



City of
Washington
NORTH CAROLINA
Council Agenda
JANUARY 25, 2016
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from January 11, 2015 **(page 3)**

Recognition: Kevin Andrews of Washington High School ~ “Pepsi Player of the Week”

Approval/Amendments to Agenda

I. Consent Agenda:

A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals
(page 21)

II. Comments from the Public:

III. Public Hearing – Zoning: None

IV. Public Hearing - Other: None

V. Scheduled Public Appearances:

A. Ray Midgett – Havens Gardens wheel **(page 22)**

VI. Correspondence and Special Reports:

A. Havens Gardens Wheel location – **(page 23)**

B. Budget Transfer – General Fund **(page 24)**

VII. Reports from Boards, Commissions and Committees: None

VIII. Appointments: None

IX. Old Business:

A. Approve –idX- Building Reuse Grant- Extension Request **(page 25)**

B. Accept/Amend – Addendum to the Trillium Health Resources – Play Together Construction grant for Accessible Playgrounds and **Amend** the Grant Project Ordinance **(page 29)**



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- C. Accept/Approve – Recommendation of the Historic Preservation Commission and **Approve** an Ordinance to amend the Historic Preservation Design Guidelines to include revised guidelines - fences and walls (**page 33**)
- D. Adopt – Budget Ordinance Amendment for Special Revenue, Reserve, and Internal Service Funds (**page 40**)
- E. Approve – HWY 32N Project Purchase Orders (**page 43**)
- X. New Business:
 - A. Discussion: Strategic Planning Session
John Rodman, Community & Cultural Resources
Stacy Drakeford, Police & Fire Services
Frankie Buck, Public Works Dept.
Jeff Clark, Electric Utilities
Matt Rauschenbach, Finance/Administration
Bobby Roberson, City Manager
- XI. Any Other Items From City Manager: None
- XII. Any Other Business From the Mayor or Other Members of Council: None
- XIII. Closed Session – None
- XIV. Adjourn – Until Monday, February 8, 2016 at 5:30 pm, in the Council Chambers.

The Washington City Council met in a regular session on Monday, January 11, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Virginia Finnerty, Mayor Pro tem; Doug Mercer, Councilmember; William Pitt, Councilmember; Richard Brooks, Councilmember; and Larry Beeman, Councilmember. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Simon Harris was also present representing Boy Scout Troop 99.

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

APPROVAL OF MINUTES:

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved the minutes of December 14, 2015 as presented.

RECOGNITION:

Mayor Hodges, Chief Robbie Rose, Police & Fire Services Director, Stacy Drakeford presented the following commendations to:



Letter of Commendation
To: Engineer Jonathan Patterson
From: Director Stacy Drakeford
Subject: 2015 Director's Award
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.



Letter of Commendation
To: FF/EMT-I Brent Hamilton
From: Robbie Rose, Fire Chief & Captain Jonathan Hardin
Subject: Exemplary Performance Award
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 II, 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 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

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

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.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- Add under Closed Session : NCGS § 143-318.11(A)(3) Attorney/Client Privilege
- Add under Manager’s report: Off Street parking in central business district

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council approved the agenda as amended.

CONSENT AGENDA:

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

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

**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.*

B. Authorize – Washington Police Department to apply for the North Carolina Crime Commission Grant

**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 and the grant will not exceed \$25,000.*

C. Award – Patrol Officer Jerry Seighman his police shield and service weapon upon his retirement

**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.*

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 former 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 arm, 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 (see 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.

ATTEST:

Cynthia S. Bennett
CYNTHIA S. BENNETT, City Clerk

CITY OF WASHINGTON

By: *Jay MacDonald Hodges*
JAY MACDONALD HODGES, Mayor

COUNTY OF BEAUFORT
STATE OF NORTH CAROLINA

Rebecca S. Johnson 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 12th day of January 2016.

Rebecca S. Johnson
NOTARY PUBLIC

My Commission expires: 12/14/2017



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 # VSE 256, 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, attorneys-in-fact, and assigns and each of them, respectively, of and from all and any manner of action or actions, cause and causes of action, 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 29th day of December, 2015.

Gerald J. Seighman, Jr.
Gerald J. SEIGHMAN, JR.



STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

I, *Dorinda B. Owens*, a Notary Public of the County and State aforesaid, certify that Gerald John 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 status or seal, this the 29th day of December, 2015.

Dorinda B. Owens
Notary Public

My Commission Expires: July 2, 2016

D. Declare Surplus/Authorize – Electronic Auction of Vehicles through 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	1GNNDM19X95B127246	117,888
480	2011 Chev. Silverado Truck	Public works	1GCEC14X25Z260882	216,695
121	2000 Jeep Cherokee	Inspections	1J4FT48S5YL178618	124,274

COMMENTS FROM THE PUBLIC:

Derik Davis, 316 Charlotte Street spoke in support of the Havens Gardens Project. However, he is opposed to removing the wheel from Havens Gardens as it is part of Washington’s history. It is in many Washington High School yearbooks and is imbedded in everyone’s memory since the donation from the Mason family. Mr. Davis discussed the suggested relocation possibilities that were listed in the agenda and said he is opposed to moving the wheel to the warehouse. He is also opposed to moving the wheel near the NC Wildlife boat ramp as that area always floods. He suggested moving the wheel to some other place on the Havens Gardens property in a place of prominence. Much like the old train engine that was at Havens Gardens years ago, once we lose these things they are gone forever. Mr. Davis referenced the phrase that was previously displayed on City vehicles: “Pride in our past, Faith in our future”. We should find a way to include the wheel in the park design.

Dee Congleton, 210 Water Street representing Washington Area Historic Foundation, stated that ever since the article appeared in the WDN, she has received numerous phone calls regarding saving the wheel at Havens Gardens. The wheel is a landmark in this area and we need to keep the wheel at the Havens Gardens side of the park. Preservation is not just about buildings, it’s also about existing landmarks, such as the wheel.

Ray Midgett, 108 Simmons Street representing the Historic Port of Washington project spoke in support of keeping the wheel at Havens Gardens. Mr. Midgett noted that if this wheel is from a lumber mill in Washington it needs to be placed in a prominent location with some signage that explains the historical significance of the wheel. Mr. Midgett said he is also a member of the Recreation Advisory Committee, at the last meeting of the Committee he asked if anyone knew the historical significance of the wheel and no one did. Mr. Midgett said he volunteered to do some research on the history of the wheel. So far, he has only found one reference that points to the Mason family, but has found two other indications that the wheel came from a West Virginia coal mine along with the old steam engine that was formerly located at Havens Gardens or possibly from the Eureka Lumber Mill. He would like for the wheel to be located somewhere that is accessible to the public.

Cherie Barber, 120 Cypress Shores Road stated that she would like to keep the wheel where it currently is. She is the mother of a special needs child and would like for the wheel to stay where it is and where it has always been. This is the first thing that kids run to because it’s so massive and they are in awe of the wheel. We should have some type of recognition of the background and history of the wheel. There needs to be some way to incorporate the wheel into the new design. What can the community do to preserve the wheel for future generations? The community wants to keep the wheel where it is located for future generations to enjoy it. There were over 390 voices on Facebook that wanted to leave the wheel in its current location.

John Mason came forward and confirmed that his family donated the wheel. He recalled watching the wheel run when he was a child and remembers seeing it lay in the junkyard at the Washington mill until it was donated to the Havens Gardens Park. Clarence Beecham was the VP of Mason Lumber Company

for 40 years and he was the last one to run the wheel – he was interviewed years ago by the Washington Daily News. Mr. Mason said there was a gentleman’s agreement that if the wheel was no longer used in the park that it reverted back to the Mason Family. He would like to see a plaque noting its history and even volunteered to pay for the plaque.

ADMINISTRATION OF OATH TO DOUG MERCER

ADMINISTRATION OF OATH – SENIOR RESIDENT SUPERIOR COURT JUDGE FOR THE SECOND JUDICIAL DISTRICT - WAYLAND SERMONS

Wayland Sermons, Senior Resident Superior Court Judge for the Second Judicial District, administered the Oath of Office to Doug Mercer.



Doug and Lois Mercer - Judge Wayland Sermons.

SCHEDULED PUBLIC APPEARANCES:

AL POWELL, BEAUFORT COUNTY PAL – AVIATION, TECHNOLOGY AND FITNESS CENTER

Al Powell, president of the Beaufort County Police Activities League and, PAL Vice President – Jeremy Peang-Meth presented drawings and other information about the aviation, technology and fitness center to be located at Washington-Warren Airport. Mr. Powell announced that \$75,000 has been received to help pay for the project from a Winston-Salem foundation, which includes the construction of a prefabricated structure near the airport’s new terminal building. It is their hope to have the center built and operating by June 7, 2016 in time for BC PAL’s summer programs. The center would allow BC PAL to serve three times as many children as it serves now.

Councilmember Mercer asked Mr. Powell if the front of the facility could have a brick façade so it better compliments the new terminal building at the airport. Mr. Powell said that change could be arranged.

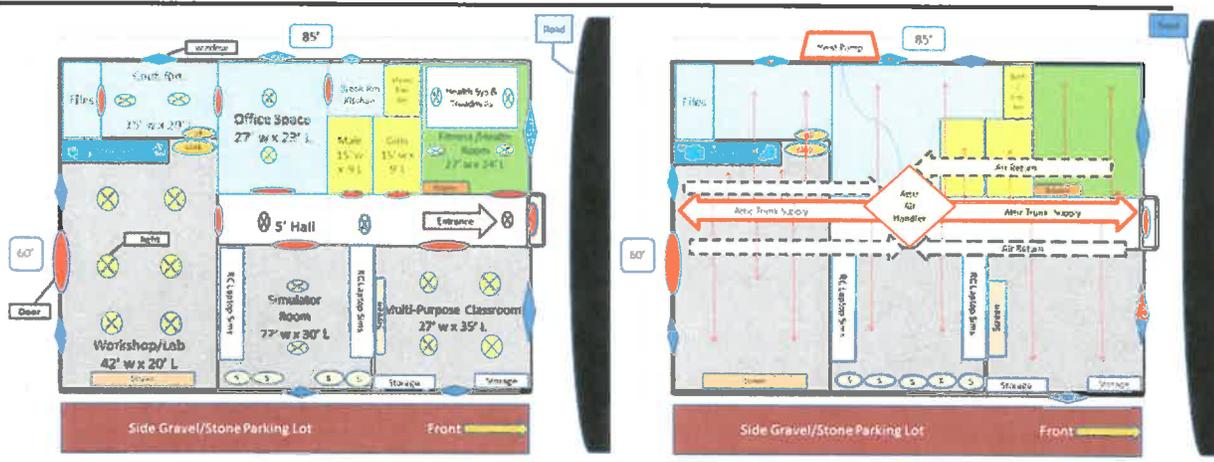
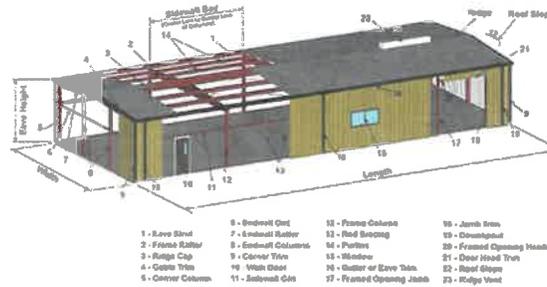
Mayor Hodges asked if they had to get permission from FAA. Mr. Powell said Phil Lanier, a Federal Aviation Administration representative who reviewed the project, has no objections to it because of the center’s location being outside the airport fence and the program’s focus being on aviation-based activities.

Mr. Powell is asking Council for the ok to proceed with the contractor and to place the facility near the terminal building at Washington-Warren Airport.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council made a motion to lease land to BC PAL for the placement of the structure on the airport property, subject to proper governmental (FAA) approval.



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



CAD Programming



3D Airfoil Design



Wind Tunnel



Shell Eco-Marathon Program

Electric Go Kart Workshop



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

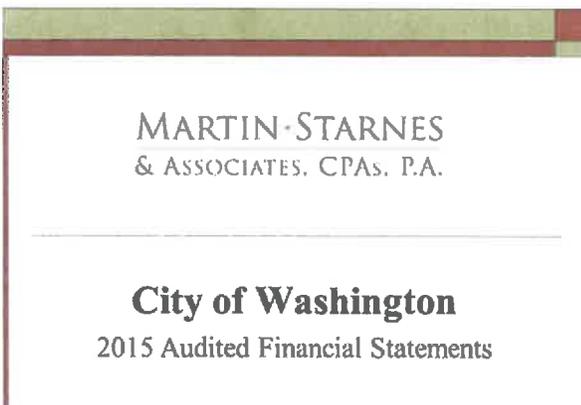


Indoor Virtual Tennis Program



MARTIN STARNES & ASSOCIATES – AUDIT REVIEW

Matt Rauschenbach, CFO introduced Crystal Roberts with Martin, Starnes & Associates and noted she will review the following audit presentation with Council.

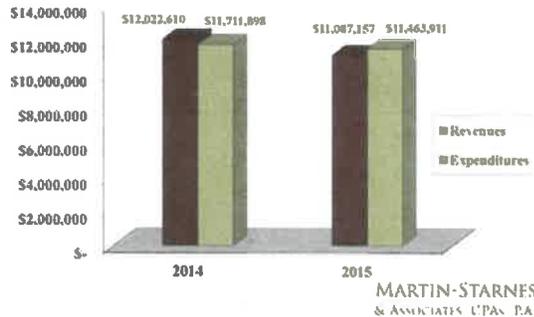


Audit Highlights

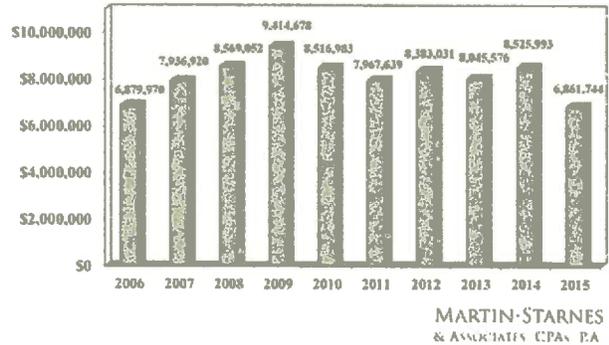
- Unmodified opinion
- No significant deficiencies or material weaknesses in internal control
- Cooperative staff

MARTIN STARNES & ASSOCIATES, CPAs, P.A.

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



Fund Balance – General Fund



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.

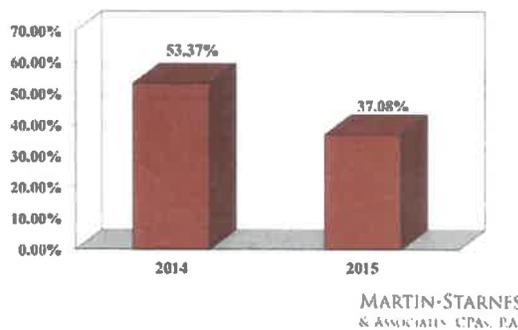
MARTIN-STARNES & ASSOCIATES, CPAs, P.A.

Fund Balance Position-General Fund

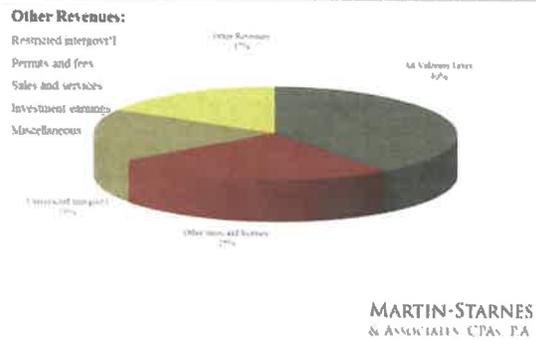
□ Total Fund Balance	\$ 6,861,744
Non spendable	- 191,555
Stabilization by State Statute	<u>- 1,604,856</u>
□ Available Fund Balance	\$ 5,065,333
□ Available Fund Balance 2014	\$ 6,644,822
□ Decrease in Available FB	\$ 1,579,489

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

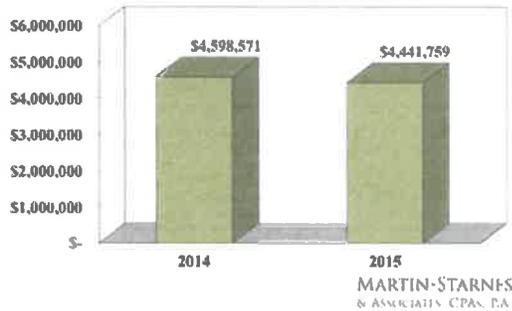
Available Fund Balance as a Percent of Expenditures -- General Fund



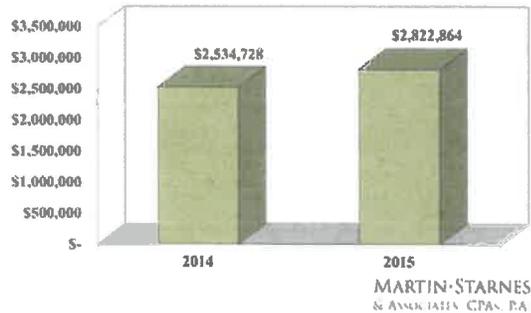
Top 3 Revenues: General Fund



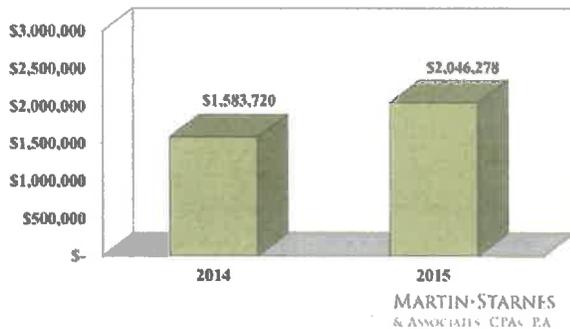
Ad Valorem Taxes



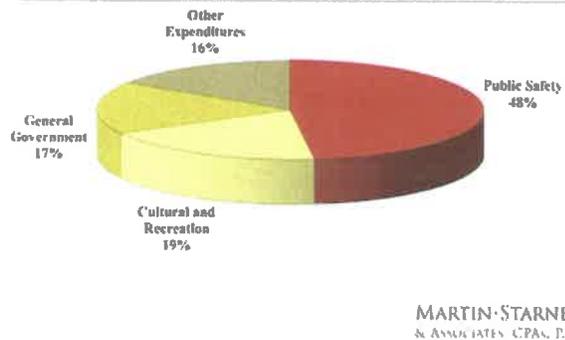
Other Taxes and Licenses



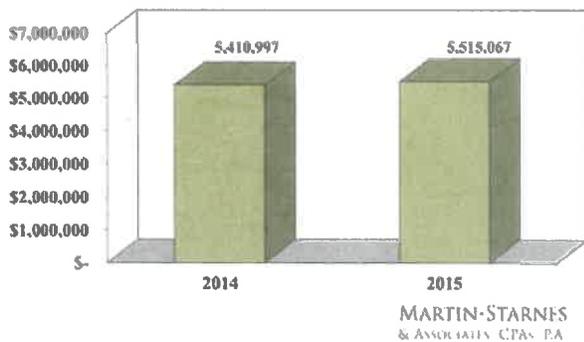
Unrestricted Intergovernmental



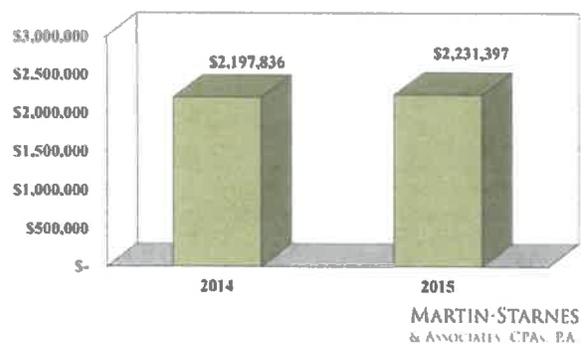
Top 3 Expenditures: General Fund



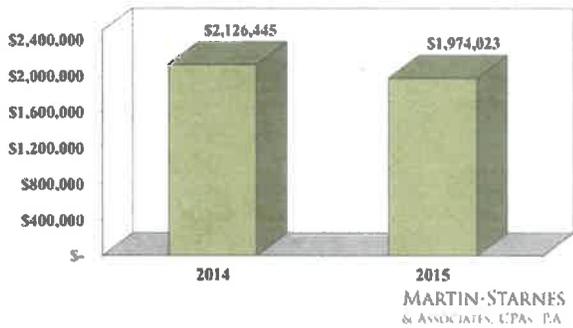
Public Safety



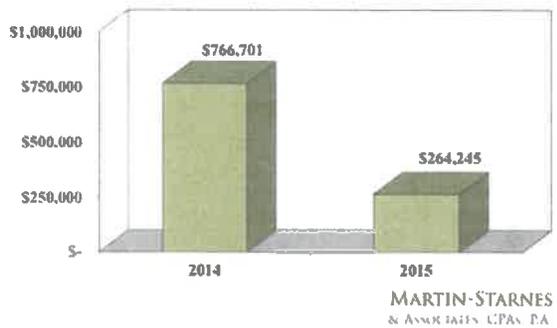
Cultural and Recreation



General Government



Debt Service

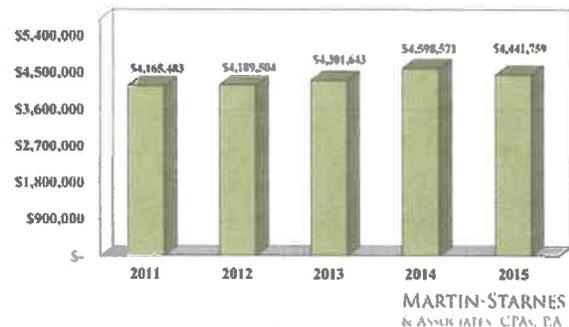


Other Governmental Funds

- ✓ 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	(125,931)	1,058,547	(34,006)	(219,276)
Transfers out	(255,009)	(69,178)	(568,708)	-	-
Income/loss before incoming transfers	247,991	(195,109)	489,839	(34,006)	(219,276)
Debt issued	-	-	-	-	-
Transfers in	312	312	-	-	256,201
Total Income(Loss)	248,303	(194,797)	489,839	(34,006)	(219,025)

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

Enterprise Funds Available Resources for Future Obligations June 30, 2015

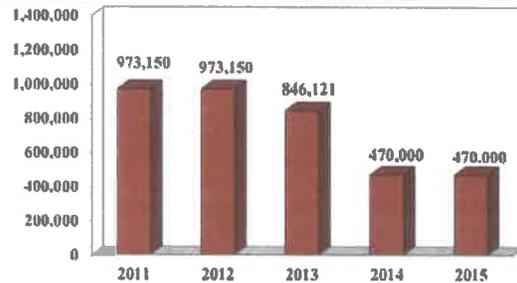
	Water	Sewer	Electric	Stormwater Utility	Nonmajor
Unrestricted Cash and Investments	2,879,889	1,278,929	5,121,033	451,874	30,212
Accounts Receivable/Due from	861,417	529,181	4,117,788	57,773	251,201
Available resources	3,741,306	1,808,110	9,238,821	509,647	581,413
Current Liabilities	214,917	719,756	3,873,317	187,832	171,711
Total Available for non-current obligations	\$ 3,526,389	\$ 1,088,354	\$ 5,365,504	\$ 321,815	\$ 409,702
Annual Operating Expenses					
Cash Basis	\$ 2,879,889	\$ 1,278,929	\$ 5,121,033	\$ 451,874	\$ 30,212
2015 Available resources as a % of expenditures	123%	85%	104%	71%	133%
2016 Available resources as a % of expenditures	117%	80%	103%	67%	125%
Total Unrestricted Fund Fund Balance as a % of Current Fund expenditures is 51.23%					

Councilmember Mercer noted that the “Operating Income (loss)” slide is a good representation of how increasing the fees in the current fiscal year has brought several of these accounts out of the negative and into positive.

**Electric Fund
Available Resources for Future Obligations**

	2011	2012	2013	2014	2015
Unrestricted Cash and Investments	\$ 4,930,562	\$ 5,181,729	\$ 5,063,190	\$ 4,632,596	\$ 5,111,650
Accounts Receivable/Due from	5,143,357	4,724,668	4,231,786	4,191,071	4,111,789
Available resources	10,073,919	9,906,397	9,294,976	8,823,667	9,223,439
Current liabilities	4,681,721	4,361,823	4,160,147	4,029,129	3,834,412
Total Available for non-current obligations	\$ 5,392,198	\$ 5,544,574	\$ 5,134,829	\$ 4,794,538	\$ 5,389,027
Annual Operating Expenses					
Cash Basis	\$ 37,332,751	\$ 39,714,529	\$ 41,046,146	\$ 39,490,188	\$ 40,630,129
Available resources as a % of expenditures	14%	15%	13%	12%	13%

**Electric Fund Transfers
to General Fund**



MARTIN-STARNES
ASSOCIATES CPAs, P.A.

Councilmember Mercer expressed several questions/observations to Ms. Roberts regarding the Comprehensive Annual Financial Report (CAFR).

- Pg. 15 of CAFR – generating assets were for \$1.25billion CAFR book says million.
- Pg. 21 -22 under General Fund – Transfers from other funds. Ms. Roberts said the explanation is in the footnotes on page 40.
- Page 61 - Business type activities and debt service have gone on a continuous decline. We are striving to be a pay as you go organization.
- Page 158 - 9 out of 10 years expenditures have exceeded revenues and we need to get this back on the positive side.
- Page 170 - Kilowatt hours that we have purchased have averaged the same for about the past 10 years.
- Page 177 findings in audit (should be city not county). The findings say we are in violation of the North Carolina General Statutes. Crystal Roberts said they are still waiting on a phone call from the Local Government Commission as there has been some debate as Washington may or may not still have the violation. NCGS state that you must adopt a budget for any fund which we are receiving or dispersing money. Any fund that shows up should have a budget. The specific funds are: water reserve fund, sewer reserve fund and CDBG program income. The City has never adopted a budget for these funds because the City is not dispersing money. This is the reason a budget was not adopted for those specific funds. The findings may go away. If it doesn't go away then the City will have to adopt budgets for these funds and title them "Reserve for future years expenditures". Two new internal service funds were referenced as well: vehicle replacement fund and building maintenance fund. If the findings go away then a new revised copy of the CAFR will be reprinted with the findings removed.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – BEAUFORT COUNTY E911 COMMUNICATIONS

BACKGROUND AND FINDINGS: 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 telecommunicator 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 911Center 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.

WHEREAS, the Beaufort County 911Center, and Washington Police Communications Center understand and agree that the safety of the public, law enforcement, fire/EMS personnel and other responders, etc., takes precedence over non-emergency related situations.

Signature: Angela M. Finney Supervisor Name/Title Date: Jan. 4, 2011

State of North Carolina

County: Beaufort

Signature: Velvet H. Blizzard before me this the 4th day of January, 2011 by Velvet H. Blizzard (printed name of Character Witness)



My Commission Expires: 12-21- 2011

Signature: Debra K. Reiland Assistant Supervisor Name/Title Date: 01-04-2011

State of North Carolina

County: Beaufort

Signature: Velvet H. Blizzard before me this the 4th day of January, 2011 by Velvet H. Blizzard (printed name of Character Witness)



My Commission Expires: 12-21-2011 2011

Police & Fire Services Director, Stacy Drakeford updated Council on the current status of Emergency Medical Dispatching in Beaufort County. He explained that prior to January 6, 2016 there was an agreement between the City of Washington and the Beaufort County Sheriff's Department – Communications Center that when a 911 call came in, those calls were transferred to the City. The Washington Police & Fire Department was notified that as of January 6, 2016 – Beaufort County would be going to Emergency Medical Dispatching. In that process, Beaufort County would be dispatching all of the emergency (ambulance) systems throughout Beaufort County out of their Communications Center. This is due to Beaufort County receiving Emergency Medical Dispatching Certification. Calls for ambulance and/or emergency service will no longer be transferred and/or dispatched by the City. Beaufort County will dispatch and send the appropriate resources needed as they are able to triage the call before sending any equipment. The City provides Beaufort County approximately \$40,000 for one telecommunicator.

Councilmember Pitt inquired if the \$40,000 that the City pays to Beaufort County provides us with a dedicated telecommunicator for the City? Councilmember Mercer provided history of the 911 discussions from the past several years, noting that the City pays \$40,000 to Beaufort County for one telecommunicator. Overtime, with changes in Police Chief's as well as Councilmembers, the City decided that we did not want to go to 100% dispatch by Beaufort County and we have operated under the 2011 agreement since that time. We have been funding one position since that time and purchased one console that they have in their facility.

Mr. Drakeford explained that according to the 911 Board, Beaufort County Communications is the primary PSAP (Public Safety Answering Port).

MEMO - MUNICIPAL PIER PUBLIC BEACH ACCESS GRANT PROJECT

BACKGROUND AND FINDINGS: 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 % 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.

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	Local Cash Match	Local In-Kind Match	Total Project Cost
		\$120,000.00	\$15,000.00	\$19,000.00	\$168,000.00
Task/Product/Activity	Grant \$	Local \$ Match	In-Kind Non-Cash Match	TOTALS	Comments
Pier Construction	\$ 61,124.00	\$ 13,500.00		\$ 74,624.00	Sewyers Marine Construction & City of Washington
Gazebo Construction	\$ 7,000.00	\$ 1,500.00		\$ 8,500.00	Sewyers Marine Construction & City of Washington
Polygon Cost (Gazebo)	\$ 25,865.00			\$ 25,865.00	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	Sewyers 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, Moseley Design, Coastal Planning
Existing Piling			\$ 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	\$ 16,846.54	\$ 157,191.04	
Difference		\$ (5,444.50)	\$ (1,848.54)		
Project Cost	\$ 167,191.04				
Grant % of Cost	78.3%				
Local Match % of Cost	23.7%				
Local Match	\$ 37,191.04				
% Cash	12.1%				
% 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

Construction Costs	Paid Amount	Vendor
Pier Construction (Contract)	\$ 74,624.00	Sewyers Marine
Polygon Construction (Contract)	\$ 8,500.00	Sewyers Marine
Polygon Purchase	\$ 25,865.00	Carolina Parks
*Additional Items	\$ 4,335.30	Sewyers Marine
Sub-total	\$113,124.30	
Misc. Items		
Benches for Pier (5)	\$ 5,075.00	Carolina Parks
Purchase Additional Pilings (10)	\$ 4,459.57	Builders 1 st Source
Late Fee	\$ 73.30	Builders 1 st Source
Signs for Pier Access	\$ 175.00	Hudson Signs
Installation of Signs	\$ 199.00	Advanced Electrical
Existing Piling Redipped (28)	\$ 2,772.00	Cox Industries
Sub-total	\$ 12,759.95	
Electrical Construction		
Electrical Lighting Fixtures	\$ 5,090.75	Advanced Electrical
Sub-total	\$ 5,315.75	Michael Jarvis
Engineer/Design – Final	\$ 1,500.00	Jarvis Consulting
Site Preparation – Final	\$ 2,300.00	Pamlico Turf
Total:	\$135,000.00	
*Additional Items: Pier Construction		
Change Bolts & Counterlock	\$ 1,800.00	
Change Railing Caps & Paint	\$ 800.00	
Additional Caps	\$ 300.00	
Installed Corral	\$ 1,200.00	
Additional Metal Roof	\$ 233.30	
Total	\$ 4,335.30	

City of Washington – "Peoples" Pier Access Project

Contract #6037

Cash/In-Kind Budget Report

Cash Match	Amount	Vendor
City of Washington	\$ 15,000.00	
Planning Costs		
Conceptual Plans & Report	\$ 2,944.50	Coastal Planning
Engineered Plans	\$ 2,500.00	Moseley Design
Sub-total	\$ 5,444.50	
CAMA – Permit (Modification)	\$ 100.00	NCDCM
Total	\$ 20644.50	
In-Kind Services		
Existing Dock Pilings (28)	\$ 13,311.00	City of Washington
(29 @50' x \$459 = \$13,311)		
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)	\$ 956.00	City of Washington
Sub-total	\$ 3,335.54	
Total	\$ 16,846.54	

Councilmember Mercer posed several questions regarding the expenses for the municipal pier. John Rodman explained that these items were purchased as in-kind services through Public Works and should've been included under the in-kind column of the spreadsheet. Mr. Rodman was also asked why there is a \$75 late fee to Builders First Source? Mr. Rodman noted that he was unsure why the late fee was charged.

Councilmember Beeman inquired about the original bid for the project. Mr. Rodman explained the pier construction price was \$74,624 and the gazebo construction was \$8500.

Councilmember Mercer asked why the project was over budget at \$157,191.04. Mr. Rodman explained that the budget for the project was \$150,000. Engineering (\$2,500) and conceptual designs (\$2,944.50) funding was spent in 2014 so the City could apply for the grant and bid the project. Mr. Rodman continued by stating part of the overage was due to in-kind services.

Councilmember Beeman asked why there was an additional charge of \$4335.30 for bolts, caps etc. John Rodman said the bolts were raised up about a 1” – 1 ½” and was a trip hazard. Contractor was told to countersink and concrete over them to reduce the trip hazard.

Councilmember Mercer inquired about additional metal roofing. John Rodman noted that staff checked off each item when it arrived at the warehouse. When the company started putting the metal roofing on the gazebo, there was one section/panel short and the piece had to be fabricated at a cost of \$235.50.

MEMO – BUDGET TRANSFER – GENERAL FUND

City Manager, Bobby Roberson summarized that 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. Councilmember Mercer thanked Mr. Roberson for taking the money out of his budget instead of asking Council to take it out of Fund Balance. This is a philosophy that we need to be applying across the board.

From: 10-00-4120-0200	Salaries	\$2,000
To: 10-40-6130-1502	M/R Parks	\$2,000

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE

APPOINTMENTS:

APPOINTMENT – FIREMAN’S RELIEF FUND BOARD

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council reappointed Charles M. Alligood Jr. as the Fire Department designated appointee and reappointed 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 January 2018.

Councilmember Mercer noted that Council should discuss it’s appointee to this board in the future.

OLD BUSINESS:

APPROVE – HOOD RICHARDSON, PA FOR HOTEL PROJECT – NEW AGE PROPERTIES, LLC FOR WATER AND 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, P.A. be selected as the firm to perform these services. Hood Richardson, P.A. is extremely familiar with our facilities and the needs of New Age Properties Group, LLC.

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council approved Hood Richardson, P.A. for Hotel Project - New Age Properties Group, LLC. for Water & Sewer Engineering Services.

Councilmember Mercer stated that Council is approving Hood Richardson for water and sewer engineering, but there is no monetary limit listed. Shouldn’t we have a contract stating monetary limits?

Public Works Director, Frankie Buck said there will be a contract and there is a budget limit already set forth by Rural Infrastructure.

NEW BUSINESS:

ACCEPT – RECOMMENDATION OF THE RECREATION ADVISORY COMMITTEE FOR RELOCATING THE WHEEL CURRENTLY LOCATED AT HAVENS GARDENS PARK

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 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.

- Relocate the wheel at Havens Gardens Park to the bridge side of the park, next to the Hwy 32 bridge.
- Relocate the wheel at Havens Gardens Park across Hwy 32 adjacent to the NC Wildlife Fishing Ramp.
- Relocate the wheel at Havens Gardens Park to the city warehouse until a suitable location can be found.

Kristi Roberson, Parks and Recreation Manager explained that the recommendations are in agenda. The current plan design that Council previously approved does not incorporate the wheel at its current location.

Councilmember Mercer noted there are additional plans for future improvements at Havens Gardens, wouldn't we be better off to remove the wheel until all plans for the park are in place. Ms. Roberson noted the plans being referenced are only conceptual at this time. Councilmember Mercer stated we should store the wheel until the remainder of the park has been improved. Mayor Hodges suggested leaving the wheel at the park until the other plans are implemented.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council accepted the recommendation of the Recreation Advisory Committee to relocate the wheel to the Hwy 32 bridge side of Havens Gardens Park (area #1 on map) and further suggested that the Parks and Recreation Department work with the Mason family to have a plaque installed recognizing the donation of the wheel. Motion carried 4-1 with Councilmember Mercer opposing.

ACCEPT – BIDS AND AWARD THE CONTRACT TO REMOVE MOLD AND CLEAN THE INSIDE OF THE BOBBY ANDREWS RECREATION CENTER

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.

CareMaster	Cleaning/Mold Removal	\$14,858.00
AdvantaClean	Cleaning/Mold Removal	\$16,301.00

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council accepted the bids as presented and awarded 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.

ADOPT - BUDGET ORDINANCE AMENDMENT TO FUND THE PURCHASE OF ELECTRIC FUND CAPITAL WITH CASH INSTEAD OF INSTALLMENT FINANCING

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.

Electric Fund Installment Purchases

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**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Unrestricted Cash and Investments	\$ 4,938,316	\$ 4,930,362	\$ 5,185,729	\$5,063,190	\$4,632,596	5,111,030
Accounts Receivable/Due from	4,429,644	5,143,337	4,724,608	4,231,786	4,191,675	4,312,768
Available resources	<u>9,367,960</u>	<u>10,073,699</u>	<u>9,910,337</u>	<u>9,294,976</u>	<u>8,824,271</u>	<u>9,423,798</u>
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	<u>\$ 4,694,844</u>	<u>\$ 5,592,218</u>	<u>\$ 5,648,682</u>	<u>\$ 5,134,839</u>	<u>\$ 4,745,097</u>	<u>5,549,486</u>
Annual Operating Expenses Cash Basis	<u>\$ 38,527,477</u>	<u>\$ 37,337,751</u>	<u>\$ 36,712,756</u>	<u>\$35,945,140</u>	<u>\$36,490,082</u>	<u>35,630,130</u>
Available resources as a % of expenditures	12%	15%	15%	14%	13%	16%

By motion of Councilmember Mercer, seconded by Councilmember Beeman, 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 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.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Jay MacDonald Hodges
Mayor

ANY OTHER ITEMS FROM CITY MANAGER:

DISCUSSION – MARKET STREET ENTRANCE AT MUNICIPAL BUILDING

City Manager, Bobby Roberson discussed with Council the possibility of making the Market Street door an exit only door, for security reasons. During board meetings we would lock the Customer Service area and hallway door. We would make the Market Street door an entrance /exit only during meetings. At other times, customers would be able to use the front entrance to access the building.

Councilmember Mercer said the side entrance is used extensively as it is the closest entrance to the elevator. Suggestions were made to improve the entrance area on Market Street to continue accessibility to this entrance. Alternatives were suggested such as limiting public access to the hallway near Mr. Rauschenbach’s office by closing off the hallway door to the public. Other suggestions were to also install a door at the other end of the corridor to allow entrance only to Planning/Inspections from the rear door. It is understood that security is an issue in the building. Mr. Roberson stated he would try the alternatives suggested by Councilmember Mercer.

OFFSTREET PARKING IN CENTRAL BUSINESS DISTRICT

City Manager, Bobby Roberson discussed off street parking in the Central Business District. He suggested asking the Planning Board to look at other municipalities for their guidelines for off-street parking for multifamily dwellings and hotels in the Central Business District. Lenders will not finance projects unless they are guaranteed parking for their tenants. Councilmember Brooks would like to make sure Council has the opportunity to review any parking plans ahead of time.

By consensus, Council directed the Planning Board to review this topic with other municipalities and forward a recommendation to Council.

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

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council agreed to go into closed session under NCGS 143-318.11 (a)(6) Personnel and (a)(3) Attorney/Client Privilege, at 7:00pm.

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council agreed to come out of closed session at 8:25pm.

ADJOURN:

By motion of Councilmember Brooks, seconded by Councilmember Beeman, Council adjourned the meeting at 8:30pm until Monday, January 25, 2016 at 5:30 pm, in the Council Chambers.

(subject to approval of City Council)

s/Cynthia S. Bennett, MMC
City Clerk



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Mike Whaley, Purchasing Agent
Date: January 7, 2016
Subject: Declare Surplus/Authorize Electronic Auction of Vehicle through GovDeals
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

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

BACKGROUND AND FINDINGS:

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

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
551	2001 Dodge Ram 1500	Public Works	1B7HC16Y01S248395	97,235

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS:

City Manager Review: 1/19 Concur _____ Recommend Denial _____ No Recommendation
1/19 Date

The Historic Port of Washington Project committee would like to address the council on January 25 to offer our assistance in researching the history of the saw mill steam engine fly wheel located at Havens Garden Park. In addition, we would like to work with the city in placing interpretive signage at the wheel describing its history and the story of its placement at the park.

Regards,
Ray Midgett

A handwritten signature in black ink, appearing to read 'Ray Midgett', is located in the bottom right corner of the page.



MEMORANDUM

DATE: January 25, 2016

TO: Mayor Hodges and Members of City Council

FROM: Kristi Roberson, Parks and Recreation Manager

RE: Havens Gardens Wheel Location

Trillium Health Resources awarded the Play Together Construction Grant to the City of Washington in the amount of \$285,000.00 to construct a completely accessible playground at Havens Gardens. In order to construct the playground "The Wheel" needs to be relocated. The Recreation Advisory Committee supported the relocation of the wheel and provided City Council with three alternate locations.

The contractor grossly underestimated the cost of relocating "The Wheel" at Havens Gardens and the figure provided at the January 11th Council meeting is inaccurate. A staff member for OBI quoted an hourly rate for removing the wheel at Havens Gardens without being on site.

The Building and Grounds Supervisor and Recreation Manager met with OBI on Friday, January 15 for a formal quote. The price increased from \$500 to \$8,000.00, including setting the wheel and adding a fence. I have located \$6,000.00 of this funding from the Recreation Budget and the Public Works department is able to provide the additional \$2,000.00.

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 25, 2016
Subject: Budget Transfer- General Fund

The Budget Officer transferred \$14,860 of funds between the Recreation Administration, Senior Programs, Aquatic Center, and Events & Facilities departments of the General Fund appropriations budget to provide funds for the removal of mold at the Bobby Andrews Recreation Center.

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

A handwritten signature in black ink, appearing to be "BWR", is located in the bottom right corner of the page.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: 1/19/16
Subject: idX – Building Reuse grant – Extension Request
Applicant Presentation: Bobby Roberson, City Manager
Staff Presentation: Bobby E. Roberson, City Manager

RECOMMENDATION:

I move that the City Council authorize the Mayor to accept the idX Building Reuse grant extension request letter and documentation extension request letter with documentation.

BACKGROUND AND FINDINGS:

On March 9, 2015, Council received a Council Action item from idX/Impressions to expand their operations over the next couple of years hiring 50 new positions from a baseline employment of 109. Per discussion with Kevin Richards, Mid-East Commission and Martyn Johnson, Director Beaufort County Economic Development the City of Washington wishes to request a one year extension for the building reuse grant for idX/Impressions. Although the jobs are nearly all created the renovation of the idX facility has been delayed.

PREVIOUS LEGISLATIVE ACTION

Council Action item dated March 9, 2015

FISCAL IMPACT

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

SUPPORTING DOCUMENTS:

Extension Request Letter from Mayor Mac Hodges
Documentation Extension Request Letter with documentation

City Manager Review: Rob Concur _____ Recommend Denial _____ No Recommendation
1/19 Date

January 25, 2016

Hazel Edmond
Building Reuse Program
Rural Economic Development Division
NC Department of Commerce
4346 Mail Service Center
Raleigh, NC 27699-4346

Dear Ms. Edmond,

Per your discussion with Kevin Richards, Mid-East Commission and Martyn Johnson, Director Beaufort County Economic Development the City of Washington is requesting a one year extension for the building reuse grant for idX Impressions.

Attached and previously submitted is the Progress Reporting Form for contract reference number 2015-014-3201-2538. Also attached is the 3rd Quarter Employment information. The State has not yet posted the 4th Quarter information. As stated in the progress report idX Impressions has created 39 of the 50 required jobs and anticipate having the additional 11 jobs within the next 30 to 60 days. They will notify you when the company has created their 50 jobs.

Although the jobs are nearly all created the renovation of the idX facility has been delayed. The lengthy delay is the result of idX Corporate taking away the design portion of the project from the local industry. idX Corporate is in the process of reworking the design with the possibility of reorganizing the company and moving portions of the Baltimore Maryland operation to the Washington, NC facility. This may result in additional jobs at the Washington NC facility. But as a result of this delay, ~~in the meantime~~ the City of Washington is requesting a one year extension to be able to complete ~~the~~ construction.

Thank you for your attention to this matter, we look forward to your reply.

Sincerely,

Mac Hodges
Mayor, City of Washington



North Carolina Department of Commerce
 Rural Economic Development Division
 Rural Grants/Programs
 Building Reuse/Rural Healthcare/Economic Infrastructure

Progress Reporting Form

GRANTEE INFORMATION

Reporting Period	Program Type	Contract Information
From: <u>7/1/15</u> (date)	<input checked="" type="checkbox"/> Building Reuse	Contract Ref# <u>2015-014-3201-2538</u>
To: <u>12/31/15</u> (date)	<input type="checkbox"/> Rural Healthcare	Project End Date <u>12/18/16</u>
	<input type="checkbox"/> Economic Infrastructure	
Grantee Name: <u>City of Washington</u>	Project Title: <u>IdX Impressions, Washington N C Expansion</u>	
Project Contact Completing this Form: <u>Kevin Richards</u>	Title: <u>Grant Administrator</u>	
Primary Telephone: <u>252-974-1823</u>	Email: <u>krichards@mideastcom.org</u>	

PROJECT SUMMARY

1) Please provide a summary of progress for completing the proposed improvements and expenditures to date. Please note any anticipated cost overrun or underrun, any problems encountered, and any assistance that is required to improve the progress of the project toward completion.

Corporate took over the design portion of the project from the local industry. This has resulted in a lengthy delay. They are in the process of reworking the design with the possibility of moving portions of the Baltimore Maryland operation to the Washington, NC facility. As a result of this delay, the City will be requesting a one year extension to be able to complete construction. We will also notify the grant when the company has created their 50 jobs. They have created 39 of the 50 required jobs and anticipate having the additional 11 jobs within the next 30 to 60 days.

Job Creation Status (Please refer to the executed Performance Agreement or Legally Binding Commitment)
 (Please identify each company that entered into Performance Agreement or Legally Binding Commitment with the Grantee.)

Project Company: Idx Impressions
 Baseline Count of Full-Time Employees (as of the Award Date): 109
 Job Creation Goal (as defined in the executed Performance Agreement or Legally Binding Commitment): 50

Has the project company met the job creation goal? No.
 If no, what is the current employment level? 148 and they are currently advertising for 30 additional new positions

Jay MacDonald Hodges
 SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE

1/8/16
 Date

Mr. Jay MacDonald Hodges, Mayor
 TYPED NAME AND TITLE



North Carolina Department of Commerce
Division of Employment Security

Remote Tax Filing Adjustment Online

Return To Filing
Return To Other Services
Logout

Filing Date: 1/13/2016

Report Summary

Tax Rate Percent: 2.684 %
 Gross Wages: \$ 899,513.76
 Excess Wages: \$ 437,166.38
 Taxable Wages: \$ 592,347.38
 Tax Due for QTR: \$ 14,980.93
 Interest & Penalty Due: \$ 0.00
 Total Remittance Paid: \$ 14,980.93
 Total Remittance Due: \$ 0.00

Filing Status - Accepted

IDX IMPRESSIONS LLC Account Number: 05-81-128

8901 SNOWDEN RIVER PKWY STE 100
COLUMBIA, MD 21046-1673

Report Quarter: 2016 - Quarter 3 Q3

Did you pay wages this quarter? Yes No

Sent via Magnetic File Media:

You have already filed the tax return for this quarter. If an adjustment must be done to this return, please review the information carefully and choose "Begin Adjustment" to begin.

Gross Wages \$ **899,513.76**
 Excess Wages \$ **437,166.38**

Covered Workers on 12th of Each Month		
July	August	September
121	119	120

Begin Adjustment

SSN	First Name	Middle Name	Last Name	Wages
<input type="text"/>				
058-64-7793			STUR	\$7,707.00
073-50-5024			HADD	\$3,695.26
102-58-2560			ROAR	\$26,148.48
121-74-4401			BLOU	\$10,973.50
141-42-6761			MILL	\$5,224.17
147-44-7318			MACK	\$4,017.52
150-74-8493			STEF	\$8,515.61
Total:				\$999,513.76

Page size: 7 127 items in 19 pages

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<http://tax.desncc.com/TFile/AdjustmentEntry.aspx> (sssec96a)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Manager
Date: January 25, 2016
Subject: Accept the addendum to the Trillium Health Resources - Play Together Construction Grant for Accessible Playgrounds and Amend the Grant Project Ordinance

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

RECOMMENDATION:

I move City Council accept the addendum to the Trillium Health Resources - Play Together Construction Grant for Accessible Playgrounds and approve the amendment to the grant project ordinance to increase the total amount of the grant and local contributions.

BACKGROUND AND FINDINGS:

The original contract awarded was in the amount of \$225,000.00. The contract has been amended by \$55,556.00 for a total of \$280,556.00. In addition, the City has received a private donation in the amount of \$3,600.00.

PREVIOUS LEGISLATIVE ACTION

Original contract approved by Council - September 28, 2015 (subject to corrections by the City Attorney).
Original contract - executed November 2015.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Contract addendum and grant project ordinance.

City Manager Review: MR Concur _____ Recommend Denial _____ No Recommendation
1/19 Date

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCE FOR THE
TRILLIUM HEALTH RESOURCES- PLAY TOGETHER GRANT
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 following appropriation accounts in the Trillium Health Resources Play Together Construction Grant be increased by the following amounts to reflect a grant award amendment based on equipment bids and local contributions:

51-60-4930-5601	Playground Equipment	55,556
51-60-4930-4500	Construction	<u>3,600</u>
	Total	59,156

Section 2. That the following revenue accounts in the Trillium Health Resources Play Together Construction Grant be increased by the following amounts:

51-60-3480-0000	Trillium Health Grant	55,556
51-60-3480-2000	Donations	<u>3,600</u>
	Total	59,156

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 25th day of January, 2016.

MAYOR

ATTEST:

CITY CLERK

Contract # 0049T-001-FY16
Cost Center # 93
Line Item # 0690-55
Obligated \$55,556.00
Date Entered _____

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act. General Statute 159.

CITY OF WASHINGTON

_____ (SEAL)

Matt Rauschenbach,
Chief Financial Officer

**SIGNATURES FOR TRILLIUM
HEALTH RESOURCES**

Leza Wainwright, CEO

Date

**Joy Futrell, Vice President,
Business Operations**

Date

SIGNATURES FOR CONTRACTEE

**Kristi Roberson, Parks & Recreation
Department Manager**

Date



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: John Rodman, Community & Cultural Services
Date: January 19, 2016
Subject: Ordinance to amend the Historic Preservation Design Guidelines to include revised guidelines on the use of fences and walls in the local historic district.

Applicant Presentation: Emily Rebert, Preservation Planner
Staff Presentation: John Rodman, Community and Cultural Services

RECOMMENDATION:

I move that the City Council accept the recommendation of the Historic Preservation Commission and approve an amendment to the Historic Preservation Design Guidelines to include revised guidelines on the use of fences and walls in the local historic district.

BACKGROUND AND FINDINGS:

The Historic Preservation Commission met and appointed a sub-committee to consider the use of fences and walls in the historic district. The sub-committee met numerous times and drafted revised guidelines on fences and walls. In September 2015 a workshop was held with the Historic Commission to discuss and finalize the amended guidelines. A recommendation to forward the amended guidelines to City Council was approved during the November HPC meeting. Council made additional comments that were addressed by the HPC & Committee.

PREVIOUS LEGISLATIVE ACTION

Sub-committee meetings
Commission workshop
Commission approval

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Ordinance
Amended Guidelines

City Manager Review: 1/19 Date Concur RR Recommend Denial No Recommendation _____

Ordinance to Amend Chapter 4.0, Streetscape and Site Design,
Section 4.6 Fences and Walls

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

Section 1. That Chapter 4.0, Streetscape and Site Design, Section 4.6 Fences and Walls of the Historic Preservation Commission Design Guidelines shall be amended to include the following:

Section 4.6. Fences and Walls shall be omitted entirely and replaced with the attached revised guidelines:

Attachment A

Section 2. This Ordinance shall become effective upon its adoption.

Section 3. All Ordinances or parts in conflict herein are repealed.

Adopted this 25th day of January, 2016.

Jay MacDonald Hodges
Mayor

ATTEST:

Cynthia S. Bennett
City Clerk

4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement. The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. The applicant shall also be present at the HPC meeting so they will be available for questioning by the Commission. **neighbors, or members of the audience.** A photograph from the public right of way is required for any proposed fencing. All fences and walls shall be approved by the Historic Preservation Commission as Major Works.



Fence and Wall Guidelines

4.6.1 Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.



4.6.2 Wood, brick, stone, decorative block, ornamental black aluminum or iron, are appropriate fencing materials

in the Historic District. Vinyl, chain link, post and rope or chain fences are not allowed.

- 4.6.3 Deteriorated fence and wall elements should be repaired rather than replaced.
- 4.6.4 Repairs to existing chain link fences may be allowed up to 50% of a fence run (area between right angles). If 50% or greater of any linear feet of chain link fence run is damaged or otherwise requires repair, that fence run shall be removed and if replaced, shall be with a new fence made of material other than chain link and consistent with these guidelines.
- 4.6.5 Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.
- 4.6.6 New fences and walls in the front facade should be of a design that is appropriate to the architectural style and period of the historic structure. The new fence should enclose the entire front yard when possible.
- 4.6.7 Front yard wooden fences and wooden fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height. **and painted or stained white.** It is prohibited to use solid privacy fences in front yards. Split rail, basket weave, lattice and shadowbox are also prohibited.



- 4.6.8 Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed ~~six (6)~~ **five (5)** feet in height. If a wood privacy fence is selected, it should be of a shadowbox style or any style illustrated in figure 4.1.



- 4.6.9 A rear yard privacy fence shall place the framing for the fence to the inside facing the owner's property. The outside of all wooden rear yard privacy fences should be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure. No privacy fence can extend beyond the

rear corner of the house.
(figure 4.2)

4.6.10 All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure.



4.6.11 It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. No privacy fence that exceeds four (4') feet in height shall be allowed in the side or rear yards of property located south of Main Street. **Areas south of Main Street, which have water views and vistas from the historic district or from the water, shall not be allowed to block a view by constructing a privacy fence that exceeds four (4) feet in height in the side or rear yard.**

4.6.12 The use of plant screenings, in the form of hedgerows and landscaping, is encouraged

as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



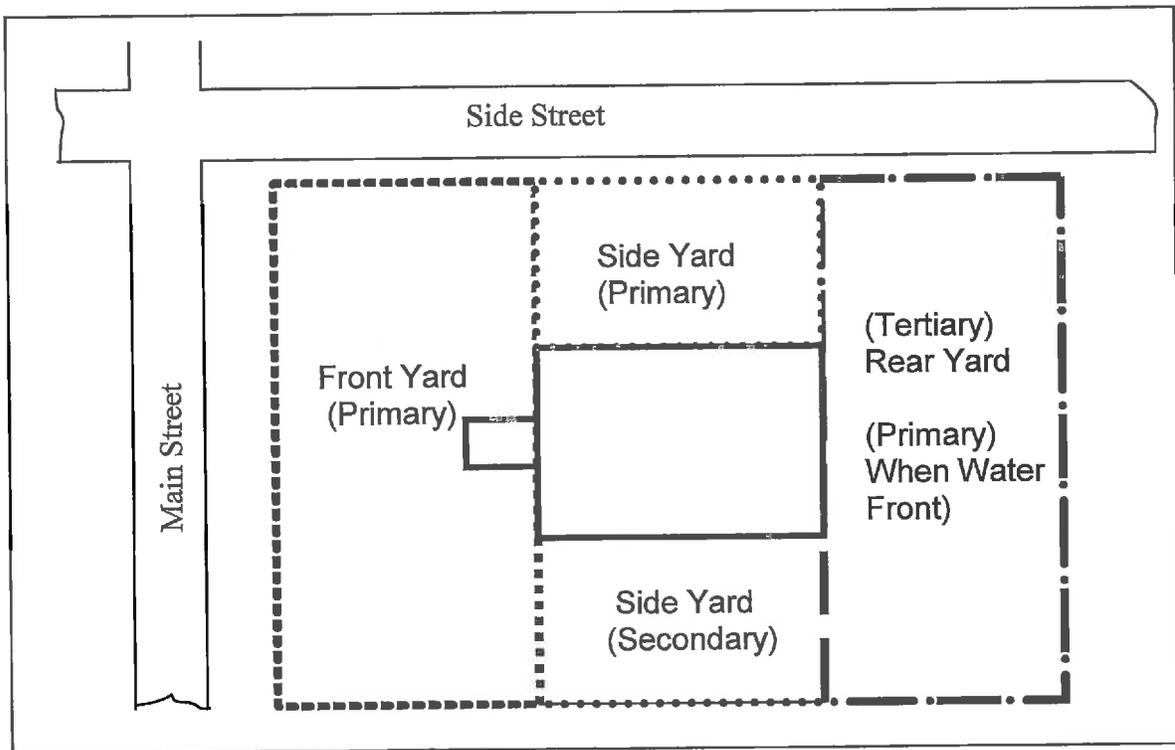
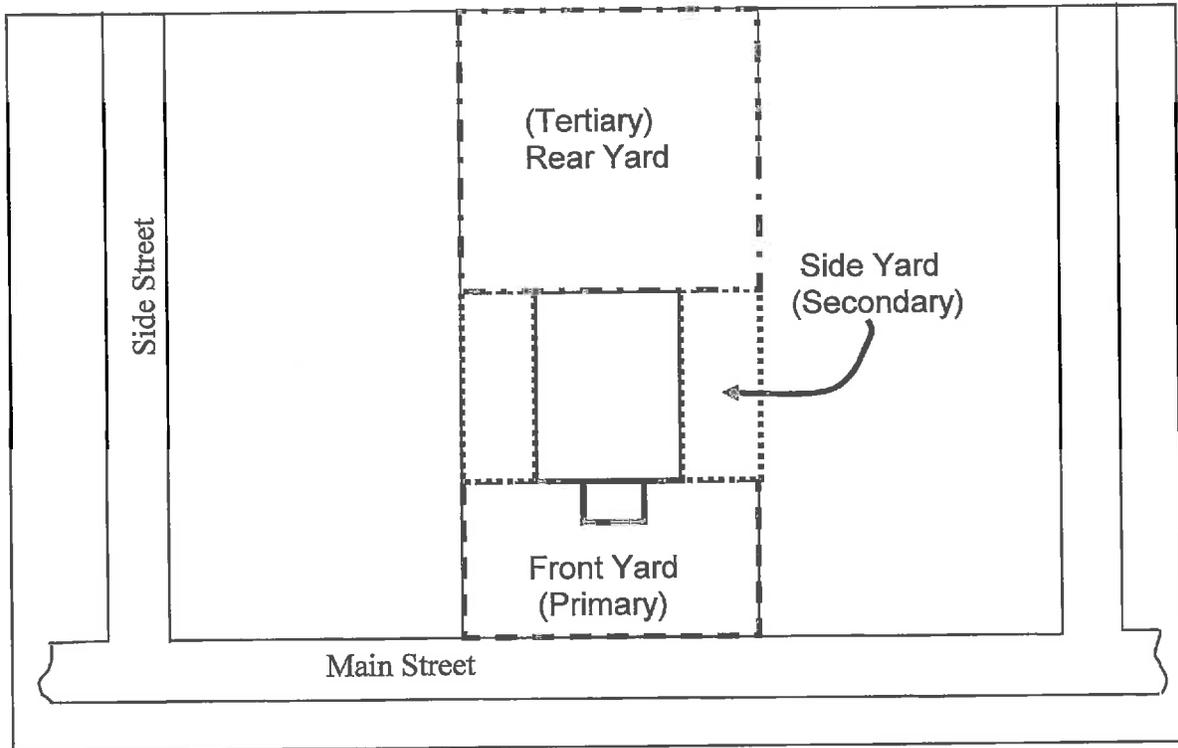
4.6.13 Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas. **Fences should follow the same guidelines as in the residential areas. In the screening of smaller commercial utility areas, refuse receptacles, and such, shadow box fencing and/or brick walls shall be preferred materials, and shall not exceed 3' in height above said utility. In other respects these screenings shall adhere to the same historic guidelines as in residential areas. Parking lot walls shall be of brick, not to exceed 3 feet in height. Large dumpsters shall be surrounded on ALL sides by commercial grade vinyl or wood fencing, dark in color, and shall be no taller**

~~than 3" above the dumpsters~~

- 4.6.14** Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.



- 4.6.15** Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.
- 4.6.16** When shielding residential utilities, areas shall follow the existing guidelines for fences and walls, and shall not exceed 3" above the height of the utility.



Typical Yard Layout
(figure 4.2)



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: January 25, 2016
Subject: Special Revenue, Reserve, and Internal Service Fund Budget Ordinance Amendment

Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a budget ordinance amendment for Special Revenue, Reserve, and Internal Service Funds.

BACKGROUND AND FINDINGS:

Past practice for these funds has been to adopt a budget when there were planned expenditures, not for revenue only. Revised interpretation of NC G.S. 159-13 (a) suggests the adoption of a budget when there is only estimated revenue and no planned expenditure. As such, budgets are being established for these funds with the appropriation of reserve for future expenditures utilized to offset the expected revenue and balance the funds.

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

City Manager Review: MAL Concur _____ Recommend Denial _____ No Recommendation
1/19 Date

**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 Water Capital Reserve Fund be increased in the following accounts and amounts for water impact fees:

31-90-3350-5301	Water Impact Fees	5,000
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Section 2. That the following accounts and amounts be increased in the Water Capital Reserve Fund appropriations budget:

31-90-4950-4504	Reserve for Future Capital Exp.	5,000
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Section 3. That the Estimated Revenues in the Sewer Capital Reserve Fund be increased in the following accounts and amounts for sewer impact fees:

33-90-3350-5301	Sewer Impact Fees	10,000
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Section 4. That the following accounts and amounts be increased in the Sewer Capital Reserve Fund appropriations budget:

33-90-4950-4504	Reserve for Future Capital Exp.	10,000
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Section 5. That the Estimated Revenues in the CDBG Program Income Fund be increased in the following accounts and amounts for CDBG program income:

60-60-3350-8001	New Horizons Pgm. Income	1,880
60-60-3350-8110	CDBG Program Income	4,077

Section 6. That the following accounts and amounts be increased in the CDBG Program Income Fund appropriations budget:

60-60-4950-4504	Reserve for Future Pgm. Inc. Exp.	5,957
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Section 7. That the Estimated Revenues in the Facility Maintenance Fund be increased in the following accounts and amounts for interest income:

87-60-3831-0000	Interest Earned	500
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Section 8. That the following accounts and amounts be increased in the Facility Maintenance Fund appropriations budget:

87-60-4950-4504 Reserve for Future Facility Maint. Exp. 500

Section 9. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 10. This ordinance shall become effective upon its adoption.

Adopted this the 25th day of January, 2016.

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: January 25, 2016
Subject: HWY 32N Project Purchase Order Approval
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council approve purchase orders in the amount of \$54,378.76 to McFarland Cascade Holdings and \$71,877.22 to Westinghouse Electric to purchase materials for the HWY 32N reconductoring project.

BACKGROUND AND FINDINGS:

Council appropriated \$330,000 to complete sections 3-5 of the HWY 32N reconductoring project on 11/16/15. These purchase orders are for the poles and wire of this project.

PREVIOUS LEGISLATIVE ACTION

November 16, 2015 Budget Ordinance Amendment

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Requisitions

City Manager Review: MW Concur _____ Recommend Denial _____ No Recommendation
1/19 Date

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

Requisition #: 1239
PO #: Not Assigned
User Name: mwhealey

Date: 1/13/2016
Approved By:
Approved Code:
Total Amount: \$54,378.76
Ship To: CITY OF WASHINGTON
WAREHOUSE (ELEC)

MCFARLAND CASCADE HOLDINGS, INC.
PO BOX 1496
TACOMA, WA 98421

Highway 32N Project, Mike Whaley for Elec. Dept., 252-975-9308.

Quantity	Item Description	Project Number	Unit Price	Extended
64	65' Poles, Class 2, CCA.		\$796.36	\$50,967.04
3	70' Pole, Class 2, CCA.		\$1,137.24	\$3,411.72

Sub Total	\$54,378.76
Shipping	\$0.00
Tax	\$0.00
Total	\$54,378.76

Account Number	Account Description	Amount
35-90-8390-7400	EQUIPMENT PURCHASES	\$54,378.76
Total		\$54,378.76

Requisition Approval History

Approval Date	Approval Description	Approved by	PO Number
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**Requisition Form
City Of Washington
P.O BOX 1988
WASHINGTON, NC 27889**

Requisition #: 1238
PO #: Not Assigned
User Name: mwhealey

Date: 1/13/2016
Approved By:
Approved Code:
Total Amount: \$71,877.22
Ship To: CITY OF WASHINGTON
WAREHOUSE (ELEC)

WESTINGHOUSE ELECTRIC SUPPLY
3025 STONYBROOK DRIVE
RALEIGH, NC 27604

Highway 32N Project, Mike Whaley for Elec. Dept., 252-975-9308.

Quantity	Item Description	Project Number	Unit Price	Extended
36570	Wire 1/0 ACSR, 6/1 Bare, Raven (6095'/reel).		\$0.18	\$6,692.31
136656	336.4, ACSR, 18/1, Merlin Wire (5694'/reel).		\$0.48	\$65,184.91

Sub Total	\$71,877.22
Shipping	\$0.00
Tax	\$0.00
Total	\$71,877.22

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
35-90-8390-7400	EQUIPMENT PURCHASES	\$71,877.22
Total		\$71,877.22

Requisition Approval History

Approval Date	Approval Description	Approved by	PO Number
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BID TABULATION

Bid for: Wire and Poles
Highway 32N
Opened: 3:00 pm, Wednesday
December 23, 2015

<u>Item</u>	<u>Description</u>	<u>Wesco</u>	<u>Irby</u>	<u>McFarland Cascade</u>
1	1/0 ACSR Raven Wire	\$6,692.31	\$8,280.00	
2	336.4 ACSR, Merlin Wire	\$65,184.91	\$94,292.64	
3	65' Poles, CCA, Class 2			\$50,967.04
4	70' Poles, CCA, Class 2			\$3,411.72

Note: The poles are bid through an annual contract and negotiated through Electricities.

Recommendation: Purchase the wire from Wesco and the poles from McFarland Cascade.

Signed: Mike Whaley