



City of  
**Washington**  
NORTH CAROLINA  
COMMITTEE OF THE WHOLE  
JULY 29, 2013  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval/Amendments to Agenda

**Presentation:** Washington 14U All-Stars  
2013 Babe Ruth Southeast Regional Champions

**Presentation:** Acts of Bravery: Jamel Edwards & George Burris, Jr. (Quail Ridge Apt. Fire)

1. **Memo**: Update - Airport Terminal Design (**page 2**)
2. **Memo**: Update - Lighthouse Restrooms and Boater Facilities(**page 6**)
3. **Memo**: Waterfront Dock Management (**page 15**)
4. **Memo**: Update - Downtown Feral Cat(**page 19**)
5. **Memo**: Update - Fiber Installation (**page 20**)
6. **Memo**: Update - AMR Meters (**page 21**)
7. **Adjourn** – Until Monday, August 12, 2013 at 5:30pm in the Council Chambers at the Municipal Building.

*Mayor*  
Archie Jennings

*City Manager*  
Brian Allgood



*Washington City Council*  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**MEMORANDUM**

DATE: July 29, 2013  
TO: Mayor and City Council  
FROM: Allen Lewis   
Public Works Director  
SUBJECT: Airport Terminal Design.

Please find attached a copy of the airport terminal design schematics for your review. The terminal design subcommittee met on two occasions with the architect and engineer for this project and the schematics attached are the result of these meetings. Prior to moving forward with the design, including drawings and specifications for receiving bids, staff needs your approval of the overall design at this point. With your approval, the design process will continue with final bid documents being done by mid-October and bid opening around Thanksgiving of this year.

As a reminder, the proposed budget on this project was \$1,125,200, with \$325,200 coming from insurance proceeds as a result of the terminal being destroyed by a "gustnado" on July 1, 2012, \$500,000 in grant proceeds from the NC Division of Aviation and \$300,000 in Vision 100 funds. Vision 100 funds are the funds that we receive annually from the NC Division of Aviation, \$150,000 annually. Obviously, there is two years worth of Vision 100 funds proposed to be used in this project. The estimated cost of the project is \$112,185 for design, survey, bidding, etc., \$962,000 for building construction, \$96,200 contingency (10%), \$55,000 for furnishings, \$19,800 rental of modular building for temporary terminal, construction administration of \$35,000, construction observation of \$35,000 and \$15,000 for special inspections/QA testing, etc. Total estimated is \$1,330,185, \$204,985 more than budgeted.

/al

# WARREN FIELD AIRPORT NEW TERMINAL BUILDING



LANDSIDE PERSPECTIVE



AIRSIDE PERSPECTIVE

SCHEMATIC DESIGN  
PRESENTATION

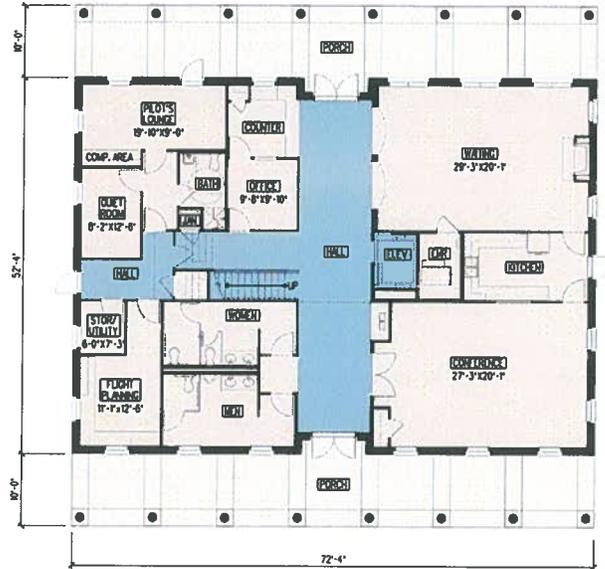
JULY 10, 2013

July 29, 2013  
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TALBERT & BRIGHT

# WARREN FIELD AIRPORT NEW TERMINAL BUILDING



## FIRST FLOOR PLAN

FIRST FLOOR AREA 3,750 HSF  
PORCH AREA 1,482 UHSF



## LANDSIDE ELEVATION

SCHEMATIC DESIGN  
PRESENTATION

JULY 10, 2013

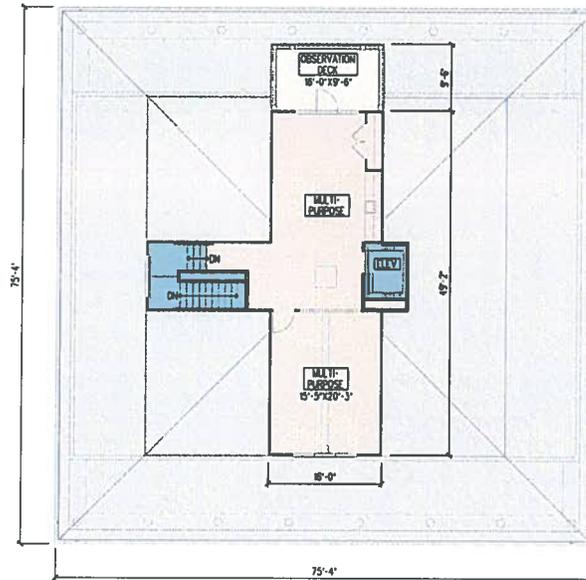
July 29, 2013  
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THE WILSON GROUP

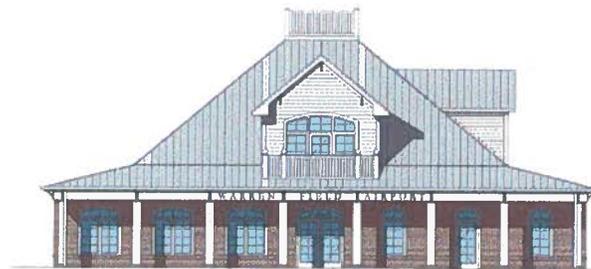
TALBERT & BRIGHT

# WARREN FIELD AIRPORT NEW TERMINAL BUILDING



**SECOND FLOOR PLAN**

SECOND FLOOR AREA 998 HSF  
DECK AREA 152 UHSF



- ATTIC FLOOR LEVEL
- 10'-0" CEILING HEIGHT
- SECOND FLOOR LEVEL
- 10'-0" CEILING HEIGHT
- FIRST FLOOR LEVEL

**AIRSIDE ELEVATION**

SCHEMATIC DESIGN  
PRESENTATION

JULY 10, 2013

July 29, 2013  
Page 5 of 21



TALBERT & BRIGHT

**MEMORANDUM**

Date: July 22, 2013

To: Mayor and City Council

From: John Rodman, Planning and Development

RE: Update on Lighthouse Restrooms and Boater Facilities

The City of Washington has proposed to construct a structure that would contain public restroom facilities, boater's bathrooms and laundry facilities. Currently there are no permanent public restrooms located along the western end of the downtown waterfront promenade. The proposed structure would accommodate the general public, especially small children and adults who may be walking and viewing the waterfront along Stewart Parkway. In addition, the City's docking facilities are being used more frequently and with more dock space being planned this would only complicate the problems of inadequate public facilities. While the City marina does have pump-out facilities; convenient, attractive and comfortable facilities would certainly help the problem of overboard dumping. Following the adoption of the City of Washington's Waterfront Visualization & Reinvestment Strategy, the Citizens for Revitalization Committee proposed a list of priorities for an implementation strategy of the new plan. One of the priorities was the development of restroom & dockmaster facilities for the western end of Stewart Parkway. This area would be known as the "Maritime Quarter". Maritime activity is a core component of Washington's downtown waterfront. Following community input, a series of improvements for restroom facilities were shown as a part of the vision for the western end of the waterfront and the maritime quarter. The building is shown as a two story structure with the ground floor dedicated to boater, visitor and community info and a new restroom area. The upper level of the building will provide office space and a harbor observation area. The building is designed architecturally to reflect the historic Pamlico Lighthouse.

The Lighthouse restroom sub-committee has completed work on final specifications and materials for the project. Mosley Design Group has completed work on a set of sealed drawings in order to begin the process of bidding the project. Site layout services, including surveying, grading and site plans have been completed. Bid documents are in the process of being completed in order to offer an "Invitation to Bid". The committee hopes the bidding process and the selection of a contractor will be completed by the end of August.

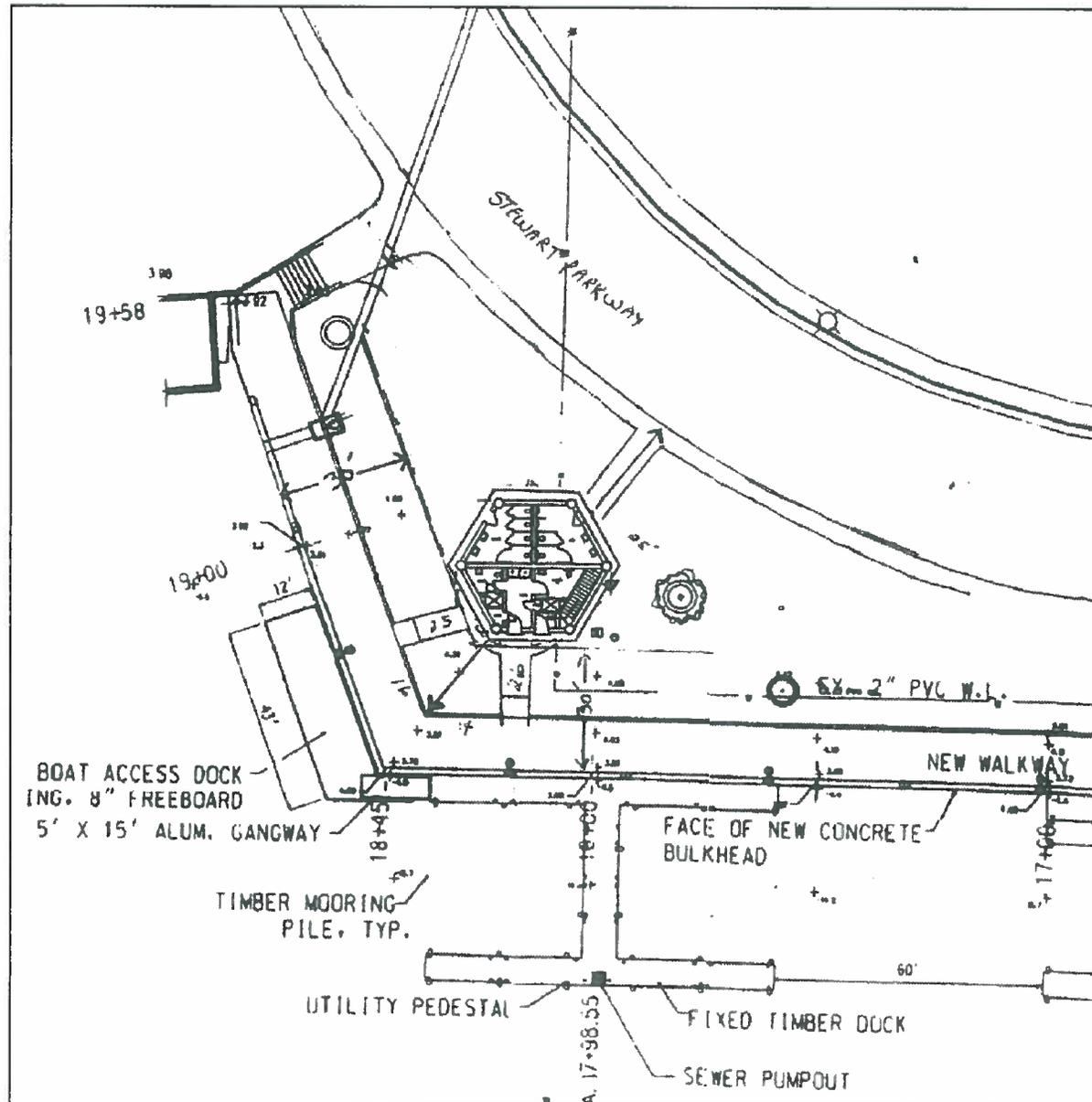
Attached is a presentation that represents the progress being made in order to complete the Lighthouse Restroom Project. If you have any questions or I may assist you in any way please don't hesitate to let me know.

# Lighthouse Restrooms & Boaters Facilities

(The vision of the Waterfront Visualization and Reinvestment Strategy)



# Lighthouse Restrooms & Boaters Facilities



Site location on Stewart Parkway - replaces existing flag pole.

# Lighthouse Restrooms & Boaters Facilities (Floor Plans & Details)

**2 SECOND FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

**1 FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

**3 DETAIL**  
SCALE: 1/4" = 1'-0"

**Boater's Facility**  
Washington Waterfront Docks  
Washington, March 2013

**MOSLEY ENGINEERS**  
INC.

**MOSLEY ENGINEERS GROUP**  
All States, Professional Offices  
1000 N. East Avenue, PO Box 2000  
Greenville, SC 29602  
Phone: 252.333.2200 Fax: 252.333.1000

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Revision: B1  
FLOOR PLAN

# Lighthouse Restrooms & Boaters Facilities

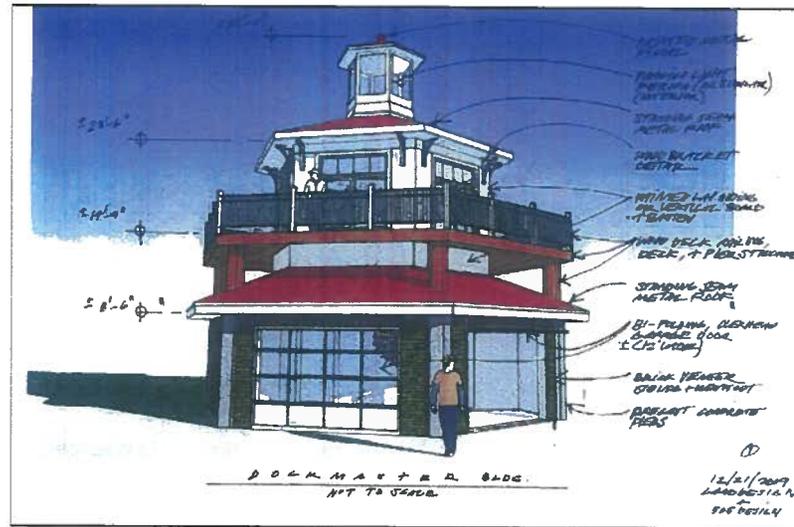


Elevation drawings – “A” faces the river (south) “B” faces Stewart Parkway (north)



# Lighthouse Restrooms & Boaters Facilities

Before



Original design created by Land Design in 2010

After



Final design prepared by Mosley Design in 2013

# Lighthouse Restrooms & Boaters Facilities



Original Pamlico Point Lighthouse established in 1891.



Lighthouse Restrooms and Boaters Facility, hope to establish in 2013.

# Lighthouse Restrooms & Boaters Facilities

## Projected Tasks & Schedule

- ✓ Complete Preliminary Design
- ✓ Site Preparations and Survey
- ✓ Core Borings
- ✓ Variance Request
- ✓ Historic Preservation Approval
- ✓ Complete Final Design
- Complete Bid Documents
- Advertise for Bids
- Receive Bids
- Council to Award Bid
- Start Construction
- Complete Project

# Lighthouse Restrooms & Boaters Facilities Budget

	Approp. Amount	Costs to Date	
*Planning and Design:	\$ 40,000	\$ 18,750	
Construction:	\$245,000	N/A	
Contingency:	<u>\$ 15,000</u>	<u>N/A</u>	
Total	\$300,000	\$ 18,750	
*Planning and Design:	\$ 40,000		
Site Design:		\$ 6,825	
Building Design:		\$ 9,200	
Site Work:		\$ 2,500	
Permits:		<u>\$ (225)</u>	(Inkind)
Total	<u>\$ 40,000</u>	\$ 18,750	

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**MEMORANDUM**

Date: July 23, 2013

To: Mayor and City Council

From: John Rodman, Planning and Development

RE: Waterfront Dock Management

In general, municipalities build waterfront docks primarily as a benefit servicing the community and/or supporting local economic development initiatives. Few municipally operated marinas would claim that economic performance was the main purpose for operating a dock facility. Most municipal docks don't always turn a profit.

It's expensive to upgrade and maintain pilings and decking and related appurtenances on the water, and user fees only bring in so much.

It's admirable that local officials want to make marina operations as cost-effective as possible, but it's also important to remember that everything a town does for its citizens and visitors shouldn't be judged solely on whether it pays for itself.

There are benefits beyond the fees that marinas might generate.

Who knows how many people choose to live in a town, and pay taxes there, because of such amenities? How many summer visitors choose one town over another because of things such as municipal docks, boardwalks, parks, gazebos, promenades and fishing piers? A public marina is a point of interest which adds to the enjoyment of the waterfront for the general public. As residents enjoy weekend picnics or a workday stroll along the waterfront, they can enjoy the visual amenity of boats entering and exiting the waterfront. Marina facilities support other water-based activities, such as fishing, sailing, canoeing and kayaking.

Not every municipality has a waterfront or one that is suitable for boating. For those that do, facilities that offer access to boating and other water based activities provide a competitive edge that supports growth and investment. Boaters will be attracted to the waterfront so long as the dock's infrastructure and facilities are maintained and transient slips are available at a competitive rate. As a public facility, accessibility by the public to alternative uses benefits the greater community and has the potential to increase the interest in the waterfront as a whole. The more visitors occupying slips in a public marina, the greater the benefit to the community's tourism sector. Visitors will spend money at businesses within walking distance of the docks. This will impact the local

tourism sector; particularly the downtown restaurants, shops and entertainment venues. A public marina acts as entry point to the City and is an important opportunity to introduce the features of the community and direct visitors to its attractions and services.

During recent years the City of Washington has come to recognize that its historic waterfront offers exciting potential - for economic development, recreation, and its positive effect on downtown.

The *Washington Waterfront Docks Business Plan*, as endorsed by Washington City Council, provides recommendations for the future management and operation of the docks. It should be used as a beginning point for improving the operation of the dock system. The Maritime Team, a sub-committee of the Downtown Harbor District Alliance, determined that the establishment of an appropriate management model for the City's Waterfront Docks was the 2<sup>nd</sup> most crucial issue that the currently faced the waterfront docks. This was determined by a "Priorities Ranking Survey" conducted by the Maritime Team.

The vision for the Washington Waterfront Docks is to create and maintain an operational structure and plan that allows the docks to be self-sufficient while continuing to provide a high level of services to its users. Any improvements to City Dock should be supported by the community and enhance the economic and cultural vitality of the area while improving access to the waterfront. This Business Plan provides recommendations for the future management and operation of the docks in order to reach this vision.

It is recommended that a new management structure be instituted as follows:

1. Creation of a "Dockmaster" position to be responsible for waterfront activities.
2. Creation of a "Waterfront Ad-hoc Advisory Committee" to assist the Dockmaster and make recommendations to the management on all matters pertaining to the docks, anchorages, as well as on existing and proposed plans for future waterfront uses.
3. The Waterfront Committee would be responsible for making recommendations to the City Manager and the City Council, through the appropriate management entity, in regards to operations, marketing, and long-range facilities management.
4. The waterfront docks should be viewed as a business, with profit/loss capabilities. A separate enterprise fund should be considered.

## **1. Waterfront Dockmaster**

The majority of municipal waterfront docks employ a full time Dockmaster assisted by one or more part time workers who retain responsibility for all activities. The Dockmaster serves as the point of contact for resident and transient boaters, handles staffing, routine maintenance, reservations and advertising as well as response to emergency situations.

The dockmaster is basically the ambassador of the waterfront. A dockmaster or dock operations manager will oversee the management of berthing, mooring, storage and servicing of boats within the marina. The dockmaster is the first line of customer service for incoming boats. The person holding this position must have exceptional customer service skills and knowledge of the water.

## **2. Waterfront Ad-Hoc Advisory Committee**

Formation of a Waterfront Advisory Committee is an initial step in establishing the administrative structure of the City's waterfront program. The Waterfront Advisory Committee can be a separate committee created by local ordinance and appointed by Council, or an existing body which assumes the responsibilities of waterfront management and oversight of the waterfront. Occasionally, projects of great significance warrant the formation of committees of stakeholders or special groups.

Waterfront Advisory Committee membership should represent groups most concerned with management of Washington's water resources. Members may include fishermen, marina operators, riparian property owners, recreational boaters, and commercial waterfront businesses. In addition, city boards, and commissions could be represented on the committee along with a possible member of City Council. Consideration should also be given to representatives from other interest groups such as conservation, and historical or downtown organizations since these agencies frequently regulate activities that affect water usage. Finally, the local dockmaster should take an active role in committee activities.

## **3. Management Operations**

For the City of Washington with an existing marina, there are three viable options available for the operation of the marina. They are: (a) the City maintains management responsibility for the marina as status quo, (b) the marina could rely on a third party management team, or (c) the City could change the existing management structure.

(a) To some members of the community maintaining the status quo of the waterfront management may keep the marina from reaching its full potential. The core principle for guiding the City Docks should be to enhance its assets and the public's ability to experience the City and the water.

(b) Most municipalities know that a third party may be able to run a business much more effectively than a government. That is why some cities are looking to third parties to manage its marina to increase profits. Municipalities like to control the assets that are owned by taxpayers. With third-party management, the city remains in control and is still able to oversee the operations of the marina.

(c) Changing the management structure of the waterfront docks involves differing the lines of communication that flow from the docks to the City Manager and the City Council. The new management entity could look at the dock facility operated by the City and possibly offer a new set of priorities or implement changes based on needs, trends, or even on current operations.

#### **4. Business Operations**

The waterfront docks must become financially secure. As the marina grows, the operation should move away from being directly run on day to day basis by the City's general fund via an enterprise fund for Marina operations and management. The city dock fund should become an independent enterprise fund separate from the general fund.

As the City wrestles with the options available to them, they must look at a number of questions and obstacles. For example, what benefit does the marina provide to the surrounding community? How to better improve marina operations? How can the marina support itself financially? If not, where is the money going to come from? Marina success is more art than science. Marinas are in the hospitality business that must focus on servicing people who own and use boats.

**Mayor**  
Archie Jennings

**City Manager**  
Brian M. Alligood



**Washington City Council**

Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**To: Mayor Jennings & Members of the City Council**  
**From: Matt Rauschenbach, C.F.O.**  
**Date: July 16, 2013**  
**Subject: Down Town Feral Cat Update**

Email from Ms. Nancy O'Neill concerning the status of the down town cats. The target reduction in number of cats was from 21 to 16 in twelve months. Best estimate is that there are 17 today.

Good Afternoon, Matt,

Three feeding locations have not changed and remain on public property. However, when it rains we do our best to find alternative temporary locations until things dry out. One feeding location behind Washington Jeweler has been moved to a location immediately outside of where the cats live (in an abandoned building) in order to keep the 5 cats less visible to the public.

Feeding times are mostly after business hours unless a volunteer has a conflict. We try to stay within the 6PM to 8PM block of time. It had also come to my attention that food may be left for the night when volunteers are not able to return to pick it up. We will address this.

Currently there are a total of 12 cats in 3 feeding locations (3 in one, 4 & 5 in the others). Total Number in the fourth feeding location behind Hotel Louise is difficult to determine as that group consists of some of the most feral and are often not seen. Our best guess is 5 cats in that location.

As was mentioned in my previous email, we are involved in a City wide low cost spay/neuter program. The need is great & we are having a high rate of success working with area residents to address this need.

Best Regards,  
Nancy O'Neill  
Leslie Steele  
Washington Cat Rescue

*Nancy P. O'Neill*

252-495-1857  
[nancyponeill@aol.com](mailto:nancyponeill@aol.com)

**Mayor**  
Archie Jennings

**City Manager**  
Brian M. Alligood



**Washington City Council**  
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Edward Moultrie  
William Pitt  
Bobby Roberson

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**MEMORANDUM**

**DATE:** July 23, 2013

**TO:** Mayor and City Council

**FROM:** David Carraway, Information Technology Department

**RE:** Fiber Project

This is an update on our current fiber project to add additional communications connectivity to the Civic Center, Peterson Building, Communication Center, Warehouse (including Electric Meter Shop, Transmission & Distribution), and WFD Station # 2.

If you recall this became an issue during Hurricane Irene when communications were lost at WFD Station # 2 Emergency Operations Center due to a switch gear associated with the generator at City Hall. [Then] manager Josh Kay instructed staff to look for solutions to correct this issue which would eliminate its reoccurrence. Those solutions were a) fiber and b) upgrading the current canopy wireless. Due to the age of the canopy and cost associated with needed upgrades, fiber became a more favorable solution.

As of this memo, the Electric Department has started making preparations to the city poles along the route and should be in a position to start running fiber within the next 10 to 14 days (weather permitting). Also, as of this memo, purchase orders have been issued for needed equipment and hardware. At this time, no other invoices or charges have been sent to the IT Department for this project.

The purchase orders which have been issued are as follows:

PO # 50220 – Fiber Boxes -	04/08/2013	\$10,867.15
PO # 50444 – Fiber Cable (144 & 12 Strand) -	05/20/2013	\$51,119.37
PO # 50505 – Needed Pole Hardware & Supplies -	05/29/2013	\$ 7,913.00
PO # 50702 – Network Supplies needed for fiber run to Peterson Building, Civic Center, Warehouse, Wastewater –	06/25/2013	<u>\$ 8,340.21</u>
		\$78,239.73
GL # 10-00-4132-7400 – Capital Outlay FY 2012-13		\$112,093.40

**Mayor**  
Archie Jennings

**City Manager**  
Brian Alligood



**Washington City Council**  
Richard Brooks  
Doug Mercer  
Edward Moultrie  
William Pitt  
Bobby Roberson

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**MEMORANDUM**

DATE: July 29, 2013  
TO: Mayor and City Council  
FROM: Allen Lewis   
Public Works Director  
SUBJECT: AMR Water Meter Update.

All residential and commercial water meters less than 1" have been replaced. There will be a purchase order on the August 12, 2013 agenda for the purchase of 248 - 1" water meters for all commercial establishments with 1" services and a handful of residential services. Hopefully by the end of this FY, we will have replaced all meters 1.5" and smaller. This will leave approximately 125 - 2" or larger water meters to be replaced to complete the AMR meter change out program. The additional 125+/- meters are estimated to cost approximately \$300,000-325,000. Larger meters are considerably more expensive than smaller ones.

As a reminder, in FY 09/10, we instituted a meter change out program which was originally proposed to replace approximately 500 residential meters per year. In FY 11/12, council suggested accelerating this program and we began replacing approximately 2,000 meters per year. As noted above, due to this accelerated schedule, all residential and commercial meter service less than 1" now have AMR meters and all 1.5" and smaller meters should be replaced by the end of this FY. There are approximately 110 - 2" meters currently in service. Approximate price to replace this is \$2,100 each. There are approximately 15 - 3" meters currently in service. Approximate price to replace this is \$3,200 each. There are 4 - 4" meters currently in service. Approximate price to replace this is \$3,500 each. Finally, there is one 6" and one 8" water meter with replacement prices being approximately \$5,500 and \$8,200 respectively. These figures represent just under \$307,000 at today's prices, thus the approximate \$300,000- \$325,000 given in the above paragraph.

/al