15 Projected Completion Date: 6/30/15

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds				
City Match	\$20,000.00	\$ 0	\$20,000.00	\$ 10,911.63
Interest		15.41		
Total	\$20,000.00	\$ 15.41	\$20,000.00	\$ 10,911.63

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$ 0

Grant Status

Prior activity:

Activity during month: Two façade grant reimbursements to date.

Projected activity for next month:

Is project on schedule, if not what action is being taken: on schedule

Other notes/Council actions required (anticipated date of council action): N/A

City of Washington Project Update

Agenda Date: November 24, 2014

Grant Name: Fund 69 – Way Finding Project

Engineer/Architect:

Construction Company:

City Project Administrator: John Rodman

Project Start Date: 10/1/13

Projected Completion Date: 4/1/15

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
City Funds	\$150,000.00	\$150,000.00	\$150,000.00	\$5,662.50
Interest Earnings		77.78	0	0
Other				
Total	\$150,000.00	\$150,077.78	\$150,000.00	\$5,662.50

Project Status

Prior Activity:

Project Steering Committee stakeholders invited to participate in Phase 1 of the Wayfinding project. A total of 6 meetings have been held that consisted of getting started, developing goals and objectives, naming attractions and destinations, selecting preferred routes and gateways, gathering data on existing inventory and conditions, and analyzing that data. Created Design Concepts. Completed public input session for concepts. Steering Committee selected Final design based on input. Final Design concept presented to City Council.

Projected Activity for next Month:

Begin the development of a Sign Location Plan and receive comments from the NC DOT on sign standards and placement. Begin to determine the needed amount of signage and the formation of a preliminary budget.

Is project on schedule, if not what action is being taken:

Project is on schedule to be completed in FY 2015

Other Notes/Council Actions required (Anticipated Date of Council Action):

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 71 – Airport Lighting Rehabilitation Project

Grant Number: 36244.51.10.1 (State Discretionary Funding 13/14)

Grant Agency: NCDOT Division of Aviation

Contract Grant Administrator: Talbert & Bright

City Grant Administrator: Allen Lewis

Award Date: 03/07/14 Grant Expiration Date: 07/01/18 Projected Completion Date: June 2018

Financial

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$325,000.00	\$17,576.99	\$325,000.00	\$28,269.58
City Match	\$36,111.00	\$36,111.00	\$36,111.00	\$3,141.07
Other Match				
Total	\$361,111.00	\$53,687.99	\$361,111.00	\$31,410.65

Reimbursement to Date:	\$ 17,576.99
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$ 17,576.99

Grant Status

Prior activity: The City received notification dated March 7, 2014, that the above noted funds had been allocated for this project. Approved project ordinance agreement – 04-14-14. Submitted application to State for grant agreement – 06-10-14. Waiting for executed grant agreement from State.

Activity during month: Received executed grant agreement from State on July 3.

Projected activity for next month: Begin and proceed with initial phase of design.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Tentative award of contract this calendar year. Not sure of date at this time.

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 75- Assistance to Firefighters
Grant Number: EMW-FO-00197
Grant Agency: FEMA
Contract Grant Administrator: N/A
City Grant Administrator: Robbie Rose

Award Date: 08/08/2014 Grant Expiration Date: 08/07/2015 Projected Completion Date:

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$47,500.00	\$0	\$47,500.00	\$0
City Match	2,500.00	0	2,500.00	
Other Match				
Total	\$50,000.00	\$0	\$50,000.00	\$0

Reimbursement to Date:	\$0
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$0

Grant Status

Prior activity: Bid process complete, Continue to await approval from Environmental & Historic screening (60 – 90 day review time); cannot move forward with any work or expenditures prior to this approval process.

Activity during month: Projected activity for next month: Bid project award approved by City Council at October meeting.

Is project on schedule, if not what action is being taken: yes

Other notes/Council actions required (anticipated date of council action):

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 76 - EDA Water Projects.
Grant Number: EDA Project No. 04-79-06833
Grant Agency: USDOC - EDA
Contract Grant Administrator: Mid-East Commission
City Grant Administrator: Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

Financial Status:

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$722,129	\$ 0	\$722,129	\$16,326.27
City Match	\$706,133	\$706,133.00	\$706,133	\$15,964.62
Total	\$1,428,262	\$706,133.00	\$1,428,262	\$ 32,290.89

Reimbursement to Date:	\$0
Outstanding Reimbursement requests:	<u>\$0</u>
Total Reimbursement:	\$0

Grant Status

Prior activity: Topographic surveying and design work started and ongoing.

Activity during month: Design work is continuing along with permitting.

Projected activity for next month: Waiting on permit approval.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has been completed per grant requirements.

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Fund 77 - EDA Sewer Projects

Grant Number: EDA Project No. 04-79-06833

Grant Agency: USDOC - EDA

Contract Grant Administrator: Mid-East Commission

City Grant Administrator: Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$719,920	\$0	\$719,920	\$ 70,809.59
City Match	\$703,974	\$703,974	\$703,974	\$ 69,241.18
Total	\$1,423,894	\$703,974	\$1,423,894	\$140,050.77

Reimbursement to Date: \$0
 Outstanding Reimbursement requests: \$0
 Total Reimbursement: \$0

Grant Status

Prior activity: Topographic surveying and design work started and ongoing.

Activity during month: Design work is continuing along with permitting.

Projected activity for next month: Waiting on permit approval.

Is project on schedule, if not what action is being taken: Yes, project is on schedule.

Other notes/Council actions required (anticipated date of council action): Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has ben completed per grant requirements.

City of Washington Grant Update

Agenda Date: November 24, 2014

Grant Name: Keysville Road Subdivision Grant
Grant Number: CDBG 05-C-1490
Grant Agency: Division of Community Assistance
Contract Grant Administrator: Holland Consultants
City Grant Administrator: Matt Rauschenbach

Award Date: 2005 Grant Expiration Date: 6/4/13 Projected Completion Date: 7/1/16

Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$250,000.00	\$250,000.00	\$250,000.00	250,000.00
City Match	70,000.00	70,000.00	70,000.00	70,000.00
Other Match				
Total	\$320,000.00	\$320,000.00	\$320,000.00	\$320,000.00

Reimbursement to Date:	\$250,000.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$250,000.00

Grant Status

Prior activity: Grant was closed for non-performance. \$25,000 of grant funds returned in July 2012, \$225,000 balance to be reimbursed in \$75,000 increments over the next three years net of a \$50,000 allowance/qualifying home, no recapture mechanism once funds are returned.

Activity during month: Paid DCA \$75,000, closed lot 1, two more nearing completion.

Projected activity for next month: Complete lots 2 & 3, receive permits for lots 4 & 5.

City of Washington Grant Update

Is project on schedule, if not what action is being taken: Monthly status meetings with Metropolitan.

Other notes/Council actions required (anticipated date of council action):

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
General Fund:								
IT	10-00-4132-7400	Wireless Bridge- sewer plant	1,204	(1,632)	0	2,836	Completed PY, TDA phone move CR	1
		Redundant PRI	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	10-10-4310-7400	Vehicles #132, 141,148,140	134,000	0	105,458	28,542	On order	
Fire	10-10-4340-7400	Thermal Imaging camera	8,105	8,094	0	11	Complete	1
		Support vehicle 1	29,914	425	28,628	861	On order	
		Total Fire	38,019	8,519	28,628	873		
Planning	10-10-4910-7400	Streetscape	25,000	0	0	25,000	Committee forming, met October 21	
	10-10-4910-0400	Havens Garden Master Plan	7,200	3,137	4,063	0	Complete by Dec. 31	
Powell Bill	10-20-4511-4500	Street Paving	279,208	195,888	47,400	35,920	Original contract completed	2
Street Maintenance	10-20-4510-7400	Dump truck #454	75,000	51,888	10,893	12,220	On order, body being installed	
Library	10-40-6110-7400	PC virtualization	14,700	7,929	4,542	2,229	10 complete, including 6 additional	
Outside Agency	10-40-6170-9113	Veterans Park Sign	6,920	3,615	745	2,560	Complete, PW material	1,2
Rec. Maintenance	10-40-6130-7400	3rd St ball field RR	59,620	59,620	0	0	Complete	1
		Utility trucks # 807 & 810	63,783	0	63,783	0	On order	
		Total Rec. Maintenance	123,403	59,620	63,783	0		
Total General Fund			732,154	354,289	267,031	110,834		
Water:								
Water Meter Svc.	30-90-7250-7000	AMR meters	110,000	8,552	4,813	96,635	Encumber by Dec., complete March	1
Water Treatment	30-90-8100-7400	Van #552 & pickup #565	40,000	16,243	21,849	1,908	Truck in service, van on order	
Water Maintenance	30-90-8140-7400	Truck #414 body	7,393	8,399	0	(1,006)	Complete	1
Water Construction	30-90-8180-0400	16" WL engineering	61,653	980	60,673	0	Construction begins Dec./Jan.	1
	30-90-8180-7400	Summit Ave. water line	168,806	3,500	71,920	93,386	Punch list being completed	1,2
		Total Water Fund	387,851	37,674	159,255	190,923		
Sewer:								
Wastewater Treatment	32-90-8220-7000	Blast & paint clarifiers 1&2	14,600	14,600	0	0	Complete	1
	32-90-8220-7400	Vehicle #548	25,000	18,562	6,066	372	Truck body being installed	
	32-90-8220-7400	Effluent control panel	24,000	0	20,526	3,474	Complete by March 1	
	32-90-8220-7400	Tractor equipment	17,000	15,816	0	1,184	Complete	
Lift Stations	32-90-8230-7400	Rebuild 5th&Respass pump c	35,000	0	0	35,000	Encumber in Nov., complete April 1	
	32-90-8230-7400	Fountain L.S. generator	8,663	913	7,784	(34)	Complete	1
		Total Sewer Fund	124,263	49,890	34,376	39,997		

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
Electric:								
Electric Director	35-90-7220-0400	Peak Shaving Rate Study	8,962	8,176	786	0	Council presentation January	1
		Total Electric Director	8,962	8,176	786	0		
Electric Meter Service	35-90-7250-7400	Test Switches	1,740	1,740	0	0	Complete	1
		Meters & handhelds	70,000	0	14,505	55,495	Not started	
		Total Electric Meter Svc.	71,740	1,740	14,505	55,495		
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	51,432	35,992	15,088		
	35-90-8370-7400	Main substation rebuild	250,000	0	0	250,000	Compiling material and const. specs.	
	Total Substation	352,512	51,432	35,992	265,088			
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 Engineerin	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/Slatestone Feeder	100,000				Delayed to FY 15. Not started	2
		Sub-total	391,395	113,446	35,582	242,366		
	35-90-8390-7400	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	50,000				On order	
		Portable air compressor	20,000				Compiling specs	
		Sub-total	925,000	13,512	66,131	845,357		
		Total Power Line Constructi	1,316,395	126,958	101,713	1,087,723		
			Total Electric Fund	1,819,609	188,306	218,597	1,412,707	
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	39-90-4740-5600	Storm drain repairs	7,223	7,223	0	0	Complete	2
	39-90-4740-7400	Two equipment sheds	30,000	3,000	27,000	0	On order, complete Feb. 1	
		Total Cemetery	37,223	10,223	27,000	0		
Grand Total		Grand Total	3,161,100	691,424	706,258	1,763,418		

Notes:

1 PO carryforward

Capital Project Status FY 2014/2015

11/17/2014

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
	2	Project carryforward						

City of Washington Accident Statistics Report					4th Quarter 2014		
					10/31/2014		
				2014 Calendar Year Total			
<u>Department</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>#OSHA Recordable</u>	<u>Non Recordable</u>	<u>Total</u>	
Public Works				5	0	5	
Electric	1 - Slip/Trip/Fall			2	2	4	
Fire				0	3	3	
Police				4	1	5	
Adminstrative Services				1	0	1	
Comm & Cultural Svcs.				<u>0</u>	<u>0</u>	<u>0</u>	
				12	6	18	
*Denotes an OSHA Recordable Accident							
1904.7(a)							
Recordable - Basic requirement. An injury or illness meets the general recording criteria, and therefore is deemed 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. A case will also 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 . An injury or illness that requires treatment that is defined as first aid with first aid being defined in 1904.7(b)(5)(ii).							



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: November 24, 2014
Subject: Appointment to Board of Adjustment
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council appoint _____ as an Alternate Member to the Board of Adjustment, in order to fill a vacant position, term to expire June 30, 2017.

BACKGROUND AND FINDINGS:

Copies of all applications received were distributed to the department head in order to allow him time to meet with the Council liaison (Richard Brooks). Nominations will be made by the Council liaison at the November 24, 2014 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Application

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: _____ Date Concur Recommend Denial _____ No recommendation _____

Requested Board Board of Adjustment

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

NAME Ronald Lundy

ADDRESS 221 West Main Street, Washington, NC 27889

PHONE (WORK) 252-515-2226 (HOME) _____

E-MAIL ADDRESS eastcoastbookco@hotmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 4 YEARS

YEARS OF EDUCATION 12

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

IF YES, PLEASE INDICATE Washington Electric Utilities Advisory Board

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

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

As a young active member in the community, I feel that I can offer diversity to the board. As a professional I feel as though I am able to offer a valuable opinion that can help benefit our community.

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

11-17-14
Date

Ronald S. Lundy
Signature

NOTE: Application will remain on file for six (6) months. Expiration Date: November 24, 2014
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REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: November 17, 2014
Subject: Adopt 2015/2016 Budget Schedule
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt the 2015/2016 Budget Preparation and Adoption Schedule.

BACKGROUND AND FINDINGS:

The attached budget schedule outlines the Council budget strategic planning, budget preparation, review, and adoption schedule.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

2015/2016 Budget Schedule

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: SW Concur _____ Recommend Denial _____ No Recommendation
11/18/14 Date

Budget Schedule 2015-2016

Scheduled Week Of	Status	Budget Task
11/17/14		CIP template distributed to Management Team
12/01/14		Outside Agency Budget Requests Distributed
12/15/14		CIP worksheets due back to Finance
12/15/14		CIP review with Manager
12/15/14		Budget Packets Distributed to Management Team
12/29/14		Outside Agency Budget Requests Submitted
01/12/15		Fees & Charges Review Completed
01/12/15		Outside Agency Presentation to Council
01/26/15		Revenue Estimate- Finance
01/26/15		Budget Planning session with Council
01/26/15		Continuation Budgets submitted to Finance
02/09/15		Vehicle Replacement Fund Review with Council
02/09/15		CIP review with Council
02/16/15		Expansion Budgets submitted to Finance
02/16/15		Performance Measurement Goals submitted to Finance
03/02/15		Budget Compiled by Finance
03/09/15		Budget Review with Manager- General Fund
03/16/15		Budget Review with Manager- Electric Fund
03/16/15		Budget Review with Manager- Public Works
04/13/15		Manager's Recommended Budget Presented to Council
04/13/15		Budget Available for Public Viewing at City Clerk's Office, Library, and Web Site
04/20/15		Council Budget Questions/Clarification to City Manager
04/27/15		Council Budget Workshops
04/27/15		Advertise Public Hearing for Budget
05/11/15		Public Hearing- Budget
05/25/15		Budget Adopted
05/25/15		Budget Posted to Web Site



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: 11-17-14
Subject: Tentatively Award Contract for a Runway 5-23 Lighting Rehabilitation Project (\$345,571.10) to Walker & Whiteside, Inc. and Approve Corresponding Purchase Order.

Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move that Council tentatively award a contract to Walker & Whiteside, Inc., for the Runway 5-23 lighting rehabilitation project and approve the corresponding purchase order.

BACKGROUND AND FINDINGS:

On Thursday, November 13, 2014, bids were received and opened for this project at Warren Field. The base bid for this work was \$273,256 with the four (4) bid alternates totaling an additional \$72,315.10. It is the City's intention to accept all bid alternates. Walker & Whiteside, Inc. was the lowest bidder. A bid tabulation sheet is attached. A total project cost breakdown and funding summary for all of this work is attached as well.

PREVIOUS LEGISLATIVE ACTION

N/A.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

See attached bid tab and project cost breakdown.

City Attorney Review: _____ Date By: _____ (if applicable)
 Finance Dept Review: _____ Date By: _____ (if applicable)
 City Manager Review: *ALW* Concur _____ Recommend Denial _____ No Recommendation *11/18/14* Date

Warren Field
Runway 5-23 Lighting Rehabilitation
TBI No. 4207-1401

Bid Date: Thursday, November 13, 2014 @ 11:00 am

This Tabulation was prepared by Talbert & Bright, Inc. and is correct to the best of our knowledge, information, and belief.

By: *Lina Caddell*

	Cedar Peaks Enterprises, Inc. 2717 Kearney Road Wake Forest, NC 27587 NC General License No.: 73242 NC Electrical License No:	Walker & Whiteside, Inc. 10 Ramseur South Greenville, C 29607 NC General License No.: 2633 NC Electrical License No:	Barnes & Powell Electrical Co. 308 S. Parker Street Elm City, NC 27822-0849 NC General License No.: 53301 NC Electrical License No:	Precision Approach, LLC 172 Sammons Parkway Eatonton, GA 31024 NC General License No.: NC Electrical License No:
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Base Bid

Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total						
1	105	Mobilization	LS	1	\$ 9,800.00	\$ 9,800.00	\$ 21,000.00	\$ 21,000.00	\$ 23,140.00	\$ 23,140.00	\$ 46,365.00	\$ 46,365.00
2	L-108	Trenching for Direct Buried Cable	LF	13,900	\$ 1.45	\$ 20,155.00	\$ 1.50	\$ 20,850.00	\$ 1.30	\$ 18,070.00	\$ 1.40	\$ 19,460.00
3	L-108	Counterpoise Trench	LF	15,100	\$ 0.80	\$ 12,080.00	\$ 0.90	\$ 13,590.00	\$ 0.95	\$ 14,345.00	\$ 1.15	\$ 17,365.00
4	L-108	L-824C Underground Cable, 1/C, No. 8 AWG, 5kV, Type C, Installed in Trench or Conduit	LF	21,800	\$ 1.10	\$ 23,980.00	\$ 0.90	\$ 19,620.00	\$ 1.10	\$ 23,980.00	\$ 1.70	\$ 37,060.00
5	L-108	Bare Copper Counterpoise Wire, No. 6 AWG, Including Ground Rods and Connectors Installed in trench	LF	15,100	\$ 1.25	\$ 18,875.00	\$ 1.00	\$ 15,100.00	\$ 1.30	\$ 19,630.00	\$ 2.20	\$ 33,220.00
6	L-108	Supplemental Ground Rods Including Trench, No. 6 AWG Counterpoise and Connections	Each	106	\$ 83.00	\$ 9,858.00	\$ 100.00	\$ 10,600.00	\$ 82.50	\$ 8,745.00	\$ 100.00	\$ 10,600.00
7	HDD	Directionally Bored 2" HDPE Conduit	LF	1,250	\$ 13.70	\$ 17,125.00	\$ 16.00	\$ 20,000.00	\$ 13.50	\$ 16,875.00	\$ 25.00	\$ 31,250.00
8	HDD	Directionally Bored 4-2" HDPE Conduit	LF	250	\$ 54.00	\$ 13,500.00	\$ 41.00	\$ 10,250.00	\$ 26.00	\$ 6,500.00	\$ 30.00	\$ 7,500.00
9	L-110	2" Electrical Conduit Installed for New In Pavement Light, including Sawcutting, Removal of Existing Concrete Pavement, and Backfill of Trench with P-610 Concrete	LF	700	\$ 22.50	\$ 15,750.00	\$ 22.00	\$ 15,400.00	\$ 13.50	\$ 9,450.00	\$ 80.00	\$ 56,000.00
10	L-125	Removal of Runway and Taxiway Lights	LS	1	\$ 6,100.00	\$ 6,100.00	\$ 10,050.00	\$ 10,050.00	\$ 23,785.00	\$ 23,785.00	\$ 22,500.00	\$ 22,500.00
11	L-125	Medium Intensity LED Runway Edge Light, Base Mounted, Type L-861(L), Including Ground Rods and Connectors, Installed Complete	Each	43	\$ 1,160.00	\$ 49,880.00	\$ 1,155.00	\$ 49,665.00	\$ 1,132.00	\$ 48,676.00	\$ 1,625.00	\$ 69,875.00
12	L-125	Medium Intensity LED Runway End/Threshold Light, Base Mounted, Type L-861E(L), Including Ground Rods and Connectors, Installed Complete	Each	8	\$ 1,408.00	\$ 11,264.00	\$ 1,375.00	\$ 11,000.00	\$ 1,360.00	\$ 10,880.00	\$ 1,825.00	\$ 14,600.00
13	L-125	Medium Intensity LED Runway End/Threshold Light, Stake Mounted, Type L-861E(L), Including Ground Rods and Connectors, Installed Complete	Each	16	\$ 854.00	\$ 13,664.00	\$ 800.00	\$ 12,800.00	\$ 805.00	\$ 12,880.00	\$ 1,250.00	\$ 20,000.00
14	L-125	Medium Intensity LED Taxiway Edge Light, Stake Mounted, Type L-861T(L), Including Ground Rods and Connectors, Installed Complete	Each	28	\$ 557.00	\$ 15,596.00	\$ 487.00	\$ 13,636.00	\$ 525.00	\$ 14,700.00	\$ 950.00	\$ 26,600.00
15	L-125	Medium Intensity LED Taxiway Edge Light, Base Mounted, Type L-861T(L), Including Ground Rods and Connectors, Installed Complete	Each	11	\$ 781.00	\$ 8,591.00	\$ 745.00	\$ 8,195.00	\$ 885.00	\$ 9,735.00	\$ 1,445.00	\$ 15,895.00
16	PSP-33	Vault Modifications	LS	1	\$ 25,800.00	\$ 25,800.00	\$ 21,500.00	\$ 21,500.00	\$ 25,500.00	\$ 25,500.00	\$ 34,300.00	\$ 34,300.00
Total - Base Bid:						\$ 272,018.00		\$ 273,256.00		\$ 286,891.00		\$ 462,590.00

November 24, 2014

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Bid Tab - 1 of 2

Warren Field
 Runway 5-23 Lighting Rehabilitation
 TBI No. 4207-1401
 Bid Date: Thursday, November 13, 2014 @ 11:00 am

This Tabulation was prepared by Talbert & Bright, Inc. and is correct to the best of our knowledge, information, and belief.

By: *Livia Caddell*

	Cedar Peaks Enterprises, Inc. 2717 Kearney Road Wake Forest, NC 27587 NC General License No.: 73242 NC Electrical License No:	Walker & Whiteside, Inc. 10 Ramseur South Greenville, C 29607 NC General License No.: 2833 NC Electrical License No:	Barnes & Powell Electrical Co. 308 S. Parker Street Elm City, NC 27822-0849 NC General License No.: 53301 NC Electrical License No:	Precision Approach, LLC 172 Sammons Parkway Eatonton, GA 31024 NC General License No.: NC Electrical License No:
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Bid Alt 1 - Runway 5 REIL

Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total						
A1-1	L-125	Removal of Existing REILs (Runway 5)	LS	1	\$ 1,600.00	\$ 1,600.00	\$ 350.00	\$ 350.00	\$ 646.00	\$ 646.00	\$ 500.00	\$ 500.00
A1-2	L-125	New L-849(L) REIL, Style A, Current Driven, with Current Sensing, Installed, Including Wiring Between Units, Conduit, Foundations, Base Cans and Isolation Transformers	LS	1	\$ 14,350.00	\$ 14,350.00	\$ 13,720.00	\$ 13,720.00	\$ 12,333.00	\$ 12,333.00	\$ 24,893.00	\$ 24,893.00
Total - Bid Alt 1:						\$ 15,950.00		\$ 14,070.00		\$ 12,979.00		\$ 25,393.00

Bid Alt 2 - Runway 5 PAPI

Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total						
A2-1	L-125	Removal of Existing PAPI (Runway 5)	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 350.00	\$ 350.00	\$ 250.00	\$ 250.00	\$ 400.00	\$ 400.00
A2-2	L-125	New L-881 PAPI 2-Unit, 2-Lamp with Control Panel, Installed (Runway 5)	LS	1	\$ 13,100.00	\$ 13,100.00	\$ 13,600.00	\$ 13,600.00	\$ 13,982.00	\$ 13,982.00	\$ 24,145.00	\$ 24,145.00
Total - Bid Alt 2:						\$ 14,100.00		\$ 13,950.00		\$ 14,232.00		\$ 24,545.00

Bid Alt 3 - Wind Cone

Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total	Unit Price	Ext. Total
A3-1	L-107	L-807 Wind Cone, Style I-B, Size 2 with L-810 LED Obstruction Light, Installed including Foundation, Isolation Transformer, Conduits, and Base Can	LS	1	\$ 10,700.00	\$ 10,700.00	\$ 7,600.00	\$ 7,600.00	\$ 7,058.00	\$ 7,058.00	\$ 16,945.00	\$ 16,945.00
A3-2	L-108	Trenching for Direct Buried Cable	LF	1,100	\$ 1.45	\$ 1,595.00	\$ 1.50	\$ 1,650.00	\$ 1.85	\$ 2,035.00	\$ 1.40	\$ 1,540.00
A3-3	L-108	Underground Cable 3/C, No.4 AWG, 600V Cable, Type USE and 1/C #4 Ground Installed in Trench or Conduit	LF	1,450	\$ 8.50	\$ 12,325.00	\$ 6.00	\$ 8,700.00	\$ 5.70	\$ 8,285.00	\$ 8.00	\$ 11,600.00
A3-4	L-108	Underground Cable 2/C, No.10 AWG, 600V Cable, Type USE and 1/C #6 Ground Installed in Trench or Conduit	LF	95	\$ 3.00	\$ 285.00	\$ 2.00	\$ 190.00	\$ 3.00	\$ 285.00	\$ 3.00	\$ 285.00
A3-5	L-125	Removal of Existing Primary Windcone	LS	1	\$ 1,350.00	\$ 1,350.00	\$ 500.00	\$ 500.00	\$ 856.00	\$ 856.00	\$ 500.00	\$ 500.00
Total - Bid Alt 3:						\$ 26,255.00		\$ 18,640.00		\$ 18,499.00		\$ 30,870.00

Bid Alt 4 - Lighted Guidance Signs

Item	Spec.	Description	Unit	Quantity	Unit Price	Ext. Total						
A4-1	L-108	Trenching for Direct Buried Cable	LF	157	\$ 2.00	\$ 314.00	\$ 1.50	\$ 235.50	\$ 1.85	\$ 290.45	\$ 1.40	\$ 219.80
A4-2	L-108	L-824C Underground Cable, 1/C, No. 8 AWG, 5kV, Type C, Installed in Trench or Conduit	LF	314	\$ 2.00	\$ 628.00	\$ 0.90	\$ 282.80	\$ 1.10	\$ 345.40	\$ 1.70	\$ 533.80
A4-3	L-108	Bare Copper Counterpoise Wire, No. 6 AWG, Including Ground Rods and Connectors Installed in trench	LF	157	\$ 2.00	\$ 314.00	\$ 1.00	\$ 157.00	\$ 1.30	\$ 204.10	\$ 2.20	\$ 345.40
A4-4	L-108	Supplemental Ground Rods Including Trench, No. 6 AWG Counterpoise and Connections	Each	6	\$ 93.00	\$ 558.00	\$ 100.00	\$ 600.00	\$ 82.50	\$ 495.00	\$ 100.00	\$ 600.00
A4-5	L-125	New Guidance Sign, L-858(L) Sign, Single Face, 1 Module, Size 2, Installed on New Base	Each	2	\$ 3,220.00	\$ 6,440.00	\$ 2,475.00	\$ 4,950.00	\$ 2,646.00	\$ 5,292.00	\$ 4,050.00	\$ 8,100.00
A4-6	L-125	New Guidance Sign, L-858(L) Sign, Single Face, 2 Module, Size 2, Installed on New Base	Each	2	\$ 3,500.00	\$ 7,000.00	\$ 2,940.00	\$ 5,880.00	\$ 2,922.00	\$ 5,844.00	\$ 4,800.00	\$ 9,600.00
A4-7	L-125	New Guidance Sign, L-858(L) Sign, Single Face, 3 Module, Size 2, Installed on New Base	Each	1	\$ 4,950.00	\$ 4,950.00	\$ 4,350.00	\$ 4,350.00	\$ 4,249.00	\$ 4,249.00	\$ 6,040.00	\$ 6,040.00
A4-8	L-125	New Guidance Sign, L-858(L) Sign, Double Face, 3 Module, Size 2, Installed on New Base	Each	2	\$ 5,175.00	\$ 10,350.00	\$ 4,600.00	\$ 9,200.00	\$ 4,471.00	\$ 8,942.00	\$ 6,550.00	\$ 13,100.00
Total - Bid Alt 4:						\$ 30,554.00		\$ 25,655.10		\$ 25,661.85		\$ 38,539.00

Bid Summary

Warren Field

Runway 5-23 Lighting Rehabilitation

TBI No. 4207-1401

Bid Date: Thursday, November 13, 2014 @ 11:00 am

	Cedar Peaks Enterprises, Inc.	Walker & Whiteside, Inc.	Barnes & Powell Electrical Co	Precision Approach, LLC
Total - Base Bid	\$ 272,018.00	\$ 273,256.00	\$ 286,891.00	\$ 462,590.00
Total - Bid Alt 1 - Runway 5 REIL	\$ 15,950.00	\$ 14,070.00	\$ 12,979.00	\$ 25,393.00
Total - Bid Alt 2 - Runway 5 PAPI	\$ 14,100.00	\$ 13,950.00	\$ 14,232.00	\$ 24,545.00
Total - Bid Alt 3 - Wind Cone	\$ 26,255.00	\$ 18,640.00	\$ 18,499.00	\$ 30,870.00
Total - Bid Alt 4 - Lighted Guidance Signs	\$ 30,554.00	\$ 25,655.10	\$ 25,661.95	\$ 38,539.00
Total - Base Bid, Bid Alt 1, 2, 3 & 4	\$ 358,877.00	\$ 345,571.10	\$ 358,262.95	\$ 581,937.00

Warren Field
City of Washington, NC
Runway 5-23 Lighting Rehabilitation
November 2014

Construction Costs	
Base Bid - Runway 5-23 Lighting System Rehabilitation	\$ 273,256.00
Bid Alternate 1 - Runway 5 PAPI	\$ 14,070.00
Bid Alternate 2 - Runway 5 REIL	\$ 13,950.00
Bid Alternate 3 - Lighted Wind Cone	\$ 18,640.00
Bid Alternate 4 - Guidance Signs	\$ 25,655.10
Grant Administration	\$ 2,530.00
Construction Administration	\$ 24,515.00
Electrical Engineering CA Services	\$ 4,470.00
Fixed Fee - Subconsultant Services	\$ 447.00
Resident Project Representative Services	\$ 37,125.00
PAPI Flight Check Allowance (FAA Cost)	\$ 5,000.00
Total Construction, Construction Administration, Resident Project Representative Phase Costs	\$ 419,658.10

Funding Summary for Lighting Rehabilitation	
NCDOA State Grant 36244.51.10.1 Funds	\$ 288,158.00
Vision 100 Funds	\$ 89,535.10
10% Local Match	\$ 41,965.90
Total Project Funds Available	\$ 419,659.00



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Allen Lewis, Public Works Director *Allen Lewis*
Date: 11-17-14
Subject: Tentatively Approve of Work Authorization and Corresponding Purchase order (\$69,087) to Talbert & Bright for Construction Administration Phase Services and Grant Administration Services for the Runway 5-23 Lighting Rehabilitation Project.

Applicant Presentation: N/A
Staff Presentation: Allen Lewis

RECOMMENDATION:

I move that Council tentatively approve the attached work authorization and corresponding purchase order to Talbert & Bright for construction administration phase services and grant administration services for the Runway 5-23 lighting rehabilitation project.

BACKGROUND AND FINDINGS:

The attached work authorization is for construction administration and grant administration services for the runway 5-23 lighting rehabilitation project which is also on this agenda. With approval of this agenda item, and NCDOT – Division of Aviation’s approval, this work authorization will be executed and the corresponding purchase order will be issued to Talbert & Bright.

PREVIOUS LEGISLATIVE ACTION

N/A.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

See attached bid tab and project cost breakdown.

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *but* Concur _____ Recommend Denial _____ No Recommendation *11/18/14* Date

WARREN FIELD

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

Work Authorization No. 14-03
November 14, 2014

TBI Project No. 4207-1403

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Description of Work Authorized: The Engineer will provide **Construction Administration Phase Services and Grant Administration Services for the Runway 5-23 Lighting Rehabilitation** project at Warren Field. The Runway 5-23 Lighting Rehabilitation project shall be as described in the plans and specifications, dated September 2014, by Talbert & Bright, Inc. The project construction scope includes replacement of the runway edge lights, runway lighting circuit, counterpoise, taxiway lights currently on the runway circuit, runway light system regulator all as part of the Base Bid. Work will also include replacement of the Runway 5 PAPI and REIL equipment, installation of a new L-807 Lighted Windcone and circuit adjacent to the existing tetrahedron, and installation of new Lighted Guidance Signs, all included in the project as Bid Alternates.

The Engineer shall also provide Special Services for Full-Time Resident Project Representative (RPR) with duties, responsibilities, and limitations of authority as outlined in the Contract and Subconsultant Electrical Engineering Services as outlined in the Contract. These services shall be provided in general accordance with the attached work scope and manhour estimate.

Grant Administration services will also be provided to include preparation and processing of the initial grant paperwork, preparation of quarterly status reports and reimbursement requests as necessary during the construction phase and grant closeout.

Upon completion of the construction, Record Drawings will be prepared and closeout documentation necessary to close the grants established for the construction phase.

Time Schedule:

The Construction Phase Services shall be performed within the contract time of the Runway 5-23 Lighting Rehabilitation construction contract, including provisions for the preconstruction meeting and project closeout.

Cost of Services: The method of payment for the Construction Administration Services shall be lump sum in accordance with Article V of the Contract. The Resident Project Representative Services shall be paid on an hourly basis plus per diem. The method of payment for Electrical Engineering Services shall be actual cost of services, plus a fixed fee. Subconsultant Electrical Engineering Services budgets shall not be exceeded without approval of the Owner.

Cost Summary

Grant Administration Services (lump sum)	\$2,530.00
Construction Administration Services (lump sum)	\$24,515.00
Resident Project Representative Services – Talbert & Bright (hourly)	\$37,125.00
Subconsultant Electrical Engineering Services – Chetham and Assoc. (hourly)	\$4,470.00
<u>Subconsultant Services – Talbert & Bright (fixed fee)</u>	<u>\$447.00</u>
Total	\$69,087.00

Agreed as to scope of services, time schedule and budget:

Approved:

For City of Washington

For Talbert & Bright, Inc.

Date: _____

Date: _____

Witness

Witness

Description		PM	GA	SA3
Grant Administration				
1	Prepare grant application paperwork for new grants for the Construction Phase of this project and coordinate with Owner and NC Division of Aviation	1	4	0
2	Grant Administration Assistance, Including Preparation of Reimbursement Requests, Updating Grant Budget, Preparing Quarterly Status Reports, etc.	1	12	4
3	Prepare Grant Closeout Package, Coordinate with Owner and NCDOA.	1	4	0
Manhour Total		3	20	4

Labor Expenses

Classification	Billing Rate	Estimated Manhours	Estimated Cost
Project Manager	\$172.00	3	\$516.00
Grant Administrator	\$82.00	20	\$1,640.00
Secretary/Admin III	\$68.00	4	\$272.00
Subtotal Labor		27	\$2,428.00

Direct Expenses

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Reproduction	Each	0.10	250	\$25.00
Postage	L.S.			\$50.00
Telephone/Facsimile	L.S.			\$25.00
Subtotal Expenses				\$100.00

Total Grant Administration

\$2,528.00

USE

\$2,530.00

Description		Prin	PM	E3	SA4
Construction Administration for Lighting Rehabilitation					
1	Develop Work Scope and Submit to Owner. Coordinate Work Scope, Schedule, and Budget with Owner and NCDOA.	1	2	0	1
2	Coordinate Work Scope and Subcontract with Electrical Engineer Subconsultant.	0	1	0	1
3	Issue Project Contracts. Coordinate with Owner.	0	1	2	2
4	Review/Coordinate Project Plans and Specifications with Contractor. Resolve Contractor Questions/Requests/Scheduling Issues.	0	2	4	0
5	Coordinate/Attend Pre-Construction Conference. Issue Meeting Summary.	0	8	0	0
6	Review/Approve Project Schedule, Material Submittals, Mix Designs, Construction Sequence, and Safety Plan Implementation. Coordinate with Owner.	1	2	8	0
7	Attend Onsite Visits and Progress Meetings (Bi-Weekly). Issue Meeting Summary and Memorandums as Required.	2	40	12	2
8	Review/Process Contractor Partial Pay Requests and Coordinate with Airport.	0	2	4	2
9	Answer Contractor Questions. Resolve Construction/Operational Conflicts. Complete General Project Administrative Functions.	4	8	8	0
10	Conduct Project Pre-Final Inspection. Develop/Issue "Punch List" for Remaining Work.	0	8	0	2
11	Schedule/Attend Project Final Inspection. Develop/Issue Final Project "Punch List". Confirm Project Completion.	1	6	0	0
12	Process Final Pay Request and Final Change Order. Review Final Certifications and Affidavits	0	2	4	0
13	Review Record Documents Submitted by Contractor. Prepare Final Record Drawings	0	2	2	0
14	Assist Owner with preparation of Final Closeout Documentation and submission to NCDOA	0	4	8	2
Manhour Total		9	88	52	12

Labor Expenses

Classification	Billing Rate	Estimated Manhours	Estimated Cost
Principal	\$184.00	9	\$1,656.00
Project Manager	\$172.00	88	\$15,136.00
Engineer III	\$98.00	52	\$5,096.00
Secretary/Admin. IV	\$68.00	12	\$816.00
Subtotal Labor		161	\$22,704.00

Direct Expenses

Expense Description	Unit	Unit Rate	Estimated Units	Estimated Cost
Travel to OCW	Trip	\$150.00	8	\$1,200.00
Printing (project correspondence, reports, permits, etc.)	Copies	\$0.10	500	\$50.00
Spec Reproduction for Construction (350 pgs x 5 copies)	Copies	\$0.10	1,750	\$175.00
Plan Reproduction for Construction (5 Plan Sets)	Prints	\$1.10	260	\$286.00
Telephone, Shipping, Misc. Expenses	LS	\$100.00	1	\$100.00
Subtotal Expenses				\$1,811.00

Total Construction Administration Phase Services **\$24,515.00**

Full-Time Resident Project Representative Services

Contract Time: 60 Calendar Days, Assume 5 days per week, at 9 hours per day

RPR: 405 Hours @ \$75.00/hour	\$30,375.00
Per Diem: 45 Days @ \$150.00/day	\$6,750.00
Total Estimated Cost - Resident Project Representative Services	\$37,125.00

Note: Resident Project Representative Services will be performed full-time and on an hourly rate basis for labor and a per diem basis for expenses, in accordance with billing rate schedule shown above. RPR labor charges will be billed on an hourly basis for time worked on the project and for travel time. The cost of Resident Project Representative Services shall not exceed \$37,125.00 without prior approval from the Owner.

Subconsultant Electrical Engineering Services

Electrical Subconsultant - Cheatham & Associates	\$4,470.00
Fixed Fee - Subconsultant Services	\$447.00

Note: Subconsultant Electrical Engineering Services includes: submittals/shop drawings review; response to construction phase questions; one construction observation site visit; and preparation of record drawings.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: November 24, 2014
Subject: Aquatic & Fitness Center – Re-plaster large pool
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council authorize the Recreation Department to contract with Pool Pro of Greenville, adopt a budget ordinance amendment and approve the issuance of a purchase order to re-plaster the large pool.

BACKGROUND AND FINDINGS:

The Aquatic and Fitness Center will be closed from December 8th through December 13th for scheduled maintenance and repairs. We will pressure and acid wash the Main Pool, seal the underwater joint in the pool floor, replace the main drain and return covers (per code), and repair lights as needed. The Maintenance Department will begin retiling and replacing the tracking of the ceiling in the lobby. AR Chesson will also be completing some building maintenance.

In addition to these repairs, we have been informed the typical lifespan for plaster in a pool is 10 year. The Aquatic Center is 14 years old. Fortunately, the calcium and mineral make up of our water has helped to extend the life of our plaster. It is a good time to consider re-plastering while the pool is scheduled to be closed. The cost estimate to complete this work is \$25,000. The expected useful life of new plaster is estimated to be 15-20 years based on current products and materials used.

Two bids were received for this work. Pool Pro of Greenville was the low bidder.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance Amendment

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: November 24, 2014 (if applicable)
City Manager Review: 11/18/14 Date Conf: 85/2 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 General Fund be increased in the following accounts and amounts:

10-00-3991-9100	Fund Balance Appropriated	\$ 25,000
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Section 2. That the following accounts and amounts be increased in the Aquatic Center department of the General Fund appropriations budget:

10-40-6126-1500	M/R Buildings	\$ 25,000
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 24th day of November, 2014.

MAYOR

ATTEST:

CITY CLERK



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: November 24, 2014
Subject: Parks & Recreation Trust Fund Grant (PARTF) Application
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council accept the recommendation from the Recreation Advisory Committee to apply for a Parks and Recreation Trust Fund Grant at Havens Gardens.

BACKGROUND AND FINDINGS:

At a regular meeting on March 9, 2009 City Council adopted a site specific Master Plan for Havens Gardens. During the January 2014 Recreation Advisory Committee (RAC) meeting the RAC recommended that staff ask City Council to re-appropriate the remaining funds from the Festival Park project budget to update the Havens Gardens Master Plan adopted in 2009. An updated Master Plan is required to apply for a Parks and Recreation Trust Fund (PARTF) grant. At a regular meeting on March 10, 2014 City Council declined to re-appropriate the funds and directed the RAC to further review the 2009 plan and establish specific recommendations for the update. The RAC completed this work and at a regular meeting on October 6, 2014 City Council appropriated funds and authorized an update of the Havens Gardens Master Plan.

The preliminary cost estimate for Phase I of the updated Master Plan is \$810,664.00 and is attached for your review. If a PARTF grant is awarded for this project it will reimburse the City up to 50% of the expenditures. The maximum amount of a PARTF funded project is \$500,000 so additional grant funding sources will be needed to complete Phase I entirely or the project will be scaled back to fit the grant. This has been discussed by the RAC. PARTF applications are due February 2, 2015 and awards are made in July 2015.

PREVIOUS LEGISLATIVE ACTION

March 10, 2014 Council continued action.

October 6, 2014 Council approved Susan Suggs to begin working on a site specific Master Plan for Havens Gardens.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Cost Estimate for Phase I.
Master Plan Drawing and Phase I Drawing.

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: 11/18/14 Date Concur 643 Recommend Denial ___ No Recommendation ___

Havens Gardens Park

Phase One of Master Plan

Cost Estimate Work Sheet

November 17, 2014

Item	Quantity	Unit Cost		Unit Cost	Cost Used	Item cost
Refurb east shelter	LS					8,000
New central shelter	30X40	Poligon 34X44RAM	31,667 9240 conc. 15K erect			56,000
Gazebo	10 x 10	Poli 12x12	8694 1008 conc 4500 erect			14,200
Splash Park	30 x 40	\$250,000 AB		\$150,000 Kinston		200,000
West Shelter @splash	20 X 30	Poligon 24X44RAM	22,603 5712 conc 11,000 erect			40,000
Outdoor shower	LS			AB 2,500\$		2500
Walkways 5ft. wide	1688 l.f.			\$35/lf noah		59,080
Pour/play surfacing	Lump Sum					93,730
Parking fence	390 l.f. vinyl coated chain link 4 ft. ht.	\$7.75 Seegar	\$3022		8.50	3315
Benches	12	1628cost 500 freight 500install	\$2730each	Victor Stanley		32760
Picnic tables	8			\$700 mat'l \$200inst	\$900	7200
Lighting	12 LED fixtures at 120foot spacing	\$19.26 per month				0
Relocate wheel	LS					500
Wheel fence	60 feet 6 ft	10.50 seegar	19noah		14	840

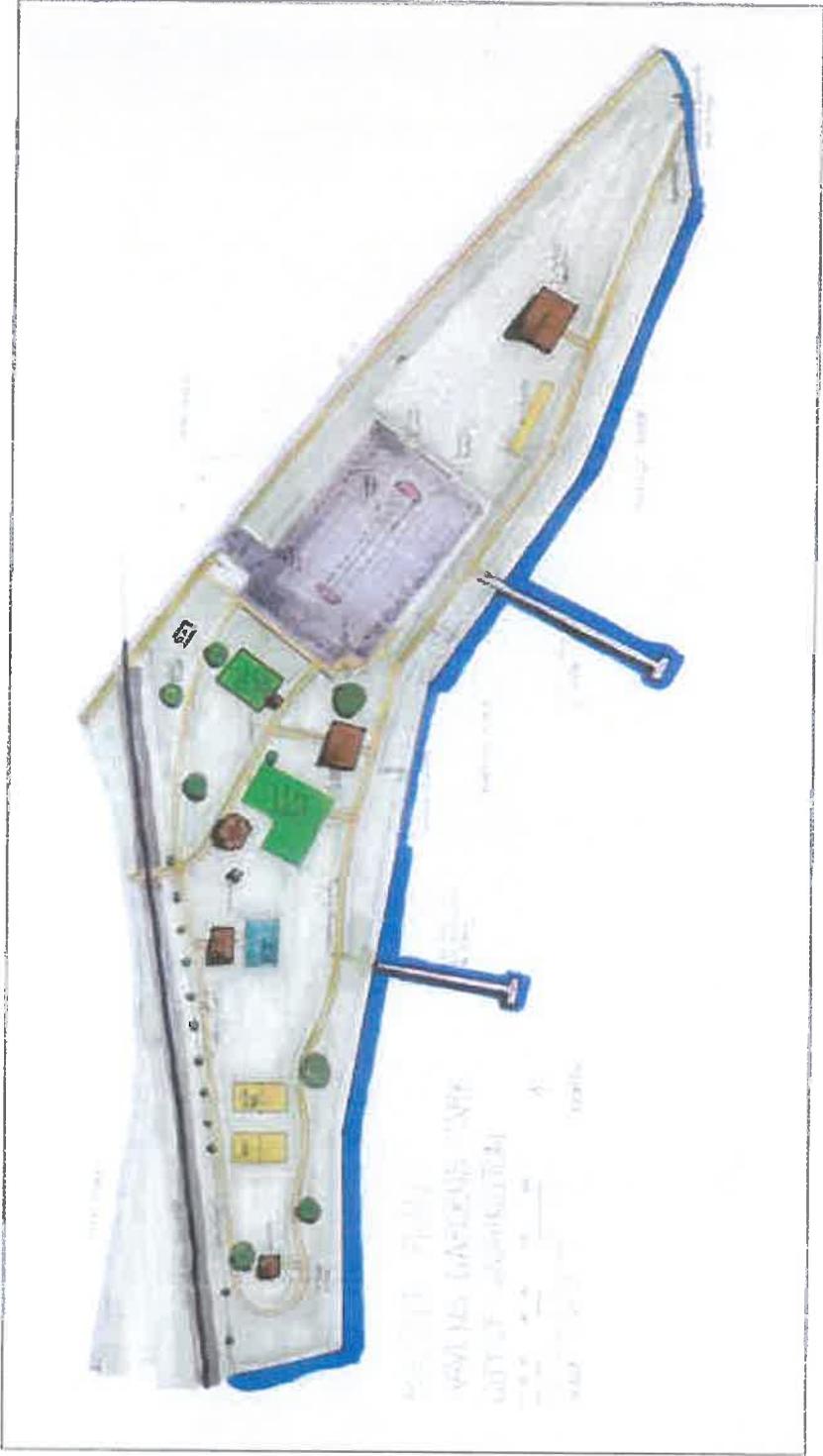
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Tot lot fence	170 l.f. vinyl coated 4 ft. ht.	\$7.75	\$680		8.50	1445
Large trees	12			\$500	\$6000	6000
Crepe Myrtle	12			\$360	\$4320	4400
5-12 yr play equipment	Lump Sum					62,707
2-5 yr. play equipment	Lump Sum					22,903
Volley ball nets	2	\$200 net \$120 :2post	\$640			640
Beach volleyball Edging	400 l.f. 4x4 treated timber			\$5	\$2000	2000
Volleyball sand, includes removal of sod	2500 s.f.	\$2				5000
Road Fence	4ft ht 108 l.f.	\$8.50				918
Engineering						130,000
Storm Water	Lump Sum					32,500
Trash receptacles	5	1424cost 300freight 500 install	Victor Stanley		2220	11,100
Park Sign	1					3000
Bike rack	1	\$\$450cost 300install			750	750
Grass beside walkways&play areas 1160s.y.	s.y	.31				360
New asphalt	200 s.y.	23.15				4630
Striping	684				1.5	1026
Handicap signs	2	150				300
Tire stops	8	70				560
Handicap stripes	2	150				300

Information sign about wheel	1					2000
TOTAL to date						\$810,664

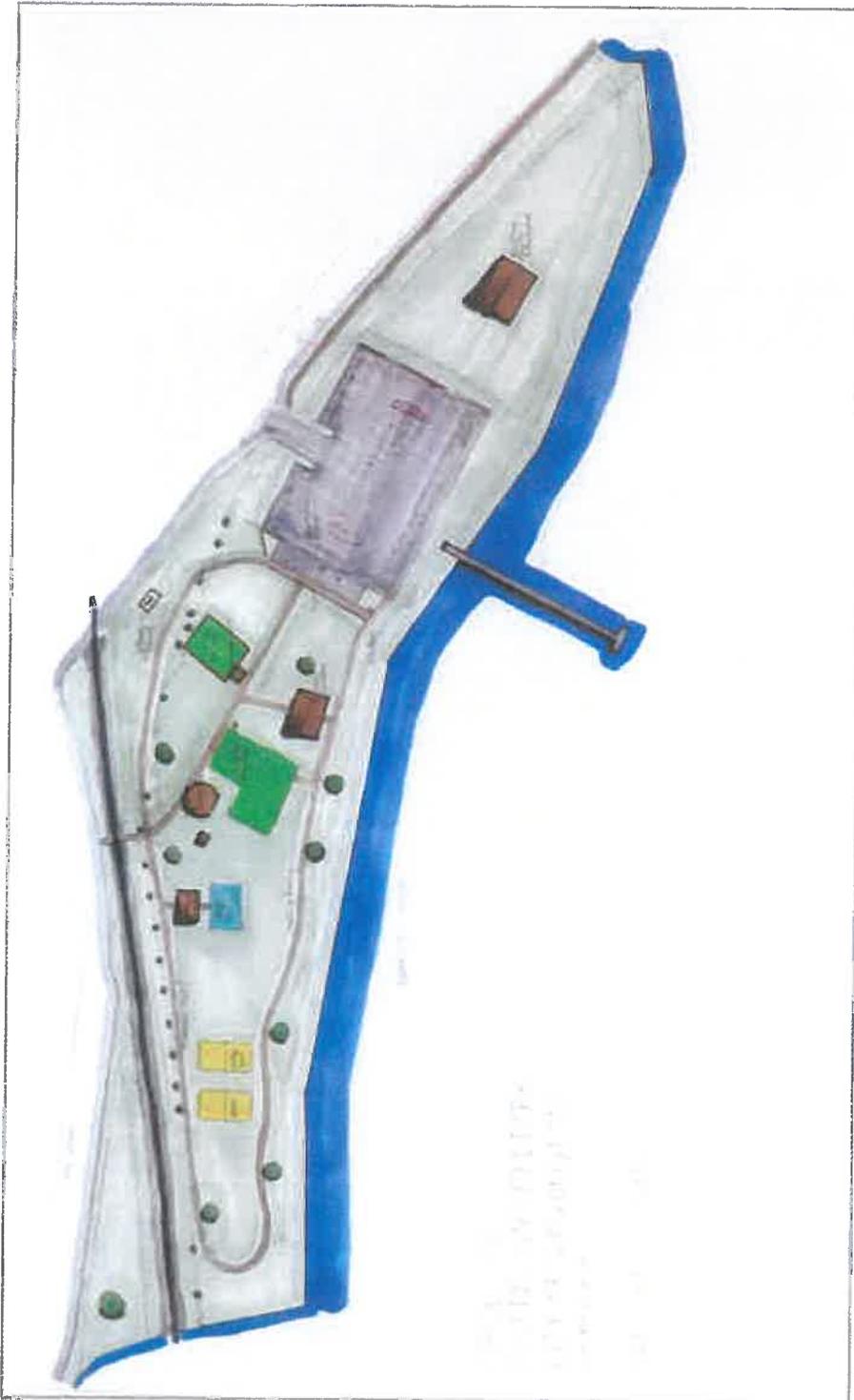
Annual Operational costs

Lighting 12 LED fixtures @ 19.26 per month (\$20) \$240 per month - \$2880 per year

Master Plan Drawing



Phase One Drawing





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Brian Alligood, City Manager
Date: November 24, 2014
Subject: Adopt an ordinance to amend Chapter 24, Article II. Residency Requirements of the Washington City Code
Applicant Presentation: N/A
Staff Presentation: Brian Alligood, City Manager

RECOMMENDATION:

I move that the City Council adopt an ordinance to amend Chapter 24, Article II. Residency Requirements of the Washington City Code, effective November 24, 2014.

BACKGROUND AND FINDINGS:

The current Residency Requirements in the City Code include a wide variety of City positions and residency restrictions, each of which is included in the ordinance based on the specific areas of responsibility. The City has the responsibility to insure that each of these residency restrictions bears a rational relationship to one or more legitimate stated purposes. As the City's organizational structure, as well as emergency response resources, have evolved and changed over the years, it is necessary to review and update this ordinance in order to ensure its validity and enforceability.

It also important that we are able to recruit and retain the most qualified staff possible and do not believe it is in the best interest of the City to place undue residency restrictions on certain employees that may impede our ability to do so.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

Currently Budgeted (Account) Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

City Attorney Review: _____ Date By: _____ (if applicable)
Finance Dept Review: _____ Date By: _____ (if applicable)
City Manager Review: *Back* Concur _____ Recommend Denial _____ No Recommendation *11/18/14* Date

**AN ORDINANCE TO AMEND CHAPTER 24,
ARTICLE II. RESIDENCY REQUIREMENTS
OF THE WASHINGTON CITY CODE**

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

Section 1. That Chapter 24, Article II. Residency Requirements be deleted and replaced with the following:

Sec. 24-21. Purpose

The City Council hereby establishes a residency requirement for the rational purpose of enhancement of the quality of employee performance by greater personal knowledge of his or her scope of responsibility and existing City conditions.

Section 24-22. Requirements

The City Manager and any new employee hired at the Department Head level (Administrative Services Director, Community and Cultural Services Director, Electric Director, Police and Fire Services Director, Public Works Director) shall ordinarily be required to live within the corporate limits of the City within twelve (12) months of appointment and maintain such residency for the duration of employment in such capacity with the City. Any exception made to this ordinance shall be consistent with the purpose of these requirements as stated in Section 24-21 above.

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

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

Adopted, this 24th day of November, 2014.

Mac Hodges
Mayor

ATTEST:

Cynthia S. Bennett, CMC/NCCMC
City Clerk