



City of
Washington
NORTH CAROLINA
Council Agenda
JANUARY 11, 2016
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from December 14, 2015 **(page 3)**

Administration of Oath to Doug Mercer

Recognition: Engineer Jonathan Patterson – 2015 Director’s Award **(page 13)**
 FF/EMT-I Brent Hamilton – Exemplary Performance Award **(page 14)**
 FF/EMT-I Robbie Cox – Exemplary Performance Award **(page 15)**
 Captain R.M. Flowers – Award of Excellence **(page 16)**

Approval/Amendments to Agenda:

I. Consent Agenda:

- A. Approve/Support – An application by Washington Fire Department for the 2015 FEMA Assistance to Firefighters Grant **(page 17)**

- B. Authorize – Washington Police Department to apply for the North Carolina Crime Commission Grant **(page 18)**

- C. Award – Patrol Officer Jerry Seighman his police shield and service weapon upon his retirement **(page 19)**

- D. Declare Surplus/Authorize – Electronic Auction of Vehicles through GovDeals **(page 23)**

II. Comments from the Public:

III. Public Hearing 6:00PM– Zoning: None

IV. Public Hearing 6:00PM - Other: None

V. Scheduled Public Appearances:

- A. Al Powell, Beaufort County PAL – Aviation, Technology and Fitness Center **(page 24)**



City of
Washington
NORTH CAROLINA
Council Agenda
JANUARY 11, 2016
5:30 PM

- B. Martin Starnes & Associates – Audit Review (**page 34**)

- VI. Correspondence and Special Reports:
 - A. Memo – Beaufort County E911 Communications (**page 46**)

 - B. Memo - Municipal Pier Public Beach Access Grant Project (**page 50**)

 - C. Memo – Budget Transfer – General Fund (**page 54**)

- VII. Reports from Boards, Commissions and Committees: None

- VIII. Appointments:
 - A. Appointment – Fireman’s Relief Fund Board (**page 56**)

- IX. Old Business:
 - A. Approve – Hood Richardson, PA for Hotel Project – New Age Properties, LLC for Water and Sewer Engineering Services (**page 57**)

- X. New Business:
 - A. Accept – recommendation of the Recreation Advisory Committee for relocating the wheel currently located at Havens Gardens Park (**page 58**)

 - B. Accept – bids and award the contract to remove mold and clean the inside of the Bobby Andrews Recreation Center (**page 60**)

 - C. Adopt - Budget Ordinance Amendment to fund the purchase of Electric Fund capital with cash instead of installment financing (**page 61**)

- XI. Any other items from City Manager:
 - A. Discussion – Market Street entrance at Municipal Building

- XII. Any other business from the Mayor or other Members of Council: None

- XIII. Closed Session: Under NCGS § 143-318.11 (a)(6) Personnel

- XIV. Adjourn – Until Monday, January 25, 2016 at 5:30 pm, in the Council Chambers

The Washington City Council met in a regular session on Monday, December 14, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; William Pitt, Councilmember; Richard Brooks, Councilmember; Larry Beeman, Councilmember; Bobby Roberson, Interim City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney. Doug Mercer, Mayor Pro tem was absent. Councilmember –elect Virginia Finnerty was also present.

Mayor Hodges called the meeting to order and Councilmember Brooks delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council approved the minutes of November 23, 2015 as presented.

RECOGNITION:

DARE MOORE WILEY - CERTIFICATIONS



Dare Moore Wiley and Mayor Hodges

Ms. Dare Moore Wiley is an example of how City employees can become successful in our organization.

- Ms. Wiley began working as a part-time dispatcher for the Electric Department.
- April 30, 2013 she began working full-time as a chemical analyst.
- October 26, 2015 promoted to Water Resources Lab Supervisor, replacing Troy Moore who was retiring.
- August 2015 graduated with a Master's Degree in Public Health from the Brody School of Medicine – East Carolina University
- C-Well operator Certification
- Grade 1 Biological Wasterwater Operator Certificate
- Grade 2 Biological Wasterwater Operator Certificate
- Grade 3 Biological Wasterwater Operator and Physical/Chemical Wasterwater Operator Exam on December 10, 2015

WASHINGTON HIGH SCHOOL SOCCER TEAM - 2015

State 2 - A Runner-up



Washington High School Soccer Team
Coach Jim Kozuch,
Assitant Coach Ed Rodriguez
Mayor Hodges

APPROVAL/AMENDMENTS TO AGENDA:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the agenda as presented.

CONSENT AGENDA:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the Consent Agenda as presented.

- A. Adopt – Budget Ordinance Amendment for the FY 2015-2016 Mid-East Commission Area Agency on Aging Grant
 *The Mid-East Aging grant was accepted by Council during the November 23rd Council meeting and a budget ordinance amendment is necessary to adjust the budget accordingly.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
 OF THE CITY OF WASHINGTON, N.C.
 FOR THE FISCAL YEAR 2015-2016**

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 decreased in the amount of \$471 in the account Mideast Grant - Recreation, account number 10-40-3621-3300.

Section 2. That the Estimated Revenues in the General Fund be increased in the amount of \$4,230 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 3. That the following account numbers be increased or decreased in the amounts indicated:

10-40-6123-0301	Part-time Salaries – Mid-East	\$ 449
10-40-6123-4504	Mid-East Grant – Ctr. Operations	1,370
10-40-6123-4501	Mid-East Grant – General Purpose HP	(4,000)
10-40-6123-4505	Mid-East Grant – Health Promotion/Disease Prevention	4,072
10-40-6123-4500	Mid-East Grant Match	<u>1,868</u>
		\$ 3,759

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

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

Adopted this the 14th day of December, 2015.

ATTEST:

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

**s/Jay MacDonald Hodges
 Mayor**

- B. Accept - the Revised FY 2014-2015 Annual Grant from Mid-East Commission Area Agency on Aging
 *The Grace Martin Harwell Senior Center was awarded the annual grant to support and promote senior health and general Senior Center operations for the 2014-2015 budget year. A revised contract was sent in the amount of \$32,635.00 with a \$6,221.00 cash match.

COMMENTS FROM THE PUBLIC:

Susan Murrell – 1610 Van Norden Street, spoke to Council regarding the need for the streets to be swept on a regular basis in her neighborhood.

SCHEDULED PUBLIC APPEARANCES: NONE

CORRESPONDENCE AND SPECIAL REPORTS:

Memo – Budget Transfer – General Fund (accepted as presented)

The Budget Officer transferred \$2,000 of funds between the City Manager and the Building & Grounds Maintenance departments of the General Fund appropriations budget to provide funds for the cleanup around the tennis courts at Bug House Park.

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

10-00-4650-4500	ED Projects	\$5,000
10-00-4400-9201	Transfer to grant funds	\$5,000

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

OLD BUSINESS:

APPROVE - PLANS BY CUNNINGHAM RECREATION FOR THE HAVENS GARDENS “PLAY TOGETHER” GRANT PROJECT

Background and Findings: The Recreation Advisory Committee has reviewed and approved the concept presented by Cunningham Recreation. A Public Meeting was held on November 21, 2015. Of those in attendance, the information gathered has been implemented into this concept.

Kristi Roberson explained that she is only requesting approval for the concept/design, any budget requests will come back at a later date as changes may occur.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council conceptually approved the plans as presented and agreed that any financial obligations will come back to Council for approval.



AUTHORIZE – MAYOR TO EXECUTE THE RURAL ECONOMIC DEVELOPMENT GRANT AGREEMENT, LEGALLY BINDING COMMITMENT AND ASSOCIATED LEGAL DOCUMENTS FOR THE RURAL INFRASTRUCTURE GRANT: HOTEL PROJECT – NEW AGE PROPERTIES GROUP, LLC AND ADOPT A GRANT PROJECT ORDINANCE

BACKGROUND AND FINDINGS: The City received notice in August that the grant to provide water and sewer infrastructure for an 87 room hotel being developed on 15th Street was being awarded. The

infrastructure project cost budget is \$206,400 with \$100,000 of the funding being provided through the grant; \$101,400 from the developer, New Age Properties; and a \$5,000 Local Match that the developer will reimburse. The new job creation requirement for the grant is 20 and are to be maintained for 6 consecutive months. The Mid-East Commission has been engaged to administer the grant.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council authorized the Mayor to execute the Grant Agreement, Legally Binding Commitment, and any other legal documents necessary to consummate the Economic Infrastructure Program Grant to provide publicly owned water and sewer infrastructure for the new hotel being developed on 15th Street and adopted a Grant Project Ordinance.

**GRANT PROJECT ORDINANCE FOR THE RURAL INFRASTRUCTURE EIP GRANT #2016-011-3212-2538 HOTEL PROJECT- NEW AGE PROPERTIES
CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is to provide funds for the design and construction of water and sewer infrastructure improvements for the New Age Properties Hotel Project.

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

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

54-60-4930-4500	Construction	\$ 149,800
54-60-4930-0405	Engineering Design	24,500
54-60-4930-0401	Construction admin./observation	9,500
54-60-4930-0400	Legal	7,600
54-60-4930-9900	Contingency	<u>15,000</u>
	Total	\$ 206,400

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

54-60-3470-0000	Rural Infrastructure Grant	\$ 100,000
54-60-3480-0000	Developer	101,400
54-60-3352-0000	Local City Match	<u>5,000</u>
	Total	\$ 206,400

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

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

Section 7. The Finance Director is directed to report, on a monthly basis, the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, Budget Officer, and Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

Adopted this the 14th day of December, 2015.

ATTEST:

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

**s/Jay MacDonald Hodges
Mayor**

AUTHORIZE/ADOPT – STAFF TO ACCEPT A CHANGE ORDER FROM ETHERIDGE ROOFING FOR THE 7TH STREET GYM ROOF REPLACEMENT PROJECT, AND ADOPT A BUDGET ORDINANCE AMENDMENT

BACKGROUND AND FINDINGS: While the roof of the 7th Street Gym was being replaced several conditions that were outside of the scope of the awarded contract surfaced that required immediate attention. These areas were the metal decking, wood nailers, and gutters. When the old roof was removed significant damage and deterioration of the metal decking became evident and required replacement of 1,500 square feet. Due to the built up nature of several layers of the previous roof the wood nailer perimeter had to be replaced to eliminate a substantial rim around the perimeter of the roof that prohibited adequate drainage off the roof given its basically flat design. The gutters required removal during the process and it was cost effective to replace with new seamless gutters. The attached pictures demonstrate these issues.

<i>Original contract</i>	<i>\$47,575.19</i>
<i>Change order</i>	<i><u>16,888.96</u></i>
<i>Total</i>	<i>\$64,464.15</i>

<i>Budget</i>	<i>54,000.00</i>
<i>Appropriation needed</i>	<i>10,464.15</i>





By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council authorized staff to accept a change order from Etheridge Roofing for the 7th Street Gym roof replacement project and adopted a Budget Ordinance Amendment.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$10,465 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-40-6121-7400, Capital Outlay, Events & Facilities Department portion of the General Fund appropriations budget be increased in the amount of \$10,465 to provide funds for the change order on the 7th Street gym roof replacement project.

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 14th day of December, 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

**APPROVE – PURCHASE AND PURCHASE ORDER OF AMR WATER METERS FROM
MILLER SUPPLY CO., INC.**

BACKGROUND AND FINDINGS: Continuation of budgeted replacement of larger water meters with AMR meters consistent with the type and supplier of previous installations.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council approved the \$96,430 purchase and purchase order for AMR water meters from Miller Supply Co., Inc.

Richard Brooks and Virginia Finnerty. (Due to illness, Doug Mercer’s oath will be administered at a later time.)



NOMINATION OF MAYOR PRO TEM

Mayor Hodges called for nominations for Mayor Pro tem. Councilmember Beeman stated that he would like to make a motion that is in keeping with tradition of the candidate with highest number of votes being nominated as Mayor Pro tem.

Councilmember Beeman nominated Virginia Finnerty as Mayor Pro tem, the nomination was seconded by Councilmember Finnerty. Voting for the nomination: Beeman & Finnerty; voting against: Pitt & Brooks. With the vote resulting in a tie, Mayor Hodges voted for Virginia Finnerty as Mayor Pro tem. Motion carried: 3-2 and Virginia Finnerty was named Mayor Pro tem.

ADOPT - FY2016-2017 BUDGET SCHEDULE

BACKGROUND AND FINDINGS: The attached budget schedule outlines the Council budget strategic planning, budget preparation, review, and adoption schedule.

By motion of Councilmember Beeman, seconded by Mayor Pro tem Finnerty, Council adopted the 2016-2017 Budget Preparation and Adoption Schedule.

Budget Schedule 2016-2017

Scheduled Week Of	Status	Budget Task
11/30/15		CIP template distributed to Management Team
01/04/16		Budget Packets Distributed to Management Team
01/04/16		Outside Agency Budget Requests Distributed
01/11/16		CIP worksheets due back to Finance
01/11/16		CIP review with Manager
01/25/16		Revenue Estimate- Finance
01/25/16		Budget Planning session with Council
01/25/16		Outside Agency Budget Requests Submitted
02/08/16		Outside Agency Presentation to Council
02/15/16		Continuation Budgets submitted to Finance
02/15/16		Expansion Budgets submitted to Finance
02/22/16		CIP review with Council
03/07/16		Budget Compiled by Finance
03/07/16	Schedule 3/9-11	Budget Review with Manager- General Fund
03/14/16		Budget Review with Manager- Electric Fund
03/14/16		Budget Review with Manager- Public Works
04/11/16		Manager's Recommended Budget Presented to Council
04/11/16		Budget Available for Public Viewing at City Clerk's Office, Library, and Web Site
04/18/16		Council Budget Questions/Clarification to City Manager
04/25/16	Scheduled entire week	Council Budget Workshops
04/25/16		Advertise Public Hearing for Budget
05/09/16		Public Hearing- Budget
05/23/16		Budget Adopted
05/23/16		Budget Posted to Web Site

APPOINTMENTS:

APPOINTMENT – OF COUNCIL LIAISONS/REPRESENTATIVES FOR BOARDS, COMMISSIONS AND COMMITTEES

Mayor Hodges presented the following information for Council’s appointments of liaisons.

Planning Board	Larry Beeman
Board of Adjustment	Richard Brooks
Historic Preservation	Virginia Finnerty
Library Board	William Pitt
Housing Authority	Mac Hodges
Recreation Commission	Richard Brooks
Tourism Development Authority	Mac Hodges *
Washington Harbor District Alliance	Mac Hodges *
Human Relations Council	William Pitt
Electric Utilities Advisory Commission	Larry Beeman
Airport Advisory Committee	Doug Mercer
Waterfront Docks Advisory Committee	Virginia Finnerty
Animal Control Board	Doug Mercer
	*Indicates Voting Seat
Organizations with Council representative serving on board	
Economic Development Advisory Board	Doug Mercer
NCEMPA	Doug Mercer
Mid-East Commission	Doug Mercer
Hwy 17 Association	Doug Mercer (Larry Beeman -alternate)
Partnership for the Sounds	Mac Hodges
Mayor’s Association	Mac Hodges
Chamber of Commerce	Mac Hodges

ANY OTHER ITEMS FROM CITY MANAGER: NONE

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

CLOSED SESSION: UNDER NCGS § 143-318.11 (A)(6) PERSONNEL; (A)(3) ATTORNEY/CLIENT PRIVILEGE,143-318.11(A)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION, AND 143-318.10(E) THE PUBLIC RECORDS ACT

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to go into closed session under NCGS 143-318.11 (a)(6) Personnel, (a)(3) Attorney/Client Privilege, (a)(1) Disclosure of Confidential Information and 143-318.10(e) the Public Records Act at 6:50pm.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 7:15pm.

APPROVAL OF BOBBY ROBERSON'S EMPLOYMENT AGREEMENT

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the employment agreement for Bobby Roberson for the City Manager position as presented.

(copy attached)

ADJOURN:

By motion of Councilmember Pitt, seconded by Councilmember Beeman, Council adjourned the meeting at 7:18pm until Monday, January 11, 2016 at 5:30 pm, in the Council Chambers.

(subject to approval of City Council)

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



Letter of Commendation

To: Engineer Jonathan Patterson
From: Director Stacy Drakeford
Subject: 2015 Director's Award
Date: December 18, 2015

This letter of commendation is to recognize that Jonathan Patterson received the 2015 Director's award for his performance during this past year. Engineer Patterson has stepped up this year and assisted in all aspects of our department moving to the Paramedic level. He has assisted in keeping up with inventory, providing input into the supplies that are purchased. He has shown great strides in moving our department toward being a better agency to our citizens. He volunteered to help in doing these functions and has been an integral part in growing our agency.

Stacy



Letter of Commendation

To: FF/EMT-I Brent Hamilton

From: Robbie Rose, Fire Chief 
Captain Jonathan Hardin

Subject: Exemplary Performance Award

Date: December 18, 2015

The Exemplary Performance Award is awarded to members or teams who display noteworthy service either during a specific event or an extended period. Firefighter Hamilton has been very proactive around the department this past year both in career development and special projects within the department. During this time period he has obtained his Fire Inspector Level I, Fire Instructor Level I, Fire Officer Level 2, and completed the very challenging week long NC Breathing Equipment School which is centered around firefighter safety and survival. Along with these extra training activities, he has also made progress on his Associate's Degree. Around the station he has undertaken on two significant projects that include the refinishing of the kitchen table at station 2 which included Fire Department Logos, and the renovation of the small boat which included painting and complete overhaul of all components. Firefighter Hamilton is be commended for his dedicated efforts.



Letter of Commendation

To: FF/EMT-I Robbie Cox

From: Robbie Rose, Fire Chief
Captain R.M. Flowers 

Subject: Exemplary Performance Award

Date: December 18, 2015

The Exemplary Performance Award is awarded to members or teams who display noteworthy service either during a specific event or an extended period. Firefighter Robbie Cox took on the task of designing and building a new kitchen table for fire station one. This table is completely handmade of solid wood and inlaid with departmental logos and colors. The table was covered with a polyurethane coating and has gained much attention and praise from personnel within the department as well as others from outside of the department. Firefighter Cox is to be commended for his time and dedicated efforts to this project.





Letter of Commendation

To: Captain R. M. Flowers
From: Robbie Rose, Fire Chief 
Subject: Award of Excellence
Date: December 18, 2015

The Award of Excellence is awarded annually to a member who has consistently displayed an exceptional proficiency to duty and has demonstrated a continual effort toward meeting the department's mission and vision over an extended period. This award is specifically related to Captain Flower's work this past year in the purchasing of a new EMS Ambulance that included overseeing the specification process and delivery of the truck to our department which was recently placed in service. Captain Flowers was also instrumental in the unexpected replacement of a fire engine that we have also recently placed in service. This process included reading over specifications of several trucks that were available and deciding which truck would best fit out immediate needs. Once that process was completed he worked with the vendor in completing the process and preparing the truck for delivery. Captain Flowers is to be commended for his dedicated efforts with these projects, and his continued dedicated efforts to this department.

REC



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Robbie Rose, Fire Chief
Date: January 4, 2016
Subject: 2015 AFG Grant
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council approve and support an application by Washington Fire Department for the 2015 FEMA Assistance to Firefighters Grant.

BACKGROUND AND FINDINGS:

This grant request is in the amount of \$55,000. This request represents a 95% federal share of \$52,381 and our 5% match of \$2,619. The application will be for 22 hand held radios that are of rugged construction, intrinsically safe, and water submersible at a projected FEMA allowed cost of \$2,500 each. These radios will provide a high level of safety for personnel in the many hazardous environments they encounter. These radios will also be dual band that includes the VIPER communications that will enable interoperability with a wide variety of outside local and state agencies. The application period for this grant is December 7, 2015 through January 15, 2016.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

Currently Budgeted (Account _____) Requires additional appropriation 5% matching funds of \$2,875 No Fiscal Impact

SUPPORTING DOCUMENTS

City Manager Review: 1/7 Date Concur ML Recommend Denial No Recommendation



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Stacy Drakeford, Director Police and Fire Services
Date: January 4, 2016
Subject: North Carolina Crime Commission Grant
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council authorize the Washington Police Department to apply for the North Carolina Crime Commission grant. The grant will not exceed \$25,000.

BACKGROUND AND FINDINGS:

The grant funds will be used to continue upgrades to the department's internal communication system. Currently, the police department communication repeater system is 12 years old. After discussion with several communication vendors, the system has reached its end of life expectancy due to technological advancement. The city communication system will be transferring from an analog system to a digital system. Last budget year, the council provided for the purchase of new digital mobile and portable VHF radios. There is no local match.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Manager Review: 360 Concur _____ Recommend Denial _____ No Recommendation

1/7 Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Stacy Drakeford, Director of Police/ Fire Services
Date: January 4, 2016
Subject: Award Patrol Officer Jerry Seighman his police shield and service weapon upon retirement.
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

The purpose of this Council Action is to request that Patrol Officer Jerry Seighman be awarded his police shield and service weapon upon his retirement on December 29, 2015. This request is made in accordance with N.C.G.S 20-187.2 (e) and past traditions of the Washington Police Department.

BACKGROUND AND FINDINGS:

Patrol Officer Jerry Seighman began his employment with the City of Washington Police Department on May 31, 1987. On December 29, 2015, Officer Seighman retired from the City of Washington after 28+ years of service. I would like to request that the City Council award to Officer Seighman his police shield and declare as surplus his service weapon Glock Model #21, Serial # VSE 256, to be awarded to him for 28+ years of service to the City of Washington.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Bill of Sale

**NORTH CAROLINA
BEAUFORT COUNTY**

BILL OF SALE

THIS BILL OF SALE is made and entered into as of the 29th day of December, 2015, from the **CITY OF WASHINGTON**, a North Carolina municipal corporation, (hereinafter, referred to as the "City") to **GERALD J. SEIGHMAN, JR.** an individual and Senior Police Officer with the City of Washington Police Department, (hereinafter referred to as "Officer Seighman")

WITNESSETH

WHEREAS, North Carolina General Statute § 20-187.2(a) authorizes the governing body of a municipal law-enforcement agency, upon request and in its discretion, to award the badge, at no cost, and the service side are, at a price to be determined by the governing body, of a retiring member of the municipality's law-enforcement agency upon said retiring member securing a permit for said service side arm as may be required by North Carolina General Statute § 14-402 et seq. or North Carolina General Statute § 14-409.1 et seq.

WHEREAS, Officer Seighman is retiring from the City of Washington Police Department after more than 28 years of valuable service to its citizens as of December 29, 2015.

WHEREAS, Officer Seighman has requested that he be allowed to take ownership of his shield and service weapon, a Glock Model #21, Serial # VSE256, upon his retirement.

WHEREAS, in consideration of the foregoing, including but not limited to Officer Seighman's 28 years of valuable service, the City Council has declared said shield and service weapon surplus property, waived any public notice, and hereby conveys title to said shield and service weapon to Officer Seighman.

NOW THEREFORE, the City, in return for valuable consideration, including but not limited to Officer Seighman's 28 years of valuable service as well as Officer Seighman obtaining any permit required by North Carolina General Statute § 14-402 et seq., North Carolina General Statute § 14-409.1 et seq., and/or any other applicable law, the receipt and legal sufficiency of which consideration is hereby acknowledged by the City has bargained and sold, and does, by this instrument, bargain, sell, and convey to Officer Seighman, his successors and assigns, said shield and service weapon.

TO HAVE AND TO HOLD said shield and service weapon fee simple subject to Officer Seighman obtaining as well as maintaining any permit required by North Carolina General Statute § 14-402 et seq., North Carolina General Statute § 14-409.1 et seq., and/or any other applicable law, and executing the attached Request For and Acceptance of Transfer of Shield and Service Side Arm Ownership and Release.

The City covenants that it is seized of said shield and service weapon in fee, that it has the right to convey the same pursuant to this Bill of Sale, that the property is free and clear of all liens and encumbrances, and that it will warrant and defend the title to the same against the lawful claims of any person.

IN WITNESS WHEREOF, The City has duly executed this Bill of Sale pursuant to proper authority duly given, as of the date and year first above written.

CITY OF WASHINGTON

ATTEST:

CYNTHIA S. BENNETT, City Clerk

By: _____
JAY MACDONALD HODGES, Mayor

COUNTY OF BEAUFORT
STATE OF NORTH CAROLINA

I, _____, a Notary Public of the State and County aforesaid, certify that Cynthia S. Bennett personally appeared before me this day and acknowledged that she is City Clerk of the City of Washington, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by Jay MacDonald Hodges, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk:

WITNESS my hand and official seal, this _____ day of _____ 2016.

NOTARY PUBLIC

My Commission expires: _____.

**NORTH CAROLINA
BEAUFORT COUNTY**

**REQUEST FOR AND ACCEPTANCE OF TRANSFER OF SHIELD
AND SERVICE SIDE ARM OWNERSHIP AND RELEASE**

Know all persons by these presents, I, the undersigned, do hereby request and accept ownership of my shield and service side arm, Glock Model #21, Serial # VSE256, heretofore the property of the Washington Police Department and the City of Washington, upon my retirement on December 29, 2015.

I hereby verify that I have/will secure any license or permit required by North Carolina General Statute § 14-402 et seq, § 14-409.1 et seq, and/or any other applicable law.

Upon execution of this document and in consideration of said transfer of ownership, which consideration is acknowledged to be sufficient and legally binding, I do for myself; my heirs, executors, personal agents, personal representatives, administrators, successors and assigns, hereby unconditionally release, hold harmless, indemnify, acquit, and forever discharge the Washington Police Department, the City of Washington, and their respective present and former employees and elected officials, in both their individual and official capacities; agents; representatives; attorneys; insureds; successors; and assigns; and each of them, respectively, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, losses, penalties, attorney's fees, and all consequential, general, special, and punitive damages or liabilities, of every kind, known or unknown, on account of; arising from, or in any way related to or growing out of said transfer of ownership, my subsequent ownership, and any subsequent action or conduct related thereto.

This the _____ day _____, 2016. (SEAL)

GERALD J. SEIGHMAN, JR.

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, _____, a Notary Public of the County and State aforesaid, certify that GERALD J. SEIGHMAN, JR., who is personally known by me or has produced satisfactory evidence of identity, appeared before me this day and acknowledged the voluntary execution of the foregoing instrument.

WITNESS my hand and official stamp or seal, this the _____ day of _____, 2016.

Notary Public

My Commission Expires: _____



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Whaley, Purchasing Agent
Date: December 22, 2015
Subject: Declare Surplus/Authorize Electronic Auction of Vehicles through GovDeals

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

RECOMMENDATION:

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

BACKGROUND AND FINDINGS:

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

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
655	2005 Chev. Astro Van	Meter Shop	1GNDM19X95B127246	117,888
480	2011 Chev. Silverado Truck	Public works	1GCEC14X25Z260882	216,695
121	2000 Jeep Cherokee	Inspections	1J4FT48S5YL178618	124,274

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS:

City Manager Review: *AW* Concur _____ Recommend Denial _____ No Recommendation
1/7 Date

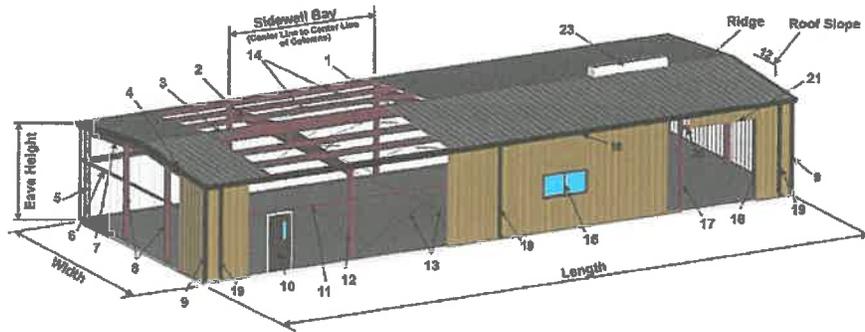
BC PAL

**Aviation, Technology and Fitness
Center**
Proposal

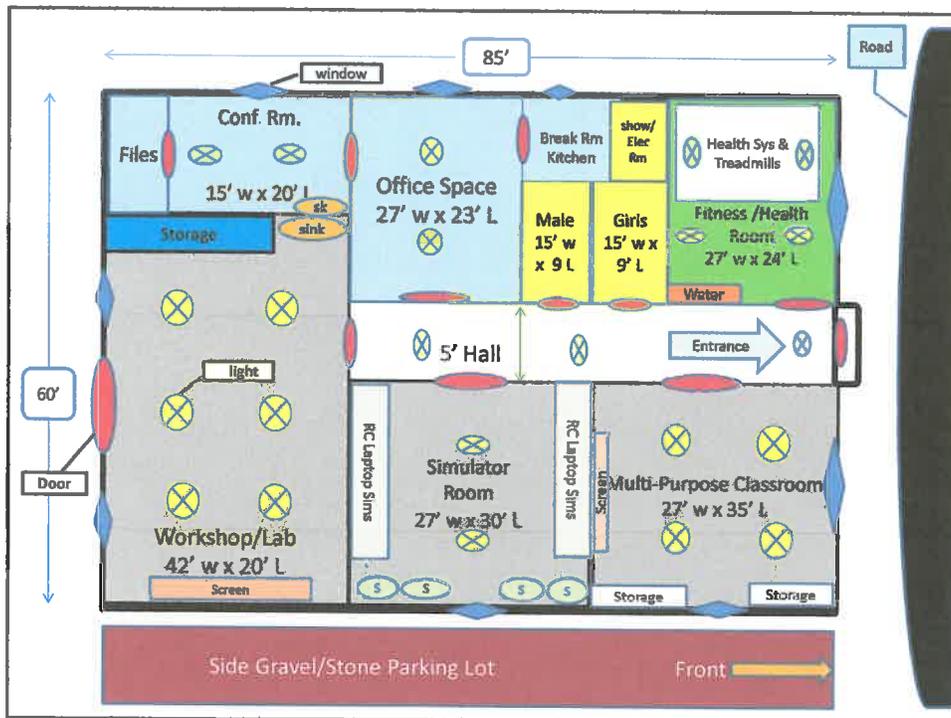


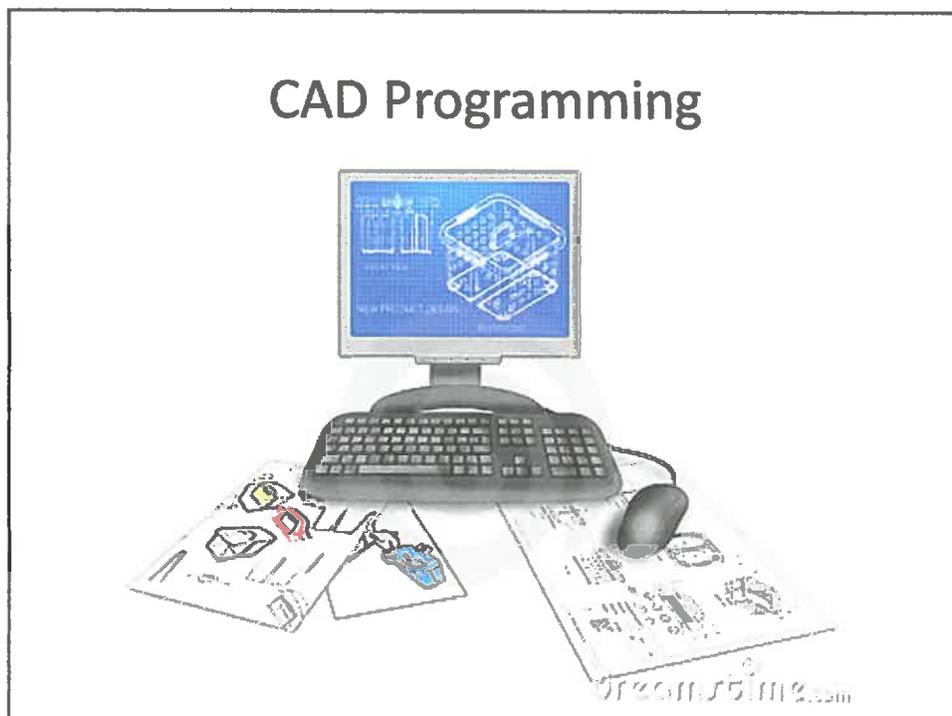
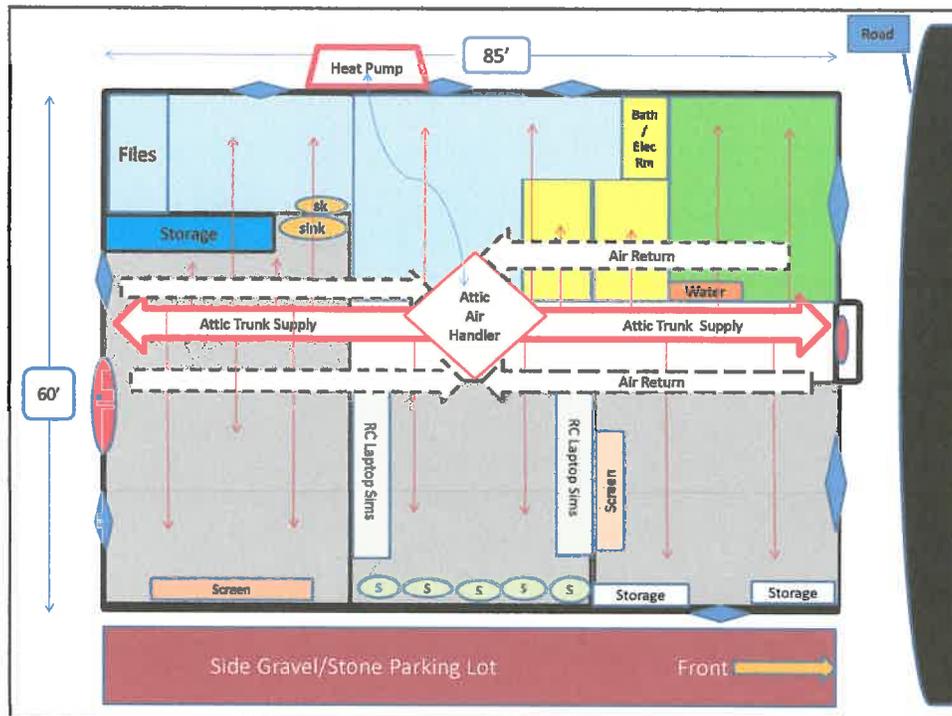
BC

The Building; 60' W x 85' L x 10' H



- | | | | |
|-------------------|---------------------|--------------------------|----------------------------|
| 1 - Eave Strut | 6 - Endwall Girt | 12 - Frame Column | 18 - Jamb Trim |
| 2 - Frame Rafter | 7 - Endwall Rafter | 13 - Rod Bracing | 19 - Downspout |
| 3 - Ridge Cap | 8 - Endwall Columns | 14 - Purlins | 20 - Framed Opening Header |
| 4 - Gable Trim | 9 - Corner Trim | 15 - Window | 21 - Door Head Trim |
| 5 - Corner Column | 10 - Walk Door | 16 - Gutter or Eave Trim | 22 - Roof Slope |
| | 11 - Sidewall Girt | 17 - Framed Opening Jamb | 23 - Ridge Vent |

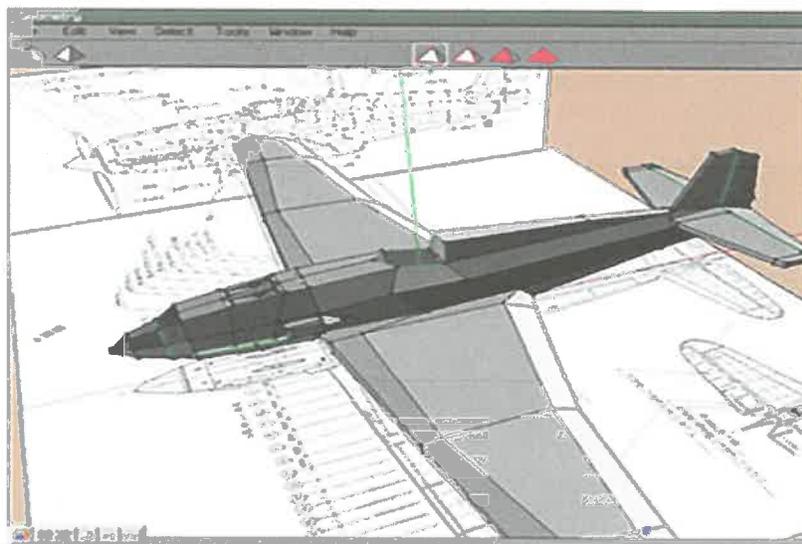




3D Printer



3D Airfoil Design



Wind Tunnel



Electric Go Kart Workshop



Shell Eco-Marathon Program



X Force Flight Simulators



Computer Literacy and RC Simulation



RC Aircraft



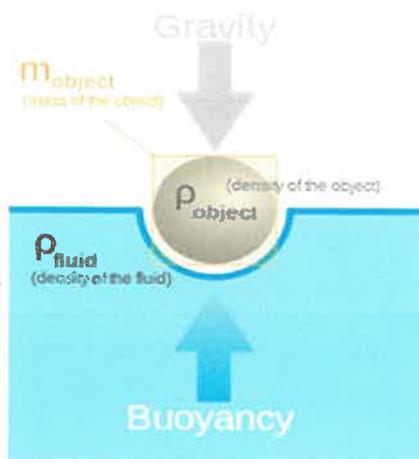
Rocketry (NASA & NC Space Grant Program))



Kit Airplane Program



Boat Safety and Buoyancy



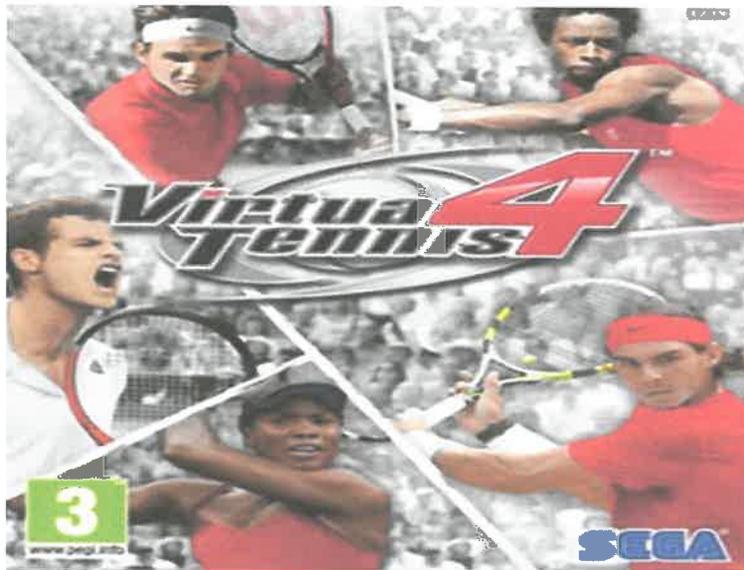
POLAR TriFit Assessment System



Treadmills



Indoor Virtual Tennis Program



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

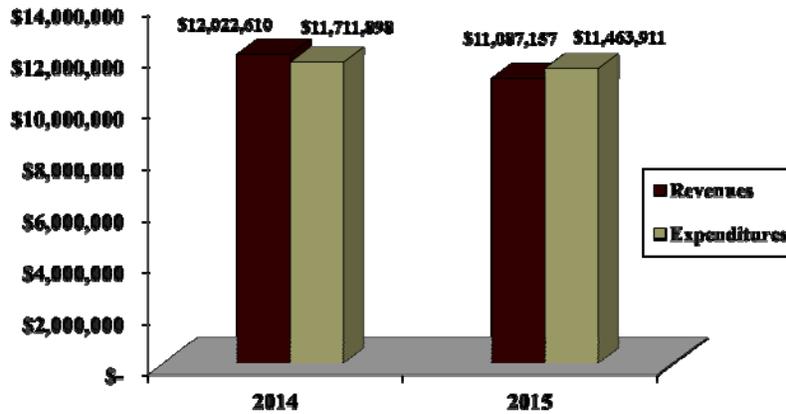
City of Washington
2015 Audited Financial Statements

Audit Highlights

- ❑ Unmodified opinion
- ❑ No significant deficiencies or material weaknesses in internal control
- ❑ Cooperative staff

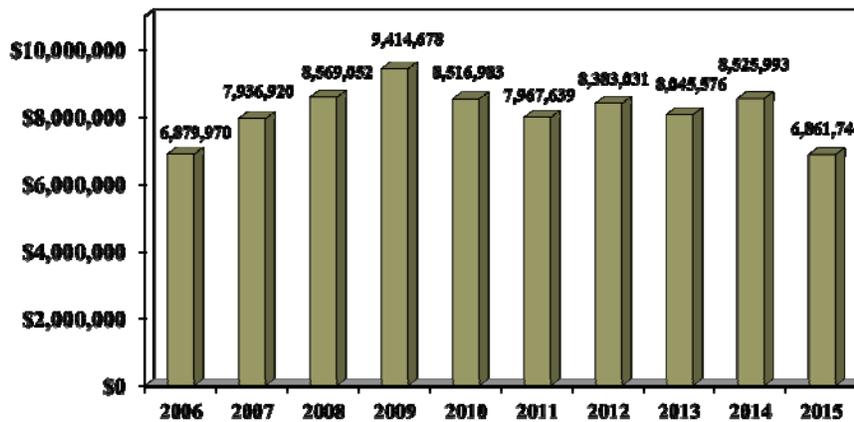
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

General Fund Revenue and Expenses (before Transfers and Debt Issued)



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

Fund Balance – General Fund



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

Available Fund Balance

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance
 Less: Non spendable (not in cash form, not available)
Less: Stabilization by State Statute (by state law, not available)
 Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

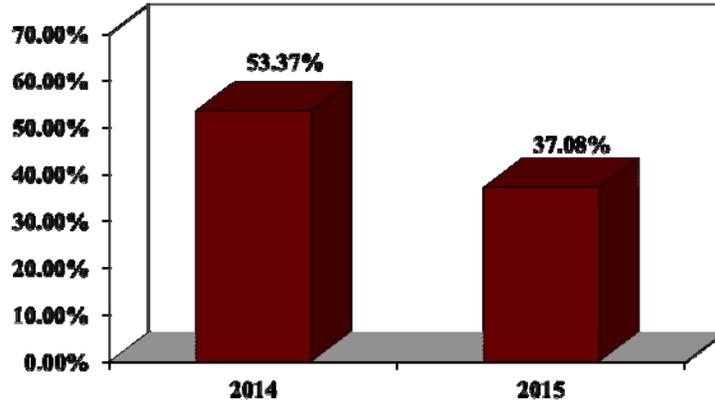
MARTIN·STARNES
 & ASSOCIATES, CPAs, P.A.

Fund Balance Position-General Fund

□	Total Fund Balance	\$ 6,861,744
	Non spendable	- 191,555
	Stabilization by State Statute	<u>- 1,604,856</u>
□	Available Fund Balance	\$ 5,065,333
□	Available Fund Balance 2014	\$ 6,644,822
□	Decrease in Available FB	\$ 1,579,489

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

Available Fund Balance as a Percent of Expenditures – General Fund

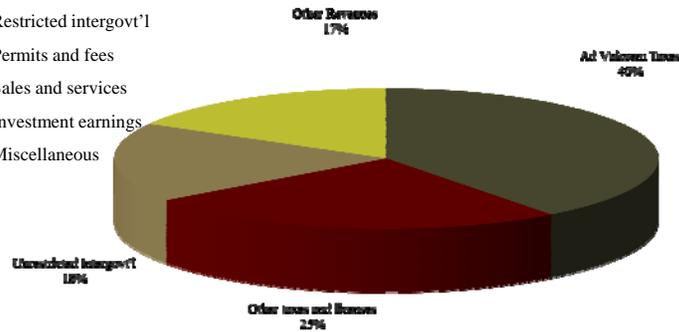


MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

Top 3 Revenues: General Fund

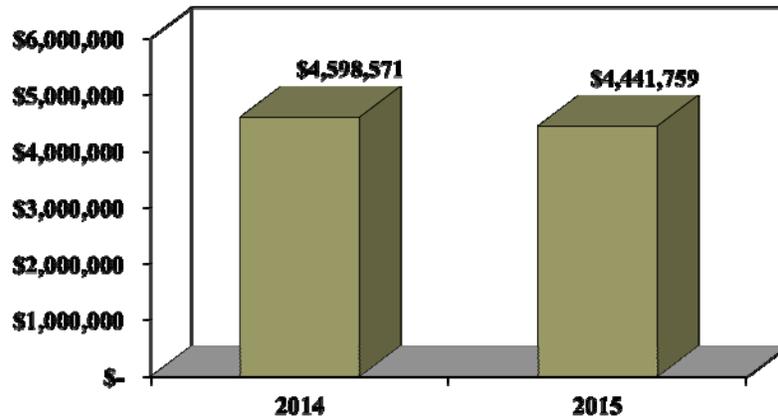
Other Revenues:

- Restricted intergov't
- Permits and fees
- Sales and services
- Investment earnings
- Miscellaneous



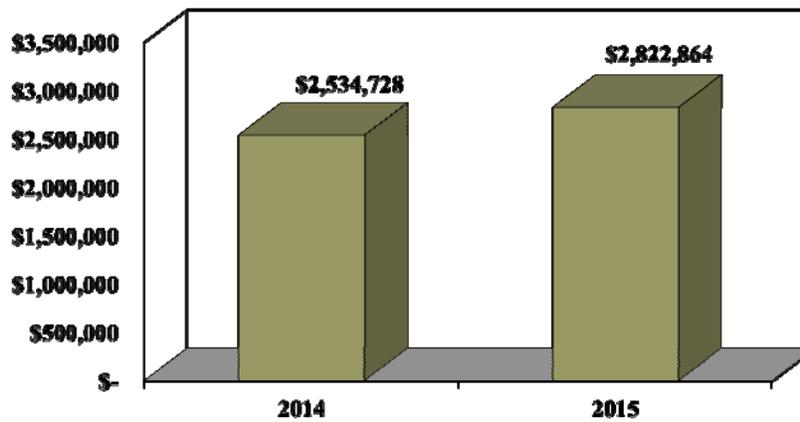
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

Ad Valorem Taxes



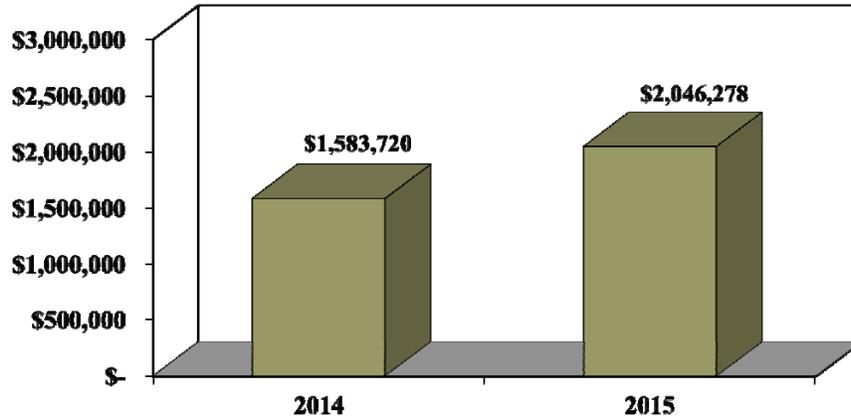
MARTIN · STARNES
& ASSOCIATES, CPAs, P.A.

Other Taxes and Licenses



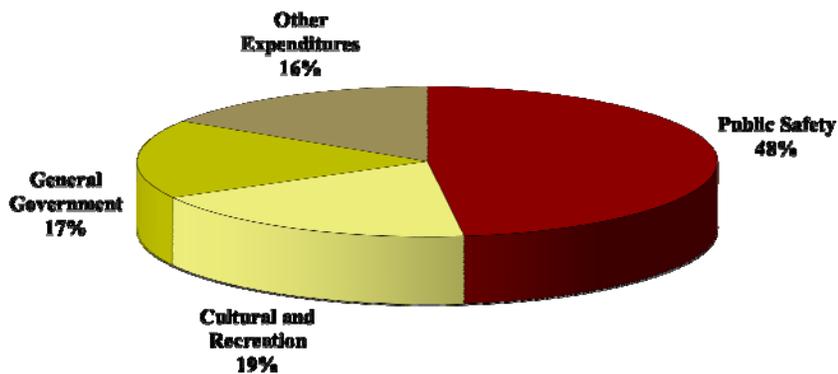
MARTIN · STARNES
& ASSOCIATES, CPAs, P.A.

Unrestricted Intergovernmental



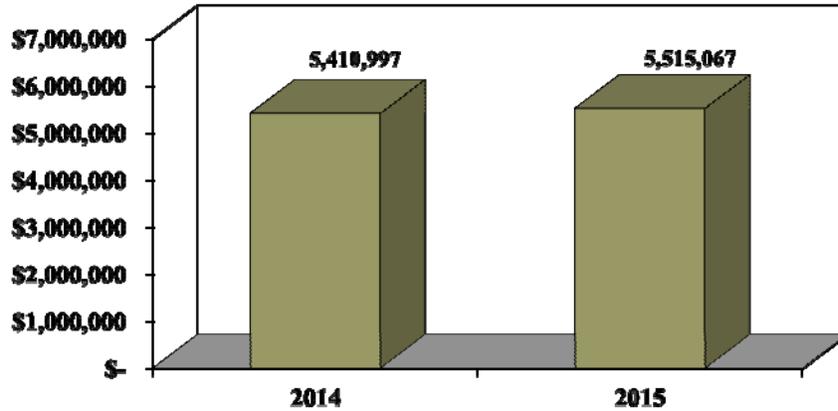
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

Top 3 Expenditures: General Fund



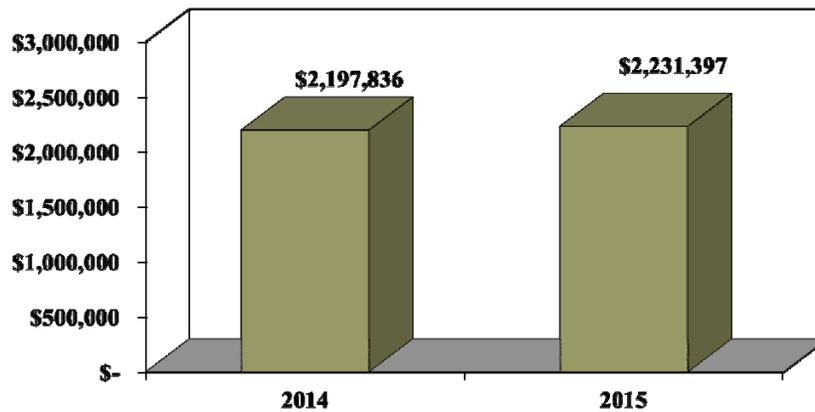
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

Public Safety



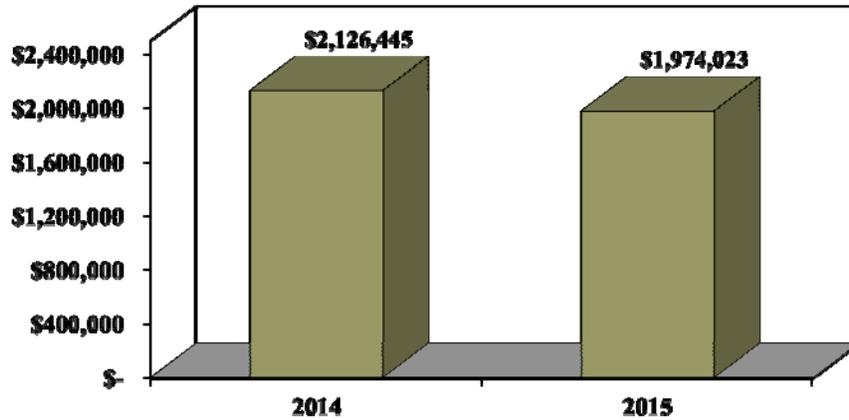
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

Cultural and Recreation



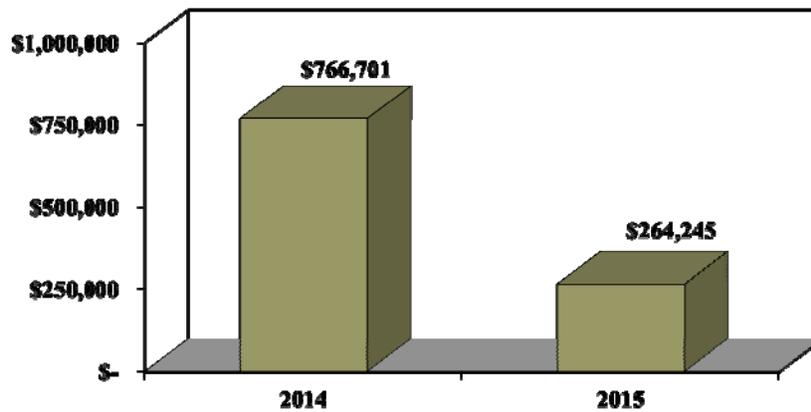
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

General Government



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

Debt Service



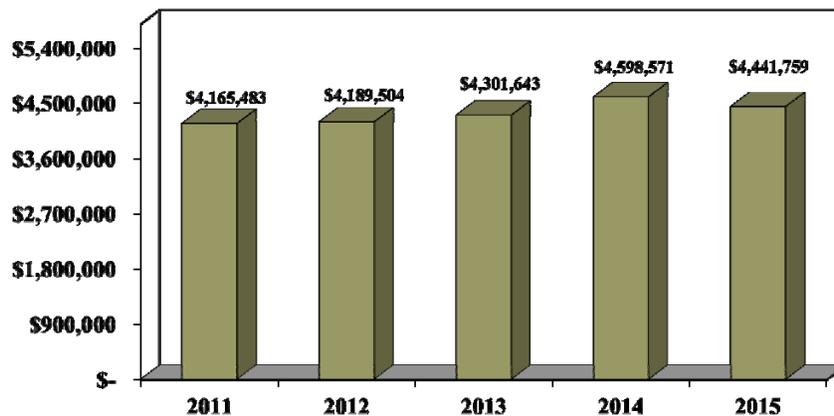
MARTIN · STARNES
& ASSOCIATES, CPAs, P.A.

Other Governmental Funds

✓ Total Revenues 2015	\$	162,236
✓ Total Expenditures 2015		237,236
✓ Other Financing Sources		35,625
✓ Net Change in Fund Balance		(39,385)
✓ Ending Fund Balance		1,089,501

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

Property Tax Trend for Collections in the Fiscal Year of the Levy



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

**Enterprise Funds
Operating Income (Loss)
Modified Accrual**

	Water	Sewer	Electric	Stormwater Utility	Non Major
Income/loss	503,600	(128,931)	1,058,547	(34,006)	(219,276)
Transfers out	(255,609)	(69,178)	(568,708)	-	-
Income/loss before incoming transfers	247,991	(198,109)	489,839	(34,006)	(219,276)
Debt issued	-	-	-	-	-
Transfers In	112	112	-	-	256,204
Total Income(Loss)	248,103	(197,997)	489,839	(34,006)	36,928

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

**Enterprise Funds
Available Resources for Future Obligations
June 30, 2015**

	Water	Sewer	Electric	Stormwater Utility	Nonmajor
Unrestricted Cash and Investments	2,659,066	1,978,919	5,111,030	455,674	762,212
Accounts Receivable/Due from	664,457	509,193	4,312,768	52,773	251,203
Available resources	3,323,523	2,488,112	9,423,798	508,447	1,013,415
Current Liabilities	234,527	265,706	3,874,312	382,639	121,735
Total Available for non-current obligations	\$ 3,088,996	\$ 2,222,406	\$ 5,549,486	\$ 125,808	\$ 891,680
Annual Operating Expenses Cash Basis	\$ 2,676,553	\$ 3,095,267	\$ 35,630,129	\$ 623,090	\$ 1,916,633
2015 Available resources as a % of expenditures	115%	72%	16%	20%	47%
2014 Available resources as a % of expenditures	107%	80%	13%	27%	45%
Total General Fund fund balance as a % of General Fund expenditures is 50.23%					

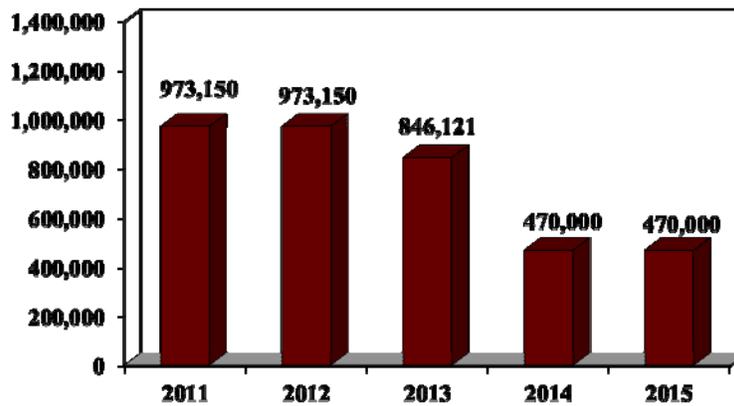
MARTIN·STARNES
& ASSOCIATES, CPAs, P.A.

Electric Fund Available Resources for Future Obligations

	2011	2012	2013	2014	2015
Unrestricted Cash and Investments	\$ 4,930,562	\$ 5,185,729	\$5,063,190	\$4,632,596	\$5,111,030
Accounts Receivable/Due from	5,143,357	4,724,608	4,231,786	4,191,675	4,312,768
Available resources	10,073,919	9,910,337	9,294,976	8,824,271	9,423,798
Current Liabilities	4,481,701	4,261,655	4,160,137	4,079,174	3,874,312
Total Available for non-current obligations	\$ 5,592,218	\$ 5,648,682	\$ 5,134,839	\$ 4,745,097	\$ 5,549,486
Annual Operating Expenses					
Cash Basis	\$ 37,337,751	\$ 36,712,756	\$35,948,140	\$36,490,082	\$35,630,129
Available resources as a % of expenditures	15%	15%	14%	13%	16%

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

Electric Fund Transfers to General Fund



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



**Discussion
&
Questions**



**City of Washington
2015**

MARTIN · STARNES

& ASSOCIATES, CPAs, P.A.


City of
Washington
NORTH CAROLINA
MEMORANDUM

To: Mayor Hodges & Members of the City Council
From: Stacy Drakeford, Director of Police/ Fire Services
Date: January 4, 2016
Subject: Beaufort County E911 Communications

On January 6, 2016, the Beaufort County E-911 communication implemented protocols for Emergency Medical Dispatch for all EMS services in Beaufort County. Prior to this change, the city of Washington and Beaufort County operated under an agreement date November 21, 2011. This agreement implemented protocols for answering E-911 calls and transferring those calls to Washington PD dispatch center. Beaufort E-911 will continue to transfer police and fire calls to the city.

North Carolina General Statute 143-517. Ambulance support; free enterprise.
Each county shall ensure that emergency medical services are provided to its citizens. Nothing in this article affects the power of local governments to finance ambulance operations or to support rescue squads.

The general statute places the responsibility of ensuring citizen access to EMS to the Board of County Commissioners for each county. Also, it established a local EMS system with no more than one system per county.

During the past year, Beaufort County E911 telecommunications received Emergency Medical Dispatch certification. This certification allows the telecommunicator to dispatch using the Medical Priority Dispatch System.

While receiving the call the telecommuicator will ask questions that will assist the telecommunicator in selecting the appropriate protocol for each call for service. Emergency Medical Dispatch strives to provide a higher level of service, by obtain detail information about the caller condition, accessing symptoms, and provide pre- arrival instructions to the caller.

The EMD dispatch system or protocols are based on the triage of the call at the dispatch level. Using the protocols, the dispatcher will set the priority and dispatch the resources to the level of call. The way the priority is set, the highest level or priority will be an ECHO response to the lowest level or priority of an omega response.

Under the priority the following response is set:

1. ECHO will include a Paramedic response, Fire response, law response, Vol. response (in their district). **All units run HOT. (this is life threatening)**
2. Delta will include a Paramedic response, (may include fire or law response), Vol. response (in their district). **All units run Hot**
3. Charlie will include a Paramedic response and Vol. (in their district) **All units run HOT**
4. Bravo will dispatch a BLS unit VOL. (in their district) or paramedic. **Only the first responding unit will run HOT, all other will run routine**
5. Alpha will dispatch a BLS unit Vol (in their district) or paramedic. **No units will run HOT all routine response**
6. Omega will dispatch a BLS unit Vol (in their district) or closest unit. **No units will run HOT all routine response**

*9-1-1 PROCEDURAL AGREEMENT BETWEEN THE WASHINGTON POLICE
COMMUNICATIONS CENTER AND BEAUFORT COUNTY 9-1-1 CENTER*

WHEREAS, the leadership of the City of Washington and Beaufort County, have directed the Washington Police Communications Center and Beaufort County 911 Center to enter into a shared responsibility for the handling of 9-1-1 emergency calls.

WHEREAS, It has been agreed that the Beaufort County 911 Center will receive the initial 9-1-1 calls, and if the emergency is within the city limits of Washington, the Washington Police Communications Center will be ultimately responsible for the handling and dispatching all Police/Fire/Rescue/EMS calls.

WHEREAS, each agency entering into this contract recognizes that many emergencies, including, but not limited to, police, fire, rescue, EMS, haz-mat, natural disaster, terrorist attack, man-made disasters, and,

WHEREAS, the Beaufort County 911 Center agrees to transfer all City of Washington 911 calls to the Washington Police Department, considering that time and the nature of incident allows a transfer,

WHEREAS, the Beaufort County 911 Center will immediately contact the Washington Police Department to provide the detailed information regarding the emergency, considering the call did not allow a transfer to the Washington Police Communications Center. At this point, the Washington Police Communications Center will assume responsibility and handling of the emergency.

WHEREAS, it has been agreed upon between the Beaufort County 911 Center and Washington Police Communications Center, that each agency will obtain all necessary information from the caller(s) and,

WHEREAS, each jurisdiction is responsible for obtaining all necessary information in order to dispatch all necessary resources and provide each resource with as much detail as possible.

WHEREAS, the Beaufort County 911 Center agrees that upon receiving updated and/or additional information related to the emergency at hand, the Washington Police Communications Center will be notified immediately of the information by way of telephone and/or an administrative message through D.C.I.



MEMORANDUM

Date: January 4, 2016

To: Mayor and City Council

From: John Rodman, Community & Cultural Services

RE: Municipal Pier Public Access Grant Project

The City of Washington received a grant from the NC Division of Coastal Management Public Beach and Waterfront Access Funds "Fast Track" grant program for year 2014 for the construction of a municipal pier located along the promenade at the intersection with Harding Square.

The NC Public Beach and Waterfront Access Program is a matching grant program administered by the Department of Environment and Natural Resources. The City received a grant award in the amount of \$120,000.

For construction projects local government match for Tier 2 counties must be at least 20% of the total project costs. At least ½ of the local contribution (12.5% of the total cost) must be cash; the remainder may be in-kind. The City will contribute \$15,000 in local cash match and \$15,000 in in-kind services.

The public municipal pier is 63 feet long and 1591 square feet in area that allows access on the Pamlico River. The pier contains a gazebo and benches in order to enjoy "being on" the water.

The municipal pier grant project has been completed and the City is ready to return the necessary paper work in order to close out the grant.

Attached for your review are a grant summary report and a construction budget report.

If you have any questions please don't hesitate to let me. Thanks for your assistance.

Contract No: 6037
Project Name: "Peoples" Pier
Project Sponsor: City of Washington
Project Description: Public municipal pier that is 63 feet long and 1591 square feet in area that allows access on the Pamlico River.

Project Funding: Grant Amount \$120,000 Local Cash Match \$15,000.00 Local In-Kind Match \$15,000.00 Total Project Cost \$150,000.00

Task/Product/Activity	Grant \$	Local \$ Match	In-Kind Non-Cash Match	TOTALS	Comments
Pier Construction	\$ 61,124.00	\$ 13,500.00		\$ 74,624.00	Sawyers Marine Construction & City of Washington
Gazebo Construction	\$ 7,000.00	\$ 1,500.00		\$ 8,500.00	Sawyers Marine Construction & City of Washington
Polygon Cost (Gazebo)	\$ 25,665.00			\$ 25,665.00	Carolina Park & Play - Purchase of Gazebo
Electrical	\$ 5,315.75			\$ 5,315.75	Advanced Electrical, Destination Lighting, Michael Jarvis
Additional Items	\$ 4,335.30			\$ 4,335.30	Sawyers Marine Construction, DeHoog Metal
Misc. Items	\$ 12,759.95			\$ 12,759.95	Builders 1st Source, Cox Industries, Benches, Signs
Site Preparation	\$ 2,300.00			\$ 2,300.00	Pamlico Turf Management
Engineering/Design	\$ 1,500.00	\$ 5,444.50		\$ 6,944.50	Jarvis Consulting, Mosley Design, Coastal Planning
Existing Pilings			\$ 13,311.00	\$ 13,311.00	Pilings owned by the City of Washington
Associated Costs (Indirect)				\$ -	Lowes, Tractor Supply, Destination Lighting
CAMA Permit - Modification		\$ 100.00		\$ 100.00	Minor Permit modification
Personnel Support			\$ 3,335.54	\$ 3,335.54	Public Works, Utilities, Building Inspection, Administrative
TOTALS	\$ 120,000.00	\$ 20,544.50	\$ 16,646.54	\$ 157,191.04	

Difference \$ (5,444.50) \$ (1,646.54)

Project Cost	\$ 157,191.04
Grant % of Cost	76.3%
Local Match % of Cost	23.7%
Local Match \$	37,191.04
% Cash	13.1%
% Non-Cash	10.6%

NC Division of Coastal Management
 NC Public Beach and Coastal Water Access Program 2014

City of Washington – “Peoples” Pier Access Project

Contract #6037

Construction Budget Report

<u>Construction Costs</u>	<u>Paid Amount</u>	<u>Vendor</u>
Pier Construction (Contract)	\$ 74,624.00	Sawyers Marine
Polygon Construction (Contract)	\$ 8,500.00	Sawyers Marine
Polygon Purchase	\$ 25,665.00	Carolina Parks
*Additional Items	\$ 4,335.30	Sawyers Marine
Sub-total	\$113,124.30	
 <u>Misc. Items</u>		
Benches for Pier (3)	\$ 5,075.00	Carolina Parks
Purchase Additional Pilings (10)	\$ 4,495.57	Builders 1 st Source
Late Fee	\$ 73.38	Builders 1 st Source
Signs for Pier Access	\$ 175.00	Hudson Signs
Installation of Signs	\$ 169.00	Advanced Electrical
Existing Pilings Redipped (28)	\$ 2,772.00	Cox Industries
Sub-total	\$ 12,759.95	
 <u>Electrical Construction</u>		
Electrical	\$ 5,090.75	Advanced Electrical
Lighting Fixtures	\$ 225.00	Michael Jarvis
Sub-total	\$ 5,315.75	
Engineer/Design – Final	\$ 1,500.00	Jarvis Consulting
Site Preparation – Final	\$ 2,300.00	Pamlico Turf
Total:	\$135,000.00	

<i>*Additional Items: Pier Construction</i>	
<i>Change Bolts & Countersink</i>	\$ 1,800.00
<i>Change Railing Caps & Paint</i>	\$ 800.00
<i>Additional Caps</i>	\$ 300.00
<i>Installed Conduit</i>	\$ 1,200.00
<i>Additional Metal Roof</i>	\$ 235.30
<i>Total</i>	\$ 4,335.30

Cash/In-Kind Budget Report

Cash Match

	<u>Amount</u>
City of Washington	\$ 15,000.00

Planning Costs

	<u>Amount</u>	<u>Vendor</u>
Conceptual Plans & Report	\$ 2,944.50	Coastal Planning Mosley Design
Engineered Plans	<u>\$ 2,500.00</u>	
Sub-total	\$ 5,444.50	
CAMA – Permit (Modification)	\$ 100.00	NCDCM
Total	\$ 20544.50	

In-Kind Services

Existing Dock Pilings (29) (29 @50' x \$459 = \$13,311)	\$ 13,311.00	City of Washington
--	--------------	--------------------

Personnel Support

Public Works (Safety)	\$ 618.32	City of Washington
Electric Utilities (Power)	\$ 507.82	City of Washington
Chief Building Inspector (Field Inspections)	\$ 1,146.40	City of Washington
Building Inspections (Permit Fees)	\$ 107.00	City of Washington
Planning Director (Administration)	<u>\$ 956.00</u>	City of Washington
Sub-total	\$ 3,335.54	
Total	\$ 16,646.54	

Mayor
Mac Hodges

City Manager
Bobby Roberson



Washington City Council
Richard Brooks
Virginia Finnerty
Doug Mercer
Larry Beeman
William Pitt

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, C.F.O.
Date: January 11, 2015
Subject: Budget Transfer- General Fund

The Budget Officer transferred \$2,000 of funds between the City Manager and the Building & Grounds Maintenance departments of the General Fund appropriations budget to provide funds for the cleanup around the tennis courts at Bug House park.

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

A handwritten signature in blue ink, appearing to be "M. Rauschenbach", located in the bottom right corner of the page.

Request for Transfer of Funds

Date: 12/14/2015

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

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

	Department	Account Number	Object Classification	Amount
FROM:	10-00-4120	0200	Salaries	2,000
TO:	10-40-6130	1502	M/R Parks	2,000

For the purpose of: Clean up around tennis courts at Bug House park.

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

12/14/15



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Robbie Rose, Fire Chief
Date: January 4, 2016
Subject: Local Fireman's Relief Fund Board Appointments
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that the City Council reappoint Charles M. Alligood Jr. as the Fire Department designated appointee and reappoint Raymond Williams as the City Council designated appointee to the Local Fireman's Relief Fund Board for a new term of two years to expire in January 2018.

BACKGROUND AND FINDINGS:

The purpose of this agenda item is to consider reappointment of Charles M. Alligood Jr. (Fire Department Appointee) and reappointment of Raymond Williams (City Council Appointee) by the City Council to the Local Fireman's Relief Fund Board. Both of these current appointments expire January 2016.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

City Manager Review: Date 1/7 Concur [Signature] Recommend Denial No Recommendation



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Frankie Buck, Public Works Director
Date: 1-4-2016
Subject: Approve Hood Richardson, PA for Engineering Services for Water & Sewer Improvements for New Age Properties Group, LLC.
Applicant Presentation: N/A
Staff Presentation: Frankie Buck

RECOMMENDATION:

I move that Council approve Hood Richardson, PA for Hotel Project - New Age Properties Group, LLC. for Water & Sewer Engineering Services.

BACKGROUND AND FINDINGS:

As required by the North Carolina Rural Infrastructure Authority, we recently advertised (RFQ'S) Requests for Qualifications for engineering services. We have to do this, to satisfy the conditions of the grant agreement. We received proposals from a total of three (3) companies. After careful consideration of all proposals, it was decided that Hood Richardson, PA be selected as the firm to perform these services. Hood Richardson, PA is extremely familiar with our facilities and the needs of New Age Properties Group, LLC.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

X Currently Budgeted (Account 54-60-4930-0405/0401) ___ Requires additional appropriation ___ No Fiscal Impact

SUPPORTING DOCUMENTS

N/A

City Manager Review: MLC Concur ___ Recommend Denial ___ No
Recommendation 1/7 Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: January 11, 2016
Subject: Wheel Located at Havens Gardens Park
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council accept the recommendation of the Recreation Advisory Committee and relocate the wheel at Havens Gardens Park to the bridge side of the park, next to the Hwy 32 bridge.

OR

I move City Council accept the recommendation of the Recreation Advisory Committee and relocate the wheel at Havens Gardens Park across Hwy 32 adjacent to the NC Wildlife Fishing Ramp.

OR

I move City Council accept the recommendation of the Recreation Advisory Committee and relocate the wheel at Havens Gardens Park to the city warehouse until a suitable location can be found.

BACKGROUND AND FINDINGS:

The wheel must be relocated or removed in order to install the Play Together Accessible Playground at Havens Gardens. The Recreation Advisory Committee made the above recommendations during the December 2015 meeting. The cost to remove or relocate the wheel will not exceed \$500. The proposal includes 3 hours of work and a trailer rental.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Map of recommended locations.

City Manager Review: ML Concur Recommend Denial No Recommendation
1/7 Date

1:190 Feet

Search





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: January 11, 2016
Subject: Bobby Andrews Recreation Center Mold Removal – Accept Bids and Award Contract
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move City Council accept the bids as presented and award the contract to remove the mold and clean the inside of the gymnasium to the lowest responsible bidder, CareMaster, in the amount of \$14,858.00.

BACKGROUND AND FINDINGS:

On December 26, 2015 staff found mold growing on the inside of the gymnasium. Two companies were contacted to give bids on removing the mold and cleaning the facility. The facility is currently closed and impacting practices and games for the Washington Youth Basketball League.

Both companies referenced the extreme warm temperatures and installation of a new roof as potential sources for the mold issue.

Bids requested & submitted:		Price
CareMaster	Cleaning/Mold Removal	\$14,858.00
AdvantaClean	Cleaning/Mold Removal	\$16,301.00

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Contract
Bids Submitted



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: January 11, 2016
Subject: Cash Capital vs. Installment Financing Budget Amendment
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

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

BACKGROUND AND FINDINGS:

Prior to going out to bid for installment financing Council evaluates the cash position of the respective funds and determines whether to finance or utilize available cash to fund budgeted capital. The fund balance of the Electric Fund increased \$804,389 in fiscal year 2015 and appears adequate to fund this year's purchases of \$527,500.

PREVIOUS LEGISLATIVE ACTION

2015-2016 adopted budget and amended budget.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

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

City Manager Review: *MR* Concur _____ Recommend Denial _____ No Recommendation
 _____ Date *1/7*

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE
OF THE CITY OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2015-2016**

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	\$(527,500)
35-90-3991-9910	Fund Balance Appropriated	<u>468,319</u>
	Total	\$ (59,181)

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	\$ (50,000)
35-90-8390-7401	Installment Purchases	(477,500)
35-90-8370-7400	Capital Outlay	50,000
35-90-8390-7400	Capital Outlay	477,500
35-90-4020-8300	Installment Note Principal	(49,038)
35-90-4020-8301	Installment Note Interest	<u>(10,143)</u>
	Total	\$ (59,181)

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 11th day of January, 2016.

MAYOR

ATTEST:

CITY CLERK

Electric Fund Installment Purchases

12/29/2015

	Division	Description	\$
35-90-8370-7401	Substation Maintenance	Main substation B3 breaker replacement	50,000
35-90-8390-7401	Power Line Construction	Grimesland Rd feeder tie to Wharton station	310,000
		Vehicle #614, SUV	35,000
		Trencher to replace # 610	60,000
		Vehicle # 608, dump truck	<u>72,500</u>
		Total	527,500

Electric Fund

Available Resources for Future Obligations

	2010	2011	2012	2013	2014	2015
Unrestricted Cash and Investments	\$ 4,938,316	\$ 4,930,562	\$ 5,185,729	\$5,063,190	\$4,632,596	5,111,030
Accounts Receivable/Due from	4,429,444	5,143,357	4,724,608	4,231,786	4,191,675	4,312,768
Available resources	9,367,760	10,073,919	9,910,337	9,294,976	8,824,271	9,423,798
Current Liabilities	4,673,116	4,481,701	4,261,655	4,160,137	4,079,174	3,874,312
Total Available for non-current obligations	\$ 4,694,644	\$ 5,592,218	\$ 5,648,682	\$ 5,134,839	\$ 4,745,097	5,549,486
Annual Operating Expenses Cash Basis	\$ 38,527,477	\$ 37,337,751	\$ 36,712,756	\$35,948,140	\$36,490,082	35,630,130
Available resources as a % of expenditures	12%	15%	15%	14%	13%	16%

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