

The Washington City Council met in a regular session on Monday, November 10, 2014 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

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

APPROVAL OF MINUTES:

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

APPROVAL/AMENDMENTS TO AGENDA:

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

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

CONSENT AGENDA:

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

- A. Approve – 2014 AFG Grant
- B. Approve – Budget Ordinance Amendment for the Electric Fund

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

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

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

35-90-3991-9910	Fund Balance Appropriated	\$61,670
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Section 2. That the following accounts and amounts be increased in the Electric Fund appropriations budget for transformer and relay repair and maintenance:

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

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 All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted this the 10th day of November, 2014.

ATTEST:
s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

C. Adopt – Resolution Authorizing Lease with Pamlico-Tar River Foundation (PTRF)
RESOLUTION AUTHORIZING THE LEASE OF CERTAIN REAL PROPERTY
AND APPROVING THE LEASE OF SAID REAL PROPERTY PURSUANT TO
NORTH CAROLINA GENERAL STATUTE § 160A-272

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

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

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

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

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

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

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

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

Adopted this 10th day of November, 2014.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

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

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

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

- Requisition # 15336, \$25,200, to Naturchem, Inc. to spray electric distribution lines for foliage growth control, account 35-90-8380-4501. Naturchem was selected from ElectriCities joint services contract vendors.
- Requisition # 15376, \$47,126, to Transformer Maintenance to repair transformers, account 35-90-8370-1603. Transformer Maintenance is a sole source on site provider of this service.

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING: NONE

PUBLIC HEARING – OTHER: NONE

SCHEDULED PUBLIC APPEARANCES:

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

CORRESPONDENCE AND SPECIAL REPORTS:

MEMO: STATUS REPORT – REGIONAL HAZARD MITIGATION PLAN

~ accepted as presented

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

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

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

A draft mitigation plan has been completed and is available for review through the project website at www.pamlicosoundhmp.org. This draft has been delivered to the Department of Public Safety for their review and comments. Once that is completed and returned to the participating counties and municipalities and the final Mitigation Plan has been updated it is the intention of the City of Washington to adopt that plan through a public hearing process. Once the final draft has been completed a copy will be made available to you. If you have any questions or I can assist you in any way please don't hesitate to let me know. (end)

MEMO: SENIOR CENTER FEE REVIEW

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

Mr. Alligood stated the City of Washington is the only one funding the Senior Center. You receive some funding that is passed down through the County from the State, which he understands

comes from Federal Block Grant monies. No County dollars are flowing to the City to provide senior services for either the citizens of Washington, who are also County residents, or residents outside the City who participate in the program. Mr. Allgood did share that State money for programs such as respite care, home-delivered meals, transportation, and in-home aide services for the elderly flows through the County (State money). City of Washington provides match for grants and receives a Home and Community Care Block Grant for older adults.

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

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

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

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

**Senior Center
Recreation Net Cost & Utilization**

	Financials						Utilization			Utilization %	
	Revenue	Expenditure	Allocation		Total Expenditure	Net Cost	City	County	Total	City	County
			Recreation Admin	Parks & Grounds							
Waterfront Docks	51,175	127,400	0	21,897	149,297	(98,122)					
Recreation:											
Administration		155,451	(155,451)	0	0	0					
Events & Facilities	37,500	176,075	51,817	492,681	720,573	(683,073)	341,536	341,536	683,073	50%	50%
Senior Programs	41,180	203,305	51,817	10,948	266,070	(224,890)	92,205	132,685	224,890	41%	59%
Aquatic Center	102,660	310,599	51,817	21,897	384,313	(281,653)	140,826	140,826	281,653	50%	50%
Maintenance	0	547,423	0	(547,423)	0	0					
Total Recreation	181,340	1,392,853	0	(21,897)	1,370,956	(1,189,616)	574,568	615,048	1,189,616		
Service utilization							50%	50%	100%		
Residents					9,740		9,740	47,854	57,594		
Net cost/resident:											
Waterfront Docks					10		0	0	0		
Recreation:											
Facilities					70		35	7	12		
Senior Programs					23		9	3	4		
Aquatic Center					22		14	3	2		
Total Recreation					122		59	13	21		
Property Tax Equivalent:											
Total tax collection						4,359,618					
Recreation subsidy %						27%					
Equivalent \$/\$100 valuation						0.14					
City tax rate						0.50					

Assumptions:

- Administration & maintenance allocation based on utilization estimate by area

Revenue detail:

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

July 1, 2014

July 1, 2015

Brown Library Patron Fees and Fines are as follows:

Library cards

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

Photocopies

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

Late Fines

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

Lost items and processing Fees

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

Interlibrary Loans

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

Faxes

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

Divorce Packet

Divorce Papers \$3.00 per package

Replacement fee for broken or lost cases:

Music CD cases

Single \$2.00
Double \$2.50

Spoken Word CD cases

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

DVD cases

Single \$1.80
Double \$2.00

Multipurpose Room Rental

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

Brown Library Patron Fees and Fines

Library cards

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

Photocopying & Microfilm Printing

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

Late Fee

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

Lost items

Replacement cost plus \$10/ item processing fee

Interlibrary Loans

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

Faxes

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

Divorce or Will Packet

\$5

Broken or Lost CD and DVD Cases

\$8

Multipurpose room rental

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

Test Proctoring

\$35/ test

REPORT: LOAD MANAGEMENT FOR THE MONTH OF OCTOBER

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

Load Management Device Installation Project Report

Project Start Date : October 2010

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

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:
HUMAN RELATIONS COUNCIL – accepted as submitted

Human Relations Council (HRC) Report for the month of October

SCHEDULED PUBLIC APPEARANCES: *Ms. Stacey Gerard, VP of Continuing Education, BCCC ~ Ms. Gerard presented informative material to Board members concerning what is happening within the Continuing Education program.*

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

Presentation material included:

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

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

OLD BUSINESS:

Update – Housing Project ~ Board member Marc Recko: *Board member Recko updated the Board as to where we are now. He presented a roundtable discussion with a group he meets with on Wednesday regarding the Housing Forum and there was a lot of support for the Forum. The Forum will include all aspects of all housing issues in Beaufort County.*

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

Things to consider:

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

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

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

NEW BUSINESS: NONE

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

OPEN DISCUSSION:

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

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

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

APPOINTMENTS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

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

Brian Alligood, City Manager, explained the request for cash capital vs. installment financing. The fund balance of the Electric Fund increased \$439,000 in fiscal year 2014 and appears adequate to fund this year’s purchases of \$1,175,000. Council Mercer asked Mr. Rauschenbach what is the savings per year. Mr. Rauschenbach stated savings per year would be \$130,000 and six (6) months and we would see a savings of \$260,000 per year for five (5) years.

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

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

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

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

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

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

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

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

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

Adopted this the 10th day of November, 2014.

ATTEST:

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

**s/Mac Hodges
Mayor**

Electric Fund Installment Purchases

11/2/2014

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

Electric Fund
Available Resources for Future Obligations

	2014	2009	2010	2011	2012	2013
Unrestricted Cash and Investments	5,534,337	\$ 5,005,008	\$ 4,938,316	\$ 4,930,562	\$ 5,185,729	\$5,063,190
Accounts Receivable/Due from	4,630,738	4,028,634	4,429,444	5,143,357	4,724,608	4,231,786
Available resources	10,165,076	9,033,642	9,367,760	10,073,919	9,910,337	9,294,976 (610)
Current Liabilities	4,590,822	4,649,687	4,673,116	4,481,701	4,261,655	4,160,137 102
Total Available for non-current obligations	5,574,224	\$ 4,383,955	\$ 4,694,644	\$ 5,592,218	\$ 5,648,682	\$5,134,839
Annual Operating Expenses						
Cash Basis	36,169,064	\$ 37,255,460	\$ 38,527,477	\$ 37,337,751	\$ 36,712,756	\$35,948,140
Available resources as a % of expenditures	15.43%	12%	12%	15%	15%	14%

ANY OTHER ITEMS FROM CITY MANAGER: REMINDER

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

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

NONE

CLOSED SESSION: NONE

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 6:00 pm until Monday, November 24, 2014 at 5:30 pm, in the Council Chambers.

Cynthia S. Bennett, CMC
City Clerk