



SEPTEMBER 10, 2012  
4:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Closed Session – Under § NCGS 143-318.11(a)(6) Personnel

Approval of minutes from August 13, & August 27, 2012 **(page 3)**

Approval/Amendments to Agenda

Presentation: Maureen O'Shea – North Carolina Emergency Management  
Floodplain Program

I. Consent Agenda:

- A. Adopt – Budget Ordinance Amendment for repair and replacement of promenade fixtures on the waterfront (\$9,956) **(page 31)**
- B. Adopt – Budget Ordinance Amendment for the Electric Fund (\$16,798) **(page 33)**
- C. Approve – Purchase Orders >\$20,000 **(page 36)**

II. Comments from the Public:

III. Public Hearing on Zoning: **6:00 PM**

- A. None –

IV. Public Hearing – Other:

- A. None –

V. Scheduled Public Appearances:

- A. None

VI. Correspondence and Special Reports:

- A. Memo – Inspection Budget Transfer **(page 48)**
- B. Report – Load Management Device Installation **(page 50)**

VII. Reports from Boards, Commissions and Committees:

- A. Human Relations Council **(page 51)**



SEPTEMBER 10, 2012

- B. Financial Reports **(emailed as available)**
- VIII. Appointments:
- A. Appointments – to Historic Preservation Commission **(page 53)**
- IX. Old Business:
- A. Adopt – Budget Ordinance 2011-2012 Projects Not Completed **(page 55)**
- B. Adopt – Budget Ordinance Amendment for Outstanding Purchase Orders from FY 11/12 (\$931,926) **(page 58)**
- X. New Business:
- A. Approve – Purchase of Elgin Street Sweeper through NJPA Contract **and** Approve corresponding purchase order (\$237,943) **(page 62)**
- B. Adopt/Memo – Memo Electric System Tree Trimming **and** Adopt Budget Ordinance Amendment for the Electric Fund -Tree Trimming Distribution Line **(page 64)**
- C. Adopt – Budget Ordinance Amendment for the Electric Fund – Tree Trimming Transmission Line **(page 68)**
- D. Approve – Cancellation and Invalidation of the Notice of Decision and Order to Repair Regarding the Structure located at 507 West 2<sup>nd</sup> Street **(page 70)**
- XI. Any Other Items From City Manager:
- A. None
- XII. Any Other Business from the Mayor or Other Members of Council
- A. Update – Meeting with Beaufort County School Board Building and Ground Committee – **(Mayor Jennings)**
- XIII. Adjourn – Until Monday, October 8, 2012 at 5:30 pm, in the Council Chambers at the Municipal Building.

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**AUGUST 13, 2012**

The Washington City Council met in a regular session on Monday, August 13, 2012 at 5:30pm in City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Ed Moultrie, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Bobby Roberson, Mayor Pro tem; Josh Kay, City Manager; Cynthia Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Gloria Moore, Library Director; John Rodman, Interim Community and Cultural Services Director/Planning Director; Stacy Drakeford, Interim Fire and Police Services Director; Susan Hodges, Human Resources Director; Keith Hardt, Electric Director; Lynn Lewis, Tourism Director; David Carraway, IT; Kristi Hardison, Parks and Recreation Manager and Mike Voss, Washington Daily News.

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

Councilman Mercer recognized Scouts from Troop 99 in attendance:

Anthony Beaudreaux	Blake Beresheim
Johnson Buck	Austin Hanchey
Gunnar Hardt	Simon Harris
Jeremy Jarvis	Mason Landing
Patrick Lodge	Kyle Pontieri
Luke Rosario	Daniel Waters

Belinda Cowell, Assistant Scoutmaster

**APPROVAL OF MINUTES**

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council approved the minutes of July 23, 2012 as presented.

**APPROVAL/AMENDMENTS TO AGENDA**

Mayor Jennings requested adding Closed session under NCGS 143-318.11(a)(6)Personnel.

City Manager, Josh Kay requested the following amendments to the agenda:

1. Addition of Load Management Report
2. Addition of Purchase Order Consent Agenda - Requisition #11846, \$40,613.11 to Utility Service Co. for water tank maintenance contract, account 30-90-8140-4500.
3. Removal of Scheduled Public Appearance – Joe Davis - Appeal

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

**CONSENT AGENDA**

By motion of Councilman Pitt, seconded by Councilman Mercer, Council approved the consent agenda as presented.

**A. Accept/Adopt – Cornerstones of Science Grant and Adopt Budget Ordinance Amendment (\$675)**

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$675 in the account Library Grant- Cornerstone, account number 10-40-3611-3302.

Section 2. That account number 10-40-6110-5600, Materials, Brown Library portion of the General Fund appropriations budget be increased in the amount of \$675.

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 13<sup>th</sup> day of August, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**B. Approve – Revision of the assigned pay grade for Municipal Code Enforcement Officer Pay Grade \*The City of Washington re-established a Municipal Code Enforcement Officer position for animal control for the 2012-13 fiscal year. It was intended for this position classification to be placed at the same pay grade as when it was last active in 2006. Due to an administrative error, the classification was inadvertently placed at pay grade 11 and should be a pay grade 12. A correction is recommended.**

**C. Adopt – Budget Ordinance Amendment to appropriate funds for expenses related to Gustnado**

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$14,422 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-40-6130-1502, Maintenance/Repair Parks, Parks & Grounds Maintenance portion of the General Fund appropriations budget be increased in the amount of \$14,422.

Section 3. That the Estimated Revenues in the Electric Fund be increased in the amount of \$81,313 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 4. That account number 35-90-9990-9900, Contingency, Contingency portion of the Electric Fund appropriations budget be decreased in the amount of \$43,442.

Section 5. That account number 35-90-6610-5740, Gustnado Expense, Miscellaneous Non-Departmental portion of the Electric Fund appropriations budget be increased in the amount of \$124,755.

Section 6. That the Estimated Revenues in the Airport Fund be increased in the amount of \$50,000 in the account Miscellaneous Revenue, account number 37-90-3839-0000.

Section 7. That account number 37-90-4530-5740, Gustnado Expense, Warren Field Airport portion of the Airport Fund appropriations budget be increased in the amount of \$50,000.

Section 8. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 9. This ordinance shall become effective upon its adoption.

Adopted this the 13<sup>th</sup> day of August, 2012.

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

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

- Requisition #11767, \$59,559 to HD Supply Utilities for regulators for the main substation, account 35-90-8370-7401.
- Requisition #11774, \$277,680 to Miller Supply for AMR water meters, account 30-90-7250-7000.
- Requisition #11800, \$54,217 to Clarke Power Services for a 125 kW generator for the Penn and Haven lift station, account 32-90-8230-7400.
- Requisition #11846, \$40,613.11 to Utility Service Co. for water tank maintenance contract, account 30-90-8140-4500.

**ALLISON WILLS – FOODBANK OF THE ALBEMARLE –  
SEPTEMBER IS HUNGER ACTION MONTH**

Allison Wills, Foodbank of the Albemarle’s Food Resource Coordinator told Council that twenty percent of Beaufort County’s population is “food insecure”. The food bank serves 15 counties in eastern North Carolina and has 20 partner agencies in Beaufort County, which includes Eagle’s Wings and Mother of Mercy Catholic Church. We have discovered that one in five citizens in Beaufort County are food insecure, which means either they don’t know where their next meal is coming from or they’re not sure they’re going to have money to buy their next meal. Of those one in five who are food insecure, one in four of them are children. During the past fiscal year the food bank served 26,892 households in the county and 50,572 individuals, with 44 percent of that number being children or senior citizens. Ms. Willis explained the food bank is working to provide more healthful food options to its clients and we’re trying to lean more toward a fresh product so people get a little bit healthier choices. We know childhood obesity is at a very high level right now. We are trying to encourage people to eat. Half of the food bank’s support comes in the form of donated product and 20 percent of its funding comes from federal and state dollars. So, it’s very important that the regular, general public does things like food drives, donates to us and these types of activities. Mayor Jennings said the city appreciates the work the food bank is doing and that we will do anything we can to help your efforts.



**HEATHER JACOBS DECK – PTRF CAMPING PLATFORMS**

Heather Jacobs Deck, PTRF Riverkeeper presented a report on the Pamlico-Tar River Foundation’s plan that will create a system of camping platforms along the river as part of an eco-tourism effort. The goal is to build a continuous system of platforms from 10 to 15 miles apart, spanning from the river’s headwaters in Granville County to the estuarine waters of the Pamlico Sound in Beaufort, Hyde and Pamlico counties. Some of the platforms have been built, while others await construction. The proposed platforms would be 32 feet by 16 feet, with half of each platform enclosed with a roof and screened-in area to provide protection from rain and insects. The platforms will rent for a maximum of \$15 a person per night, with a maximum of eight people sharing a platform.

**COMMENTS FROM THE PUBLIC –None**

**JOE DAVIS – APPEAL (Request removed by applicant)**

**MEMO – ECU RESEARCH VESSEL RIGGS DOCKAGE**

The Research Vessel Riggs is once again requesting to continue their relationship with the City of Washington for docking at the Waterfront Docks. They are not requesting any changes in the agreement. Last year was the first year the RN Riggs docked at the Waterfront Dock. They requested dockage at the eastern most dock in front of the NC Estuarium. During the 2011 boating season, Washington experienced Hurricane Irene. Boats were required to leave the docks during the hurricane. The RN Riggs followed procedure and both the vessel and docks were affected minimally as result. Each year the RN Riggs provides a list of emergency contacts, as these people tend to change frequently. The new docking agreement will be for the period of August 15, 2012 - August 14, 2013.

**MEMO – BUDGET TRANSFER**

The Budget Officer transferred \$9,645 of funding between divisions of the Stormwater Fund to provide for the accrual of Recovery Zone Bond interest for FY 2012.

- 34-90-5710- 1300 Water& Electric Services (\$9,645)
- 34-90-4020- 8401 Recovery Zone Bond Investment \$9,645

**LOAD MANAGEMENT REPORT**

Load Management Device Installation Report

Project Start Date : October 2010

	July 2012	Project to Date
Total Load Management Device Installations	33	1467
Total Accounts Added with Load Management	25	1141
<b>Appliances Control Installations</b>		
Air Conditioner / Heat Pump	26	1196
Auxiliary Heat Strip	10	592
Electric Furnace	4	225
Water Heater	17	917
<b>Total Encumbrances to Date</b>		
Load Management Devices		\$65,600
Contractor Installations		\$160,000
Total Project Encumbrances		\$225,600
<b>Total Expenses to Date</b>		
Load Management Device Purchases		\$65,600
Contractor Installation Expenses	\$9,215	\$158,775
Total Project Expenses		\$224,375
Average Cost per Load Management Device Installed		\$152.95
Average Installed Cost per Controlled Appliance		\$76.58

Load Management Devices Remaining in Stock 1066

**HUMAN RELATIONS COUNCIL**

Recognition of New board members and re-appointment: Chairman O’Pharrow recognized new board members and Josh Kay, City Manager presented the members with a manual (inclusive of by-laws and city code). Chairman O’Pharrow reviewed the mission statement noting this is the guiding principle for all we do as members of the Human Relations Council. Councilman Mercer issued a challenge sharing the activities this board undertakes will have a significant impact on the community. Mr. Kay echoed this statement and added this is by far one of the most important boards considering the stretch and breadth of the board responsibilities and opportunities in reaching the community. Council Liaison Pitt concurred.

Update: Multicultural Festival 2012 - Vice chairwoman Cherry noted the Multicultural Festival has been planned for Sunday, October 28, 2012 from 3pm-6pm. The tentatively planned events includes ECU School of Dance performers (providing dance of different cultures, inclusive of Native American, Asian community, African American community, Latin/Spanish affairs & Expressions), cuisine, and exhibits with an estimated cost of \$3,000 - \$5,000.

Report/reminder: Crime Prevention & Outreach Manager Kimberly Grimes addressed the board concerning the success of the Summer Football Camp —2012. Approximately 14 NFL players participated and there were over 200 kids who participated in the football camp on Saturday, June 16, 2012.

Update: Domestic Violence Shelter - Board member Barr reviewed/updated the Board concerning the Domestic Violence Shelter. Board member Barr noted some of the issues with the house have been resolved and they have now secured the lease. The shelter should be opened by the end of August. The house is located on 727 North Market Street with the monthly cost to operate the shelter approximately \$3,500 \$4,000.

FYI items addressed at this time were inclusive of June report to be submitted to Council on July 23, 2012 and the Mission Statement.

**WASHINGTON HARBOR DISTRICT ALLIANCE**

WHDA Focus of Work 2012 – 2013

Under the Main Street organizational structure WHDA’s purpose of action is to promote the economic development and quality of life in the Washington “central business district on the water”.

**DESIGN**

- Underground electrical initiative block by block to benefit merchants; help with events, overall design, ADA compliance, etc.
- Branding

**ECONOMIC DEVELOPMENT**

- Maritime Team approving Dock Master’s new structure
  - Advisor to Dock Master, Build Maritime Center and Dock Master Quarters
  - People’s Pier, Fuel, Completion of the build out for docks
- Adaptive Reuse explore ways to reuse buildings with a focus on a hotel and Turnage
- Recruitment/Retention Team for new and existing businesses

**PROMOTIONS**

- Recruit Corporate Sponsorships
- Produce one big concert a year (Motown - Sept 15 2012)
- Other Activities: (in the process of reevaluating the purpose and benefit of each).
  - Art Walk, Flotilla/Boat Parade, Music in the Streets, Maritime Market, 4<sup>th</sup> of July
- Facilitate marketing program that creates interest and traffic downtown by marketing to communities that are not covered by WTDA.

**ORGANIZATION:**

- Volunteer Base
- Membership: Friends of the Alliance
- Merchants; Develop Merchants Council, initiate Coffee with Council program
- Communications
- Fundraisers like: Wedding Guide, Picking on the Pamlico

Our process in accomplishing these goals and objectives is by using:

- **CLARITY:** Defining what we are and what we do
- **ALIGNMENT:** All groups working together and communicating
- **MOVEMENT:** How we move the projects. Tasks and Tracking.
- **FOCUS:** Getting rid of the clutter.

**North Carolina Main Street Statistical Summary: FY11-12**

WASHINGTON															
	Façades Redone	Bldg. Renovs.	New Jobs	Jobs Lost	Net Job Gain	New Business	Business Closed	Net Business Gain	Business Expansion	\$ Value of New Investment PUBLIC	\$ Value of New Investment PRIVATE	\$ Value of New Investment TOTAL	Number Public Improvement Projects	Number New Construction Projects	Volunteer Hours
Current Figures	5	3	64	24	40	13	8	5	1	\$997,161	\$860,900	\$1,858,061	5	0	2,994
Previous Cumulative	118	30	329	96	233	113	33	80	14	\$2,320,440	\$7,998,561	\$10,319,001	3	1	2,300
<b>NEW CUMULATIVE</b>	<b>123</b>	<b>33</b>	<b>393</b>	<b>120</b>	<b>273</b>	<b>125</b>	<b>41</b>	<b>84</b>	<b>15</b>	<b>\$3,317,601</b>	<b>\$8,859,461</b>	<b>\$12,177,062</b>	<b>8</b>	<b>1</b>	<b>5294</b>

**PROGRAM HIGHLIGHTS**

Found buyer for Old City Hall built in 1884, empty since 1980.  
 Awarded MSSF Grant for \$200,000 to renovate Old City Hall and develop a new destination type restaurant.  
 Created Maritime team under ER committee to serve City Council and recommend ways for Washington waterfront to benefit the economic development of downtown.  
 Arranged for 72 foot schooner the Jeannie B to make Washington its homeport and provided cruises to the public.  
 Assisted Planning dept. in the design of new iconic boater bathroom facility on west end of waterfront docks. Waiting for release of CAMA funds to start project.  
 Published Wedding Guide to promote Washington as a wedding destination.  
 Created an American Flag display project.  
 Commissioned Phase One of a hotel feasibility report.  
 Created a music CD to promote signature event, Music in the Streets and local musicians.  
 Raised \$45,400 in sponsor donations.  
 Created new program that celebrates Washington's past by hanging large window displays in the vacant buildings downtown.  
 Participated in Branding initiative for Washington.  
 Hosted NCDDA Eastern Spring Conference.  
 Updated WHDA by-laws.  
 Successfully transitioned from long term President to new President and Vice-President.

**FINANCIAL REPORTS (emailed as available)**

Councilman Mercer requested that the line items regarding gasoline, tires and lubricant be adjusted to show realistic numbers inclusive of reimbursables and encumbrances.

**JASON BRILEY – NORTHGATE QUARTERLY UPDATE**

Jason Briley distributed information regarding Northgate Subdivision. He explained that as of August 8, 2012 twenty-eight homes have been sold to Low to Moderate Income persons. This leaves a total of four remaining to be sold by December 31, 2012. Mr. Briley noted he would update Council again before the end of December.

**APPOINTMENTS – TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES****Historic Preservation Commission**

Mayor Jennings requested to continue this item until September 10<sup>th</sup>. Councilman Mercer requested that the appointments to the Historic Preservation Commission be made in September as this board is down to a minimum number of members and has to have a unanimous vote in order to pass any request that comes before them.

**Washington Electric Utilities Advisory Commission**

By motion of Councilman Pitt, seconded by Councilman Moultrie, Council appointed James Gaynor to the Washington Electric Utilities Advisory Commission to fill the expired term of Benjamin Davis (inside), term to expire June 30, 2015.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed John O’Neill to the Washington Electric Utilities Advisory Commission to fill the expired term of Lloyd May (inside) term to expire June 30, 2015.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed Pearson Chrismon to the Washington Electric Utilities Advisory Commission to fill the vacant position representing Bath, term to expire June 30, 2015, in concurrence with the Bath Town Board.

**APPROVE – CITY OF WASHINGTON LOGO**

City Manager, Josh Kay explained that the City of Washington, the Washington Tourism Authority, the Washington Harbor District Alliance, and the Washington/Beaufort County Chamber of Commerce partnered together to undergo a branding initiative and contracted with Eye Integrated. Council approved the expenditure of \$2000 to go towards the branding initiative. One of the deliverables of this process is the development of a logo for each partner that allows for an identity that provides cohesion among the four partners. The City of Washington will be the “keeper” of the logo/artwork and will be responsible for managing this artwork through partnerships.

Mr. Kay noted the new logo is a “W” that looks like a wave. Councilman Mercer expressed concerns with the shading of the logo stating that instead of it looking like a “W” the logo looks like three “S’s”. He suggested that possibly more shading could eliminate that issue.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council approved the new City of Washington logo and authorized the City Manager to begin the implementation of its use.

The logo will need additional shading or tweaking to eliminate the appearance of three “S’s”.



**ACCEPT/ADOPT – PLANNING BOARD RECOMMENDATION AND ADOPT AN ORDINANCE TO AMEND ARTICLE V, HOUSING, OF THE CODE OF ORDINANCES TO UPDATE THE MINIMUM HOUSING CODE**

Mr. Kay stated the request was presented to Council in June and Council in-turn asked for some revisions to be made. Councilman Mercer noted that most of his concerns have been addressed with the revisions and he is prepared to make a motion to accept the recommendation of the Planning Board and adopt the amendment.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council accepted the recommendation of the Planning Board and approved the Ordinance to amend Article V Housing, in order to update the Minimum Housing Code.

**(copy attached)**

**ADOPT – FINAL BUDGET ORDINANCE AND PROJECT/GRANT ORDINANCE AMENDMENTS FOR FY 11/12**

Mr. Kay explained that in order to true up the financial records for the fiscal year, funding needs to be reallocated among the various funds, departments, and line items in order to keep certain cost centers from being overspent at year end. This item was originally presented to Council in June and was tabled for clarification reasons regarding cemetery and library trust funds.

By motion of Councilman Moultrie, seconded by Mayor Pro tem Roberson, Council adopted the final budget ordinance and project/grant ordinance amendments for FY 11/12.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE AND CAPITAL PROJECT/GRANT ORDINANCES OF THE CITY OF WASHINGTON, NC FOR THE FISCAL YEAR 2011-2012**

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

**Library Trust Fund**

**Section 1.** That the following account in the Library Trust Fund appropriations budget be increased in the amount shown to allow for a transfer of interest earnings to the General Fund:

11-40-6300-9200      Adm. Charges to General Fund      \$150

Section 2. That the following revenue in the Library Trust Fund be increased in the amount shown:

11-40-3831-0000	Interest Earned – Library Trust	\$150
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**Cemetery Trust Fund**

Section 3. That the following account in the Cemetery Trust Fund appropriations budget be increased in the amount shown to allow for a transfer of interest earnings to the Cemetery Fund:

12-30-6400-9205	Adm. Charges to Cemetery Fund	\$600
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Section 4. That the following revenue in the Cemetery Trust Fund be increased in the amount shown:

12-30-3831-0000	Interest Earned – Cemetery Trust	\$600
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**Airport Fund**

Section 5. That the following account in the Airport Operations portion of the Airport Fund appropriations budget be increased in the amount shown to cover anticipated expenses for FY 11/12:

37-90-4530-3101	Fuel Purchases	\$91,600
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Section 6. That the following revenue in the Airport Fund be increased in the amount shown to cover anticipated expenses for the remainder of FY 11/12:

37-90-3453-0000	Fuel Sales	\$66,000
37-90-3991-9910	Fund Balance Appropriated	25,600

**Gang Investigator Grant Fund**

Section 7. That the following accounts in the Gang Investigator Grant Fund appropriations budget be increased or decreased in the amounts shown:

53-10-4310-0200	Salaries	\$18,347
53-10-4310-0201	Salaries – Overtime	(17,955)
53-10-4310-0205	Longevity	325
53-10-4310-0500	FICA	(329)
53-10-4310-0600	Group Insurance	3256
53-10-4310-0700	Retirement Contribution	1015

53-10-4310-0702	401 K Contributions – Police	286
53-10-4310-1100	Telephone	(277)
53-10-4310-1400	Employee Development	(843)
53-10-4310-3300	Supplies	(30)
53-10-4310-5402	Worker’s Comp Insurance	(3,700)
53-10-4310-7400	Capital Outlay – Equipment	<u>(95)</u>
		0

Section 8. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 9. This ordinance shall become effective upon its adoption.

Adopted this the 13<sup>th</sup> day of August, 2012.

**Attest:**

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

**s/N. Archie Jennings, III**  
**Mayor**

**APPROVE – REQUEST TO WAIVE ELIZABETH II DOCK FEES**

The Elizabeth II has selected Washington for its fall voyage for 2012. The reproduction merchant vessel rarely leaves its homeport of Roanoke Island Festival Park in Manteo. While in Washington, the Elizabeth II will offer interpretative programs to Beaufort County students (Friday) and the general public (Saturday). The selected time frame also corresponds to the annual Smoke on the Water. The last time the Elizabeth II was near the area was in 2005 for the Historic Bath TriCentennial. Several thousand visitors boarded the ship when it was docked in Historic Bath. Mr. Kay noted that we anticipate having even more visitors when the ship arrives in Washington. It is recommended that the dock fees be waived for the Elizabeth II on October 25-28, 2012 while it is at one of our transient docks. The fees would be no more than \$105(\$51.75 per day after the first 48 hours).

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council waived the dock fees for the Elizabeth II, October 25-28, 2012.

**ADOPT – BUDGET ORDINANCE AMENDMENT FOR STORMWATER IMPROVEMENT PROJECT (\$14,494)**

Josh Kay, City Manager stated this project has being on-going since 2010. This is a \$5 million project that deals with stormwater improvements in Smallwood and Jack’s Creek. Roughly, \$243,000 was budgeted in contingency. If council approves the requested action tonight, there would still be approximately \$175,000 remaining in contingency. Mr. Kay continued by reviewing the changes in some of the budget line items.

Councilman Mercer expressed concern with some of the numbers presented and requested a line by line breakdown of funds spent. He further noted that any funds leftover should be spent on drainage issues at Iron Creek. Council continued discussions on where the funds were spent and discussed the expenses incurred for the delay in the work for the Charlotte Street Bridge. Mayor Jennings asked if we are still inside budget and contingency? Allen Lewis, Public Works Director stated yes, we were still inside budget and contingency.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council adopted a budget ordinance amendment to re-allocate funds for the stormwater improvement project in the amount of \$14,494 and approved the corresponding purchase orders.

**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 2012-2013**

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

Section 1. That the following accounts in the Storm Water Capital Project be increased or decreased by the following amounts:

58-90-5710-0405	Engineering	\$ 11,695
58-90-5710-4500	Construction	2,799
58-90-5710-9900	Contingency	<u>(14,494)</u>
	Total	\$ 0

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

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

Adopted this the 13<sup>th</sup> day of August, 2012.

**Attest:**

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

**s/N. Archie Jennings, III**  
Mayor

**ADOPT – BUDGET ORDINANCE AMENDMENT FOR THE ELECTRIC FUND**

Mr. Kay explained that the request is to approve a revenue and expenditure budget ordinance amendment for the Electric Fund in the amount of \$300,000. The funds are for expenditures that are needed for required electric system upgrades so as to connect a large scale photovoltaic (PV) generating facility to the City’s electric system. All of the expenditures for this project will be reimbursed by the requesting entity. The offsetting revenue is listed in the amendment. In addition to the budget ordinance amendment the recommended motion contains the approval of a purchase order not to exceed \$30,000. This cost is based on a similar purchase last year. The new quote was not available prior to the agenda deadline. The purchase is for a protective breaker required for the safe interconnect and operation of the PV facility. The delivery time on this device is 12-14 weeks and the developer has requested that all utility upgrades be in place so as to connect the system in December 2012. Due to their timetable it is requested that this purchase order be approved.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council adopted a budget ordinance amendment in the amount of \$300,000 and approved a purchase order in the amount not to exceed \$30,000 for the electric fund.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 amount of \$300,000 in the account Solar Project 1, account number 35-90-3500-3640.

Section 2. That account number 35-90-7220-0440, Solar Project 1, Electric Director portion of the Electric Fund appropriations budget be increased in the amount of \$300,000.

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

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

Adopted this the 13<sup>th</sup> day of August, 2012.

**Attest:**

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

**s/N. Archie Jennings, III  
Mayor**

**ACCEPT/AUTHORIZE/ADOPT – GRANT AWARD AND AUTHORIZE CITY MANAGER TO  
SIGN GRANT AGREEMENT AND ADOPT PROJECT BUDGET ORDINANCE (\$200,000)**

City Manager, Josh Kay explained that the Division of Community Investment and Assistance has approved the 2011 Community Development Block Grant (CDBG) for Small Business and Entrepreneurial Assistance (SBEA) funds in the amount of \$200,000. The primary purpose of the SBEA program is to provide funding to local governments to jumpstart the growth of existing small businesses by expanding their businesses and creating new jobs. Five (5) local businesses will participate in the program and provide the local match. Those businesses are: Tayloe’s Hospital Pharmacy, FRE Plumbing, East Carolina Imports Services, Pamlico Fence Company and Park Boat Company.

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council accepted the grant award from the NC Department of Commerce, Division of Community Investment and Assistance for Small Business Assistance, adopted the project budget ordinance in the amount of \$200,000, and authorized the City Manager to sign the Funding Approval and the Grant Agreement. Councilman Mercer opposed, motion carried 4-1.

**A GRANT PROJECT ORDINANCE FOR CDBG COMMUNITY  
DEVELOPMENT BLOCK GRANT – JUMPSTART WASHINGTON  
GRANT NUMBER 11-N-2340  
CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. The project authorized is to provide CDBG funds to local businesses for construction/rehab, machinery and equipment, and working capital in order to promote job creation.

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

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

57-60-4930-0400	Administration	\$ 20,000
57-60-4930-0405	Planning	5,000
57-60-4930-4500	Job Creation	<u>175,000</u>
	Total	\$200,000

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

57-60-3480-3300	CDBG Grant Funds	\$200,000
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Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to satisfy the requirements of the grantor agency and grant agreement.

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

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

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

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

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

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

Adopted this the 13th day of August, 2012.

**Attest:**

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

**s/N. Archie Jennings, III**  
**Mayor**

**ADOPT – AGREEMENT TO PARTICIPATE IN A REGIONAL  
HAZARD MITIGATION PLAN**

City Manager Josh Kay explained that Beaufort County has 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 is being asked to sign an agreement as the intent of the municipality to participate in the plan. FEMA will cover all costs involved in the rewrite of the plan and provide funding to Craven County as the lead agency. No funds are required by the City of Washington. The agreement does not mean approval of the regional plan but only to consider the regional approach.

Councilman Mercer discussed that he thought we had already adopted a Regional Hazard Mitigation Plan. John Rodman, Planning Director explained this plan is something different than what was adopted several years ago.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council accepted the agreement to participate in the Regional Hazard Mitigation Plan Update as requested by FEMA.

**ADOPT – DECLARATION OF OFFICIAL INTENT TO REIMBURSE FOR FY 12/13  
INSTALLMENT PURCHASE EXPENDITURES**

Mr. Kay stated that during the budget process, numerous capital items were discussed that needed to be purchased. Installment financing is budgeted for April 2013. This declaration authorizes the City to reimburse itself for Council approved expenditures prior to the issuance of debt. It is anticipated that requests will be made for some purchases prior to the issuance of debt due to necessity, the ability to complete this fiscal year, and to avoid price increases.

Councilman Mercer stated he was reluctant to borrow money for maintenance of our facilities, for example decking at the Civic Center and boardwalk repairs. In addition, during the budget discussions there were a number of items that were discussed that he thought were removed from the budget. Items noted: grapple hook and lawnmower request from Parks and Recreation. He would like to review the individual projects before the money is spent. Mayor Jennings said that non-capital items needing installment funding still needs approval from Council.

By motion of Councilman Mercer, seconded by Councilman Moultrie, Council adopted a Declaration of Official Intent to Reimburse for Fiscal Year 2012/2013 installment purchase expenditures incurred prior to the issuance of debt.

Mr. Kay asked if items under \$20,000 still needs to have approval from Council if it has already been approved in the budget? Mayor Jennings said that staff should take the guidance that if the item is not needed, then don't purchase it. Staff will need to report back to Council of how the approved budgeted items may have been altered since some departments have merged together, some items may no longer be needed.

**DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the “Declaration”) is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the City of Washington, North Carolina (the “Issuer”) with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The issuer anticipates incurring expenditures (the “Expenditures”) for budgeted installment purchases (the “Projects”).
2. **Plan of Finance.** The issuer intends to finance the costs of the Projects with the proceeds of debt to be issued by the Issuer (the “Borrowing”), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Projects is \$1,419,368.
4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this the 13th day of August, 2012

Attest:

s/Cynthia S. Bennett, CMC  
City Clerk

s/N. Archie Jennings, III  
Mayor

**ACCEPT/APPROVE – BID AND APPROVE A RESOLUTION STATING THE INTENT OF THE CITY OF WASHINGTON TO LEASE CERTAIN SURPLUS REAL PROPERTY AT WARREN FIELD AIRPORT LOCATED ON AIRPORT ROAD**

Mr. Kay explained that at the last meeting, City Council approved a resolution authorizing the advertisement of an offer to lease certain surplus real property at the airport. The City advertised the bid of \$300 per year, per acre, for 75.63 acres for a total of \$22,689 per year for an initial term of 15 years. No other offers were received. The draft lease and option will come back to Council for final approval.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council accepted the bid from Sun Energy 1, LLC and approved a Resolution stating the intent of the City of Washington to lease certain surplus real property at the Warren Field Airport located on Airport Road.

Mayor Jennings commended the City Manager and his staff, City Clerk, Public Works, Electric and City Attorney for their instrumental roles played in this task. The feedback from the party we are engaged with is that we have a top shelf organization with a great deal of expertise. Our ability to respond to this opportunity in the time line that we did, just speaks volumes about our staff capabilities. This could be the turning point for the airport. Mr. Kay noted that should this economic development project become a reality, this is in upwards of \$50 million investment at Warren Field Airport and could create up to 35-40 new jobs in the future.

**RESOLUTION STATING THE INTENT OF THE CITY OF WASHINGTON  
TO LEASE CERTAIN SURPLUS REAL PROPERTY  
AT THE WARREN FIELD AIRPORT LOCATED ON AIRPORT ROAD**

**WHEREAS**, North Carolina General Statute § 160A-272(b) authorizes a municipality to lease real property that it owns for more than ten (10) years so long as such leases are "... treated as a sale of property ..." and so long as such leases are "... executed by following any of the procedures authorized for the sale of real property."

**WHEREAS**, North Carolina General Statute § 160A-269 authorizes a municipality to sell real property it owns through a negotiated offer, advertisement, and upset bid process.

**WHEREAS**, said negotiated offer, advertisement, and upset bid process as outlined and set forth in North Carolina General Statute § 160A-269 has been followed for a proposed Option to Lease, Ground Lease and Easement Agreement, and Solar Skyway Easement (collectively may be referred to as "Lease") of approximately seventy-five and 63/100s (75.63) acres of property at the Warren Field Airport located on Airport Road, Washington, North Carolina.

**WHEREAS**, said real property was previously declared by the City Council to be surplus to the needs of the City for the period contemplated by the Lease.

**WHEREAS**, the required notice for the upset bid process was advertised in the Washington Daily News. The notice described the property to be leased, set out the amount and terms of the original offer and specified the requirements for the submission of a qualifying upset bid.

**WHEREAS**, the upset bid process having concluded, the final, highest qualifying bid is now being reported to City Council for their consideration.

**NOW THEREFORE BE IT RESOLVED:** The final, highest qualifying bid for the Lease containing a first option of up to six (6) months, a second option of up to six (6) months, a lease for the sum of \$22,689.00 per year (\$300.00 per acre) with an initial term of fifteen (15) years, and the possibility of up to three extensions at the election of tenant of up to five (5) years each is hereby accepted by the City of Washington. The City Council retains final approval, and must approve and authorize the execution, of the resulting Option to Lease, Ground Lease and Easement Agreement, and/or Solar Skyway Easement for said real property, including any portion thereof.

Adopted this 13<sup>th</sup> day of August, 2012.

**Attest:**

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

**s/N. Archie Jennings, III**  
**Mayor**

**DISCUSSION – BAN THE BOX CAMPAIGN**

Councilman Pitt discussed the “Ban the Box Campaign” on City of Washington job applications. The box refers to where an applicant makes a check mark if he or she has been convicted of a criminal offense other than something such as a speeding ticket. On the city’s job application, the wording is “Have you ever been convicted of an offense against the law or forfeited a bond?” He said the issue has made its way to the N.C. General Assembly. The campaign suggests that the box on the employment application that states ‘Have you been convicted of ...’ be removed until such time as the job offer has been made to a potential candidate. This does not mean we’re not going to do background checks. It means we will still do the exact same things that we’ve been doing. However, those people who have been previously incarcerated, once they see this box, they’ll be more intimidated than the average citizen because they pretty well know if they mark ‘Yes’, they won’t be having the same level playing field. He believes removing the box would give someone who’s got a criminal past a better piece of mind that he or she has equal chance at getting a job with the city or other municipal or county governments. He explained a similar initiative was approved by Cumberland County and Durham County. The ban-the-box initiative sends a message that a government is willing to do more than just talk about helping rehabilitate criminals seeking to turn their lives around. He continued by saying, “We don’t ignore the fact they’ve committed crimes and done (bad) behavior, but what we’re saying is that if you have recovered and done the things that are correct, then we want you to come for our city and we’re going to treat you as a fair employee.”

Mayor Pro tem Roberson responded by saying, “In essence, what we’re doing is shifting the responsibility from the applicant to the Human Resources Department to do a better job, not that they don’t do a good job, in researching in more depth the individuals who come into the final selection process. ... I’m not opposed to that. I’m just telling you that’s what you’re going to look at. In shifting the responsibility from the applicant over to the city to be sure we’ve got everything, our t’s are crossed, our i’s are dotted, then there’s an opportunity that if we miss one and hire somebody — and they’ve got some other issues — and then they harm one of our local citizens, then the responsibility comes back on the city, and I understand that.” Mayor Pro tem Roberson said he’s going to look long and hard on the ban-the-box issue before making up his mind about it.

Councilman Doug Mercer said he concurs with Mayor Pro tem Roberson’s view on the matter. When an applicant checks the box indicating he or she was convicted of a crime other than a minor traffic offense, it alerts the Human Resource Department this applicant has something in his or her background the city may need to investigate in the future.

“I see the pros and cons for both sides of (banning) the box,” said Councilman Moultrie. Mayor Archie Jennings said as the city considers the ban-the-box movement, it should track what’s happening with it in the Legislature.

**DISCUSSION – LEGISLATIVE UPDATE 2011/12 AND ANNOUNCEMENT OF VACANCIES OF THE LEAGUE BOARD OF DIRECTORS**

Councilman Pitt explained there are currently vacancies on the League Board of Directors. Currently, the seats available are: at-large seat, City Clerk, City Manager and City Attorney. He also reminded Council that the advocacy goals are due August 31<sup>st</sup>.

**DISCUSSION – EXEMPT/NON-EXEMPT STATUS OF EMPLOYEES AT PAY-GRADE 22 AND ABOVE**

Councilman Moultrie reminded Council that at the July 23<sup>rd</sup> Council meeting, the original motion presented was struck down and replaced with the motion made by Councilman Mercer. (Motion from July 23<sup>rd</sup>: By motion of Councilman Mercer, seconded by Councilman Pitt, Council approved the assignment of classes to grades and ranges for fiscal year 2012-2013 as presented by the City Manager, with the provision that anything grade 22 or higher shall be classified as exempt unless specifically prohibited by the Fair Labor Standards Act and authorized the City Manager to implement the recommended reclassifications effective July 2, 2012. Motion carried 4-1 with Councilman Moultrie opposing the motion.) Councilman Moultrie further stated that he would like to make a motion to rescind the motion that was made by Councilman Mercer on July 23<sup>rd</sup> and go back to the original motion that was presented by the City Manager. Mayor Jennings noted that the motion will need to be proposed by someone who voted for the motion on July 23<sup>rd</sup>.

Councilman Brooks stated he would like to propose that this subject be revisited. He felt he was caught off guard by the add-on to the motion and feels he should not have voted for it. Council should have been given time to review this ahead of time in order to determine the effects it would have on our staff. He expressed concern that Council can appropriate money for certain things except when it comes to the employees. He feels this needs to be rectified and asked employees to forgive him for making the mistake of voting for this item.

City Attorney, Franz Holscher discussed the logistics and legalities of revisiting the motion. Councilman Pitt would also like to revisit, on-call, callback time, etc. and suggested “put things back the way they were”. Councilman Mercer stated he was the one that made the motion last month and felt it was an appropriate motion. He suggested that if Council would take the time to look at the pay grades affected, then they meet the criteria for exempt status, but he would abide by the wishes of the Council.

By motion of Councilman Brooks, seconded by Councilman Moultrie, Council reapproved the assignment of classes to grades and ranges for fiscal year 2012-2013 as previously presented by the City Manager at Council’s July 23, 2012 meeting and authorize the City Manager to implement the recommended reclassifications effective July 2, 2012, but rescind or invalidate the clarification or provision that was added at said meeting that was worded as follows: “with the provision that anything grade 22 or higher shall be classified as exempt unless specifically prohibited by the Fair Labor Standards Act.” Motion carried 4-1 with Councilman Mercer opposing the motion.

Mayor Jennings suggested that Human Resources and the City Manager continue to review the positions to insure the correct status is assigned to each pay grade. Mr. Kay stated in the next 12-24 months a new pay and classification study will be presented to Council. Councilman Mercer reviewed salaries from seven cities with a population of 6,000-12,000.

**REMINDERS FROM COUNCIL MEMBERS**

Councilman Mercer reminded Council that he and Councilman Moultrie were appointed to review the fees charged by the City. They have in-turn asked each Councilmember that is a board liaison to please work with their board and staff and review those fees. The Fire Dept., Police Dept., and Public Works do not have a board so Councilman Mercer agreed to review the fees charged by those departments. Mayor Jennings suggested that staff ask for a representative from each board to review the fees as well. Councilman Mercer noted the suggested deadline is October, but it may take longer than that.

City Manager, Josh Kay reminded Council of National Night Out on August 14<sup>th</sup> from 4-8pm at BeeBe Memorial Park.

**CLOSED SESSION – UNDER § NCGS 143-318.11(A)(6) PERSONNEL**

By motion of Councilman Pitt, seconded by Councilman Moultrie, Council entered into close session at 7:30 pm under § NCGS 143-318.11(a)(6) Personnel.

By motion of Councilman Moultrie, seconded by Councilman Pitt, Council came out of closed session at 7:45 pm.

**ADJOURN**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 7:50 pm until August 27, 2012 at 5:30pm in the Council Chambers at the Municipal Building.

**(subject to approval of City Council)**

**Cynthia S. Bennett, CMC  
City Clerk**

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**August 27, 2012**

The Washington City Council met in a continued session on Monday, August 27, 2012 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; Edward Moultrie, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Josh Kay, 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, Interim Fire & Police Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Keith Hardt, Utilities Director; John Rodman, Planning Director; Kristi Hardison, Parks and Recreation Manager; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director and David Carraway, IT Department and Mike Voss, Washington Daily News.

Mayor Jennings called the meeting to order and Councilman Moultrie delivered the invocation.

**APPROVAL/AMENDMENTS TO AGENDA**

Councilman Pitt requested removing item # 3 – Discussion of motorized wheelchairs on public streets.

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

**DISCUSSION: OF PROPOSED CHANGES TO THE PERSONNEL POLICY**

City Manager, Josh Kay reminded Council of the draft Personnel Policy revision presented in June at the Committee of the Whole meeting for review.

**Personnel Policy DRAFT June, 2012 - Substantive Changes**

Article I. Section 2. Add statement regarding At-Will Employment

Article I. Section 6. Provide more detail regarding role & responsibility of HR Director. Some responsibilities moved from City Manager Roles & Responsibilities in previous section.

Article I. Section 10. Probationary Employee – revised to reflect 12 months probationary period.

Article III. Section 1. Clarification that all changes to the Pay Plan shall be approved by City Council.

Article III. Section 4. Probationary Raises

- New hires are only eligible for a probationary raise if hired to salary rate below minimum
- At the probationary review, the employee may also be eligible for a performance pay increase

- The combined probationary and performance pay increase shall not exceed 5%.

Article III. Section 5. Performance Pay – added provision that an employee cannot receive both merit and job maturity increase in the same fiscal year and if eligible for both, would receive the one that would provide the greatest increase. *Concern with salary compression. Recommend providing Performance Pay for Part-time employees.* **Pg. 9**

Article III. Section 7. Effect of Promotions, Demotions etc. on Salary –Demotion – clarify that the only time a salary can be retained in demotion is to avoid RIF.

Article III. Section 10. Pay for Part-time and Temporary Work – Added the following existing practice to policy - *Part-time employees who are members of the North Carolina Local Governmental Employees' Retirement System (LGERS) shall paid at least at the minimum rate of the established salary range for the classification after twelve months of employment.*

Article III. Section 11. Overtime Pay Provisions

- Discontinue counting holidays as work time for purposes of determining overtime pay. *Loss of reward for employees working extended hours that occur during holiday weeks of which they have no control.* **Pg. 12**
- Eliminate 1.5 comp time for Exempt non department heads
- Emphasize that comp time for exempt employees is not guaranteed to be taken and ends without compensation upon separation from employment.
- Change from quarterly clearing to end of year clearing of comp time for exempt employees and allow City manager to authorize carry over through the end of January of the following year.

Article III. Section 14. Call Back Pay

- Add policy for non exempt employee responding to telephone or computer call – minimum 30 minutes
- Eliminate provision for mandatory meetings scheduled in advance to be paid at OT (1.5) pay
- Eliminate call back pay policy for exempt employees rather refer back to the Overtime Policy

Article III. Section 15. Holiday Premium Pay (*New section*)

- Previously included under Article VI. Holidays & Leave.
- Adds provision that holiday leave earned for working on a holiday must be taken within 3 months or paid.
- Clarifies the current practice of paying any non-compensated holidays upon termination of employment and paying part-time and temporary employees 1.5 when they are work on a holiday.

Article III. Section 16. Pay for Acting Assignment in a Higher Classification (temporary promotion) – *New*

Article III. Section 17. Longevity Pay – change wording from shall to may if appropriated in City budget *Concern that it is more likely to be targeted as a budget cut whereas it should be a part of compensation / benefits package; would rather see a provision added that only employees with 5 years of full-time service are eligible with current employees with less than 5 years being grandfathered.* **Pg. 15**

Article IV. Section 3. Recruitment and Application

- Added the following: *In rare situations because of emergency conditions, avoidance of reduction –in –force, high turnover, etc., the City may hire or promote without advertising jobs, upon approval of the City Manager.*
- Added provision for option to post internally before advertising to the public consistent with current practice

Article IV. Section 5. Probationary Period

- Probationary period changed to 12 months for all new hires
- Eliminate probationary period for promoted employees *Concern that promoted employees will not be eligible for probationary raise* **Pg. 18**

Article V. Section 7. Outside Employment

- Added notation of conflict of interest where undue absences are created
- Clarified what is considered outside employment, such as consulting, etc. *Concern was expressed that more clarification was needed* **Pg. 21-22**
- Added requirement for annual update and approval
- Prohibit outside employment activities during City FMLA and Workers Comp leave *Definitely needs legal opinion and concern expressed by staff with fairness and management of this provision* **Pg. 21-22**

Article V. Section 8. Limitation of Employment of Relatives – eliminated City Clerk & cohabitive relationships

Article V. Section 10. Residency Requirement – Reference to City Code

Article V. Section 11. Travel Time and Expenses

- Added more specific details / reference to travel policy

Article V. Section 13. Use of City-Owned Vehicles – Creates two categories of employees driving vehicles home:

- Non Emergency Personnel
- Emergency Personnel
- Add provision that at no time shall an employee living more than 20 road miles of the City limits be allowed to drive a vehicle home. (consistent with Residency Code) *Suggest change from “City limits” to the “center of the City which is the intersection of Market and 5<sup>th</sup> Streets”* **Pg. 25**

Article V. Section 14. City Provided Cellular Telephone / Electronic Mobile Devices- New

Article V. Section 15. Internet, E-Mail, Telephone, and Other Communication Systems - New

Article VI. Section 1 Holidays

- Updated Fire Dept. holidays to include 9 – administrative oversight when Veterans Day was added.
- Eliminated holiday pay for part-time employees **Pg. 29**

Article VI. Sections 2 & 3 Vacation Leave & Sick Leave

- Reorganized considerably
- Removed provision that an employee is not eligible to use vacation and/or sick leave during the first 6 months of initial employment.
- Defined time frame for accrual of leave – 15<sup>th</sup> of month
- Defined terms for transfer in and out of sick leave and transfer out of vacation leave consistent with current practice.
- Defined terms of reinstatement with re-employment. An employee who separates from employment with the City and is subsequently rehired within three years shall have his or her unused or non transferred sick leave reinstated.
- Provided provision that the City Manager may authorize substitution of comp leave for the requirement to use 40 hours of vacation leave each calendar year. *Suggest eliminating this provision (5) entirely.* Pg. 32
- Added clarification that holiday and compensation time shall be used before vacation leave.

Article VI. Section 4. Shared Leave

- Added to personnel policy instead of “free standing”
- Deleted normal maternity as a non qualifying medical condition
- Added prolonged medical condition of the employees spouse, child, or parent (including in-law and step relationships) as qualifying condition

Article VI. Section 5. Family & Medical Leave – updated in accordance with current lawArticle VI. Section 6. Military Family & Medical Leave – New in accordance with current lawArticle VI. Section 7. Leave Without Pay – NewArticle VII. Section 7. Law Enforcement Special Separation Allowance - updated based on revisions to GS 143-166Article VII. Section 9. Changed Separation Gift to Retiree Separation giftArticle VIII. Section 1. Types of Separation (a) Resignation - policy for negotiated resignation - authorizes severance consideration

*“The City Manager may negotiate a resignation with an employee when it is determined to be in the best interest of the City. Such negotiated resignation may include a severance package consisting of a combination of salary, benefits and/or accumulated leave (vacation, compensatory, etc.).*

Article VIII. Section 2. Reduction in Force – policy revised and added to Personnel Policy instead of separate/free standing policyArticle XI. Unsatisfactory Job Performance & Detrimental Personal Conduct – restructured

- Disciplinary suspension for Job Performance generally not to exceed 3 days or 24 hours for shift personnel (except for exempt personnel)
- No pre-disciplinary conference for demotion or suspension; pre-dismissal conference only
- City Manager approves any suspension

- Updated descriptions of detrimental personal conduct

Article X. Grievance Procedure and Adverse Action Appeal – basically re-written

- Extended response time to 10 days
- Added procedure for Department Heads and other employee situations in which the City Manager had significant involvement in determining disciplinary action

Article XI. Section 1. Public Information – updated based on revisions to GS 160-168A.42

*Updated 8/20/12*

The draft revision was presented to department heads and supervisors at the supervisor's quarterly update and staff received feedback from employees. Mr. Kay noted the memo provided for Council contains seven areas of the feedback addressed by our employees. Mr. Kay stated staff is seeking some guidance on these seven items of concern:

(Memo)

### **Background**

City Council was presented with a draft revision of the City's Personnel Manual at its June 25, 2012 Committee of the Whole meeting. At this meeting, City Council brought up a few areas to be discussed in more detail. Additionally, the revisions were presented to our employees where additional questions or concerns were raised.

The information below represents the areas that were highlighted by both sets of groups. With this information is provided some further information and, where appropriate, recommendations are made.

If I have omitted any areas that you would like to further discuss, please let me know as soon as possible. It is my assumption that all other areas are agreeable and do not need additional discussion.

### **Sections that need more discussion**

- 1. Article III. Section 5 – Performance Pay (page 9)**
  - a. A recommendation to include possible merit increases for part-time employees. This benefit would only be available for those part-time employees that are in a regularly scheduled position and only implemented after an annual appraisal.
  - b. Concerns were raised from employees about the loss of possibility to receive job maturity and merit increase within the same fiscal year.
- 2. Article III. Section 11 – Overtime Pay Provisions (page 12)**
  - a. There is a concern among the employees and supervisors that eliminating counting holidays as work time for the purposes of determining overtime pay would diminish workplace morale and would impact workplace performance.

3. **Article III. Section 17 – Longevity Pay (page 15)**
  - a. City Council requested discussion to change the wording from “may” back to “shall” in order to guarantee longevity pay.
  - b. Some Council members discussed the possibility of paying longevity pay after a set number of years (i.e. “Employees shall receive longevity pay beginning at their fifth anniversary with the City of Washington.”)
4. **Article IV. Section 5 – Probationary Period (page 18)**
  - a. Concerns were raised that promoted employees would not be eligible for a probationary raise.
5. **Article V. Section 7 – Outside Employment (page 21-22)**
  - a. There is a need to further define “outside employment” – i.e. is owning rental houses considered outside employment; is “clerical” work permitted for “manual labor” employees that are limited due to a worker’s compensation claim, etc...
  - b. Further legal review is needed to determine how this section is written and/or enforceable.
6. **Article V. Section 13 – Use of City-Owned Vehicles (page 25)**
  - a. Council members recommended using a physical address to measure the 20-road miles – either use City Hall or Intersection of Market & 5<sup>th</sup> Street (where all City addresses originate)
  - b. It was suggested by employees to increase the distance from 20 miles to 30 miles to increase potential applicant pool for positions (reference to City Code and Article V. Section 10)
7. **Article VI. Section 2 – Vacation Leave (page 32)**
  - a. It is recommended to eliminate the requirement that all employees take at least 40 hours of accrued vacation leave per year (Article VI. Section 2(c)(5).

**Council provided the following guidance of the seven items of concern:**

1a – By consensus of Council – merit for part-time employees. The majority of our part-time employees are now at the minimum hourly rate.

1b – Staff will make a recommendation and bring back to City Council. Mayor Jennings requested including examples of how the policy will play out and cited some of the examples they would like to see. The merit system puts the responsibility on the department head and employees know what is expected of them (meets expectation or exceeds expectation).

2a – To be consistent for all employees, Mayor Jennings and members of City Council stated to give general/clear guidance and let staff make a recommendation to that guidance.

3a – Councilman Brooks recommended changing the wording from “may” back to “shall” and Mayor Pro tem Roberson recommended new hire longevity pay start on the 5<sup>th</sup> anniversary (longevity pay will build up from 1<sup>st</sup> thru 4<sup>th</sup> and receive pay on 5<sup>th</sup> year – a vesting period) years all current employees are grandfathered in. Recommendations to leave in “shall” carried 4-1 with Councilman Mercer voting against and the recommendations to be vested 5 years for longevity pay carried 5-0.

4a – Promoted employees not in probationary status – leave as is in the policy (employees promoted within will not be at a disadvantage).

5a – Outside employment - need legal definition/counsel/review of what outside employment is and to see how this section can be enforceable.

6a & b – Council directed staff to use City Hall for address (102 East 2<sup>nd</sup> Street) of vehicle usage if using a city-owned vehicle. Councilman Mercer recommended changing the language from 20 road miles to 10 road miles on page 25 of the drafted manual Article V. Section 13(g). Mayor Jennings directed Mr. Kay to discuss with department heads what impact the miles (10, 20, 30 miles) would have on employees and affect our business. 6b discussion will be addressed at another date because it isn't in the personnel manual (residency requirement and is a follow on discussion with employees).

7a – Consensus of Council to eliminate the requirement of all employees take at least 40 hours of accrued vacation leave per year (Article VI. Section 2 (c)(5).

Mr. Kay noted staff would follow-up on the items that require more information and report back to Council for further discussion.

#### **EXTENSION OF MEETING**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council extended the meeting until 7:30 pm.

#### **DISCUSSION: OF OFF-SITE CITY COUNCIL MEETINGS**

Councilman Pitt suggested conducting some council meetings at places other than City Hall (the Municipal Building). Councilman Pitt felt that conducting such meetings would be a step toward enhancing open government (public housing, Civic Center etc.) He cited most meetings would be less intimidating than formal Council meetings and give the public and elected officials better one-on-one time. Also, Councilman Pitt requested Council to consider not dressing as formally for the “off-site” meetings. Mayor Jennings, Councilman Brooks and Councilman Moultrie prefer to wear business attire (agrees it needs to be businesslike and respectful of the City) at Council meetings but have no problem conducting some Council meetings at other locations in the City. Councilman Brooks likes the idea of “off-site” meetings providing more open government. Councilman Brooks felt that people would open up more in an informal setting.

City Manager, Josh Kay stated he would survey facilities in the City that would meet the requirements (space needs, audio-visual equipment and electric) to be able to host a Council meeting and provide Council with a list of facilities that meet those requirements and schedule for “off-site” meetings.

**CLOSED SESSION – UNDER § NCGS 143-318.11(a)(6) PERSONNEL**

By motion of Councilman Pitt, seconded by Mayor Pro tem Roberson, Council agreed to enter closed session under § NCGS 143-318.11(a)(6) Personnel at 7:00 PM.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council agreed to come out of Closed Session at 7:14 pm.

**UPDATES AND FYI – ITEMS FROM MEMBER OF COUNCIL**

Councilman Brooks requested an update on Iron Creek at the next Council meeting and Mayor Jennings suggested Mr. Kay make that a portion of his Friday update. Mayor Pro tem Roberson shared he was also receiving calls on Iron Creek.

Councilman Pitt stated the North Carolina League of Municipalities Annual Conference is the same date as the Committee of the Whole in October.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to cancel the Committee of the Whole meeting on October 27, 2012 due to the League Annual Conference.

**ADJOURN – UNTIL MONDAY, SEPTEMBER 10, 2012 AT 4:30 PM IN THE COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING**

By motion of Mayor Pro tem Roberson, seconded by Councilman Moultrie, Council adjourned the meeting at 7:15 pm until Monday, September 10, 2012 at 4:30 pm in the Council Chambers at the Municipal Building.

**(Subject to the Approval of the City Council)**

**Cynthia S. Bennett  
City Clerk**



# City of Washington REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** Kristi L. Hardison, Recreation Manager *KH*  
**Date:** September 10, 2012  
**Subject:** Adopt Budget Ordinance Amendment for repair and replacement of promenade fixtures on the waterfront  
**Applicant Presentation:** None  
**Staff Presentation:**

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to provide funds for the repair and replacement of promenade light fixtures on the waterfront.

**BACKGROUND AND FINDINGS:**

During Hurricane Irene, 3 blue promenade fixtures fell from their stands. During the recent "Gustnado" of July 1, 2012, another fixture fell.

A contractor was brought in to evaluate the remaining fixtures and later secured them from falling.

The budget amendment will enable the contractor to repair existing fixtures, re-hang fallen fixtures, recovered after the storms and install new fixtures to replace the ones lost during the storms. The total cost of the evaluation, repairs, fixtures, and installation is \$9,956.

**PREVIOUS LEGISLATIVE ACTION**

None

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *TO* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation *9/11/12* Date

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the Estimated Revenues in the General Fund be increased in the amount of \$9,956 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 2. That account number 10-40-6124-1501, Maint/Repair Grounds, Waterfront Docks portion of the General Fund appropriations budget be increased in the amount of \$9,956 to provide funds for the repair and replacement of promenade lights on the waterfront.

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 10<sup>th</sup> day of September, 2012.

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**MAYOR**

**ATTEST:**

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**CITY CLERK**



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Keith Hardt, P.E., Electric Director  
**Date:** 30 August 2012  
**Subject:** Adopt a Budget Ordinance Amendment for the Electric Fund  
**Applicant Presentation:** None  
**Staff Presentation:** Keith Hardt, P.E., Electric Director

**RECOMMENDATION:**

I motion that the City Council adopt a budget ordinance amendment in the amount of \$16,798 for the electric fund.

**BACKGROUND AND FINDINGS:**

This request is to approve a revenue and expenditure budget ordinance amendment for the Electric Fund in the amount of \$16,798. This project will install continue to catalytic reduction modules and associated monitoring on the City's Peak Shaving Generation units. The preferred vendor is PowerSecure, Inc. for this peak shaving generator catalyst installations to meet EPA requirements. Requests were solicited and PowerSecure, Inc. was the only vendor to respond to the request and provide a proposal. The estimated cost during the budget preparation last spring for the remaining seven (7) generating units was \$162,307. These seven units were included in the FY 2012-13 budget at \$175,000 in account 35-90-8370-7401. The current proposal to complete all seven units is \$190,805. This budget ordinance is for \$15,805 to allow for the project completion and \$993 for debt service principal and interest for the remainder of the fiscal year.

The purchase requests are:

- Requisition #11879; Piggly Wiggly Generator - \$14,709
- Requisition #11880; Carver Machine Works Generator - \$27,498
- Requisition #11881; Regional Water Treatment Plant Generator - \$35,180
- Requisition #11882; Impressions Generator - \$35,180
- Requisition #11883; PAS Generator - \$35,180
- Requisition #11884; Camfill-Farr Generator - \$21,529
- Requisition #11885; Waste Water Treatment Plant Generator - \$21,529

All applicable generation units must be in compliance with the RICE NESHAPS regulations by 3 May 2013.

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** JH Concur \_\_\_\_\_ Recommend \_\_\_\_\_ Denial \_\_\_\_\_ No Recommendation 9/4/12 Date

**PREVIOUS LEGISLATIVE ACTION**

None.

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Budget Ordinance

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the following accounts and amounts be increased in the Electric Fund revenue budget:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
35-90-3920-9100	Installment Note Proceeds	\$15,805
35-90-3991-9910	Fund Balance Appropriated	<u>993</u>
	Total	\$16,798

Section 2. That the following accounts and amounts be increased in the departments indicated of the Electric Fund appropriations budget:

<u>Department</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>
Substation Maint.	35-90-8370-7401	Installment Note Purchases	\$15,805
Debt Service	35-90-4020-8300	Installment Note Principal	688
Debt Service	35-90-4020-8301	Installment Note Interest	<u>305</u>
	Total		\$16,798

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 10<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Administrative Services Director/C.F.O.  
**Date:** September 10, 2012  
**Subject:** Purchase Orders > \$20,000 Approval  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council approve the attached purchase orders.

**BACKGROUND AND FINDINGS:**

Requisition's #11879, 11880, 11881, 11882, 11883, 11884, & 11885, \$190,805 to Power Secure for generator catalyst/silencer & monitoring equipment to meet EPA requirements, account 35-90-8370-7401. \$175,000 budgeted.

Requisition #11952, \$21,009 to Piedmont Truck Center for vehicle #413 truck chassis & requisition #11954, \$9,192.42 to Quality Truck Bodies for truck body & gate, account 30-90-7250-7401. \$38,000 budgeted.

Requisition #11953, \$21,009 to Piedmont Truck Center for vehicle #457 truck chassis & requisition #11955, \$6,528.62 to Quality Truck Bodies for truck body, account 34-90-5710-7401. \$30,000 budgeted.

**PREVIOUS LEGISLATIVE ACTION**

2012-2013 adopted budget and amended budget.

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Requisitions

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)

**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)

**City Manager Review:** JK Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation

9/4/12 Date September 10, 2012

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 11879

PO #: Not Assigned

User Name: Beverly Clark

Date: 08/15/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$14,709.00

Ship To:

CITY OF WASHINGTON CITY HALL (ELEC

102 EAST 2ND STREET

WASHINGTON, NC 27889

POWER SECURE, INC.

1609 HERITAGE COMMERCE CT

WAKE FOREST, NC 27587

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8/14/2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEET EPA NESHAPS REQUIREMENTS. PIGGLY WIGGLE GENERATOR		\$14,709.00	\$14,709.00
<b>Sub Total</b>				<b>\$14,709.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$14,709.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$14,709.00
<b>Total</b>		<b>\$14,709.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #:11880

PO #: Not Assigned

User Name: Beverly Clark

Date: 08/15/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$27,498.00

Ship To:

CITY OF WASHINGTON CITY HALL (ELEC

102 EAST 2ND STREET

WASHINGTON, NC 27889

POWER SECURE, INC.

1609 HERITAGE COMMERCE CT

WAKE FOREST, NC 27587

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8-14-2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEEET EPA NESHAPS REQUIREMENTS. CMW-CARVER MACHINE WORKS GENERATOR		\$27,498.00	\$27,498.00
<b>Sub Total</b>				<b>\$27,498.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$27,498.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$27,498.00
<b>Total</b>		<b>\$27,498.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 11881

PO #: Not Assigned

User Name: Beverly Clark

Date: 08/15/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$35,180.00

Ship To:

CITY OF WASHINGTON CITY HALL (ELEC

102 EAST 2ND STREET

WASHINGTON, NC 27889

POWER SECURE, INC.

1609 HERITAGE COMMERCE CT

WAKE FOREST, NC 27587

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8/14/2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEET EPA NESHAPS REQUIREMENTS. RWTP-REGIONAL WATER TREATMENT PLANT GENERATOR		\$35,180.00	\$35,180.00
<b>Sub Total</b>				<b>\$35,180.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$35,180.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$35,180.00
<b>Total</b>		<b>\$35,180.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Date: 08/15/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$35,180.00

Ship To:

CITY OF WASHINGTON CITY HALL (ELEC

102 EAST 2ND STREET

WASHINGTON, NC 27889

Requisition #: I1882

PO #: Not Assigned

User Name: Beverly Clark

POWER SECURE, INC.

1609 HERITAGE COMMERCE CT

WAKE FOREST, NC 27587

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8/14/2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEET EPA NESHAPS REQUIREMENTS, IMPRESSIONS GENERATOR		\$35,180.00	\$35,180.00
<b>Sub Total</b>				<b>\$35,180.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$35,180.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$35,180.00
<b>Total</b>		<b>\$35,180.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

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

Requisition #: 11883  
PO #: Not Assigned  
User Name: Beverly Clark

Date: 08/15/2012  
Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$35,180.00

POWER SECURE, INC.  
1609 HERITAGE COMMERCE CT  
WAKE FOREST, NC 27587

Ship To:  
CITY OF WASHINGTON CITY HALL (ELEC  
102 EAST 2ND STREET  
WASHINGTON, NC 27889

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8/14/2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEET EPA NESHAPS REQUIREMENTS. PAS-PRETTL SYSTEMS GENERATOR		\$35,180.00	\$35,180.00
<b>Sub Total</b>				<b>\$35,180.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$35,180.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$35,180.00
<b>Total</b>		<b>\$35,180.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 11884

PO #: Not Assigned

User Name: Beverly Clark

Date: 08/15/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$21,529.00

Ship To:

CITY OF WASHINGTON CITY HALL (ELEC

102 EAST 2ND STREET

WASHINGTON, NC 27889

POWER SECURE, INC.

1609 HERITAGE COMMERCE CT

WAKE FOREST, NC 27587

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8/14/2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEET EPA NESHAPS REQUIREMENTS. CAMFILL FARR GENERATOR		\$21,529.00	\$21,529.00
<b>Sub Total</b>				<b>\$21,529.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$21,529.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$21,529.00
<b>Total</b>		<b>\$21,529.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_

Department Head: \_\_\_\_\_

PO Level Approval: \_\_\_\_\_

Purchase Order Prep: \_\_\_\_\_

September 10, 2012

Page 42 of 72

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 11885

PO #: Not Assigned

User Name: Beverly Clark

Date: 08/15/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$21,529.00

Ship To:

CITY OF WASHINGTON CITY HALL (ELEC

102 EAST 2ND STREET

WASHINGTON, NC 27889

POWER SECURE, INC.

1609 HERITAGE COMMERCE CT

WAKE FOREST, NC 27587

Vendor Instructions: ELECTRIC DEPT. ED PRUDEN 252-975-9365  
QUOTE DATED 8/14/2012

Quantity	Description	Job Number	Unit Price	Extended
1	TURNKEY INSTALLATION OF COMBINATION CATALYST/SILENCER AND ASSOCIATED MONITORING EQUIPMENT TO MEET NESHAPS REQUIREMENTS. WWTP-WASTE WATER TREATMENT PLANT GENERATOR		\$21,529.00	\$21,529.00
<b>Sub Total</b>				<b>\$21,529.00</b>
<b>Total Tax</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$21,529.00</b>

Account Number	Account Description	Amount
35-90-8370-7401	INSTALLMENT NOTE PURCHASES	\$21,529.00
<b>Total</b>		<b>\$21,529.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Date: 08/28/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$21,009.00

Ship To:

CITY OF WASHINGTON WAREHOUSE

203 GRIMES ROAD

WASHINGTON, NC 27889

Requisition #:11952

PO #: Not Assigned

User Name: Mike Whaley

PIEDMONT TRUCK CENTER

412 S. REGIONAL ROAD

GREENSBORO, NC 27409

**Vendor Instructions:** Warehouse for Public Works, Mike Whaley, 252-975-9308. Attn: Spencer Wood A) Color: White. B) Interior to be blue or gray vinyl. C) Freight included. D) Title to: City of Washington, PO Box 1988, Washington, NC 27889. E) Replaces vehicle #413.

Quantity	Description	Job Number	Unit Price	Extended
1	Ford F250 Truck. State Contract #070G, Item 49.		\$17,429.00	\$17,429.00
1	Supercab option.		\$3,580.00	\$3,580.00
			<b>Sub Total</b>	<b>\$21,009.00</b>
			<b>Total Tax</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$21,009.00</b>

Account Number	Account Description	Amount	
30-90-7250-7401	INSTALLMENT NOTE PURCHASES	\$21,009.00	
		<b>Total</b>	<b>\$21,009.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_

Department Head: \_\_\_\_\_

PO Level Approval: \_\_\_\_\_

Purchase Order Prep: \_\_\_\_\_

September 10, 2012

Page 44 of 72

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 11954  
PO #: Not Assigned  
User Name: Mike Whaley

Date: 08/28/2012

Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$9,192.42

Ship To:  
CITY OF WASHINGTON WAREHOUSE  
203 GRIMES ROAD  
WASHINGTON, NC 27889

QUALITY TRUCK BODIES  
P.O. BOX 1669  
WILSON, NC 27894

Vendor Instructions: Warehouse for Public Works, Mike Whaley, 252-975-9308. Attn: Michael Gira  
These items are for vehicle #413.

Quantity	Description	Job Number	Unit Price	Extended
1	Reading Body U98AASW Classic II Service Body.		\$5,264.57	\$5,264.57
1	Tommy Gate Model #G2-54-1342 TP27.		\$2,663.80	\$2,663.80
1	Four corner strobes.		\$574.05	\$574.05
1	Lining for interior bed and topside compartments.		\$690.00	\$690.00
			<b>Sub Total</b>	<b>\$9,192.42</b>
			<b>Total Tax</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$9,192.42</b>

Account Number	Account Description	Amount	
30-90-7250-7401	INSTALLMENT NOTE PURCHASES	\$9,192.42	
		<b>Total</b>	<b>\$9,192.42</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

City Of Washington

P.O BOX 1988

WASHINGTON, NC 27889

Requisition #: 11953

PO #: Not Assigned

User Name: Mike Whaley

Date: 08/28/2012

Approved By:

Approved Code: Awaiting Final Approval

Total Amount: \$21,009.00

Ship To:

CITY OF WASHINGTON WAREHOUSE:

203 GRIMES ROAD

WASHINGTON, NC 27889

PIEDMONT TRUCK CENTER

412 S. REGIONAL ROAD

GREENSBORO, NC 27409

**Vendor Instructions:** Warehouse for Public Works, Mike Whaley, 252-975-9308. Attn: Spencer Wood. A) Color: White. B) Interior to be blue or gray vinyl. C) Freight included. D) Title to: City of Washington, PO Box 1988, Washington, NC 27889. E) Replaces vehicle #457.

Quantity	Description	Job Number	Unit Price	Extended
1	Ford F250 Truck, State Contract #070G. Item 49.		\$17,429.00	\$17,429.00
1	Supercab option.		\$3,580.00	\$3,580.00
			<b>Sub Total</b>	<b>\$21,009.00</b>
			<b>Total Tax</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$21,009.00</b>

Account Number	Account Description	Amount	
34-90-5710-7401	INSTALLMENT PURCHASES	\$21,009.00	
		<b>Total</b>	<b>\$21,009.00</b>

## Approval List

Dept Level Approval: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
PO Level Approval: \_\_\_\_\_  
Purchase Order Prep: \_\_\_\_\_

# Requisition Form

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

Requisition #: 11955  
PO #: Not Assigned  
User Name: Mike Whaley

Date: 08/28/2012  
Approved By:  
Approved Code: Awaiting Final Approval  
Total Amount: \$6,528.62

QUALITY TRUCK BODIES  
P.O. BOX 1669  
WILSON, NC 27894

Ship To:  
CITY OF WASHINGTON WAREHOUSE  
203 GRIMES ROAD  
WASHINGTON, NC 27889

**Vendor Instructions:** Warehouse for Public Works, Mike Whaley, 252-975-9308. Attn: Michael Gira. This is for vehicle #457.

Quantity	Description	Job Number	Unit Price	Extended
1	Reading Body U98AASW Classic II Service Body.		\$5,264.57	\$5,264.57
1	Four corner strobes.		\$574.05	\$574.05
1	Lining for interior bed and topsides of compartments.		\$690.00	\$690.00
			<b>Sub Total</b>	<b>\$6,528.62</b>
			<b>Total Tax</b>	<b>\$0.00</b>
			<b>Total</b>	<b>\$6,528.62</b>

Account Number	Account Description	Amount	
34-90-5710-7401	INSTALLMENT PURCHASES	\$6,528.62	
		<b>Total</b>	<b>\$6,528.62</b>

## Approval List

Dept Level Approval:	_____
Department Head:	_____
PO Level Approval:	_____
Purchase Order Prep:	_____



City of Washington  
**MEMORANDUM**

---

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** September 10, 2012  
**Subject:** Inspections Budget Transfer

The Budget Officer transferred \$2,000 of funding between the Planning and Inspection departments of the General Fund to provide additional funds needed for the purchase of a vehicle for the Inspections department.

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

## Request for Transfer of Funds

Date: 8/21/2012

TO: City Manager or Finance Director  
 FROM: John Rodman  
 SUBJECT: REQUEST FOR TRANSFER OF FUNDS

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

	Department	Account Number	Object Classification	Amount
FROM:	10-10-4910	0200	Salaries	2,000
TO:	10-10-4350	7400	Capital Outlay	2,000

For the purpose of: Jeep Liberty no longer available, F-150 costs \$2,000 more than budgeted

\_\_\_\_\_  
 Supervisor

  
 Department Head

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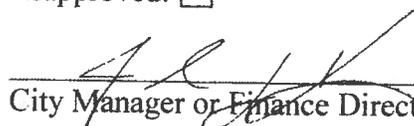
### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

  
 City Manager or Finance Director

08/22/12

## Load Management Device Installation Report

Project Start Date : October 2010

	August 2012	Project to Date
Total Load Management Device Installations	51	1,518
Total Accounts Added with Load Management	31	1,172
<b>Appliance Control Installations</b>		
Air Conditioner / Heat Pump	43	1,239
Auxiliary Heat Strip	20	612
Electric Furnace	2	227
Water Heater	21	938
<b>Total Encumbrances to Date</b>		
Load Management Devices		\$65,600
Contractor Installations	\$15,000	\$175,000
Total Project Encumbrances		\$240,600
<b>Total Expenses to Date</b>		
Load Management Device Purchases		\$65,600
Contractor Installation Expenses	\$4,625	\$163,400
Total Project Expenses		\$229,000
Average Cost per Load Management Device Installed		\$151
Average Installed Cost per Controlled Appliance		\$76
Load Management Devices Remaining in Stock	982	



## HUMAN RELATIONS COUNCIL

*102 East 2nd Street*

*Washington, NC 27589*

*Phone: 252.975.1280*

*Fax: 252.974.6467*

### **Human Relations Council (HRC) Report for the month of July Monday August 13, 2012 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:**

Interim Fire and Police Services Director, Stacy Drakeford reviewed the program of officers patrolling the neighborhoods in the City of Washington. Chief Drakeford explained he implemented this procedure approximately the 2<sup>nd</sup> week of his coming to Washington. Mr. Drakeford is hoping to accomplish the following:

- Make sure the citizens know the faces of our officers
- One on one interaction

Two purposes this should lead to:

- Building trust (requires effort from both officers and citizens – citizens will become familiar with the officer in their neighborhood)
- Regenerate/restart community watch programs throughout our neighborhoods

Councilman Mercer shared the experience he had in his neighborhood with the interaction between the citizens and the officers and voiced he was very impressed with this type of policing.

Ms. Deborah Ryals, Chairperson/president of Ruth's House explained the project and enlightened Board members on where they are now. Ms. Ryals shared things they have been working on and what they see as pathways to success and pitfalls to avoid. She voiced the target date to open the shelter (Ruth's House) will be in October and that they are partnering with the Center for Family Violence (office located on 2<sup>nd</sup> Street). The Center for Family Violence offers all sorts of programs and counseling for individuals fleeing domestic violence. Also, Ms. Ryals reiterated that Ruth's House welcomes all who wish to be on their board.

**Update – Multicultural Festival 2012** – Board member Howard provided an update on the Multicultural Festival noting the meeting dates of the subcommittee. Ms. Howard shared that Allen Jordan had forwarded an email suggesting using the Boys & Girls Club for a rain date.

The committee has not been able to obtain a bid from PC Sound but the Beaufort County Arts Council has a very good sound system should the need arise. The Festival will require \$250 in support of programs according Executive Director, Joey Toler, of Beaufort County Arts Council.

**Discussion items – Council Liaison Pitt** – Councilman Pitt discussed Mr. Frank Deese, Mayor of Marshville and “Ban the Box” campaign.

**FYI – items addressed at this time** – inclusive of June and July reports submitted to City Council on July 23, 2012 and August 13, 2012.



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk *CSB*  
**Date:** August 30, 2012  
**Subject:** Appointments to Historic Preservation  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

**Historic Preservation Commission -**

I move that the City Council appoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expired term of **Kasey Stamey** term to expire June 30, 2015.

I move that the City Council appoint \_\_\_\_\_ to the Historic Preservation Commission to fill the expired term of **Jim Coke**, term to expire June 30, 2015.

**BACKGROUND AND FINDINGS:**

Copies of all applications received were distributed to department heads to allow them time to meet with their Council liaison and Board Chairman. Nominations will be made by the Council liaisons at the September 10, 2012 Council meeting.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

\_\_\_ Currently Budgeted (Account \_\_\_\_\_) \_\_\_ Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Board Applications

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: September 10, 2012 (if applicable)  
**City Manager Review:** \_\_\_\_\_ Date Concur: \_\_\_\_\_ Recommend Denial IC No recommendation 09/04/12

HPC

Primary Board Historic Commission Other Boards \_\_\_\_\_

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

NAME Geraldine B. McKinley  
(Please Print)

ADDRESS 405 E. Main St. Washington, NC 27889

PHONE NO. (BUSINESS) 252-975-8010 (HOME) 252-975-0261

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

HOW LONG HAVE YOU BEEN A RESIDENT OF BEAUFORT COUNTY? 62 YEARS

YEARS OF EDUCATION 12 yrs.

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

1- long time resident of the Historic District (1956)  
2- I am interested in preserving our Historic Homes & buildings  
today

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.

Geraldine B. McKinley  
Signature

5-25-12  
Date

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



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, C.F.O.  
**Date:** September 10, 2012  
**Subject:** Budget Ordinance 2011-2012 Projects Not Completed  
**Applicant Presentation:** N/A  
**Staff Presentation:** Matt Rauschenbach

**RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment to appropriate funds for projects that were budgeted in 2011-2012 and not completed.

**BACKGROUND AND FINDINGS:**

The following projects budgeted in the prior year were not completed nor provided for in the current year budget:

- Purchase of two computers, \$2,500 Planning and Fire Department.
- Sports Complex Improvements, \$5,174 restricted donated funds.
- Vision 100 Grants, \$581,355 airport improvement grants.

**PREVIOUS LEGISLATIVE ACTION**

Prior year's budget

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Budget Ordinance

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** JK Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation  
09/07/12 Date. September 10, 2012

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

Section 1. That the following accounts of General Fund revenue budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2011-2012:

10-00-3991-9910	Fund Balance Appropriated	\$ 7,674
-----------------	---------------------------	----------

Section 2. That the following accounts of General Fund appropriations budget be increased or decreased by the respective amounts indicated for projects budgeted but not completed in 2011-2012:

10-10-4910-7000	Non-Capitalized Purchases	\$ 1,250
10-10-4340-7000	Non-Capitalized Purchases	1,250
10-40-6130-7300	Other Improvements	<u>5,174</u>
	Total	7,674

Section 3. That the following accounts of Warren Field Airport Fund revenue budget be increased by the respective amounts indicated for projects budgeted but not completed in 2011-2012:

37-90-3490-0006	Grant Funds 36237.38.8.1	\$ 38
37-90-3490-0007	Grant Funds 36237.38.9.1	63,795
37-90-3490-0008	Grant Funds FY 11/12	150,000
37-90-3453-0005	Grant Funds 36244.51.8.1	309,387
37-90-3991-9910	Fund Balance Appropriated	<u>58,135</u>
	Total	\$581,355

Section 4. That the following accounts of Warren Field Airport Fund appropriations budget be increased by the respective amounts indicated for projects budgeted but not completed in 2011-2012:

37-90-4530-4512	Vision 100 Grant 38.8.1	\$ 42
37-90-4530-4513	Vision 100 Grant 38.9.1	70,883
37-90-4530-4514	Vision 100 Grant FY 11/12	166,667
37-90-4530-4521	Vision 100 Grant 51.8.1	<u>343,763</u>
	Total	\$581,355

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall become effective upon its adoption.

Adopted this the 10<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Matt Rauschenbach, Chief Financial Officer  
**Date:** September 10, 2012  
**Subject:** Adopt a budget ordinance amendment for outstanding purchase orders from FY 11/12 (\$931,926).

**RECOMMENDATION:**

I move that City Council adopt a budget ordinance amendment in the amount of \$931,926 for purchase orders outstanding from fiscal year 2011-2012 that are being brought forward into fiscal year 2012-2013 for payment.

**BACKGROUND AND FINDINGS:**

At the close of fiscal year 2011-2012 the City had the following amount of outstanding purchase orders, by fund, issued for contracts and merchandise:

General Fund	\$253,364
Water Fund	139,795
Sewer Fund	138,112
Storm Water Fund	76,505
Electric Fund	290,740
Airport Fund	15,582
Solid Waste Fund	15,200
Cemetery Fund	1,165
Façade Fund	<u>1,463</u>
	\$931,926

Funding for these outstanding purchase orders is restricted in fund balance at June 30, 2012. Therefore, the funding needs to be appropriated in the current fiscal year for spending.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\_\_\_\_\_ Currently Budgeted  Requires additional appropriation \_\_\_\_\_ No Fiscal Impact

**SUPPORTING DOCUMENTS**

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *JK* Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No  
 Recommendation 9/4/12 Date September 10, 2012  
 Page 58 of 72

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

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

**Section1.** That the following amounts are hereby appropriated for spending in FY 12/13 in order to satisfy existing contracts, grant obligations, and purchase orders at the end of last fiscal year.

**Schedule A. General Fund**

Council	\$492
Finance	8,577
Information Systems	17,994
Billing	1,176
Municipal Building	5,217
Miscellaneous	101,120
Police	4,696
EMS	108
Planning/Zoning	8,130
Powell Bill Allocation	81,103
Public Works Administration	702
Library	957
Recreation Administration	1,176
Recreation Events & Facilities	3,346
Senior Programs	976
Athletics & Programs	391
Waterfront Docks	840
Aquatic Center	4,059
Parks & Grounds	<u>12,304</u>
Total	\$253,364

**Schedule B. Water Fund**

Public Works Director	\$402
Water Treatment Plant	3,149
Water Maintenance	11,280
Water Construction	<u>124,964</u>
Total	\$139,795

**Schedule C. Sewer Fund**

Wastewater Maintenance	\$27,500
Wastewater Construction	36,470
Wastewater Treatment Plant	48,736
Sewer Lift Stations	<u>25,406</u>
Total	\$138,112

**Schedule D. Storm water Fund**

Operations	\$76,505
Nutrient Control	<u>0</u>
Total	\$76,505

**Schedule E. Electric Fund**

Utility Communications	390
Meter Services	1,200
Substation Maintenance	84,460
Load Management	4,300
Power Line Maintenance	16,623
Power Line Construction	<u>183,767</u>
Total	\$290,740

**Schedule F. Airport Fund**

Operations	\$15,582
------------	----------

**Schedule G. Solid Waste Fund**

Operations	\$15,200
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**Schedule H. Cemetery Fund**

Operations	\$1,165
------------	---------

**Schedule I. Façade Program**

Economic Development-Façade Grants \$1,463

**Section 2.** That the following revenues be increased in the respective amounts to meet the foregoing obligations:

General Fund Balance Appropriated	253,364
Water Fund Balance Appropriated	139,795
Sewer Fund Balance Appropriated	138,112
Storm Water Fund Balance Appropriated	76,505
Electric Fund Balance Appropriated	290,740
Vision 100 Grant Funds 36237.38.9.1	3,857
Vision 100 Grant Funds 36244.51.8.1	8,371
Airport Fund Balance Appropriated	3,354
Solid Waste Fund Balance Appropriated	15,200
Cemetery Fund Balance Appropriated	1,165
Façade Program Fund Balance Appropriated	<u>1,463</u>
Total	\$931,926

**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 10<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK



City of Washington  
**REQUEST FOR CITY COUNCIL ACTION**

---

**To:** Mayor Jennings & Members of the City Council  
**From:** Michael Whaley, Purchasing Agent  
**Date:** 08-30-12  
**Subject:** Approve Purchase of Street Sweeper through NJPA Contract  
**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

**RECOMMENDATION:**

I move that Council approve the purchase an Elgin Street Sweeper from Public Works Equipment and Supply Inc. through NJPA contract #031710-FSC and approve the corresponding purchase order.

**BACKGROUND AND FINDINGS:**

<u>Vendor</u>	<u>Cost Per Unit</u>	<u>Delivery</u>	<u>Less Trade-In</u>
Public Works Equipment	\$237,943.00	90 days	N/A
<b>Grand Total</b>		<b>\$237,943.00</b>	

The General Assembly approved NCGS 143-129(e)(3) as an exception which allows purchases of apparatus, supplies, materials, or equipment from contracts of a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.

**PREVIOUS LEGISLATIVE ACTION**

FY 2012-2013 budget adopted 06-18-12.

**FISCAL IMPACT**

Currently Budgeted (Account 10-20-4511-7401)  Requires Additional Appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

See attached quote from Public Works Equipment and Supply, Inc.

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**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:**  Concur  September 10, 2012  No Recommendation  9/4/12 Date  
 Page 62 of 72

# PUBLIC WORKS EQUIPMENT AND SUPPLY, INC.

3405 WESTWOOD INDUSTRIAL DRIVE \* MONROE, NC 28110 \* (800)222-6803 OR (704)289-6488 \* FAX (704)283-2266

**QUOTATION TO:** Frankie Buck  
 City of Washington  
 Public Works  
 102 E 2nd Street  
 Washington, NC 27889

**DATE:** 8/24/2012  
**PH.#: 252-975-9351**  
**CELL:**  
**FAX:**

**WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION:**

QUANTITY	EQUIPMENT SPECIFICATIONS	PRICE EA.	TOTAL
1	Elgin Crosswind DUAL Street Sweeper per attached specs		\$145,255.00
1	Less NJPA Discount per Elgin contract #031710-FSC		(\$4,357.00)
1	Less Elgin RSM and Dealer Discount		(\$3,800.00)
1	New Dualized 2012 Autocar Xpert cab-chassis per attached specifications		\$96,185.00
	<b>SUBTOTAL</b>		\$233,283.00
1	Incoming freight, PDI, local delivery and training		\$4,660.00
	<b>TOTAL NET DELIVERED PRICE</b>		\$237,943.00
	City to pay \$1,000.00 road use tax at time of tag and title application		
<b>TERMS</b>	<b>NET 10 DAYS</b>	<b>F.O.B.</b> Washington, NC	<b>DELIVERY</b>
PRICES QUOTED ARE THOSE IN EFFECT AT THE TIME OF QUOTATION. THIS QUOTATION IS SUBJECT TO ACCEPTANCE WITHIN 15 DAYS.			

TAXES TO BE ADDED: \_\_\_\_\_ YES \_\_\_\_\_ NO

ACCEPTED:

VERY TRULY YOURS,

CUSTOMER NAME: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: Reed Davis

## MEMORANDUM

To: Josh Kay, City Manager

From: Keith Hardt, P.E., Electric Director

Date: 4 September 2012

Reference: Electric System Tree Trimming

Over the course of the past sixteen years the City of Washington has always employed at least one contract tree trimming crew for right-of-way maintenance along the City's electric system. During at least five budget years we have employed a second contract tree trimming crew due to above average vegetation growth due to warm winters and above average rainfall seasons. We are currently experiencing one of these extremely high growth periods. We have determined that additional contract tree trimming resources are needed to keep up with the electric system trimming needs. Only to compound the issue the twelve year tenure crew supervisor and both remaining employees for our contract crew left the company six months ago and we have had three different crew supervisors during the past six months. This slows production and requires a great deal of staff time to train the new crew to our system and trimming needs.

Listed are the particulars:

- Fourteen miles of transmission feeder have been identified where there is severe tree contact and burning as well as significant tree overhang. The contact and burning which causes voltage sag (brownouts) and circuit operations (outages) for customers served from these parts of our electric system.

Recommendation: Employ a contract tree crew for eight weeks with specialized cutting equipment so as to clear the areas in the shortest amount of time.

- Time Required: 8 weeks
  - Unit Cost: \$4400 per week
  - Total Cost: \$35,200
- There is significant growth along all of the rural areas of the electric system. Due to the growth and labor issues noted above we are experiencing a high

number of contacts and visual inspections are revealing many areas of vegetation burning where these contacts are occurring.

Recommendation: Employ a second tree clearing crew for sixteen weeks to assist the existing crew in trimming.

- Time Required: 16 weeks
  - Unit Cost: \$3360 per week
  - Total Cost: \$53,760
- You requested that I obtain pricing for right-of-way clearing for the electric feeder from US 264 East to Old bath Highway east of Forest Hills subdivision adjacent to Mr. Smithwick's property. The electric feeder on this right-of-way is a main feeder that serves residential, commercial, and industrial customers along Old Bath Highway, Highland Drive and Slatestone Road. Washington High School and Weir Valves are the two largest customers served from this electric feeder. Our monitoring equipment at these two customer sites has produced reports of tree contacts on the electric feeder. This area is not accessible to conventional tree trimming equipment and will require specialized equipment to perform the clearing. The cost for this clearing is \$118,260.

Recommendation: I recommend that we do not clear this right-of-way. I also recommend that a plan is developed to relocate this electric feeder so as to eliminate the need for right-of-way maintenance now and in the future. This relocation plan will be developed by staff and can be constructed with existing force account crews. The estimated material cost for this relocation is \$140,000 and will be included in the FY 2013-14 electric fund budget requests.

These trimming needs are significant and were not included in the current fiscal year budget. At the time the budget was prepared we were not observing the growth that we have seen in the last nine months and we were not anticipating the loss of our experienced crew members.



City of Washington

REQUEST FOR CITY COUNCIL ACTION

To: Mayor Jennings & Members of the City Council
From: Keith Hardt, P.E., Electric Director
Date: 4 September 2012
Subject: Adopt a Budget Ordinance Amendment for the Electric Fund
Applicant Presentation: None
Staff Presentation: Keith Hardt, P.E., Electric Director

RECOMMENDATION:

I motion that the City Council adopt a budget ordinance amendment in the amount of \$57,760 for the electric fund.

BACKGROUND AND FINDINGS:

See attached memorandum. This request is for a budget ordinance amendment for sixteen (16) weeks of electric distribution line tree clearing.

PREVIOUS LEGISLATIVE ACTION

None.

FISCAL IMPACT

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

SUPPORTING DOCUMENTS

Budget Ordinance

City Attorney Review: Date By: (if applicable)
Finance Dept Review: Date By: (if applicable)
City Manager Review: X Concur September 10, 2012 Recommended Denial No Recommendation 9/4/12 Date
Page 66 of 72

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 amount of \$57,760 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 2. That account number 35-90-8380-4501, Contract Service - Tree Trimming, Powerline Maintenance portion of the Electric Fund appropriations budget be increased in the amount of \$57,760.

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 10<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



City of Washington

**REQUEST FOR CITY COUNCIL ACTION**

**To:** Mayor Jennings & Members of the City Council  
**From:** Keith Hardt, P.E., Electric Director  
**Date:** 4 September 2012  
**Subject:** Adopt a Budget Ordinance Amendment for the Electric Fund  
**Applicant Presentation:** None  
**Staff Presentation:** Keith Hardt, P.E., Electric Director

**RECOMMENDATION:**

I motion that the City Council adopt a budget ordinance amendment in the amount of \$35,200 for the electric fund.

**BACKGROUND AND FINDINGS:**

See attached memorandum. This request is for a budget ordinance amendment for eight (8) weeks of electric transmission line tree clearing.

**PREVIOUS LEGISLATIVE ACTION**

None.

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Budget Ordinance

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** JK Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation 7/4/12 Date

September 10, 2012

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2012-2013**

**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 amount of \$35,200 in the account Fund Balance Appropriated, account number 35-90-3991-9910.

Section 2. That account number 35-90-8380-4501, Contract Service - Tree Trimming, Powerline Maintenance portion of the Electric Fund appropriations budget be increased in the amount of \$35,200.

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 10<sup>th</sup> day of September, 2012.

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**MAYOR**

**ATTEST:**

---

**CITY CLERK**



# City of Washington REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Jennings & Members of the City Council  
**From:** John Rodman, Planning & Development  
**Date:** August 31, 2012  
**Subject:** Cancellation of Notice of Decision and Order to Repair for 507 West 2<sup>nd</sup> Street.

**Applicant Presentation:** N/A  
**Staff Presentation:** John Rodman, Planning and Development

**RECOMMENDATION:**

I move that the City Council approve the Cancellation and Invalidation of the Notice of Decision and Order to Repair regarding the structure located at 507 West 2<sup>nd</sup> Street.

**BACKGROUND AND FINDINGS:**

The Washington Historic Preservation Commission approved an issuance of a Notice of Decision and an Order to Repair the dwelling on the property located at 507 West 2<sup>nd</sup> Street in 2010. The owner of the property conveyed the property to the City of Washington. The City offered the property for sale in order to repair the structure. The City's attempt to award a bid to improve the property was unsuccessful. In 2012 the Historic Preservation Commission approved a Certificate of Appropriateness to demolish the dwelling. The demolition and removal of the structure was completed in August 2012. Therefore, the original Notice of Decision and Order to Repair the dwelling should be cancelled.

**PREVIOUS LEGISLATIVE ACTION**

Notice of Decision and Order to Repair - 2010  
COA approved for demolition – April 2012  
Demolition Complete – August 2012

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_) \_\_\_\_\_ requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Cancellation and Invalidation of Order

<b>City Attorney Review:</b>	_____	Date	By: _____	(if applicable)
<b>Finance Dept Review:</b>	_____	Date	By: _____	(if applicable)
<b>City Manager Review:</b>	<u>JIC</u> Concur _____	Recommend	Denial _____	No Recommendation
	<u>7/4/12</u>	September 10,	2012	

Page 70 of 72

PREPARED BY AND RETURN TO:  
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Washington, NC 27889  
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**NORTH CAROLINA  
BEAUFORT COUNTY**

**CANCELLATION AND INVALIDATION OF ORDER  
REGARDING 507 WEST SECOND STREET**

THIS CANCELLATION AND INVALIDATION of the "Order" described below is executed by the City of Washington for the purposes herein expressed.

**W I T N E S S E T H**

WHEREAS, the Historic Preservation Commission for the City of Washington issued a Notice of Decision Determining Demolition by Neglect and Order to Repair ("Order") to Timothy Evans dated November 4, 2008 for the dwelling on his property located at 507 West Second Street, Washington, North Carolina. Said Order required Mr. Evans to begin within ninety (90) days of receipt of the Order, and complete within nine (9) months of said beginning date, the repair of those elements of said dwelling that were deteriorating, contributing to deterioration, deteriorated, or otherwise undergoing or constituting demolition by neglect; and

WHEREAS, the Order was recorded in the Beaufort County Register of Deeds in Deed Book 1665 at Page 747; and

WHEREAS, by deed dated January 27, 2010 by and between Timothy M. Evans and wife, Darlene C. Evans, and to the City of Washington recorded in Deed Book 1710 at Page 461 of the Beaufort County Registry, a portion of the subject property, including the dwelling located thereon, was conveyed to the City of Washington; and

WHEREAS, on April 3, 2012, the Historic Preservation Commission for the City of Washington granted the City of Washington a Certificate of Appropriateness to demolish the dwelling located on the subject property; and

WHEREAS, the dwelling located on the subject property was demolished and removed by the City of Washington on or before August 13, 2012.

NOW THEREFORE, in light of the foregoing and to serve as public notice, this document is being recorded in order to clarify that said Order no longer has any legal effect, is invalidated and that any cloud on the title to the subject property created by said Order shall be lifted hereby.

IN WITNESS WHEREOF, after due authority given, the CITY OF WASHINGTON has caused this Cancellation and Invalidation of Order to be signed in its name by its Mayor, and attested by its Clerk.

CITY OF WASHINGTON

(corporate seal)

BY: \_\_\_\_\_ (Seal)  
N. Archie Jennings, III, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia S. Bennett, City Clerk

COUNTY OF BEAUFORT  
STATE OF NORTH CAROLINA

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is City Clerk of the CITY OF WASHINGTON, a North Carolina municipal corporation, and by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by N. ARCHIE JENNINGS, III, its Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_.