



City of
Washington
NORTH CAROLINA
Council Agenda
MARCH 28, 2016
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from March 14, 2016 (**page 3**)

Approval/Amendments to Agenda

Recognition: *Captain R. M. Flowers – Beaufort County Fireman of the Year
 *Engineer Jonathan Patterson – Paid Beaufort County EMT of the Year

I. Consent Agenda:

A. Declare Surplus/Authorize – Electronic Auction of Vehicle through GovDeals
 (**page 13**)

B. Adopt – Storm Water Capital Project Ordinance Amendment (**page 14**)

C. Approve – Purchase Order >\$20,000 (**page 16**)

II. Comments from the Public:

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

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

V. Scheduled Public Appearances:

A. Mickey Cochran – Parking update

VI. Correspondence and Special Reports: None

VII. Reports from Boards, Commissions and Committees:

A. Human Relations Council (**page 18**)

VIII. Appointments:

A. Historic Preservation Commission (**page 20**)

B. Recreation Advisory Committee (**page 23**)



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- IX. Old Business:
- A. Approve – Civic Center Management Contract (**page 25**)
 - B. Approve – Funding Appropriation for Outside Agencies – FY 2016/17 (**page 28**)
- X. New Business:
- A. Authorize – Summer Hours – Moore Aquatic & Fitness Center (**page 30**)
 - B. Approve – Application for Historical Marker – 1st fallen firefighter Edward Peed (**page 32**)
- XI. Any other items from City Manager:
- A. Discussion – Bicentennial coins
- XII. Any other business from the Mayor or other Members of Council: None
- XIII. Closed Session: Under NCGS § 143-318.11(A)(3) Attorney/Client Privilege; (A)(1) Disclosure of Confidential Information; 159B-38 Confidentiality of Contract Discussions; 143-318.10(E) Public Records Act
- XIV. Adjourn – Until Saturday, April 9, 2016 at 8:30 am, Washington-Warren Airport

The Washington City Council met in a regular session on Monday, March 14, 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; and Richard Brooks, Councilmember. Councilmember Larry Beeman was absent and excused. Also present: Bobby Roberson, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

MOMENT OF SILENCE IN MEMORY OF DR. CHARLES BOYETTE

APPROVAL OF MINUTES:

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council approved the minutes of February 22, 2016 as presented.

APPROVAL/AMENDMENTS TO AGENDA

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

**PRESENTATION: DEPARTMENT OF LABOR – SHARP AWARD
KEVIN O’BARR, BUREAU CHIEF**



ELECTRIC DEPARTMENT

Mayor Hodges posed for a photo with Interim Electric Director, Jeff Clark; Department of Labor - Bureau Chief, Kevin O’Barr; retired Electric Director, Keith Hardt and the Washington Electric Utilities staff in receiving the SHARP award.



Mayor Hodges posed for a photo with Adam Waters, Water Resources Superintendent; Department of Labor - Bureau Chief, Kevin O’Barr and the Public Works - Water Resources Division in receiving the SHARP award.

CONSENT AGENDA:

By motion of Councilmember Pitt, seconded by Mayor Pro tem Finnerty, Council approved the consent agenda as presented.

A. **Approve** –Audit Contract for fiscal year 2015-2016

*Martin Starnes and Associates, CPA, PA located in Hickory, NC - \$34,000. This audit contract is for the first of three years of the agreement.

(copy attached)

B. **Declare Surplus/Authorize** – Electronic Auction of Vehicles through GovDeals

| <u>Vehicle #</u> | <u>Make/Model</u> | <u>Department</u> | <u>Serial #</u> | <u>Odometer Reading</u> |
|------------------|-----------------------|-------------------|-------------------|-------------------------|
| 510 | 1999 Ford Ranger | Cemetery | IFTYR10V3XUA98289 | 77,167 |
| 455 | 2001 Chev. Dump Truck | Public Works | IGBJ6H1C01J509290 | 75,733 |

C. **Authorize** –Recreation Director to apply for Public Beach & Coastal Waterfront Access Funds 2016-2017 Grant - Havens Gardens Fishing Pier

*The Recreation Advisory Committee chose to pursue funding for the Havens Gardens Pier during their 2-8-16 meeting. The new pier would include cut outs for handicap accessible fishing and would match the marine slats of the Municipal Pier. The pier is in the CIP, however, that price doesn’t reflect handicap accessible fishing cut outs.

D. **Approve** – Purchase Order >\$20,000

*Duke’s Root Control Inc., for sewer I&I work - \$21,202.67

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING 6:00PM– ZONING: NONE

PUBLIC HEARING 6:00PM - OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:

MICKEY COCHRAN – REQUEST FOR NO PARKING – SOUTHSIDE OF E. 10TH STREET BETWEEN NICHOLSON & TELFAIR

Mickey Cochran, who lives on East 10th Street asked Council to prohibit parking on the Southside of East 10th Street between Nicholson & Telfair to possibly McNair Street. Mr. Cochran explained that his neighbor is operating a business in a residential district and has left several abandoned cars in their backyard. He stated that his neighbor is purposely parking vehicles in front of his house which prohibits parking for Mr. Cochran’s visitors. He is asking the City to protect his property rights. “My family has resided at this address for 69 years and has never seen anything like this happen. For the last eight years, I had the misfortune of living beside a junkyard, used-car lot and a rundown house that was abandoned for three-plus years,” Mr. Cochran said. He thanked Clarence Gray and John Rodman for their efforts in trying to remedy this issue.

Mr. Cochran said vehicles parked on the street by the neighbor hindered the city’s street sweeper from cleaning the street and his ability to place yard waste on the street so it could be picked up and hauled away.

The City Manager said he wants to meet with East 10th Street residents to discuss the issues presented by Mr. Cochran as well as any related issues they might have. In regard to the alleged business operating in the residential area, Mr. Roberson noted that, “We do have that specific property under surveillance. We will take necessary actions to bring the property into compliance”. A recommendation will be presented to the council in April.

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO – BUDGET TRANSFER – GENERAL FUND – (no comments)

The Budget Officer transferred \$50,000 of funds between the Finance and Miscellaneous departments of the General Fund appropriations budget to establish a Capital Project Fund for the finance and utility billing software project.

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

| | | | |
|--------------|------------------------|-----------------------|-----------------|
| <i>From:</i> | <i>10-00-4130-7400</i> | <i>Capital Outlay</i> | <i>\$50,000</i> |
| <i>To:</i> | <i>10-00-4400-6200</i> | <i>Tranf. To CPF</i> | <i>\$50,000</i> |

MEMO – MUNICIPAL PIER AND “CRAB PARK” FEES

Background: During the February 15, 2016 Recreation Advisory Committee Meeting, staff proposed fees for the Municipal Pier and “Crab Park.” The fees are consistent with other facility fees already established through the Outdoor Special Events Policy. The Recreation Advisory Committee unanimously voted to recommend the proposed fees to City Council. The fees are listed below.

| <i><u>Municipal Pier -Proposed Fee Structure</u></i> | | | | | |
|--|---------------------|-------------------|----------------------------|---------------------|-------------------|
| <i><u>Resident</u></i> | <i><u>4 Hrs</u></i> | <i><u>Day</u></i> | <i><u>Non-Resident</u></i> | <i><u>4 Hrs</u></i> | <i><u>Day</u></i> |
| <i>Shelter</i> | <i>\$80</i> | <i>\$120</i> | <i>Shelter</i> | <i>\$160</i> | <i>\$240</i> |
| <i>Electric</i> | <i>\$25</i> | <i>\$25</i> | | <i>\$25</i> | <i>\$25</i> |

Event Deposit Fee Schedule already in place per Special Events Policy

Suggestions for Guidelines

- No Boats
- No Fishing
- Sign- No feeding animals
- “gate” for entrance for reserved events
- 100 Maximum people on pier
- Must leave Isle on pier walkway
- Same guidelines for decorating as Festival Park Shelters
- Same guidelines for use of park (grassy) already in place

“Crab Park” - Proposed Fee Structure

| <u>Resident</u> | <u>4 Hrs</u> | <u>Day</u> | <u>Non-Resident</u> | <u>4 Hrs</u> | <u>Day</u> |
|-----------------|--------------|------------|---------------------|--------------|------------|
| <i>Park</i> | \$50 | \$75 | <i>Park</i> | \$100 | \$150 |
| <i>Electric</i> | \$25 | \$25 | | \$25 | \$25 |

Event Deposit Fee Schedule already in place per Special Events Policy

Suggestions for Guidelines

- No Open flames
- No Cooking
- No Driving on Grass
- Tents are required to be “sand bagged” in this area

Kristi Roberson, Parks and Recreation Director explained that the “crab park” is an informal name given to the area where several of the decorative crabs from around the City have been placed (near the former Dock Attendants Office). Her office has had inquiries regarding renting this location.

DISCUSSION - GRANT UPDATES

Grant Executive Summary
as of 2/15/2016

| Active | Fund | Grant Description | Dates | | | Financials | | | | Deliverable | | | | Notes |
|--------|------|-------------------------------|----------|------------|------------|------------|-----------|-----------|-----------|-----------------|-------|----------|------|--|
| | | | Award | Expiration | Completion | Revenue | | Expense | | Metric | Total | Achieved | Bal. | |
| | | | | | | Budget | Actual | Budget | Actual | | | | | |
| | 31 | Trillium Health Play Together | 09/18/15 | 06/30/16 | | 284,156 | 3,600 | 284,156 | - | | | | | Playground equipment on order |
| | 53 | Downtown Development | | | | 85,500 | 33,000 | 85,500 | 42,876 | | | | | No more work planned |
| | 54 | Hotel Project NAF, Rural EIP | 08/20/15 | 08/20/17 | | 205,400 | 111,400 | 236,400 | 128 | Jobs/Investment | 20 | 0 | 20 | Engineer selected, developer contribution paid |
| | 55 | idX/Impressions NC One Grant | 09/30/13 | 09/30/16 | | 300,000 | - | 230,000 | - | Jobs/Investment | 160 | 0 | 160 | Jobs created but not award date |
| | 59 | idX Building Reuse | 12/18/14 | 12/18/16 | | 512,500 | 4,000 | 512,500 | 2,590 | Jobs/Investment | 50 | 79 | 11 | 1 year construction extension requested, job creation in progress. |
| | 61 | Pedestrian Sign Grant | 05/20/13 | 09/30/13 | 12/31/14 | 10,000 | 13,000 | 10,000 | - | | | | | Priority list and plan to be presented to RAC in April, Council in May |
| | 66 | Airport Terminal Grant | 04/04/13 | 07/01/15 | 03/31/15 | 1,254,488 | 1,255,675 | 1,254,488 | 1,225,610 | | | | | Final expenditure being absorbed |
| | 67 | Facade Grant Program | 07/01/15 | 06/30/16 | | 26,000 | 23,010 | 26,000 | 5,550 | | | | | Two pending, 3 reimbursed (2 from prior year) |
| | 69 | Way Finding | | | 04/01/15 | 150,000 | 153,623 | 150,000 | 20,513 | | | | | Phase 1 signing contract on hold |
| | 71 | Airport Lighting Rehab | | | | 460,121 | 274,941 | 460,121 | 403,088 | | | | | Construction complete |
| | 72 | Municipal Pier Access Grant | 07/01/14 | 11/30/15 | | 135,900 | 15,000 | 135,000 | 135,000 | | | | | Construction complete, reimbursement request submitted. |
| | 74 | Sewer I&I Refuse/CWSRF | 09/03/15 | | | 2,000,000 | - | 2,000,000 | 98,519 | | | | | Preliminary engineering underway, Phase 1 complete |
| | 76 | EDA Water Projects | 09/11/13 | 03/31/17 | 02/28/17 | 1,428,262 | 1,057,084 | 1,428,262 | 1,021,056 | | | | | Expected completion April 1st |
| | 77 | EDA Sewer Grants | 09/11/13 | 03/31/17 | 02/28/17 | 1,423,894 | 1,208,477 | 1,423,894 | 1,099,235 | | | | | Expected completion April 1st |
| | | CD36 Knoxville Rd. | 2005 | 6/4/2013 | 06/30/16 | 320,000 | 323,000 | 320,000 | 320,000 | | | | | For 2.0M qualifies, costing conducted 9/10/15 |

Applications/Awards

| | Pre-App | Selected | Final App | Grant | Match | Total | |
|-----------------------------|---------|----------|-----------|--------|-------|--------|--------------------------------------|
| Recreation Trails Program | 7/14/15 | | | 19,500 | 5,500 | 25,000 | Partnered with Sound Rivers |
| FEMA- Radios | 1/12/16 | | | 52,381 | 2,619 | 55,000 | |
| NCGCC- Communication System | 1/12/16 | | | 25,000 | 0 | 25,000 | Police internal communication system |

Councilmember Pitt inquired about the status of the Keys Landing project. Mr. Roberson explained the project is due and payable July 1st. Mr. Rauschenbach reviewed the history of the grant noting that if the 2nd home for this year qualifies (LMI) then we won't have to make any additional payments. The grantee will owe the city money at the end of the grant (July 2016). The City Attorney sent a pre-notice letter in December 2015 to Rev. Moore.

Mayor Pro tem Finnerty inquired if the Wayfinding project was on hold? Mr. Roberson explained that we are working on the process to go out for bids on the signage. We will have a purchase order prior to July 1, 2016. Councilmember Mercer stated he is opposed to the sequence for the placement of the signs – the signs should be placed outside of the City first, in order to get people off of the highway and into town. Mr. Roberson noted that a committee worked on the signage priorities and locations for over a period of 9 months. Councilmember Mercer reiterated that the signs should be installed outside the city first in order to get people off the bypass and into the Central Business District.

DISCUSSION - PROJECT UPDATES

Capital Project Status FY 2015/2016

2/18/2016

| Fund/Department | Account | Description | Budget \$ | Spent | Open PO | Balance | Status | Notes |
|---------------------------|-----------------|-----------------------------|------------------|----------------|----------------|----------------|--|----------|
| General Fund: | | | | | | | | |
| Finance | 10-00-4130-7400 | Financial Software | 50,000 | 0 | 0 | 50,000 | Project on hold, set up capital project fund | |
| Purchasing | 10-00-4131-7400 | Parking lot 1/3 | 30,084 | 0 | 30,084 | 0 | Construction complete, punch list | |
| | | Lighting | 32,530 | 19,987 | 1,417 | 11,131 | In progress | |
| IT | 10-00-4132-7400 | Network switches | 12,306 | 11,833 | 113 | 360 | In progress | |
| Police | 86-60-4930-4310 | Vehicles #136,142,160,8,164 | 142,000 | 32,079 | 100,859 | 9,062 | Two received, balance on order | |
| Fire | 10-10-4341-7400 | Defibrillator | 30,000 | 28,304 | 0 | 1,696 | Complete | |
| | 86-60-4930-4340 | Fire Engine 1 | 450,000 | 450,847 | 0 | (847) | Complete | |
| | 86-60-4930-4341 | LMS truck 1 | 150,000 | 153,491 | 0 | (3,491) | Complete - sales tax | |
| Code Enforcement | 86-60-4930-4350 | Vehicle #121 | 20,000 | 23,189 | | (3,189) | Complete, budget transfer to repl. fund | |
| Powell Bill | 10-20-4511-4500 | Street Paving | 61,639 | 5,211 | 2,467 | 53,961 | | |
| Street Maintenance | 86-60-4930-4510 | Dump truck #455 | 75,000 | 65,752 | 795 | 8,453 | Complete | |
| Rec. Administration | 10-40-6121-7400 | Bobby Andrews Roof | 64,465 | 64,464 | 0 | 1 | Complete | |
| Senior Center | 10-40-6123-7400 | HVAC | 5,900 | 5,894 | 0 | 6 | Complete | |
| Rec. Maintenance | 10-40-6130-7400 | Grasshopper mower | 11,000 | 11,000 | 0 | 0 | Complete | |
| | | Ballfield rake | 13,000 | 12,983 | 0 | 17 | Complete | |
| Total General Fund | | | 1,147,924 | 885,629 | 135,730 | 127,165 | | |
| Water: | | | | | | | | |
| Miscellaneous | 30-90-6610-7400 | Network switches | 12,306 | 11,683 | 113 | 510 | In progress | |
| | 30-90-6610-7400 | GIS 1/2 | 12,100 | 1,250 | 10,850 | 0 | In progress | |
| | 30-90-6610-7400 | Utility billing software | 18,187 | 0 | 0 | 18,187 | Project on hold, set up capital project fund | |
| Treatment | 30-90-8100-7400 | Vehicle #660 | 28,000 | 28,848 | 0 | (848) | Complete | |
| | Maintenance | 30-90-8140-7400 | Vehicle #416 | 24,000 | 0 | 23,614 | 386 | Received |
| Total Water Fund | | | 94,588 | 41,781 | 34,577 | 18,230 | | |
| Sewer: | | | | | | | | |
| Miscellaneous | 32-90-6610-7400 | Network switches | 12,306 | 11,683 | 113 | 510 | In progress | |
| | 32-90-6610-7400 | GIS 1/2 | 12,100 | 1,250 | 10,850 | 0 | In progress | |
| | 32-90-6610-7400 | Utility billing software | 18,187 | 0 | 0 | 18,187 | Project on hold, set up capital project fund | |
| Treatment | 32-90-8220-7400 | Vehicle #551 | 27,000 | 26,249 | 0 | 751 | Complete | |
| | 32-90-8220-7400 | Video surveillance system | 25,000 | 11,599 | 1,650 | 11,751 | Complete mid March | |
| LIFT Stations | 32-90-8230-7400 | Springs Rd panel A & B | 40,000 | 0 | 39,986 | 14 | On order, in place March 2016 | |
| Total Sewer Fund | | | 134,588 | 50,781 | 52,599 | 31,208 | | |

Capital Project Status FY 2015/2016

2/18/2016

| Fund/Department | Account | Description | Budget \$ | Spent | Open PO | Balance | Status | Notes |
|--------------------------------|-----------------|-----------------------------------|------------------|------------------|------------------|------------------|--|-------------------------------------|
| Storm Water: | | | | | | | | |
| | 34-90-5710-7400 | Drainage improvements | 150,000 | 17,002 | 36,358 | 96,640 | Design phase complete | |
| | 58-90-5710-4500 | RZEDB-drainage improvement | 148,185 | 0 | 0 | 148,185 | | |
| | | Total Storm Water Fund | 298,185 | 17,002 | 36,358 | 244,825 | | |
| Electric: | | | | | | | | |
| Electric Director | | | | | | | | |
| | 35-90-6610-7400 | Network switches | 12,306 | 11,683 | 113 | 510 | In progress | |
| | 35-90-6610-7400 | Utility billing software | 63,636 | 0 | 0 | 63,636 | Project on hold, set up capital project fund | |
| Electric Meter Service | | | | | | | | |
| | 35-90-7250-1500 | Parking lot 1/3 | 30,084 | | 30,083 | | 1 | Construction complete, punch list |
| | 35-90-7250-7400 | Meters | 50,000 | | | | | On order |
| | | 2015 PO's | 19,855 | | | | | Complete |
| | | Vehicle #655 | 25,000 | | | | | Complete |
| | | Total Electric Meter Svc. | 124,939 | 42,391 | 76,492 | 6,056 | | |
| Substation Maint. | | | | | | | | |
| | 35-90-8370-7400 | Distribution reclosers | 20,000 | | | | | Complete, awaiting delivery |
| | | Capacitors | 8,000 | | | | | Complete |
| | | Slatestone subst./recloser | 70,000 | | | | | On order, delivery expected 03/2016 |
| | | Forest Hills substation | 42,760 | | | | | Complete |
| | | Main sub circuit exits | 767,456 | | | | | Contract executed |
| | | Main sub B3 breaker | 50,000 | | | | | Expected completion 3/22/16 |
| | | Total Substation | 401,216 | 99,945 | 790,679 | 17,647 | | |
| Power Line Maintenance | | | | | | | | |
| | 35-90-8380-1500 | Parking lot 1/3 | 30,083 | 0 | 30,083 | 0 | | Construction complete, punch list |
| Power Line Construction | | | | | | | | |
| | 35-90-8390-7400 | Vehicle UTV | 15,000 | | | | | Complete |
| | | 2015 PO's | 260,045 | | | | | Complete |
| | | NC 32 Reconductoring | 330,000 | | | | | Material ordered, in progress |
| | | Grimesland Rd. Feeder | 310,000 | | | | | Engineering complete |
| | | Vehicle #614 | 35,000 | | | | | Complete |
| | | Excavator #610 | 60,000 | | | | | Complete |
| | | 2nd/5th St. circuit rebuild | 322,788 | | | | | Contract executed, start March 1 |
| | | Vehicle #608 | 72,500 | | | | | On order |
| | | Total Power Line Construct | 1,405,333 | 372,127 | 497,471 | 535,735 | | |
| | | Total Electric Fund | 2,039,513 | 526,146 | 894,788 | 618,579 | | |
| Cemetery Fund | | | | | | | | |
| | 39-90-4740-7400 | Vehicle #510 | 70,000 | 18,767 | 0 | 1,238 | Complete | |
| | | Zoro turn mower | 6,800 | 6,500 | 0 | 300 | Complete | |
| | | Total Cemetery | 26,800 | 25,267 | 0 | 1,538 | | |
| Grand Total | | | | | | | | |
| | | Grand Total | 3,741,598 | 1,546,001 | 1,154,052 | 1,041,545 | | |

Councilmember Mercer commended staff noting that nearly every project is underway and/or completed. Discussion was held regarding the Electric Department projects and open purchase orders. Mr. Roberson noted that purchase orders should be completed by the end of May. Employee evaluations due in June will be due now in May in order to alleviate budget issues.

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:
HUMAN RELATIONS COUNCIL – (accepted as presented)
(copy attached)

APPOINTMENTS:

APPOINTMENT – WASHINGTON HOUSING AUTHORITY

Mayor Hodges appointed Rudolph (Rudy) Burns to the Washington Housing Authority to fill the un-expired term of Wanda Harvey, term to expire June 30, 2017.

OLD BUSINESS:

ADOPT – FINANCIAL & UTILITY BILLING SOFTWARE CAPITAL PROJECT ORDINANCE

Background and Findings: \$150,000 is budgeted in the current fiscal year to replace the City's financial and utility billing software systems. The project is funded by the General, Water, Sewer, and Electric Funds. Transitions in personnel, available resources, and other priorities

necessitate the deferral of this project to a future year. Budgeted funds for the project will be transferred to the Capital Project Fund.

By motion of Councilmember Mercer, seconded by Mayor Pro tem Finnerty, Council adopted a Capital Project Ordinance for the financial and utility billing software replacement project.

**A CAPITAL PROJECT ORDINANCE FOR
FINANCIAL & UTILITY BILLING SOFTWARE
CITY OF WASHINGTON, N.C.
FOR 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 capital project is hereby established:

Section 1. The project authorized is for the purchase, conversion, and implementation of financial and utility billing software to replace existing platforms.

Section 2. The officers of this unit are hereby directed to proceed with the project.

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

| | | |
|-----------------|----------|-----------|
| 65-60-4130-7400 | Software | \$150,000 |
|-----------------|----------|-----------|

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

| | | |
|-----------------|-----------------------------|---------------|
| 65-60-3980-1000 | Transfer from General Fund | \$50,000 |
| 65-60-3980-3000 | Transfer from Water Fund | 18,182 |
| 65-60-3980-3200 | Transfer from Sewer Fund | 18,182 |
| 65-60-3980-3500 | Transfer from Electric Fund | <u>63,636</u> |
| | Total | \$150,000 |

Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the developer agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total capital project 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 capital project in every budget submission made to the City Council.

Section 9. Copies of this capital project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the 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.

This the 14th day of March, 2016.

ATTEST:

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

**s/Jay MacDonald Hodges
Mayor**

APPROVE – REQUEST FROM BEAUFORT COUNTY COMMUNITY COLLEGE FOR WATERLINE EXTENSION

Barbara Tansey, President of Beaufort County Community College explained that BCCC built a burn house in December 2015 and they are requesting that a waterline be extended approximately 635 feet to supply water to the training facility. The new center includes a burn room, confined space and rappelling station, which imitate experiences of real fires. When this facility is fully set up, BCCC can provide training that other areas cannot do.

Ms. Tansey said the new facility, the only one of its kind in northeastern North Carolina, would provide training for city firefighters, more so than firefighters from other areas throughout Beaufort County. She reminded the Council that city firefighter, police and other emergency-related personnel do not pay tuition for job-related training they receive at BCCC.

Ms. Tansey said they cannot use state money for this project. They are also out of county money and BCCC has no funds to pay for extending the water line.

City Manager, Bobby Roberson said he would not bring the Council any related budget ordinance until we have a firm number about the construction of the line (if Council chooses to fund). The city wants the project (extension of waterline – 635 feet) to be designed and put out for bids.

By motion of Mayor Pro tem Finnerty, seconded by Councilmember Pitt, Council voted to approve one half of the amount for the waterline extension for Beaufort County Community College provided the Beaufort County Commissioners fund the other half of the expenditure.

NEW BUSINESS: NONE

ANY OTHER ITEMS FROM CITY MANAGER:

DISCUSSION – LOCAL REGIONAL PLANNING ORGANIZATION PRIORITIES

John Rodman, Director of Community and Cultural Services, reviewed the proposed list of transportation priorities with the Mayor and Council. That list includes the following proposed projects: building a U.S. Highway 264 bypass around Washington, improving Carolina Avenue (U.S. Highway 17 business), improving 15th Street from Carolina Avenue to Brown Street, improvements to Fifth Street and John Small Avenue and improving Highland Drive to Slatestone Road and continuing on Slatestone Road to Washington High School. Mr. Rodman said the City has been supporting those proposed projects for several years as the listed priorities are from 2014.

Mayor Hodges asked about the status of the 15th Street project, which has been modified several times in recent years. Mr. Rodman said that project is included in the state’s TIP and scheduled for construction in 2019.

Councilmember Mercer said it is his understanding that if the city does not include airport projects on its list of transportation needs those projects will not be including in the TIP and funded. He also said he thought a sewer-line project at the airport and construction of a maintenance facility at the airport had been included on the city’s list. If those projects are not on this list, they won’t get considered at all.

Mr. Rodman agreed that we certainly need to get those priorities on the list. Not only are we looking at motorized transportation needs, we’re also trying to address pedestrian needs, such as sidewalks, walking trails, bike trails can also be addressed in that transportation plan. Mr. Rodman said he would make sure the airport projects are added to the list being submitted for inclusion in the state’s TIP.

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

DISCUSSION – MAYOR PRO TEM FINNERTY - RETREAT

Mayor Pro tem Finnerty requested that Council hold a retreat before they do any work on the budget. She has polled members of Council and determined that Saturday, April 9th is a good day. Councilmember Mercer noted that if we hold the retreat on a Saturday, we will have to bring staff people in and pay them overtime or comp time. Mr. Roberson noted that Lee Padrick (Division of Community Assistance) will furnish information for a retreat facilitator as Mr. Padrick has a conflict on April 9th. Councilmember Mercer expressed Pat Capehart Brown has facilitated at least three retreats for the Mid-East Commission and she may be available as well.

CONNECT NC BOND

Councilmember Pitt discussed the Connect NC Bond and the benefits that Beaufort County Community College and Goose Creek State Park could receive if this bond passes.

CLOSED SESSION: UNDER NCGS § 143-318.11(A)(3) ATTORNEY/CLIENT PRIVILEGE; (A)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION; 159B-38

CONFIDENTIALITY OF CONTRACT DISCUSSIONS; 143-318.10(E) PUBLIC RECORDS ACT

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council entered into closed session under NCGS § 143-318.11(A)(3) Attorney/Client Privilege; (A)(1) Disclosure of Confidential Information; 159B-38 Confidentiality of Contract Discussions; 143-318.10(E) Public Records Act at 6:12pm.

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

By motion of Councilmember Brooks, seconded by Mayor Pro tem Finnerty, the City of Washington declines further exploration of entering an operational agreement with ElectriCities. Councilmember Mercer opposed. Motion carried.

ADJOURN

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adjourned the meeting at 8:30pm until March 28, 2016 at 5:30pm 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: March 15, 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 the 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> |
|------------------|----------------------|-------------------|----------------------|-------------------------|
| 802 | 2001 Chev. Astro Van | Recreation | 1GNDM19W21B135352 | 88,709 |

PREVIOUS LEGISLATIVE ACTION:

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS:



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Matt Rauschenbach, Administrative Services Director/C.F.O.
Date: March 28, 2016
Subject: Adopt Storm Water Capital Project Ordinance Amendment
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council adopt a Capital Project Ordinance Amendment for the Storm Water Capital Project fund to complete planned work with the remaining Recovery Zone Bond proceeds.

BACKGROUND AND FINDINGS:

\$160,222 of RZEDB proceeds and interest earnings are available to complete budgeted storm water improvements. The capital project ordinance amendment redistributes the funds to the construction account that will be utilized for the completion of the work.

PREVIOUS LEGISLATIVE ACTION

FY 2015-2016 Adopted and Amended Budget

FISCAL IMPACT

Currently Budgeted Requires additional appropriation No Fiscal Impact

SUPPORTING DOCUMENTS

Capital Project Ordinance Amendment

City Manager Review: MR Concur Recommend Denial No Recommendation
3/22 Date

**AN ORDINANCE TO AMEND THE CAPITAL PROJECT ORDINANCE FOR
THE RECOVERY ZONE BOND STORM WATER PROJECTS
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 Storm Water Capital Project be increased in the amount of \$12, 039 in the account Interest Earned, account number 58-90-3831-0000.

Section 2. That the following accounts be increased or decreased in the Storm Water Fund appropriations budget:

| | | |
|-----------------|-----------------------|-----------------|
| 58-90-5710-0400 | Professional Services | \$(2,382) |
| 58-90-5710-0405 | Engineering | (1,068) |
| 58-90-5710-4500 | Construction | 111,742 |
| 58-90-5710-9900 | Contingency | <u>(96,253)</u> |
| | Total | \$12,039 |

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 28th day of March, 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: March 28, 2016
Subject: Approval of PO's > \$20,000
Applicant Presentation: N/A
Staff Presentation: Matt Rauschenbach

RECOMMENDATION:

I move that City Council approve the \$34,350 purchase order to The Soundside Group for the storage area network component of our disaster recovery systems.

BACKGROUND AND FINDINGS:

This critical component of our network systems disaster recovery was included in the CIP for FY 2017. The FY 2016 IT projects have come in under budget and/or been avoided and funds are available in this fiscal year to replace this equipment that is past its end of life. Staff would like to proceed with the project this year.

PREVIOUS LEGISLATIVE ACTION

FY 2015/2016 Budget

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Purchase Order

City Manager Review: MWR Concur _____ Recommend Denial _____ No Recommendation
3/22 Date

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

Requisition #: 1525
PO #: Not Assigned
User Name: Jvickrey

Date: 3/15/2016
Approved By:
Approved Code:
Total Amount: \$34,350.00
Ship To: CITY OF WASHINGTON CITY HALL
(FINANCE)

THE SOUNDSIDE GROUP INC.
125 WEST WATER STREET
PLYMOUTH, NC 27962

Please PO to David & scan & email.
SAN Project
Quote # 13361
10-00-4132-7400

| Quantity | Item Description | Project Number | Unit Price | Extended |
|------------------|--|----------------|-------------|-------------|
| 2 | HP MSA 2040 Dual Controller 6TB (5.6TB Usable) SAN: 2x 6TB 7.2K hard drives (RAID1) with no replication software license | | \$13,781.00 | \$27,562.00 |
| 2 | Warranty - (Reactive Service) 3YR 9x5xNBD Foundation Care | | \$1,394.00 | \$2,788.00 |
| 1 | Technical Labor | | \$4,000.00 | \$4,000.00 |
| Sub Total | | | | \$34,350.00 |
| Shipping | | | | \$0.00 |
| Tax | | | | \$0.00 |
| Total | | | | \$34,350.00 |

| Account Number | Account Description | Amount |
|-----------------|---------------------|-------------|
| 10-00-4132-7400 | EQUIPMENT PURCHASES | \$34,350.00 |
| Total | | \$34,350.00 |

Requisition Approval History

| Approval Date | Approval Description | Approved by | PO Number |
|---------------|----------------------|-------------|-----------|
|---------------|----------------------|-------------|-----------|



HUMAN RELATIONS COUNCIL

**Human Relations Council (HRC) report for the month of March
Monday, April 11, 2016 City Council Meeting**

MISSION STATEMENT

- To promote social and economic equality in the community, working with Local Government and other resources
- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County
- To encourage citizens to live and work together in harmony and mutual respect

SCHEDULED PUBLIC APPEARANCES:

Chief Robbie Rose: Chief Rose approached the Board regarding a Historical Marker for Edward Peed. He explained the documentation required to meet the criteria for obtaining a Historical Marker. Tentatively, Human Relations Council will be presenting a Council Action item to City Council for approval before submitting any paperwork.

By consensus, HRC Board agreed to form a sub-committee consisting of:

- Board member Griffin
- Board member O'Pharrow
- Vice-chair Hawn

Larry McDaniel: Mr. McDaniel presented highlights from his interview with Ms. Sarah Louise Keys Evans. Also, he requested support and representation from the Human Relations Council on the event Mother of Mercy will host on Sunday, April 3, 2016.

OLD BUSINESS:

Discussion – Ed Peed Commemoration Program: Chief Robbie Rose thanked the Board members for another successful event.

Vice-chair Wright voiced thank you letters, cash donations, contributions, and financials (inclusive of report/invoices & receipts) were discussed and approved.

NEW BUSINESS:

Appointment/Discussion: With the resignation of Chair St. Clair, Vice-chair Wright expressed her desire to be appointed to the chair position of the HRC Board and Board member Hawn agreed to become Vice-chair to the Human Relations Council.

By motion of Board member Wilson, seconded by Board member O'Pharrow, the Board appointed Vice-chair Wright to Chairperson of the Human Relations Council.

By motion of Board member Hammonds, seconded by Board member Wilson, Council appointed Board member Hawn to Vice-chair of the Human Relations Council.

Discussion – Fair Housing Program: Chairperson Wright advised the HRC Board that Washington/Beaufort County Board of Realtors had expressed an interest in assisting the Human Relations

Council with this year's Fair Housing Program (monetary, contribution, etc.). Also, she advised that City Council had allocated funding in the City Manager's budget for the HRC Board; therefore, funding from Board members would no longer be necessary for any sponsored event. Funding will be derived from Council appropriation or individual/business contribution.

By consensus, HRC Board agreed to form a sub-committee consisting of:

- Board member Hammonds
- Board member Wilson
- Board member Lawrence

OTHER BUSINESS:

FYI – All FYI items and reminders were discussed inclusive of the February 9, 2016 report submitted to City Council, proclamation picture, and financial report.

OPEN DISCUSSION:

Chairman Wright discussed a request received from former Board member Emma Howard regarding a certificate for her years of service and contribution to the Human Relations Council. Ms. Howard voiced she served at least twelve (12) years.

By consensus, the Board agreed to present former Board member Emma Howard with a certificate during the next Human Relations Council meeting (4-12-16). Chair Wright will contact Ms. Howard and invite her to the April meeting. Councilman Pitt suggested with the numerous years of service Ms. Howard has provided (9-13-2004 – 6-8-2015) she should be recognized by City Council.

By consensus, the Board agreed to present certificates to members who serve a full three (3) year term noting this Board is different from other Boards of the City of Washington.



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: March 21, 2016
Subject: Appointment to Historic Preservation Commission
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION: Historic Preservation Commission – (Virginia Finnerty –Liaison)

I move that the City Council appoint _____ to the Historic Preservation Commission to fill the un-expired term of **Seth Shoneman**, term to expire June 30, 2016

BACKGROUND AND FINDINGS:

Nominations will be made by the Council liaison (**Virginia Finnerty**) at the March 28, 2016 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Applications

City Manager Review: 3/22 Date Concur AK Recommend Denial _____ No recommendation _____

Requested Board Historic Preservation Commission

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

NAME Mark C. Everett

ADDRESS 734 W. 2nd Street Washington, NC 27889

PHONE (WORK) (919) 274-8572 (m) (HOME) _____

E-MAIL ADDRESS mceverett22@yahoo.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 6 YEARS

YEARS OF EDUCATION 16

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

IF YES, PLEASE INDICATE Currently serving on the Washington Housing Authority

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A
BOARD/COMMISSION? Yes IF YES, EXPLAIN There could be occasions in my

role as a commercial real estate broker, that I may have a conflict, or appearance of such. However,
in those cases, I would recuse myself from discussion and voting on such matters.

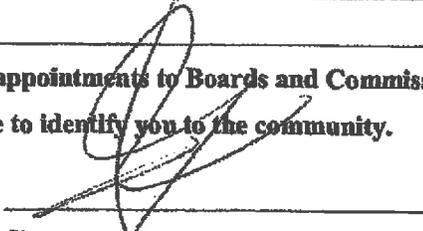
STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of
sheet if additional space is needed.*

Over 26 years of professional experience in various aspects of real estate, including financing,
valuation, brokerage, development, entitlement and planning issues. I served 6 years on the city of
Raleigh Planning Commission, serving as chair of various committees and one year as commission
chair. I also served on and chaired the text change committee, which studied proposed changes to
planning and zoning ordinances and their implications.

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

3/2/2016

Date


Signature

NOTE: Application will remain on file for six (6) months Evaluation Date:

Requested Board Board of Adjustments

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

NAME Andreas A. Helmers Olsen

ADDRESS 245E. 2nd St

PHONE (WORK) 252 943 4203 (HOME) 252 943 4203

E-MAIL ADDRESS aolsen74@gmail.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 22 YEARS

YEARS OF EDUCATION 12+

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

IF YES, PLEASE INDICATE _____

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

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

By living in the Historic District and wanting to see the cities Historic District prosper and thrive as a feature of the overall city.

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

Date 1/28/16

Signature 



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Cynthia S. Bennett, City Clerk
Date: March 21, 2016
Subject: Appointment to Recreation Advisory Committee
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION: Recreation Advisory Committee – (Richard Brooks –Liaison)

I move that the City Council appoint _____ to the Recreation Advisory Committee to fill the un-expired term of Leah Pyburn (inside), term to expire June 30, 2017

BACKGROUND AND FINDINGS:

Nominations will be made by the Council liaison (Richard Brooks) at the March 28, 2016 Council meeting.

PREVIOUS LEGISLATIVE ACTION

N/A

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Board Application

City Manager Review: 3/22 Date Concur MB Recommend Denial _____ No recommendation _____

Requested Board Recreation Advisory

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

NAME Will Tyson

ADDRESS 102 N. Reed Dr. Washington, NC

PHONE (WORK) 252-940-4954 (HOME) 252-904-1803

E-MAIL ADDRESS willtyson22@gmail.com or will.tyson@firstsouthnc.com

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 10 YEARS

YEARS OF EDUCATION College Degree

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

IF YES, PLEASE INDICATE _____

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

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT (s) (OPTIONAL): *Use back of sheet if additional space is needed.* To begin I am a former college baseball player at Barton College (Wilson, NC) where I also earned my Bachelor of Science degree in Exercise Science and Sports Physiology with a minor in Strength and Conditioning. While in college I volunteered with the Wilson Recreation Department and after college was a part time employee there for a total of two summers after graduation, until my move to Washington. While working for the Park and Rec. I helped direct and coordinate the adult softball and flag football leagues. Duties included setting and applying league rules and policies and helping hire new volunteer staff. Since my move to Washington I have been a volunteer baseball and soccer coach. In 2016 I have now been appointed as the treasurer for the Cal Ripken baseball league.

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

03/09/2016
Date


Signature

NOTE: Application will remain on file for six (6) months. March 28, 2016 Date: _____
Page 24 of 32



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Lynn Wingate
Date: March 21, 2016
Subject: Civic Center Management Contract
Applicant Presentation: Lynn Wingate
Staff Presentation: Lynn Wingate

RECOMMENDATION:

Approve the Washington Civic Center lease and management agreement between the City and Washington Tourism Development Authority for a term of 5 years with an annual subsidy allocation from the City of \$40,000.

BACKGROUND AND FINDINGS:

- The WTDA has managed the Washington Civic Center for the last ten (10) years. During which time, there has been a noticeable improvement in the appearance of the facility and an increase in use of the facility.
- Management of the Civic Center by the WTDA has proven beneficial to the City and downtown, as an increase in traffic/use of the facility increases visitation to Washington.
- Through its marketing of Washington as a wedding destination, the WTDA has increased use of the civic center as a wedding venue and centerpiece of events in downtown Washington.
- The WTDA has made improvements to make the historic facility more attractive to renters. Improvements include upgrades to the restrooms, new landscaping, repairs to windows and frames, and structural repairs.
- When the City and WTDA initially entered into the contract, \$50,000 was allocated annually for the 5 year contract. That amount was derived from a review of finances over the course of the last 15+ years, where the facility was historically operating in the red.

PREVIOUS LEGISLATIVE ACTION:

NA

FISCAL IMPACT:

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

SUPPORTING DOCUMENTS:

- Revenue history since implementation of management contract
- Photos of improvements

City Manager Review: Concur Recommend Denial No Recommendation
 Date

WASHINGTON CIVIC CENTER REVENUE HISTORY

| | ACTUAL | | |
|----------------|---------------|---------------|----------------|
| | Revenue | Expense | Suplus/Deficit |
| FY14-15 | \$ 131,292.00 | \$ 151,298.00 | -\$ 20,006.00 |
| FY13-14 | \$ 153,108.00 | \$ 140,210.00 | \$12,898.00 |
| FY12-13 | \$ 149,617.00 | \$ 114,846.00 | \$34,771.00 |
| FY11-12 | \$ 127,093.00 | \$ 120,609.00 | \$6,484.00 |
| FY10-11 | \$ 127,123.00 | \$ 157,313.00 | -\$30,190.00 |
| FY09-10 | \$ 147,259.00 | \$ 138,049.00 | \$9,210.00 |
| FY08-09 | \$ 122,261.00 | \$ 130,681.00 | -\$8,420.00 |
| FY07-08 | \$ 140,077.00 | \$ 145,356.00 | -\$5,279.00 |
| FY06-07 | \$ 110,810.00 | \$ 125,080.00 | -\$14,270.00 |

*\$45,000 FROM CITY

*ADDITIONAL \$2,876 FROM CITY

*ADDITIONAL \$23,115 FROM CITY TO HIRE SALES CONTRACTOR

Before



Bathroom Vanities

After



Windows



Floor Joist





REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bobby E. Roberson, City Manager
Date: March 22, 2016
Subject: Funding for Outside Agencies – FY 2016/17
Applicant Presentation: Bobby E. Roberson, City Manager
Staff Presentation: Bobby E. Roberson, City Manager

RECOMMENDATION:

Motion A. I move that the City Council of the City of Washington appropriate the same amount of funding for each agency listed, on the attachment, at the same level in the approved budget for fiscal year 2015/16.

Motion B. I move that the City Council of the City of Washington appropriate funding for each agency listed on the attachment by reducing the amount of funding for each agency by 10% in fiscal year 2016/17.

Motion C. I move that the City Council of the City of Washington appropriate funding for each agency listed on the attachment by reducing the amount of funding for each agency by 50% in fiscal year 2016/17.

Motion D. I move that the City Council of the City of Washington not fund any outside agencies for fiscal year 2016/17.

Motion E. I move that the City Council of the City of Washington fund the following agencies in the amounts of _____: City Council would choose the dollar amount for each agency to be funded for fiscal year 2016/17.

BACKGROUND AND FINDINGS:

The City Council has requested agencies to complete an application for funding for fiscal year 2016/17. We have included the list of agencies with their request on the attachment. Funding of “Outside Agencies” has been an on-going process for over ten (10) years.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS:

Agency Funding Requests

City Manager Review: 1902 Concur _____ Recommend Denial _____ No Recommendation
3/22 Date March 28, 2016

| Agency Funding Requests | | | | 3/11/2016 |
|-----------------------------------|----------------|----------------|---------------------|---------------------|
| | | | Proposed | Proposed |
| | 2015/2016 | 2016/2017 | 10% Reduction | 50% Reduction |
| Agency | Budget | Request | FY 2016/2017 | FY 2016/2017 |
| Outside Agencies | | | | |
| Boys & Girls Club | 14,400 | 20,000 | 12,960 | 7200 |
| Zion Shelter | 7,650 | 10,000 | 6,885 | 3825 |
| Wright Flight | 3,150 | 5,000 | 2,835 | 1575 |
| The Blind Center | 1,125 | 1,500 | 1,013 | 562.5 |
| Eagle's Wings | 900 | 5,000 | 810 | 450 |
| Purpose of God Outreach Center | 18,000 | 18,000 | 16,200 | 9000 |
| Cornerstone Comm. Learning Center | 9,000 | 9,000 | 8,100 | 4500 |
| BHM Library (reciprocal) | 7,800 | 7,800 | 7,020 | 3900 |
| Total Outside Agencies | 62,025 | 76,300 | 55,823 | 31012.5 |
| Economic Development | | | | |
| WHDA | 55,800 | 58,000 | 50,220 | 27900 |
| Hwy 17 Association | 7,500 | 7,500 | 6,750 | 3750 |
| NC Estuarium | 18,000 | 25,000 | 16,200 | 9000 |
| BC Arts Council | 14,400 | 50,000 | 12,960 | 7200 |
| Christmas Parade - Kiwanis | 1,350 | 1,350 | 1,215 | 675 |
| Total Economic Development | 97,050 | 141,850 | 87,345 | 48525 |
| Grand Total | 159,075 | 218,150 | 143,168 | 79,538 |



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Kristi Roberson, Parks & Recreation Director
Date: March 28, 2016
Subject: Summer Hours – Moore Aquatic & Fitness Center
Applicant Presentation: N/A
Staff Presentation: N/A

RECOMMENDATION:

I move that City Council authorize the Moore Aquatic and Fitness Center to reduce their normal operating hours (January – May & September – December) by 5.5 hours and increase summer hours (June – August) by 14.5 hours.

BACKGROUND AND FINDINGS:

The proposed hours change will save the City an estimated \$1998.00. The proposed normal operating hours were based on current usage at slower participant times. The proposed summer schedule will extend normal operating hours and provide a better quality swim experience for members and visitors.

PREVIOUS LEGISLATIVE ACTION

February 4, 2016 – Unanimously approved by the Pool Committee to accept the proposed hours.
February 15, 2016 – Unanimously approved by the Recreation Advisory Committee to accept the proposed hours.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Hour Change Valuation

Proposed Seasonal Hour Change Valuation at the Moore Aquatic & Fitness Center

Current

| Day | Open/Close | Total Hours |
|-----------|------------|-------------|
| Monday | 5:45-7:30 | 13.75 |
| Tuesday | 5:45-7:30 | 13.75 |
| Wednesday | 5:45-7:30 | 13.75 |
| Thursday | 5:45-7:30 | 13.75 |
| Friday | 5:45-7:30 | 13.75 |
| Saturday | 9:45-6 | 8.25 |
| Total | | 77 |

77 hrs X 51 weeks= 3927 total hours

We used 51 weeks to account for City of Washington holidays when we have reduced hours or are closed.

Proposed

Regular (Jan-May & Sept-Dec)

| Day | Open/Close | Total Hours |
|-----------|------------|-------------|
| Monday | 5:45-7:00 | 13.25 |
| Tuesday | 5:45-7:00 | 13.25 |
| Wednesday | 5:45-7:00 | 13.25 |
| Thursday | 5:45-7:00 | 13.25 |
| Friday | 5:45-6 | 12.25 |
| Saturday | 10:45-5 | 6.25 |
| Total | | 71.5 |

71.50 hrs X 37 wks = 2645.5 hrs

Summer (June – August)

| Day | Open/Close | Total Hours |
|-----------|------------|-------------|
| Monday | 5:15-8:30 | 15.25 |
| Tuesday | 5:15-8:30 | 15.25 |
| Wednesday | 5:15-8:30 | 15.25 |
| Thursday | 5:15-8:30 | 15.25 |
| Friday | 5:15-6 | 12.75 |
| Saturday | 9:45-6 | 8.25 |
| Sunday | 11:45-4 | 4.25 |
| Total | | 86.25 |

86.25 hr X 14 wks= 1207.5

Proposed Total Annual Hours=3853

Difference= 3927 (current)-3853 (proposed)=74

74 hrs x 3 employees @ \$9/hr=**\$1,998.00 savings**

Open Swim Hours Changes

Regular Mon. to Thur. 11 am-1 pm and 6-7 pm
Friday 4-6 Saturday 1-3

Summer Mon. to Thur. 2-4 pm and 6-8 pm
Friday 4-6 Saturday 1-3 Sunday 1-3

Adult lap swim suspended during summer or moved to early morning



REQUEST FOR CITY COUNCIL ACTION

To: Mayor Hodges & Members of the City Council
From: Bonita Wright, Human Relations Council Chair
Date: March 22, 2016
Subject: Historical Marker for 1st fallen firefighter - Edward Peed
Applicant Presentation: Bobby E. Roberson, City Manager
Staff Presentation: Bobby E. Roberson, City Manager

RECOMMENDATION:

I move that City Council approve the application for placement of a Historical Marker for Edward Peed in close proximity to the intersection of West Main & Stewart Parkway.

BACKGROUND AND FINDINGS:

On February 8, 1902 in downtown Washington, North Carolina a fire began about 5:25 pm on a Saturday afternoon. The fire occurred from a defective flue at the Atlantic Coastline Freight Warehouse which was located on the local waterfront. The fire spread rapidly, first to the grain elevator building, then to the Hoyt Store, occupied by E. Peterson Company and on to the warehouse at the rear of the H. Susman Furniture Company. Shortly after 9:00 pm Edward Peed, a nozzle man for the Salamander Fire Company, was throwing water on some of the rubbish when without warning, the western wall of the Hoyt Building fell on the fireman and killed him instantly. The Human Relations Council and Fire Chief Robbie Rose are requesting Council's approval to apply for a Historical Marker in honor of Mr. Edward Peed.

PREVIOUS LEGISLATIVE ACTION

FISCAL IMPACT

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

SUPPORTING DOCUMENTS:

City Manager Review: BWR Concur _____ Recommend Denial _____ No Recommendation
3/28 Date