



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
JANUARY 26, 2015  
5:30 PM

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from January 12, 2015 **(page 3)**

Approval/Amendments to Agenda

I. Consent Agenda:

A. Adopt – Budget Ordinance Amendment for Water and Sewer Adjustments  
**(page 28)**

II. Comments from the Public:

III. Public Hearing – Zoning: None

IV. Public Hearing - Other: None

V. Scheduled Public Appearances:

A. Booth & Associates, LLC – Load Management Study **(page 30)**

VI. Correspondence and Special Reports:

A. Discussion – Grant Updates **(page 45)**

B. Discussion – Project Updates **(page 65)**

C. Report – City of Washington Accident Statistics **(page 67)**

VII. Reports from Boards, Commissions and Committees: None

VIII. Appointments: None

IX. Old Business:

A. Accept/Adopt – Recommendation of the Planning Board and **Adopt**  
Resolution to consider zoning change consisting of 6.49 acres of vacant  
property located on Slatestone Road – 2<sup>nd</sup> Reading **(page 68)**

B. Adopt – Resolution to accept a grant in the amount of \$89,109 from NCDOT  
to help fund the Runway 5-23 Lighting Rehab Project **(page 81)**



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
JANUARY 26, 2015  
5:30 PM

- C. Adopt – Havens Gardens Master Plan **(page 94)**
- X. New Business:
- A. Discussion: Strategic Planning Session  
Allen Lewis, Public Works Dept.  
John Rodman, Community & Cultural Resources  
Stacy Drakeford, Police & Fire Services  
Keith Hardt, Electric Utilities  
Matt Rauschenbach, Finance/Administration  
Brian Alligood, City Manager
- XI. Any Other Items From City Manager: None
- XII. Any Other Business From the Mayor or Other Members of Council: None
- XIII. Closed Session – None
- XIV. Adjourn – Until Monday, February 2, 2015 at 5:30 pm, in the Council Chambers.

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**JANUARY 12, 2015**

The Washington City Council met in a regular session on Monday, January 12, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

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

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

**APPROVAL OF MINUTES:**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the minutes of December 8, 2014 as presented.

**APPROVAL/AMENDMENTS TO AGENDA:**

- Move from Consent Item E: Purchase Orders >\$20,000 **(discussed after approval of Consent Agenda)**

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

**ANNOUNCEMENT: 2014 SPIRIT OF CHRISTMAS WINNERS (BETH BYRD)**

(Winners will receive a \$50 credit on their utility bill.)

155 N. Market Street	Sonny Swanner and Staff	Select Bank & Trust
202 North Bridge Street	Preston Turner	Turner Pest Control
107 North Eden Drive	Dennis and Marilyn Grieve	
405 East Main Street	Geraldine Bennett	
630 Tarboro Street	The Beaufort County ARC home	
405 West 9 <sup>th</sup> Street	Allen Whitley III	

Ms. Byrd thanked the Washington Police Department for their assistance with this program.

**CONSENT AGENDA:**

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

- A. Declare Surplus/Authorize – Declare Surplus and Authorize the sale of vehicles through electronic auction using GovDeals

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
565	2006 Ford Ranger Truck	1FTYR10U06PA60443	220,342
552	2000 Chevrolet Astro Van	1GNDM19W2YB185971	100,088
807	2001 Dodge Ram 2500 Truck	387KC26ZX1M262026	82,492
617	1996 Ford F800 Derrick Digger Tr.	1FDYF80C4TVA24427	86,351

**B. Adopt – Budget Ordinance and a Grant Project Amendment for the Airport Lighting Rehabilitation Grant**

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

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

Section 1. That account number 10-00-3991-9910, Fund Balance Appropriated, General Fund revenue appropriations budget be increased in the amount of \$9,901 to provide funds for transfer to the Airport Fund for the benefit of the Airport Rehabilitation Capital Project Grant Fund.

Section 2. That account number 10-00-4400-3700, Transfer to Airport Fund, Miscellaneous Non-departmental portion of the General Fund appropriations budget be increased in the amount of \$9,901 to provide the 10% local match for airport rehabilitation projects.

Section 3. That account number 37-90-3397-1000, Transfer from General Fund, Airport Fund revenue appropriations budget be increased in the amount of \$9,901 to provide funds for transfer to the Airport Rehabilitation Capital Project Grant Fund.

Section 4. That account number 37-90-4530-7100, Transfer to Airport Capital Project Fund, operations portion of the Airport Fund appropriations budget be increased in the amount of \$9,901 to provide the local grant match for airport rehabilitation projects.

Section 5. That the following appropriation account numbers be increased in the amounts shown in the Airport Rehabilitation Capital Project Grant Fund to account for grant funded rehabilitation projects at the airport:

71-90-4530-4500	Airport Rehabilitation	\$99,010
-----------------	------------------------	----------

Section 6. That the following revenue account numbers in the Airport Rehabilitation Capital Project Grant Fund be increased in the amounts shown:

71-90-3490-0003	Vision Grant 36237.38. tba	\$89,109
71-90-3397-0000	City Contribution – Transfer	<u>9,901</u>
		\$99,010

Section 7. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall become effective upon its adoption.

Adopted this the 12<sup>th</sup> day of January, 2015.

ATTEST:

s/Cynthia S. Bennett  
City Clerk

s/Mac Hodges  
Mayor

- C. Accept/Adopt – Memorial Donation from the Washington High School Pam Pack Café' and Adopt Budget Ordinance Amendment

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

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

Section 1. That account number 10-40-3611-8402, Library Contributions, General Fund revenue appropriations budget be increased in the amount of \$500 for a contribution received by the library.

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 \$500:

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 12<sup>th</sup> day of January, 2015.

ATTEST:

s/Cynthia S. Bennett  
City Clerk

s/Mac Hodges  
Mayor

- D. Adopt - Resolution fixing the date for a public hearing on the non-contiguous Annexation of the DCD Enterprises, Inc. property located on US Hwy 264 West containing 5.00 acres

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION  
PURSUANT TO G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of the non-contiguous area described herein has been received; and

**WHEREAS**, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, certification by the City Clerk as the sufficiency of the petition has been made;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Washington, North Carolina that:

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2<sup>nd</sup> Street at 6:00 p.m. on Monday, February 9, 2015.

Section 2. The area proposed for annexation is described as follows:

Being 5.0 acres of land noted on the site plan “Washington Chrysler Dodge Jeep Ram” by J.S. Janowski Engineering dated October 20, 2014 and being located in Washington, NC, Beaufort County North Carolina and being more particularly described as follows.

See Attached Map

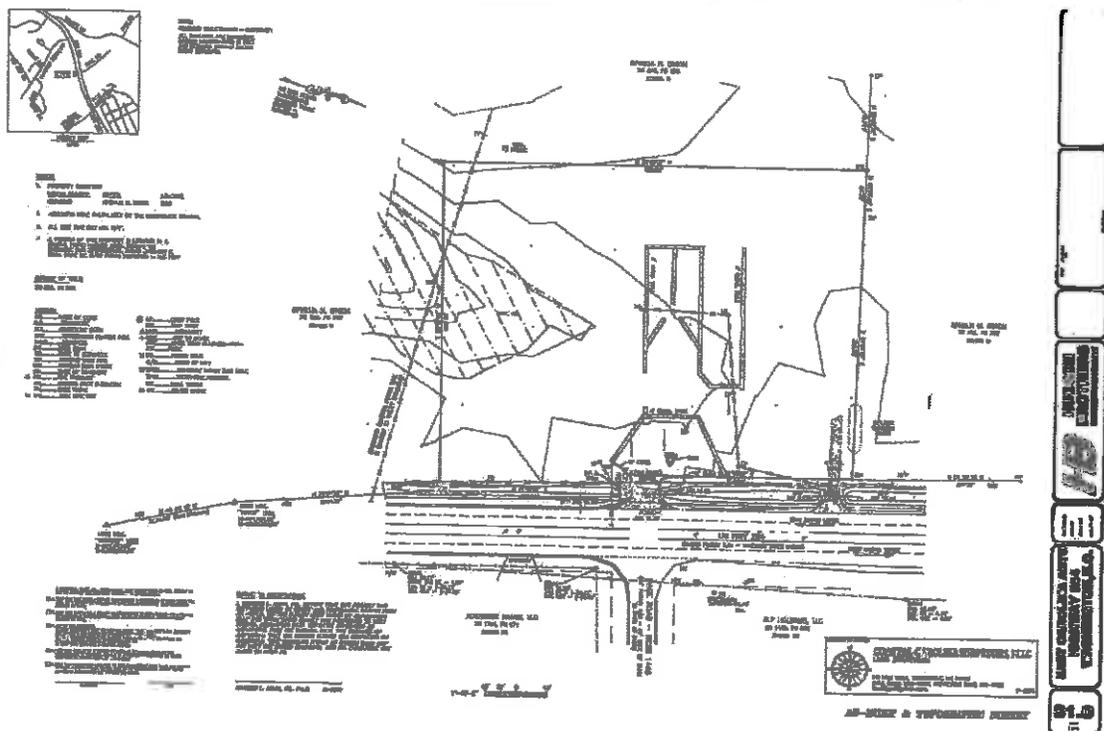
Together with and subject to covenants, easements and restrictions of record. Said property to be annexed contains 5.00 acres.

Section 3. Notice of the public hearing shall be published once in the Washington Daily News, a newspaper having general circulation in the City of Washington, at least ten (10) days prior to the date of the public hearing.

ATTEST:

s/Cynthia S. Bennett  
City Clerk

s/Mac Hodges  
Mayor



**COMMENTS FROM THE PUBLIC:**  
**NEAL DIXON: GIRLS SOFTBALL**

Neal Dixon representing the Girls Softball League requested that Council approve a modification to the league agreement with the City for the Spring 2015 season allowing the League to charge \$35 vs. \$25. The League is recognizing several cost factors for this upcoming season; namely, the purchase of

additional scheduling software, creation of website, and increasing umpire fees. Councilman Pitt inquired when the will season start. Mr. Dixon responded registration starts January 22<sup>nd</sup> and the season will begin March 16<sup>th</sup>.

By motion of Councilman Beeman, seconded by Mayor Pro tem Roberson, Council approved amending the League contract with the Girls Softball League to allow the League to charge \$35 vs. \$25 by 4-1 vote with Councilman Mercer opposing. Councilman Beeman noted it is the same procedure that was followed for the Soccer League.

**E. Removed from Consent (discussed after approval of Consent Agenda) Approve – Purchase Orders > \$20,000**

**APPROVE – PURCHASE ORDERS >\$20,000 (Item E from Consent Agenda)**

Councilman Mercer reviewed why he requested discussion on Item E from the Consent Agenda. The first two projects related to electric contracts for the coming year and the first purchase order stated wire was assigned to a “main substation exit project” but the capital plan and the budget showed no “main substation exit project”. Mr. Mercer questioned what the money would be used for and what project it is going to? Mr. Hardt stated it is located in the substation budget as 2<sup>nd</sup> and 5<sup>th</sup> street extensions and it should be in the substation 8370 budget but language from staff may have been labeled incorrectly.

Councilman Mercer voiced part of the next purchase order indicates it is for the Highway 17 North feeder rebuild and we do not have a project labeled Highway 17 North. Councilman Mercer requested having them corrected before approval.

Mr. Alligood explained the answer to Councilman Mercer could be found in the Electric Fund budget under substation maintenance and it is account number 35-90-8370-7401. It is the main substation 12kv Feeder Exit Rebuild located on page 381. According to Mr. Hardt there are 6 feeders that come out of that and we are doing those 4 which are listed: Clarks Neck, 5<sup>th</sup> Street, 2<sup>nd</sup> Street, and Hwy. 17 feeders. Councilman Mercer inquired about the poles in the next project. Mr. Hardt responded they are listed as two projects in the budget. Councilman Mercer had a question about the bucket truck. It is indicated that the monies will be available from other sources to make up the difference between the \$23,000 and the \$29,000 where will the money come from? Andy Pollard voiced funds from the truck being sold – surplus sale of the vehicle will be in the budget. Councilman Mercer inquired if the truck is no longer in service then how long has the truck been out of service – Mr. Pollard stated they had a loaner truck from an alternate vendor for 2 months.

- Requisition # 15530, \$65,232.40, to HD Supply Power Solutions to purchase underground cable for the main sub feeder exit project, account 35-90-8370-7400. HD Supply was the low bid at \$6.154/foot, the 2<sup>nd</sup> bidder was \$6.43.
- Requisition # 15556, \$54,982, to Westinghouse Electric Supply to purchase metal poles for the 2<sup>nd</sup> and 5<sup>th</sup> St. project, account 35-90-8390-7400. Westinghouse was the low bid. Others received were \$62,594 and \$66,842.
- Requisition # 15573, \$235,188, to Altec Industries to purchase a bucket truck to replace vehicle #617, account 35-90-8390-7400. \$230,000 was budgeted for the purchase. The balance required

for the purchase will be available from remaining funds of other projects. The General Assembly approved G.S. 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. This purchase is through NJPA contract #31014.

- Requisition # 15576, \$29,929, to Air Cleaning Specialists Inc. to purchase a vehicle exhaust system for Fire Station #1, account 75-10-4341-7400.

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the purchase orders as presented.

**COMMENTS FROM THE PUBLIC CONTINUED:**

**PATTY PEEBLES – OPTIMIST CLUB SOCCER**

Ms. Peebles expressed she is representing the Optimist Club and the Recreation Soccer program. Ms. Peebles expressed their concern regarding the increase in Recreation Fee charges. Ms. Peebles reiterated items of concerns expressed in prior meetings.

**CORRESPONDENCE AND SPECIAL REPORTS:**

**MEMO – BUDGET TRANSFER – GENERAL FUND DOCK REALLOCATION**

(accepted as presented)

The Budget Officer transferred \$28,954 of funds between the Water Front Docks, Parks & Ground Maintenance, and Street Lighting departments of the General Fund appropriations budget to reallocate expenditures to the appropriate departments.

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 request is attached:

	Department	Account Number	Object Classification	Amount
FROM:	10-40-6124	1300	Utilities	18,100
		1501	M/R Grounds	4,994
		3300	Dept. supplies	1,000
		7000	Non-cap. purchase	4,860
TO:	10 2045.2 10-40-6130	1300	UTILITIES	14,234
		1300	Utilities	18,100 3,866
		1501	M/R Grounds	4,994
		3300	Dept. supplies	1,000
		7000	Non-cap. purchase	4,860

Councilman Mercer expressed concern with item A of the General Fund for dock reallocation. When we look at the reallocation numbers the indication is that we are transferring \$29,000 but when we go down to the sheet that shows expenditures for the dock area it indicates that you deleting \$39,000 and requested an explanation. Mr. Rauschenbach explained that in reviewing the accounts for the Waterfront Docks we learned that they were being charged for both water & sewer but should have been charged for water only on that particular account an adjustment was given. Councilman Mercer inquired about the original allocations of the financials stating we were allocating \$21,897 to the Dock facilities

for their portion of Parks and Grounds Maintenance – should this allocation of \$21,897 change and Mr. Rauschenbach voiced all allocations for this department should be revisited.

**REPORT – LOAD MANAGEMENT REPORT FOR THE MONTH OF DECEMBER**

**Load Management Device Installation Project Report**

Project Start Date : October 2010

	December 2014	Project to Date	Current Saturation
<b>Total Load Management Device Installations</b>	<b>37</b>	<b>3,170</b>	
<b>Total Accounts Added with Load Management</b>	<b>30</b>	<b>2,279</b>	
<b>Appliance Control Installations</b>			
Air Conditioner / Heat Pump	26	2,368	49%
Auxiliary Heat Strip	13	1,166	49%
Electric Furnace	3	297	43%
Water Heater	25	1,807	53%
<b>Total Encumbrances to Date</b>			
Load Management Devices		\$ 130,600	
Contractor Installations		\$ 310,000	
<b>Total Project Encumbrances</b>		<b>\$ 440,600</b>	
<b>Total Expenses to Date</b>			
Load Management Device Purchases		\$ 130,600	
Contractor Installation Expenses	\$ 3,500	\$ 308,490	
<b>Total Project Expenses</b>		<b>\$ 439,090</b>	
Average Cost per Load Management Device Installed		\$ 138.51	
Average Installed Cost per Controlled Appliance		\$ 77.88	

Load Management Devices Remaining in Stock 330

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:**

**HUMAN RELATIONS COUCIL REPORT (accepted as presented)**

**Human Relations Council (HRC) Report for the month of December  
Monday, January 12, 2015 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: NONE**

**OLD BUSINESS:**

**Update – Housing Project ~ Board member Marc Recko:** Board member Recko advised via email that BCCC and Beaufort County Housing Coalition would be pleased to work with the Human Relations Council and Washington Housing Authority to sponsor a spring symposium. Specific dates will be discussed during the January 2015 meeting.

**NEW BUSINESS: NONE**

**OTHER BUSINESS:**

**FYI** – All FYI items and reminders were discussed inclusive of the October 14, 2014 report submitted to City Council and the financial report.

**OPEN DISCUSSION:**

Councilman Pitt discussed letters to be mailed to fire departments in adjacent counties inviting them to participate in the Ed Peed Commemoration service.

**SCHEDULED PUBLIC APPEARANCES:**

**LYNN WINGATE – WILDLIFE FESTIVAL 20<sup>TH</sup> ANNIVERSARY**

Tourism Director, Lynn Wingate expressed it is time for one of the signature events in Washington. The 20<sup>th</sup> annual East Carolina Wildlife Arts Festival and North Carolina Decoy Carving Championships scheduled for February 6-8. A tentative schedule has been placed in front of City Council ~ new events are being added and times are being confirmed. The show will be opening on Friday night for the first time to the public. Saturday will be the full course of events which includes the show and sale at the Civic Center (exhibitors from all over the country) and the Peterson Building will house the Decoy Carving Championship (both Saturday & Sunday).

Some of the planned activities include:

- ECWAF returns
- NC Estuarium ~ Chuck May Decoy Memorabilia Display
- NC Estuarium ~ Children's Decoy Painting Workshop;
- Washington High School Performing Arts Center
- High-flying fingerboard pyrotechnics-World renowned violinist/fiddler leads duo through an array of styles
- Waterfowl calling competition in the Turnage Theater

Ms. Wingate voiced they are expecting approximately 1,500 to 2,500 people coming into our community and will be coming from near and far. Posters should be ready by end of this week and we are showcasing a new website ([www.bcwaf.com](http://www.bcwaf.com)).

**APPOINTMENTS: LOCAL FIREMAN'S RELIEF FUND BOARD**

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved

the recommendation of Fire Chief Robbie Rose and reappointed William M. Alligood Jr. as the Fire Department designated appointee to the Fireman’s Relief Fund Board for a new term to expire January 2017.

Council reappointed Richard Brooks as the City Council designated appointee to the Local Fireman’s Relief Fund Board for a new term of two years to expire in January 2017.

**OLD BUSINESS:**

**AWARD/APPROVE – TENTATIVELY AWARD CONTRACT FOR THE WATER AND SEWER IMPROVEMENTS PROJECT TO HATCHELL CONCRETE, INC. AND APPROVE CORRESPONDING PURCHASE ORDER**

City Manager, Brian Alligood reviewed the request to award the contract to Hatchell Concrete, Inc. for the water and sewer improvements that are related to the EDA grant. Bids were received and opened for this project and this company is the second lowest bidder. There were some consultation with EDA and there were concerns about the low bidder. They were responsive in providing information but based on prior work they did not meet the qualification that was laid in the specification to do that type of work. This has been cleared through EDA to ensure they concur with staff’s recommendation.

By motion of Mayor Pro tem Roberson, seconded by Councilman Mercer, Council tentatively awarded a contract to Hatchell Concrete, Inc., for the water and sewer improvements project and approved the corresponding purchase order.

**PUBLIC HEARING – OTHER: NONE**

**PUBLIC HEARING – ZONING: 6:00PM**

**ACCEPT/ADOPT – RECOMMENDATION OF THE PLANNING BOARD AND ADOPT RESOLUTION TO CONSIDER ZONING CHANGE CONSISTING OF 6.49 ACRES OF VACANT PROPERTY LOCATED ON SLATESTONE ROAD**

Mayor Hodges opened the public hearing.

Mayor Pro tem Roberson asked Council to excuse him from this item as he is a real estate broker with Coldwell Banker and this agency has the property in question under contract. By motion of Councilman Beeman, seconded by Councilman Mercer, Council excused Mayor Pro tem Roberson from this item.

John Rodman, Community & Cultural Services Director explained that a request has been made by Robert & Belinda Leggett to rezone 6.49 acres of property located on Slatestone Road and adjacent to Washington High School and Slatestone Drive. The property is currently zoned R9-S (Residential) and the request is to rezone the property to O&I (Office & Institutional). O&I is often considered a buffer zone between residential and commercial or other intensive uses. State Law stipulates that before the governing board may consider a proposed amendment to the Zoning Ordinance, the Planning Board must have an opportunity to make recommendations on the request. The Planning Board heard this request during their December meeting. At this time the Planning Board had to consider several findings of fact regarding this request.

REASONABLE FINDINGS OF FACT

A. Size of the tract: The overall size of the tract of land proposed for rezoning is reasonable when compared to the size of the zoning district in which the subject property is located. (yes)

B. Compatibility with a comprehensive plan: The proposed rezoning is consistent with any comprehensive plan, area plan or elements thereof as well as the future land use map. (yes)

C. Impact: The impact to the adjacent property owners and the surrounding community is reasonable, and the benefits of the rezoning outweigh any potential inconvenience or harm to the community. (yes)

D. Comparison of uses: The allowed uses within the proposed zoning district are similar or compatible to the surrounding area and zoning district. (yes)

The rezoning is consistent with the Comprehensive Plan and the Future Land Use Map. The Planning Board voted unanimously to recommend to City Council to approve the rezoning upon finding that the rezoning is reasonable considering one or more of the above findings of fact A-D being found in the affirmative and that the rezoning advances the public interest. The application is consistent with all of the objectives and policies for growth and development contained in the City of Washington Land Use Plan and Comprehensive Plan. State Law also requires that City Council is to hold a public hearing before amending the zoning ordinance. The public hearing must be advertised at least twice in the local newspaper, the notice has to be posted on the subject property and additional notice made to the adjoining property owners – all of the aforementioned items were completed. The Planning Board did recommend that City Council rezone the property to O&I.

Councilman Brooks asked if anyone objected to the request during the Planning Board meeting. Mr. Rodman explained that one person did voice objection. Since that meeting was held, notices were sent out to the adjoining property owners advising of the public hearing tonight and he has not heard comments from anyone since that time.

Mayor Hodges called for comments from the public.

Robert Leggett presented the following to Councilmembers.

*We, Robert M. Leggett and Belinda G. Leggett as Member/Organizers for R & G Enterprises of NC, L.L.C, have entered into an Offer to Purchase Agreement with Fortescue Investments Group for Property ID # 5696-03-4089. The property is located on Slatestone Road on the south side, and adjacent to, Washington High School. On December 16, 2014, the Washington City Planning Board unanimously approved the recommendation of rezoning the property to the Office & Institutional (O & I) zoning classification.*

*We now respectfully ask The City Council to adopt the resolution to approve the property re-zoning. During the Planning Board meeting, an adjacent property owner from the Slatestone Hills subdivision, who resides at 117 Slatestone Drive, came forward and expressed opposition to the re-zoning of the property in question. The adjacent property owner expressed three concerns that we would like to respond to prior to the Council's vote. The concerns as described were as follows:*

1. *Elimination of the "buffer" between the Slatestone Hills subdivision and Washington High School. The property owner suggested that the property serves as a buffer between the Slatestone Hills subdivision and the school. The property owner inferred that this buffer decreases noise and lighting from activities conducted on the school property.*

*Response:*

*Please refer to the aerial photo and zoning map with addresses: As can be seen on the aerial photo, there is a significant portion of the property, for which rezoning is sought, that is wooded and lies between the properties in Slatestone Hills and the school property. This wooded portion of the property starts at the northeast corner of 117 Slatestone Drive in the rear of the property and proceeds adjacent to five other properties on Slatestone Drive heading east towards Slatestone Road. This portion of the property is what provides the "perceived" buffer between the Slatestone Hills subdivision and the school property. As seen on the zoning map with addresses, the properties that are adjacent to the wooded portion of the lot in question are 103, 105, 111 113 and 115 Slatestone Drive. The address 330 Slatestone Road is located up a dirt path belonging to the property in question. This address is bordered on the rear and both sides by the wooded portion of the property. The wooded property that lies directly behind 117 Slatestone Drive and extends behind the remaining six properties on the same side and to the end of Slatestone Drive, is already zoned O & I and belongs to Washington City Schools (refer to aerial photo). This is the portion of the school property where outdoor school sports activities are held. As can be seen from the aerial photo, this portion of the school property is not buffered by the property in question. However, as can be seen, there is already a portion of the school property bordering this entire area that has been left wooded which provides a buffer between the Slatestone Drive residents and the noisellight producing area of the school property.*

*However, it must be said, that the trees on the property to be rezoned, as well as the trees on the school property, making up what is perceived as a buffer, even in the current zoned state, could be removed at any time. Therefore, rezoning of the property, or not, is of no consequence to the preservation of the perceived buffer. Therefore, if the trees are removed from the equation, only distance becomes the question. And, since the property belonging to the school was previously rezoned O & I and borders properties in the same subdivision, the precedence has been established that the distance between R9-S zoning and O & I zoning is also not a factor.*

2. *Concern over the incompatibility of the various types of property uses that are allowed by the O&I zoning classification. The property owner communicated that some types of uses allowed by the O&I classification may cause noise or excessive traffic and/or be incompatible with the neighborhood.*

*Response:*

*This concern stems from the lack of available information about what the exact use of the property will be. We understand that rezoning the property allows a multitude of uses (as seen on pages 50 and 51 of the agenda) and that details for the use of the property cannot be outlined in this meeting since rezoning must be considered to allow any of those uses. We also understand that some of those uses may be more objectionable than others to adjacent property owners.*

*However, we must consider that the City Zoning Ordinances have already established that the uses allowed are compatible with bordering residential zones since by the City's own description of the O&I zoning (reference Washington NC Code of Ordinances, Chapter 40 Zoning, Article IV Zoning Districts,*

*Sec. 40-84 - O and I Office and Institutional District) refers to the O&I zoning as "providing a desirable buffer".*

*Furthermore, the two zones are so compatible that according to the permitted use listing on page 51, single family residences are also allowed within O & I zoned areas. We know that our intended use of the property has already been communicated in the local newspaper based on a statement in the rezoning application. However, to remain in compliance at this meeting, that is, without giving details of our planned use for the property, one can see that the cleared portion of the property that has road frontage on Slatestone Road is the portion of the property that would likely be desirable for development.*

*We can say that for our intended purpose, we have no immediate plans for the wooded portion of the property at this time. Also, we concur with the City Ordinances, that our intended use of the property will be in compliant with the O & I zoning requirements and therefore, will be compatible with the adjacent zoning. Additionally, we feel our planned use of the property will have a very minimal impact on noise, traffic etc. In fact, it will have far less impact in comparison to the school.*

*Furthermore, the two roads that enter/exit the Slatestone Hills subdivision (Slatestone Drive and Panticough Drive) will not be impacted whatsoever by rezoning of the property.*

*3. Insufficient notification. According to the adjacent property owner, the letter of notification was received on Thursday December lith. The Planning Board meeting was on Tuesday the 16" (6 days later). The property owner felt that this was insufficient time to gather neighborhood support in opposition to rezoning.*

*Response:*

*The amount of time allowed for notification by the City was consistent with prior notifications and was no less than the notification time allowed by the posting of City Council meeting agendas. Furthermore, none of the other 15 adjacent property owners attended the Planning Board meeting or, otherwise expressed concern to the Planning Board during those six days. Phone numbers were provided in the letter for this purpose. Additionally, the Planning Board informed the property owner that he, and any other property owners, could express further concern at the City Council Meeting if they so desired.*

*In closing,*

*We, as residential property owners ourselves, We understand that residents are, and should be, concerned about the use of property adjoining their neighborhood. And, we understand that lack of information about such use adds both anxiety and uncertainty. However, we also we understand that when City Planning experts and subsequent elected City Council members determine that land use adjustments are deemed appropriate, necessary and fit into the City's Land Use Plan for the greater good of all, that we, as law abiding citizens and community leaders, should support their decisions. Therefore, again, we respectfully ask the Mayor and City Council members to support the City of Washington's Comprehensive Future Land Use Plan (as depicted on page 49), and accept the Planning Board's recommendation to adopt the resolution to zone the property in question to the O&I zoning classification.*

*Sincerely,*

*Robert M. Leggett and Belinda Gail Leggett  
Member/Organizers of R & G Enterprises of NC, L.L.C.*

Benjamin Kfier, 107 Slatestone Drive expressed concern with the rezoning request. He feels it is in conflict with the current residential area and the potential conflict that this rezoning could create. He asked Council if the rezoning request is consistent with the City's long-term plan.

John Rodman noted that even though Mr. Leggett expressed his intention is to build a childcare facility, Council's decision cannot be based on a single use. Council has to consider all of the permitted uses for that area. Mr. Rodman indicated that the Comprehensive Plan does show that this parcel should be O&I, so the rezoning request is consistent with any future plans that the City has for that area.

Robert Leggett explained that 107 Slatestone Drive does backup to another residential property.

There being no further comments, Mayor Hodges closed the public hearing.

Councilman Brooks asked for clarification on the location of Mr. Kifer's house in correlation to the property in question. Mr. Rodman explained the property that is requested to be rezoned is in between a current group home and Washington High School.

Councilman Mercer expressed concern that this proposed use may only use up to 2 acres, leaving 5 acres for future development. In essence, we are opening this tract of land for any/all uses listed on the O&I zone. He continued by saying some of the approved uses, he wouldn't want next to him. Councilman Mercer discussed the minutes from the Planning Board and the citizens concern regarding insufficient notification.

Brian Alligood explained that NCGS require that the property owners be notified for the public hearing (held by City Council). As a courtesy, the Planning Board notified the property owners of the rezoning request. The courtesy letters went out on a Thursday, for the meeting on the following Tuesday. There is no statutory obligation for the Planning Board to notify property owners prior to that. The statutory obligation falls under the City Council public hearing. Staff members met those requirements.

John Rodman noted the proper notification procedure was followed.

Councilman Brooks asked if we could vote on this during the next Council meeting? Mayor Hodges inquired if anything was going to change between now and then? John Rodman noted there is no reason to postpone the request as Council has all of the information before them tonight and nothing will change. The property will have to be annexed.

Councilman Beeman inquired about a buffer zone between the residential zone and the O&I zone? Mr. Rodman explained that there is not an additional buffer, but there are setback requirements and landscaping requirements. If this particular use requires a Special Use Permit, then the Board of Adjustment could require an additional buffer between the residential property and the requested use. Mr. Rodman further explained that O&I zoning is a natural buffer between residential property and a more intense use, such as the high school.

Franz Holscher, City Attorney explained that this is the first reading of a zoning amendment and requires a 4/5 majority (4 votes) in order for the request to pass. If the request came back at a future meeting, only a majority vote (3 votes) would be required. If Council rejects the rezoning request, then Council must provide a statement why the request is not consistent with the Comprehensive Plan.

Councilman Mercer asked if a motion was made to approve the request, but the motion fails, would there need to be a second motion to deny the request that includes the aforementioned statement?

A motion was made by Councilman Brooks and seconded by Councilman Mercer to accept the recommendation of the Planning Board and adopt the resolution to approve the rezoning of the property located on Slatestone Road containing 6.49 acres from R9-S (Residential) to O&I (Office & Institutional). Voting in favor: Brooks & Beeman; opposed: Mercer & Pitt. The City Attorney recommended that Mayor Hodges vote to break the tie for the purpose of this meeting. Mayor Hodges voted in favor of the request. Vote: 3-2 – request fails due to needing a super majority vote – 4 votes. The request will be presented again on January 26<sup>th</sup> and will only require a simple majority vote – 3 votes to be approved.

Mayor Pro tem Roberson returned to the meeting at this time.

**SCHEDULED PUBLIC APPEARANCES:**

**MARTIN STANES & ASSOCIATES – AUDIT REVIEW**

Matt Rauschenbach introduced Ms. Crystal Roberts with Martin, Starnes and noted she will review the following audit presentation with Council. Councilman Mercer inquired why the General Fund debt service dropped by over \$2.5 million last year. Mr. Rauschenbach explained the payoff of the Impressions renovation loan and the refinancing of loans for Fire Station #2.

Ms. Roberts noted the delay in the financial statements. The delay started at the State level with Medicaid benefits and the delay trickled down to the local audit firms. Councilman Mercer noted a typo on page 58 of the report noting “150 year loan” should read “15 year loan”.

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

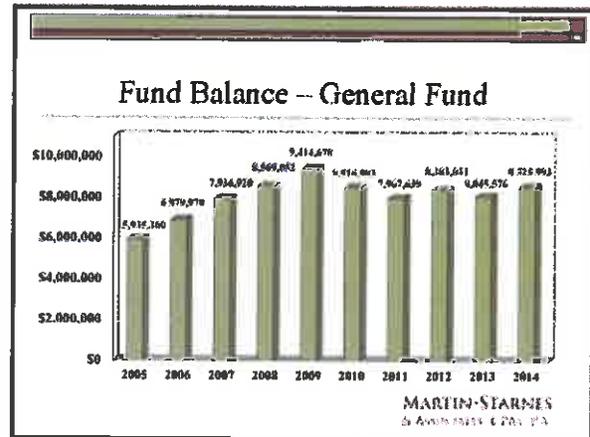
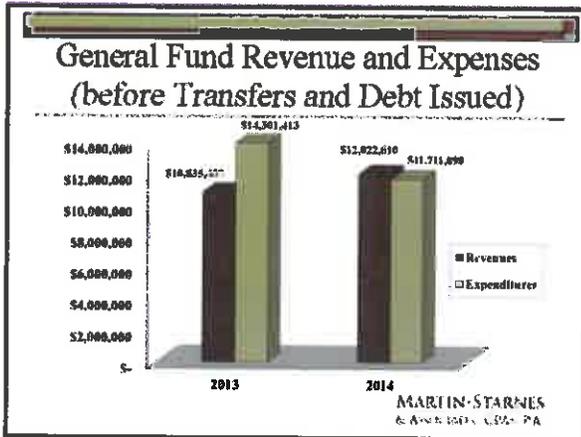
---

**City of Washington**  
2014 Audited Financial Statements

**Audit Highlights**

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

MARTIN STARNES  
& ASSOCIATES, CPAs, P.A.



**Available Fund Balance**

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance  
 Less: Non spendable (not in cash form, not available)  
 Less: Stabilization by State Statute (by state law, not available)  
 Available Fund Balance

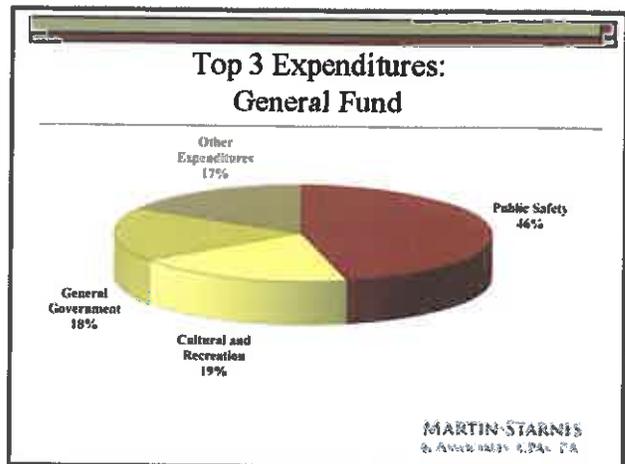
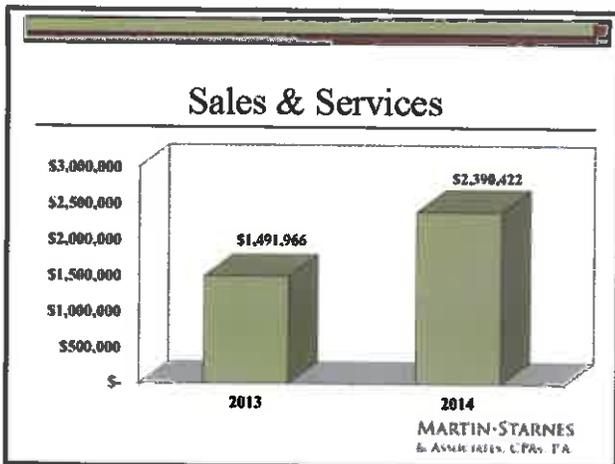
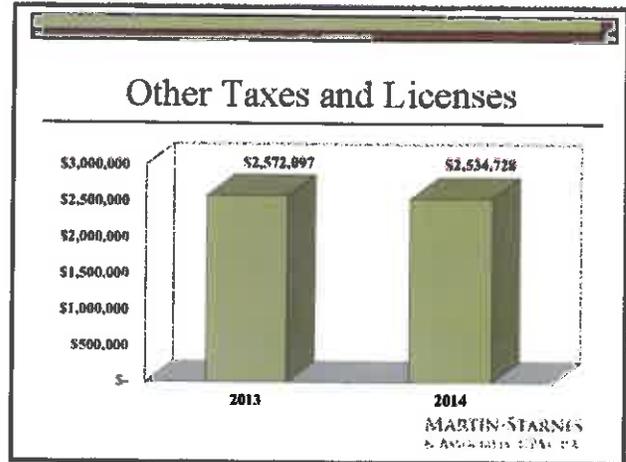
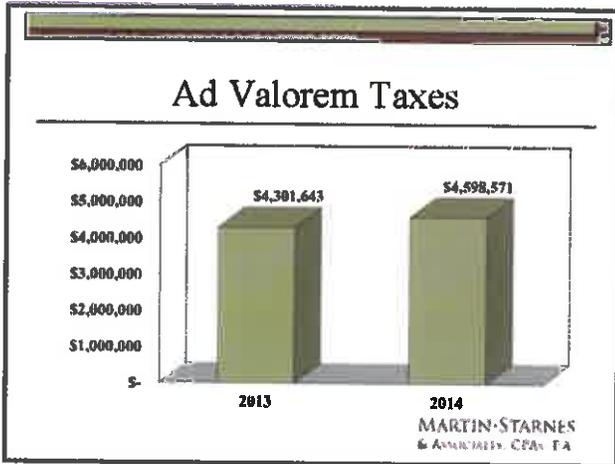
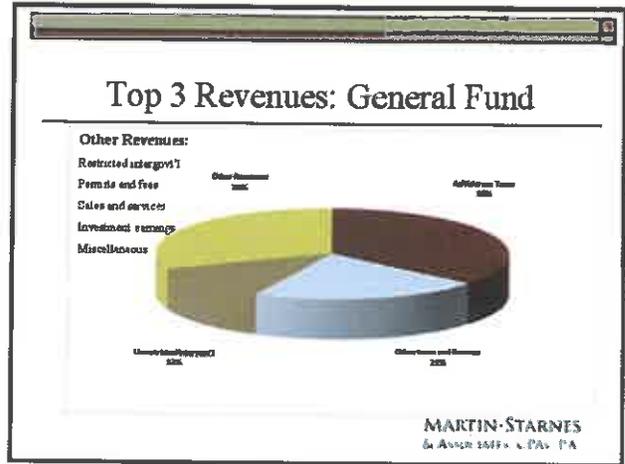
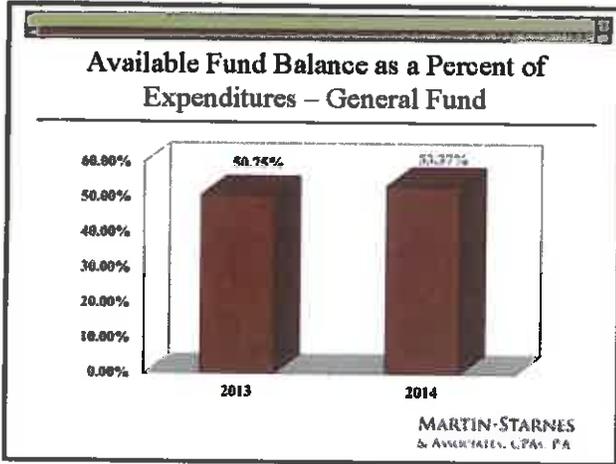
This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

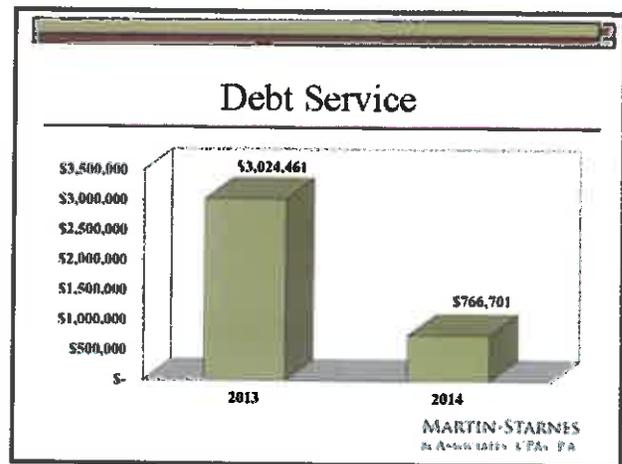
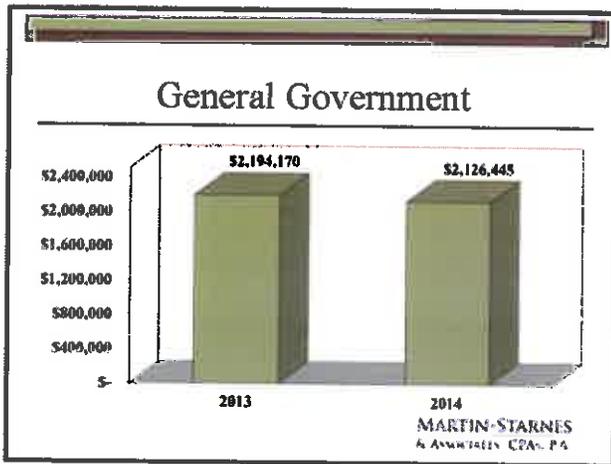
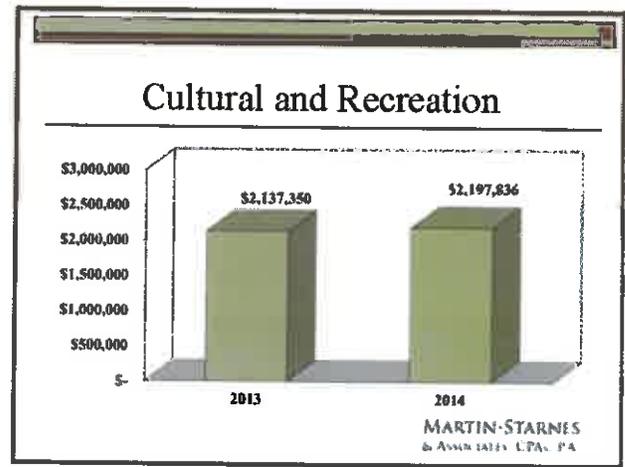
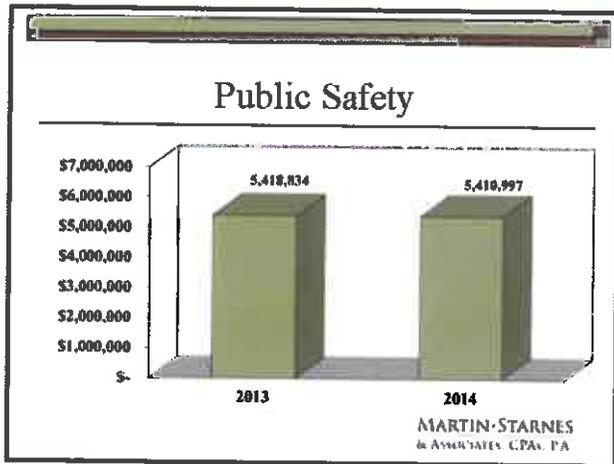
MARTIN STARNES  
& ASSOCIATES, CPAs, P.A.

**Fund Balance Position-General Fund**

<input type="checkbox"/> Total Fund Balance	\$ 8,525,993
Non spendable	- 123,653
Stabilization by State Statute	<u>- 1,757,518</u>
<input type="checkbox"/> Available Fund Balance	\$ 6,644,822
<input type="checkbox"/> Available Fund Balance 2013	\$ 6,307,870
<input type="checkbox"/> Increase in Available FB	\$ 336,952

MARTIN STARNES  
& ASSOCIATES, CPAs, P.A.

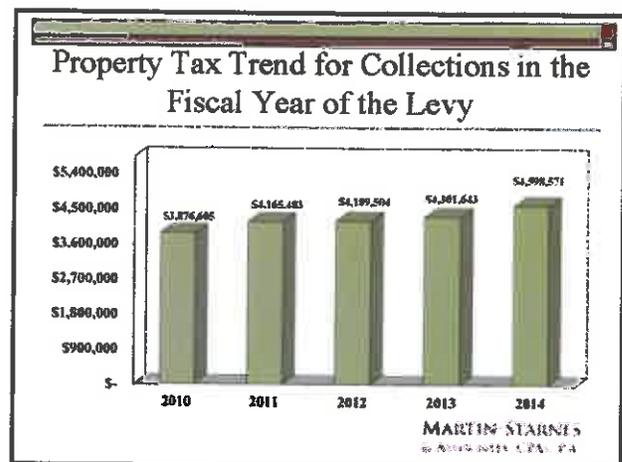




### Other Governmental Funds

✓ Total Revenues 2014	\$ 728,252
✓ Total Expenditures 2014	914,863
✓ Other Financing Sources	217,833
✓ Net Change in Fund Balance	31,222
✓ Ending Fund Balance	1,644,931

MARTIN STARNES & ASSOCIATES, CPAs, PA



### Enterprise Funds Operating Income (Loss) Modified Accrual

	Water	Sewer	Electric	Sewerwater Utility	Non Major
<b>Income/Expense</b>					
Transfers out	596,625 (806,742)	89,436 (773,152)	40,030 (588,708)	(1,569)	(366,514)
Income/Expense					
Intra-fund transfers	(210,117)	(683,716)	(528,678)	(1,569)	(366,514)
<b>Debt Issued</b>					
Transfers In	101,660	172,940	5,488	-	205,779
<b>Total Income/(Loss)</b>	<b>(108,457)</b>	<b>(560,776)</b>	<b>(522,190)</b>	<b>(1,569)</b>	<b>(70,733)</b>

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

### Enterprise Funds Available Resources for Future Obligations June 30, 2014

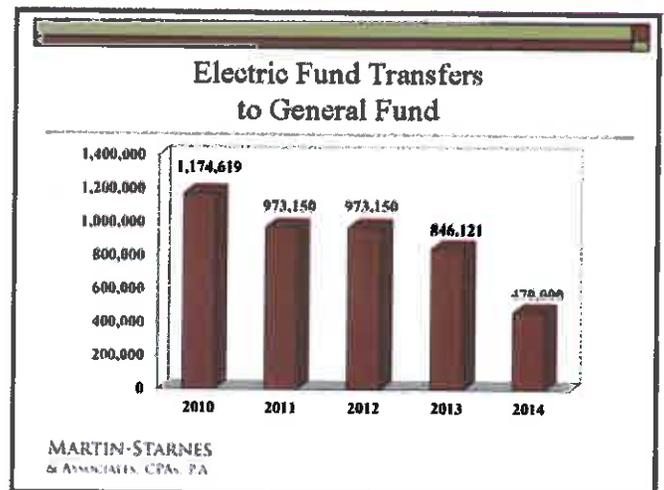
	Water	Sewer	Electric	Sewerwater Utility	Nonmajor
<b>Unrestricted Cash and Investments</b>	5,281,891	5,239,632	4,623,296	463,763	27,215
Accounts Receivable/Pre-Paid	545,000	159,924	4,811,675	51,240	144,292
<b>Available resources</b>	<b>5,826,891</b>	<b>5,399,556</b>	<b>9,434,971</b>	<b>515,003</b>	<b>171,507</b>
<b>Current Liabilities</b>	<b>260,108</b>	<b>696,618</b>	<b>4,674,176</b>	<b>37,357</b>	<b>111,240</b>
<b>Total Available for non-current obligations</b>	<b>\$ 5,566,783</b>	<b>\$ 4,702,938</b>	<b>\$ 4,760,795</b>	<b>\$ 477,646</b>	<b>\$ 60,267</b>
<b>Annual Operating Expenses Cash Basis</b>	<b>\$ 2,265,021</b>	<b>\$ 2,216,167</b>	<b>\$ 30,690,082</b>	<b>\$ 27,228</b>	<b>\$ 1,247,687</b>
2014 Available resources as a % of expenditures	247%	212%	15%	17%	4%
2013 Available resources as a % of expenditures	97%	77%	14%	21%	3%

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

### Electric Fund Available Resources for Future Obligations

	2010	2011	2012	2013	2014
<b>Unrestricted Cash and Investments</b>	\$ 4,952,310	\$ 4,950,563	\$ 5,115,720	\$ 5,043,179	\$ 6,612,586
Accounts Receivable/Pre-Paid	5,620,666	5,111,357	4,724,680	4,433,778	4,301,610
<b>Available resources</b>	<b>10,572,976</b>	<b>10,061,920</b>	<b>9,840,400</b>	<b>9,476,957</b>	<b>10,914,196</b>
<b>Current Liabilities</b>	<b>1,673,116</b>	<b>1,491,793</b>	<b>1,261,610</b>	<b>1,066,737</b>	<b>1,028,176</b>
<b>Total Available for non-current obligations</b>	<b>\$ 8,900,860</b>	<b>\$ 8,570,127</b>	<b>\$ 8,578,790</b>	<b>\$ 8,410,220</b>	<b>\$ 9,886,020</b>
<b>Annual Operating Expenses Cash Basis</b>	<b>\$ 20,725,627</b>	<b>\$ 21,381,751</b>	<b>\$ 24,173,254</b>	<b>\$ 24,245,302</b>	<b>\$ 24,690,079</b>
Available resources as a % of expenditures	43%	40%	35%	35%	40%

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



**OLD BUSINESS:**

**ACCEPT/ADOPT – RECOMMENDATION OF THE WATERFRONT DOCK ADVISORY COMMITTEE AND ADOPT NEW RATE SCHEDULE FOR DOCKS**

John Rodman, Community & Cultural Services Director and Fred Watkins, Waterfront Dock Advisory Board explained the request is a continuation from last month. The Waterfront Dock Advisory Committee is trying to make the fees more equitable for smaller boats. The Waterfront Advisory Committee and the Waterfront Dockmaster reviewed ten marinas in Eastern North Carolina over several months in order to compare the City of Washington's slip fees with those of other marinas. As part of the Waterfront Business Management Plan goals and objectives for the docks were established. Goal #1 was to create and maintain a user-fee schedule for the docks and services which will make the docks as self-sustaining as possible while staying competitive with those serving the market area. The Waterfront Docks Advisory Committee agreed that the presented rate schedule would help accomplish that goal and continue to move the docks forward.

**Dock Pricing Data  
Transient**

<u>Marina</u>	<u># Slips</u>	<u>Cost</u>	<u>Power</u>	<u>Pumpout</u>	<u>Extra</u>
Washington	7	\$1.25/ft	Included	\$3	Laundry/Shower included
Elizabeth City	14	Free	No	No	Shower \$5 2 day limit
Edenton	12	\$1/ft	30A-\$3 50A-\$6	\$5	Free WiFi
Belhaven Town	8	\$1/ft	30A-\$5	\$5	Max 3 nights
Manteo Municipal	20	\$1.65/ft	\$1.40/ft	\$5	
Beaufort Town	95	Rate System	30A-\$6 50A-\$12 100A-\$25	\$10	
Morehead City	15	\$1.50/ft	30A 50A included	No	
McCotters	20	\$1.00/ft	Included	No	Free Wifi
New Bern	45	\$2/ft	30A-\$4 50A-\$6	\$5	
Bridge Pointe	10	\$1/ft	30A-\$5 50A-\$7	\$5	
Belhaven Waterway	10	\$1.65/ft	30A-\$5 50A-410	No	Laundry included
Dowry Creek	40	\$1.60/ft	30A -\$6 50A-\$8 100A-\$25	\$10	Laundry \$1.25 + \$1.25/load

**Permanent**

<u>Marina</u>	<u># Slips</u>	<u>Cost</u>	<u>Power</u>	<u>Pumpout</u>	<u>Extra</u>
Washington	25	\$275/mo \$775/qrt \$1,525/semi \$3,000/ann	Included	\$3	Laundry/Shower included
Elizabeth City	<i>None</i>				
Edenton	<i>None</i>				
Belhaven Town	<i>None</i>				
Manteo Municipal	33	\$18/ft/mo Annual \$10/ft/mo	\$15/mo \$10/mo	\$5 \$5	
Beaufort Town	Special Rates in the Off Season				
Morehead City	<i>None</i>				
McCotters	160	\$6/ft	Metered	Self-serve	Liveaboard fee \$100
New Bern	180	\$8.50/ft 30' minimum	\$15.95/mo and meter	\$5	Discount for longer year payments
Bridge Pointe	115	\$6.50/ft < 50' \$5.50/ft > 50'	\$20/mo and \$.13/kw		
Belhaven Waterway	<i>None</i>				
Dowry Creek	33	\$6/ft	metered	\$10	

**City of Washington  
Waterfront Docks Rental Fees (recommendation)**

**Red = changes from existing rate structure and what was passed Sept'14**

<b>Transient</b>		<b>Current</b>
\$1.25 per foot (including sprits, pulpits, davits, swim platforms) per night. (Includes water & Boater's Facilities)		\$1.25
Electric rates: 30amp service= \$3.00 per day & 50amp service=\$5.00 per day		\$0.00
<b>Daily Docking ( Maximum 6 hours)</b>		
<b>\$10.00</b> - (Includes water & electricity & Boater's Facilities for registered boats)		\$7.50
<b>Permanent T-Dock Rental-Slips (26' LOA minimum charge)</b>		<b>Min. (26')</b>
<b>Monthly</b> \$7.00 per foot LOA (including sprits, pulpits, davits, swim platforms)	\$182	\$275
<b>Quarterly</b> \$20.40 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.80 per foot)	\$530	\$775
<b>Simi Annual</b> \$39.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.50 per foot)	\$1,014	\$1,440
<b>Annual</b> \$75.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.25 per foot)	\$1,950	\$3,000
<b>Permanent T-Dock Rental-Alongside ( Preference given to larger boats 40' LOA Plus)</b>		<b>Min. (40')</b>
<b>Monthly</b> \$7.00 per foot LOA (including sprits, pulpits, davits, swim platforms)	\$280	\$275
<b>Quarterly</b> \$20.40 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.80 per foot)	\$816	\$775
<b>Simi Annual</b> \$39.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.50 per foot)	\$1,560	\$1,440
<b>Annual</b> \$75.00 per foot LOA (including sprits, pulpits, davits, swim platforms) (\$6.25 per foot)	\$3,000	\$3,000
<b>Pump Out (Available when Dock Attendant is on Duty)</b>		
<b>\$5.00 per tank.</b> Pump out fee for all recreational vessels & bare boat charter vessels.		\$3.00
<b>\$10.00 per tank.</b> Fee for all commercial vessels under 40' LOA		\$3.00
<b>\$15.00 per tank.</b> Fee for all commercial vessels over 40'-80' LOA		\$3.00
<b>\$25.00 per tank.</b> Fee for all commercial vessels over 80' LOA		\$3.00
<b>Laundry</b>		
<b>\$5.00 per use plus \$5.00 deposit</b>		\$0.00
<b>Bulkhead-Alongside (Visitor Docks G-K) (no water or electricity available)</b>		
For vessels up to 60' LOA. The first 48 Hours are Free. Each additional day is \$.75 per foot per day. The Dock Master may use his discretion in the application of this policy. Use of Boater's Facilities included for registered boats.		\$0.75
<b>Electric Service</b>		
<b>Single 30amp \$20 per month</b>		\$0.00
<b>Single 50amp \$30 per month</b>		\$0.00

Mayor Pro tem Roberson inquired what was voted on last month. Mr. Rodman explained the request was presented under "Scheduled Public Appearances" and anything voted on in that section requires 4 affirmative votes to be approved.

Councilman Mercer expressed his concerns with the potential decrease in revenue by lowering rates. Fred Watkins explained that Councilman Mercer would be correct if the numbers were based on the same volume. It is the belief that the changes in rates will increase volume and increase revenue. Discussion continued regarding the potential increase vs. decrease in revenue. Mr. Rodman explained that they have already received two requests for slips if the fees change. Mayor Pro tem Roberson said he is willing to take a look at this alternative and maybe we will acquire more boats. Councilman Brooks noted if Council approves the change in fees, he would like Mr. Watkins to come back to Council to revisit the fees in the future and provide updates to Council? Mr. Watkins would like the opportunity to come back to Council periodically to review the rates.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council accepted the recommendation of the Waterfront Docks Advisory Committee and adopted the amended rate schedule for the use of the waterfront docks for a period of one year. The request will be revisited by Council in January 2016.

**DISCUSSION – RECREATION FEES (REQUEST BY COUNCILMAN BEEMAN)**

Councilman Larry Beeman proposed revisiting the split fees for City and County residents. He suggested one flat fee. “What we had previously passed was a split fee between City and County residents. I would like to revisit that and for the council to reconsider that. I would feel better imposing upon the volunteers of the leagues that they do not have to have a split fee but have one fee. The reason is we’re asking volunteers to impose a rule that this council has done when they’re not in a position to impose a rule. The dollar amount we can discuss. I’m for \$30, but I do not feel at this time we need to have a split fee.”

Councilman Mercer, noted the council has spent several months discussing such fees and suggested the city consider leasing its sports facilities to the sports leagues for \$1 a year, with the provision the leagues pay to maintain those facilities. The council did not act on that suggestion.

Council member William Pitt said the city might need to revisit the issue during budget sessions.

Councilman Brooks noted that we have been going back and forth about this for some time. People in the County come to the City and spend money and pay their electric bill. County residents participate in ways that we can’t count in dollars and cents. We need to treat City and County residents on an even scale, \$30 is a reasonable amount.

A motion was made by Councilman Beeman and seconded by Councilman Brooks for the City to impose a \$30.00 flat fee per participant per league starting today. Motion carried.

City Manager, Brian Alligood suggested that the fees be implemented July 1, 2015, because there are currently agreements in place. The fees will be in place for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

A motion was made by Mayor Pro tem Roberson and seconded by Councilman Beeman to amend the motion to reflect the imposition of a \$30.00 per participant fee beginning July 1, 2015. Motion carried 4-1 with Councilman Mercer opposing.

Mayor Pro tem Bobby Roberson commented that “You can massage these fees all you want to. The bottom line is we’re in the hole over \$1 million and changing the fees is not going to move the gap any closer. We’ve got to look at other alternatives than fees inside the city in order to balance the budget. That’s what we’ve got to do. You can talk another six months about the fees, but it’s not going to close the gap on a million dollars in parks and recreation. It’s just not going to do it. So the question we need to answer is where are we going to get the money in order to operate?” Councilman Beeman noted this as well as other suggestions could be discussed during budget workshops and we would have to involve the leagues in these discussions.

**NEW BUSINESS:**

**APPROVE/AUTHORIZE – MAYOR TO SIGN LETTER OF SUPPORT FOR  
METROPOLITAN COMMUNITY HEALTH SERVICES, INC. – SERVICE AREA  
COMPETITION GRANT APPLICATION**

City Manager, Brian Alligood explained Mr. Michael L. McDuffie, Chief Operating Officer and Lawrence Doby for Metropolitan Community Health Services, Inc., is requesting a letter of support from City Council for their Service Area Competition (SAC) grant application for continued federal funding. Supporting information about the organization and a draft letter of support is attached.

Mr. McDuffie noted that they are in the process of competing for their service area. They will be competing with other agencies that want to come into this service area. In order to strengthen Metropolitan’s application, they are asking for a letter of support from the City of Washington. Discussion was held regarding the requested grant amount of \$981,750. Currently, Metropolitan has two sites (Washington and Williamston) and provides medical, dental, behavioral health and pharmacy services.

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved and authorized the Mayor to sign the attached letter of support for Metropolitan Community Health Services’ Service Area Competition (SAC) grant application for continued federal funding.

Mayor Hodges inquired about the dental clinic. Mr. McDuffie explained the dental facility will reopen on February 19<sup>th</sup>. Mayor Hodges suggested that Mr. McDuffie make contact with East Carolina University’s Dental School.

Councilman Brooks thanked Mr. McDuffie and Metropolitan for their programs and for helping the community.

**Applicant Organization:** Metropolitan Community Health Services  
**Project Title:** Service Area Competition - Additional Areas  
**Congressional Districts:** NC-001, NC-003  
**Types of Section 330 Funding Requested:** CHC  
**Current Federal Funding:** \$1.043 million

Metropolitan Community Health Services (MCHS) is a 501(c)3 FQHC providing primary medical, dental, and behavioral health services to low-income populations of northeast North Carolina. MCHS's service area covers five counties: Beaufort, Hyde, Martin, Tyrrell, and Washington. The service area harbors a population of 93,715 people, 44% of whom live at or below 200% of the Federal Poverty Level (FPL), estimating the target population to consist of 41,586 low-income residents. 69.7% of residents are Caucasian; 21.4% are African American. The northeast region of the state is home to the highest concentration of impoverished, ethnic minorities. MCHS was first organized as a faith-based mission drawn from the oldest African American denominations, designated a rural health center in 1998 and granted FQHC status in 2003. MCHS is governed by a board of directors representative of the populations served; the organization is in full compliance with HRSA 330 program requirements and maintains all services are appropriate to the need of the population and available to all, regardless identity or circumstance. In calendar year 2013, MCHS served 2,472 unique patients, 54% of whom were medically uninsured at the time of service, illustrating MCHS's role as a safety net provider to vulnerable populations. MCHS operates two clinics, one in Washington and another in Williamston. All five counties are designated Health Professional Shortage Areas for primary medical, dental and behavioral health services. Additionally, all counties are designated Medically Underserved Areas. Health indicators reported on the organizations Form 9 (Need for Assistance Worksheet) exceed state and national averages in all measures relating to chronic disease prevalence, mortality, and risk behavior. The burden of diabetes is a significant issue of severity for the target population. 13.8% of the population is diabetic, exceeding the national average of 8.1%. 32.8% of the adult population is obese and 30% of the adult population reports no physical activity in the past month. 21.2% of the population is medically uninsured and North Carolina's governor and legislature, at this time, have chose not to expand Medicaid coverage. Preventative care services available to the low-income, uninsured population are minimal, as MCHS is one of two FQHCs operating in the service area which spans 3,868 square miles of land populated by an average of 25 people per square mile. Consequently, many residents wait until their medical condition is emergent and suffer the consequence of high cost and an even higher probability of poor outcomes. Over 32% of families with children under 18 live in poverty, compared to a national average of 17.8%; 62.8% of single mothers with children under 18 live in poverty, compared to a national average of 40%. MCHS's service delivery model is both appropriate to serve the needs of the target population and adequate to support an increased demand for service as MCHS establishes a solid reputation of being a compassionate resource to local communities, offering culturally appropriate, patient-centered care to all. MCHS clinics are currently staffed by 4.5 FTE medical providers, 2.0 FTE pharmacy providers, 14.0 FTE clinical, enabling, and patient support staff, 6.5 FTE dental, clinical and patient support and 6.5 FTE management, IT, and admin support staff. MCHS is requesting federal funding in the amount of \$981,750 to support the delivery of services to the populations of Beaufort, Hyde, Martin, Tyrrell, and Washington Counties in North Carolina.

**Mayor**  
Mac Hodges

**City Manager**  
Brian M. Allgood



**City Council**  
Larry Beeman  
Richard Brooks  
Doug Mercer  
William Pitt  
Bobby Roberson

---

January 12, 2015

Reverend David L. Moore  
Chief Executive Officer  
Metropolitan Community Health Services, Inc.  
PO Box 1886  
Washington, NC 27889

Dear Rev. Moore:

The City of Washington supports your Service Area Competition grant application to the Bureau of Primary Health Care. The City understands that the primary care your organization provides reaches patients who are in need of quality, cost-efficient, and comprehensive primary care services.

Metropolitan Community Health Services is a faith-based, 501(c)3 organization serving Beaufort, Martin, Washington, Hyde, and Tyrrell counties. Residents in these counties are disproportionately impacted by historic poverty, geographic isolation, and other negative social determinates of health. Without the primary care services that Metropolitan provides, many patients would forgo necessary and preventative health care and see their health status decline. In spite of the increased number of uninsured, and the ever-present challenges of this economy, Metropolitan continues to increase its service offerings and ensure that its patients have a medical home.

The City of Washington encourages the Bureau of Primary Health Care to support your grant application for continued funding and we commend your organization's service to the residents of Washington.

Sincerely,

A handwritten signature in black ink that reads "Mac Hodges".

Mac Hodges, Mayor

---

102 East Second Street, Washington, North Carolina 27889  
(252) 975-9300  
[www.washingtonnc.gov](http://www.washingtonnc.gov)

**ANY OTHER ITEMS FROM CITY MANAGER: NONE**

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:  
WASHINGTON HIGH SCHOOL**

Mayor Hodges inquired if the City Council could make a donation of up to \$300 to rent the Civic Center for a banquet for the Washington High School football team to be held in February. Mayor Pro tem Roberson suggested that the athletic club pay the fee. Brian Alligood, City Manager explained that the City has a reduced rate for renting the Civic Center and we can run the rental through the City, but the athletic club will pay the fees.

**CLOSED SESSION:**

**CLOSED SESSION: UNDER NCGS § 143-318.11(a)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION, 159B-38 CONFIDENTIALITY OF CONTRACT DISCUSSION, 143-318.10 (e) THE PUBLIC RECORDS ACT 143-318.11 (a)(3) ATTORNEY/CLIENT PRIVILEGE AND 143-318.11 (a)(5) LAND ACQUISITION**

By motion of Councilman Pitt, seconded by Councilman Beeman, Council agreed to entered into closed session at 7:15pm under NCGS § 143-318.11(a)(1) Disclosure of Confidential Information, 159B-38 Confidentiality of Contract Discussion, 143-318.10(e) The Public Records Act and 143-318.11 (A)(3) Attorney/Client Privilege And 143-318.11 (A)(5) Land Acquisition.

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council agreed to come out of closed session at 8:15 pm.

**ADJOURN:**

By motion of Mayor Pro tem Roberson, seconded by Councilman Brooks, Council adjourned the meeting at 8:20 pm until Monday, January 26, 2015 at 5:30 pm, in the Council Chambers.

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

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



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

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

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

30-90-3991-9910	Fund Balance Appropriated	\$29,174
30-90-3710-5100	Water Sales	( 29,174)

Section 2. That the Estimated Revenues in the Sewer Fund be increased or decreased in the following accounts and amounts:

32-90-3991-9910	Fund Balance Appropriated	\$30,579
32-90-3720-5100	Sewer Sales	( 30,579)

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 26th day of January, 2015.

---

**MAYOR**

**ATTEST:**

---

**CITY CLERK**

# City of Washington Electric Utilities (WEU)

Load Management Study  
January 26, 2015

Booth & Associates, LLC

# Load Management Programs

- ▶ Residential Load Management Switches
  - Water Heater
  - Air Conditioning
  - Heating – heat pump, electric furnace, baseboard
- ▶ Generators
  - 13 customers receiving credits
  - plus industrial park generator
- ▶ Coincident Peak Rates
  - 15 customers on GS–CDC rate
  - 1 customer on IS–CDC rate

# Purpose of the Study

- ▶ Reconcile billings to monthly forecast
- ▶ Evaluate savings/costs for each program

# Water Heater Switches

- ▶ Credits given January – December
- ▶ \$2.50 credit per month
- ▶ Some customers on budget billing receive a \$30 credit once a year

# Air Conditioning Switches

- ▶ Credits given June – September
- ▶ When the customer has a non-controlled electric water heater; \$3.50 credit per month
- ▶ When the customer has a controlled electric water heater or does not have an electric water heater
  - Fully controlled; \$3.50 credit per month or \$0.0165 per kWh over 800 kWh, whichever is higher
  - Partially controlled; \$3.50 credit per month or \$0.0098 per kWh over 800 kWh, whichever is higher

# Heating Switches

- ▶ Credits given October – May
- ▶ When the customer has a controlled electric water heater or does not have an electric water heater
  - Heat Pump; monthly credit equals \$0.00847 per kWh over 800 kWh
  - Resistive Heat (electric furnace or baseboard); monthly credit equals \$0.0157 per kWh over 800 kWh

# Switch Savings (kW)

	WH	AC Full	AC Part	Baseboard	Heat Strips
January	0.50			3.50	1.50
February	0.50			3.50	1.50
March	0.50			1.75	0.50
April	0.50			0.50	0.00
May	0.25			0.00	0.00
June	0.25	2.10	0.70		
July	0.25	2.40	0.80		
August	0.25	2.40	0.80		
September	0.25	2.40	0.80		
October	0.25			0.50	0.00
November	0.25			1.75	0.25
December	0.50			2.75	0.75

# Switch Savings (Oct13 - Sept14)

	WH	AC	Heating	Total
Switches (avg)	2,896	2,782	1,638	7,315
Credits Given	\$86,868	\$65,494	\$76,413	\$228,775
Power Cost Savings	\$139,635	\$101,234	\$118,661	\$359,530
Net Savings	\$52,768	\$35,739	\$42,248	\$130,755
Per Switch	\$18.22	\$12.85	\$25.79	\$17.87
Payback (years)	9.76	13.85	6.90	9.95

## Switch Cost - FY14-15

Hardware	\$70,000
Employee	\$57,902
Contractor	<u>\$50,000</u>
Total	\$177,902
#Switches	1,000
\$/Switch	\$178

Commercial accounts are not included in this analysis.

# AC Savings (Oct13 - Sept14)

Air Conditioning	ACO	Full <800	Full >800	Part <800	Part >800
Switches (avg)	132	11	36	792	1,811
Avg kWh per Switch			1,588		1,512
Credits Given	\$1,841	\$154	\$1,873	\$11,088	\$50,539
Power Cost Savings	\$4,626	\$1,151	\$3,808	\$27,677	\$63,971
Net Savings	\$2,785	\$997	\$1,936	\$16,589	\$13,432
Per Switch	\$21.18	\$90.67	\$53.77	\$20.95	\$7.42
Payback (years)	8.40	1.96	3.31	8.49	23.99

Rate	\$3.50 per month	\$3.50 per month	The max of \$3.50 or \$0.0165 per kWh>800	\$3.50 per month	The max of \$3.50 or \$0.0098 per kWh>800
------	---------------------	---------------------	--	---------------------	--

Commercial accounts are not included in this analysis.



# Recommendations

- ▶ Eliminate credits based on kWh used
  - A/C program @ \$3.50 rate saves \$26,553
  - Heating program savings depends on rate
- ▶ Reduce months of heating credits to months when savings are realized
- ▶ Separate larger/commercial customers
  - Churches, Banks, Restaurants
  - City Accounts

# City Owned Generators

Current Savings	per Year	per kW Shed
kW Installed * 12	117,900	
kW Shed	54,373	
Customer Credits	\$304,281	\$5.60
Expenses *	\$348,141	\$6.40
Power Cost Savings	\$682,925	\$12.56
Net Savings	\$30,502	\$0.56

\* Annual Expenses include o&m, fuel, and air quality monitoring.

# Coincident Demand Rates

- ▶ CD1 customers are charged \$20.49 per kW for every kW Coincident with time of purchased power demand peak
- ▶ CD2 customers are charged \$20.20 per kW for every kW Coincident with time of purchased power demand peak

# Coincident Demand Summary

(Oct13 - Sept14)

	Base Rate	CDC Rate	
		Load Shed	No Load Shed
kW Shed	0	34,167	0
Revenue	\$2,849,154	\$2,261,889	\$2,940,180
Power Cost	\$2,463,147	\$2,034,010	\$2,463,147
Gross Margin	\$386,007	\$227,879	\$477,033
Change in Gross Margin		(\$158,127)	\$91,026

# Recommendations

- ▶ When Power Cost Changes
  - Review generator credits
  - Review CDC rates
- ▶ Can do now
  - Eliminate credits based on kWh used
  - Reduce months of heating credits to months when savings are realized
  - Separate larger/commercial customers

**Grant Executive Summary**  
as of 12/31/2014

Fund	Grant Description	Dates			Financials				Deliverable				Compliance Reporting Status	Notes
		Award	Expiration	Completion	Revenue		Expense		Metric	Total	Achieved	Bal.		
					Budget	Actual	Budget	Actual						
50	CDBG Affordable Housing	04/09/10	10/31/14	01/31/15	227,700	185,719	227,700	185,719	LMI homes	10	6	4	09/30/14	6 completed, performance extension requested
52	Comprehensive Bicycle Plan	05/26/11	12/31/13	06/30/14	35,000	30,430	35,000	32,288				0		Council approved plan in December
55	idX/Impressions NC One Grant	09/30/13	09/30/16		300,000	-	300,000	-	Jobs/Investment	160	0	160	01/31/14	Jobs created but not since award date
61	Pedestrian Plan Grant	05/20/13	09/30/13	12/31/14	10,000	10,000	10,000	-				0		Plan being drafted, complete early 2015
65	Econ. Development- Spinrite	01/07/12	01/07/15	01/07/15	90,000	90,447	90,000	67,500	Jobs	90	76	14		Grant to be closed out
66	Airport Terminal Grant	04/04/13	07/01/15	03/31/15	1,254,488	873,147	1,254,488	659,095				0		Construction begun, complete March 2015
67	Façade Grant Program	07/01/13	06/30/14	06/30/14	20,000	21	20,000	10,912				0		In progress, 6 reimbursed
69	Way Finding			04/01/15	150,000	150,200	150,000	7,513						Reviewing w/ DOT, cost estimate & recommendation by 4/1/15
71	Airport Lighting Rehab			12/31/14	361,111	66,379	361,111	33,631						Bid awarded Nov. 24th
72	People's Pier Public Access Grant				135,000	-	135,000	-						Construction bid awarded, complete by June 30th
75	Firefighter's Assistance- Exhaust	08/08/14	08/07/15		50,000	-	50,000	-						Equipment ordered
76	EDA Water Projects	09/11/13	03/11/17	02/28/17	1,428,262	706,133	1,428,262	35,730				0		Bid awarded January 2015
77	EDA Sewer Grants	09/11/13	03/11/17	02/28/17	1,423,894	703,974	1,423,894	153,112				0		Bid awarded January 2015
	CDBG Keysville Rd.	2005	6/4/2013	06/30/16	320,000	320,000	320,000	320,000				0	09/30/14	Paid \$75k, closed lot 1, lot 2 complete, lot 3 end of January.
32	TAG- Sanitary sewer study	05/12/14		09/09/14	35,000	-	35,000	30,625						Completed, reimbursement to be requested
37	Airport Approach Survey	07/01/14	07/01/16		11,213	-	11,213	-						Survey completed
	idX Building Reuse	12/15/14			504,000	-	504,000	-						Award notification received, Mid-East administering
10	NC Cardinal	07/01/14		06/30/15	22,345	-	22,345	-						Grant awarded, complete by 6/30/15
10	Historic Preservation Grant	07/01/14	08/21/15		15,000	-	15,000	-						RFP requested to update National Registry Inventory
10	EZ Technology Library Grant	11/03/14	12/12/14	04/15/15	4,863	5,223	10,086	-						

**Applications**

	Pre-App	Selected	Final App	Grant	Match	Total
FEMA AFG Fire Engine/Resc. Tools	11/30/14			353,929	18,571	372,500
Havens Garden PARTF				250,000	250,000	500,000

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 50 - CDBG Housing Development Program

**Grant Number:** CDBG 09-C-2050 (HD)

**Grant Agency:** Department of Commerce

**Contract Grant Administrator:** Holland Consultants

**City Grant Administrator:** Matt Rauschenbach

Award Date: 4/9/10    Grant Expiration Date: 10/31/14    Projected Completion Date: 1/15/15

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62
City Match	0	0	0	0
Other Match				
Total	\$227,700.00	\$185,718.62	\$227,700.00	\$185,718.62

Reimbursement to Date:	\$185,718.62
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$185,718.62

**Grant Status**

**Prior Activity:** Six homes have been constructed and occupied. WHI deposits \$6,000 for each grant lot closing in a the City Attorney's trust account until the City no longer has exposure to pay back grant funds. \$18,571.86/home is to repaid for the number of homes less than 10 that are not occupied as of 1/15/2015.

<b>Status:</b>	10	LMI home commitment
	2	Conveyed- non grant lots
	4	Conveyed- grant lots
	4	Remaining balance
	\$24,000	Trust account balance

**Activity during month:** WHA update discussion.

## **City of Washington Grant Update**

**Projected Activity for next Month:** Performance extension will be requested in January.

**Is project on schedule, if not what action is being taken:** Monthly update meetings with the Washington Housing Authority.

**Other Notes/Council Actions required (Anticipated Date of Council Action):** None

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name: Fund 52 - Comprehensive Bicycle Plan**

**Grant Number: 52-60-4930**

**Grant Agency: Mid-East Commission/NCDOT**

**Contract Grant Administrator: Justin Oakes**

**City Grant Administrator: Kristi Roberson**

**Award Date: 5/26/11    Grant Expiration Date: 12/31/13    Projected Completion Date: 6/30/14**

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
<b>Grant Funds</b>	\$28,000.00	\$23,430.00	\$ 28,000.00	\$25,830.00
City Match	7,000.00	7,000.00	7,000.00	6,457.50
Other Match				
Total	\$ 35,000.00	\$ 30,430.00	\$ 35,000.00	\$32,287.50

Reimbursement to Date:	\$ 23,430.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$ 23,430.00

**Grant Status**

**Prior activity:**

Field Evaluation; Public Input Survey; Steering Committee Meetings (5); Public Open House (2); Exhibit at BoCo Festival; Mapping

Completed addressing comments from City and NCDOT and submitted second draft for City and NCDOT review; worked to complete roadway inventory data gathering of roadway characteristics to provide to NCDOT to assist in review of proposed projects; discussed with Mid-East RPO; Mid-East finalized revisions on comments on Draft 4 and resubmitted to NCDOT.

**Activity during month:** Mid-East presented the Plan to the Recreation Advisory Board, who approved the Plan. The Plan was scheduled to go before the Planning Board, but due to a lack of a quorum, that meeting was cancelled.

**Projected activity for next month:** Presented to Planning Board November 25<sup>th</sup> and City Council December 8th.

## **City of Washington Grant Update**

**Is project on schedule, if not what action is being taken:**

Project was slowed from its initial schedule in an effort to receive more public input; as a result more time was needed for NCDOT review of initial draft. Completion of second draft was slowed slightly, but has been submitted. Staff continues continued to collect roadway characteristic data to assist NCDOT in project review. Mid-East staff has made completion of the plan a top departmental priority and will work to get project completed as quickly as possible. Due to RPO requirements from NCDOT for Project Prioritization, revisions on most recent version have taken longer than anticipated. Coordination between the Mid-East, the City, and NCDOT will continue through the completion of the project.

**Other notes/Council actions required (anticipated date of council action):**

Council action required upon completion of the plan; Presentations to Recreation Advisory Committee on October 20<sup>th</sup> (Completed), Planning Board on November 25<sup>th</sup> (rescheduled from October), and City Council December 8th.

**City of Washington  
Grant Update**

Agenda Date: January 26, 2015

<b>Grant Name: Fund 55 - idX NC One Grant</b>
<b>Grant Number: 2012-9573</b>
<b>Grant Agency: NC Dept. of Commerce One NC Grant Fund</b>
<b>Contract Grant Administrator:</b>
<b>City Grant Administrator: Matt Rauschenbach</b>

Award Date: 09/03/13 Grant Expiration Date: 09/03/16 Projected Completion Date: 09/03/16

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$300,000.00	\$0	\$300,000.00	\$0
City Match	0	0	0	0
Other Match				
<b>Total</b>	<b>\$ 300,000.00</b>	<b>\$0</b>	<b>\$ 300,000.00</b>	<b>\$0</b>

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		0
Total Reimbursement:	\$	0

**Grant Status**

**Prior activity:** Annual incentive match payment report submitted to DOC. Investment and employment being monitored.

**Activity during month:** Investment and employment being monitored. \$1,489,351 has been invested to date.

**Projected activity for next month:**

**Is project on schedule, if not what action is being taken:** On schedule

**Other notes/Council actions required (anticipated date of council action):** None at this time

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name: Fund 61 - Comprehensive Pedestrian Plan**

**Grant Number:**

**Grant Agency: Mid-East Commission**

**Contract Grant Administrator: Justin Oakes**

**City Grant Administrator: Kristi Roberson**

**Award Date: 5/20/13 Grant Expiration Date: 6/30/14 Projected Completion Date: 6/30/14**

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
<b>Grant Funds</b>	\$10,000.00	\$10,000.00	\$ 10,000.00	\$0
City Match	0		0	
Other Match				
<b>Total</b>	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$0

Reimbursement to Date:	\$10,000.00
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$10,000.00

**Grant Status**

**Prior activity:**

Steering Committee Meeting; review of existing pedestrian plan; site visits to locations included in the plan; census data collection, public survey preparation  
Prepared and distributed four sections of the draft plan to Steering Committee members for review; prepared materials and presentation for Steering Committee Meeting, which had to be distributed via e-mail as there were no members present at the meeting; Administered public input survey and prepared materials for public open house.

**Activity during month:**

Conducted site visits; finalizing recommended projects; reviewing Bike Plan recommendations to incorporate with Pedestrian Plan recommendations

**Projected activity for next month: Continue completion of Draft Plan**

## City of Washington Grant Update

**Is project on schedule, if not what action is being taken:**

While start was initially delayed due to the continued work on the Comprehensive Bicycle Plan, Mid-East is currently working to complete the plan and it is a top departmental priority. Work has been slowed in order to concentrate on completion on Bike Plan, but completion and submission of draft plan to City Staff is anticipated by the end of the year.

**Other notes/Council actions required (anticipated date of council action):** Council action required upon completion of the plan (anticipated early 2015)

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name: Fund 65 - Economic Development Incentives – Spinrite Services**

**Grant Number: N/A**

**Grant Agency: City of Washington**

**Contract Grant Administrator: N/A**

**City Grant Administrator: Matt Rauschenbach**

**Award Date: 1/7/12    Grant Expiration Date: 1/7/15    Projected Completion Date: 1/7/15**

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$0	\$0	\$0	\$0
City Match	90,000.00	90,000.00	90,000.00	67,500.00
Interest Earned		446.57		
Equity Transfer				<u>22,946.57</u>
Total	<u>\$90,000.00</u>	<u>\$90,446.57</u>	<u>\$90,000.00</u>	<u>\$90,446.57</u>

Reimbursement to Date:	\$	0
Outstanding Reimbursement requests:		<u>0</u>
Total Reimbursement:	\$	0

**Grant Status**

**Prior activity:** Beaufort County is the Local Government administering the NC One Fund Grant. The City expenditure to date of \$67,500 reflects our portion of the grant match based on actual jobs created. Reimbursement to date is 75%.

**Activity during month:**

**Projected activity for next month:** Grant to be closed out.

**Is project on schedule, if not what action is being taken:** yes

**Other notes/Council actions required (anticipated date of council action):**

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 66 - New Terminal Building (Design and Bidding)

**Grant Number:** 36237.38.12.1 (2012 Vision Funds)

**Grant Agency:** NCDOT Division of Aviation

**Contract Grant Administrator:** Talbert & Bright

**City Grant Administrator:** Allen Lewis

**Award Date:** 4/4/13    **Grant Expiration Date:** 7/1/15    **Projected Completion Date:** April 2014

**Financial Status:**

	Total Budgeted Revenues	Actual Revenues Project to Date	Total Budgeted Expenditures	Actual Expenditures Project to Date
Grant Funds	\$99,694.00	\$99,694.66	\$99,694.00	\$99,694.66
City Match	\$11,077.00	\$11,077.19	\$11,077.00	\$11,077.19
Other Match				
Total	\$110,771.00	\$110,771.85	\$110,771.00	\$110,771.85

Reimbursement to Date:	\$99,694.66
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$99,694.66

**Grant Status**

**Prior activity:** Design was complete in October 2013 and bids were received in November 2013. Bids were presented to City Council in December 2013. Reimbursement requests for design and bidding phase costs were submitted to the NCDOT Division of Aviation on 07-31-13, 10-08-13, 11-12-13 and 02-04-14. A final invoice was prepared for this project and a final reimbursement request submitted to the NCDOT Division of Aviation. Reimbursement received 04-11-14. Grant funds (\$1,272) that are not spent will be available for use in a separate grant at a later date.

**Activity during month:** N/A.

**Projected activity for next month:** N/A. Project complete.

**Is project on schedule, if not what action is being taken:** Yes, project is complete.

**Other notes/Council actions required (anticipated date of council action):** N/A.

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 66 - New Terminal Building (Construction)

**Grant Number:** 36237.38.13.1 (New Terminal Building)

**Grant Agency:** NCDOT Division of Aviation

**Contract Grant Administrator:** Talbert & Bright

**City Grant Administrator:** Allen Lewis

Award Date: 2/24/12 Grant Expiration Date: 7/1/17 Projected Completion Date: June 2015

### Financial Status:

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$199,277.00	\$0	\$199,277.00	\$ 0
City Match	\$22,142.00	\$22,142.00	\$22,142.00	\$ 0
Other Match				
Total	\$221,142.00	\$22,142.00	\$221,142.00	\$ 0

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$ 0

### Grant Status

**Prior activity:** This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. The grant application submitted includes 2012 Vision 100 Funds in the amount of 49,277.00 and 2013 Vision 100 Funds in the amount of \$150,000. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured. Floor slab poured week of June 30.

**Activity during month:** Rough framing of structure scheduled to start.

**Projected activity for next month:** Complete rough framing of the structure and possible "weather-in" structure.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** N/A

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 66 - New Terminal Building (Construction)  
**Grant Number:** 36244.51.9.1 (State Discretionary Funding 12/13)  
**Grant Agency:** NCDOT Division of Aviation  
**Contract Grant Administrator:** Talbert & Bright  
**City Grant Administrator:** Allen Lewis

Award Date: 2/24/14 Grant Expiration Date: 7/1/17 Projected Completion Date: June 2015

### Financial

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$500,000.00	\$316,925.94	\$500,000.00	\$389,725.00
City Match	\$55,556.00	\$55,556.00	\$55,556.00	\$ 43,302.78
Other Match				
Total	\$555,556.00	\$372,481.94	\$555,556.00	\$433,027.78

Reimbursement to Date:	\$ 316,925.94
Outstanding Reimbursement	72,799.06
Total Reimbursement:	\$389,725.00

### Grant Status

**Prior activity:** This grant was approved by the State on February 24, 2014 and received by the City on March 1, 2014. Contract documents were finalized and construction started on March 31, 2014. Surcharge pile was removed and partial foundation excavated and poured. Floor slab poured week of June 30.

**Activity during month:** Rough framing of structure scheduled to start and request reimbursement of expenditures of \$20,760.48.

**Projected activity for next month:** Complete rough framing of the structure and possible "weather-in" structure.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** N/A.

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 67 - Façade Grants

**Grant Number:**

**Grant Agency:** City of Washington

**Contract Grant Administrator:**

**City Grant Administrator:** John Rodman

Award Date: 7/1/14 Grant Expiration Date: 6/30/15 Projected Completion Date: 6/30/15

**Financial Status:**

Grant Funds	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
City Match	\$20,000.00	\$ 0	\$20,000.00	\$ 10,911.63
Interest		21.00		
<b>Total</b>	<b>\$20,000.00</b>	<b>\$ 21.00</b>	<b>\$20,000.00</b>	<b>\$ 10,911.63</b>

Reimbursement to Date:	\$ 0
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$ 0

**Grant Status**

**Prior activity:**

**Activity during month:** Two façade grant reimbursements to date.

**Projected activity for next month:**

**Is project on schedule, if not what action is being taken:** on schedule

**Other notes/Council actions required (anticipated date of council action):** N/A

## City of Washington Project Update

Agenda Date: January 26, 2015

**Grant Name: Fund 69 – Way Finding Project**

**Engineer/Architect:**

**Construction Company:**

**City Project Administrator: John Rodman**

**Project Start Date: 10/1/13**

**Projected Completion Date: 4/1/15**

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
City Funds	\$150,000.00	\$150,000.00	\$150,000.00	\$7,512.50
Interest Earnings		200.23	0	0
Other				
Total	\$150,000.00	\$150,200.23	\$150,000.00	\$7,512.50

**Project Status**

**Prior Activity:**

Project Steering Committee stakeholders invited to participate in Phase 1 of the Wayfinding project. A total of 6 meetings have been held that consisted of getting started, developing goals and objectives, naming attractions and destinations, selecting preferred routes and gateways, gathering data on existing inventory and conditions, and analyzing that data. Created Design Concepts. Completed public input session for concepts. Steering Committee selected Final design based on input. Final Design concept presented to City Council.

**Projected Activity for next Month:**

Begin the development of a Sign Location Plan and receive comments from the NC DOT on sign standards and placement. Begin to determine the needed amount of signage and the formation of a preliminary budget.

**Is project on schedule, if not what action is being taken:**

Project is on schedule to be completed in FY 2015

**Other Notes/Council Actions required (Anticipated Date of Council Action):**

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 71 – Airport Lighting Rehabilitation Project  
**Grant Number:** 36244.51.10.1 (State Discretionary Funding 13/14)  
**Grant Agency:** NCDOT Division of Aviation  
**Contract Grant Administrator:** Talbert & Bright  
**City Grant Administrator:** Allen Lewis

Award Date: 03/07/14 Grant Expiration Date: 07/01/18 Projected Completion Date: June 2018

### Financial

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenses</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$325,000.00	\$30,267.57	\$325,000.00	\$30,267.57
City Match	\$36,111.00	\$36,111.00	\$36,111.00	\$3,363.08
Other Match				
Total	\$361,111.00	\$66,378.57	\$361,111.00	\$33,630.65

Reimbursement to Date:	\$ 30,267.57
Outstanding Reimbursement requests:	<u>0</u>
Total Reimbursement:	\$ 30,267.57

### Grant Status

**Prior activity:** The City received notification dated March 7, 2014, that the above noted funds had been allocated for this project. Approved project ordinance agreement – 04-14-14. Submitted application to State for grant agreement – 06-10-14. Waiting for executed grant agreement from State.

**Activity during month:** Received executed grant agreement from State on July 3.

**Projected activity for next month:** Begin and proceed with initial phase of design.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** Tentative award of contract this calendar year. Not sure of date at this time.

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 75- Assistance to Firefighters

**Grant Number:** EMW-FO-00197

**Grant Agency:** FEMA

**Contract Grant Administrator:** N/A

**City Grant Administrator:** Robbie Rose

**Award Date:** 08/08/2014    **Grant Expiration Date:** 08/07/2015    **Projected Completion Date:**

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$47,500.00	\$0	\$47,500.00	\$0
City Match	2,500.00	0	2,500.00	0
Other Match				
Total	\$50,000.00	\$0	\$50,000.00	\$0

Reimbursement to Date: \$0  
 Outstanding Reimbursement requests: 0  
 Total Reimbursement: \$0

**Grant Status**

**Prior activity:** Received EHP approval and forwarded purchase order to installer on 01/13/15.

**Activity during month: Projected activity for next month:** Installation should begin and be completed in February.

**Is project on schedule, if not what action is being taken:** yes

**Other notes/Council actions required (anticipated date of council action):**

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 76 - EDA Water Projects  
**Grant Number:** EDA Project No. 04-79-06833  
**Grant Agency:** USDOC - EDA  
**Contract Grant Administrator:** Mid-East Commission  
**City Grant Administrator:** Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$722,129	\$ 0	\$722,129	\$18,064.93
City Match	\$706,133	\$706,133.00	\$706,133	\$17,664.77
Total	\$1,428,262	\$706,133.00	\$1,428,262	\$ 35,729.70

Reimbursement to Date: \$0  
 Outstanding Reimbursement requests: \$0  
 Total Reimbursement: \$0

**Grant Status**

**Prior activity:** Topographic surveying and design work started and ongoing.

**Activity during month:** Design work is continuing along with permitting.

**Projected activity for next month:** Waiting on permit approval.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has been completed per grant requirements.

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Fund 77 - EDA Sewer Projects  
**Grant Number:** EDA Project No. 04-79-06833  
**Grant Agency:** USDOC - EDA  
**Contract Grant Administrator:** Mid-East Commission  
**City Grant Administrator:** Allen Lewis

Award Date: 09-11-13 Grant Expiration Date: 03-11-17 Projected Completion Date: 02-28-17

**Financial Status:**

	Total Budgeted <u>Revenues</u>	Actual Revenues <u>Project to Date</u>	Total Budgeted <u>Expenditures</u>	Actual Expenditures <u>Project to Date</u>
Grant Funds	\$719,920	\$0	\$719,920	\$ 77,413.32
City Match	\$703,974	\$703,974	\$703,974	\$ 75,698.64
Total	\$1,423,894	\$703,974	\$1,423,894	\$153,111.96

Reimbursement to Date: \$0  
 Outstanding Reimbursement requests: \$0  
 Total Reimbursement: \$0

**Grant Status**

**Prior activity:** Topographic surveying and design work started and ongoing.

**Activity during month:** Design work is continuing along with permitting.

**Projected activity for next month:** Waiting on permit approval.

**Is project on schedule, if not what action is being taken:** Yes, project is on schedule.

**Other notes/Council actions required (anticipated date of council action):** Council action will be required to award construction project in December 2014, once design is completed and project is bid. Reimbursement requests for design cannot be made until 25% of the total construction project has been completed per grant requirements.

## City of Washington Grant Update

Agenda Date: January 26, 2015

**Grant Name:** Keysville Road Subdivision Grant  
**Grant Number:** CDBG 05-C-1490  
**Grant Agency:** Division of Community Assistance  
**Contract Grant Administrator:** Holland Consultants  
**City Grant Administrator:** Matt Rauschenbach

Award Date: 2005      Grant Expiration Date: 6/4/13      Projected Completion Date: 7/1/16

**Financial Status:**

	<u>Total Budgeted Revenues</u>	<u>Actual Revenues Project to Date</u>	<u>Total Budgeted Expenditures</u>	<u>Actual Expenditures Project to Date</u>
Grant Funds	\$250,000.00	\$250,000.00	\$250,000.00	250,000.00
City Match	70,000.00	70,000.00	70,000.00	70,000.00
Other Match				
Total	\$320,000.00	\$320,000.00	\$320,000.00	\$320,000.00

Reimbursement to Date:	\$250,000.00
Outstanding Reimbursement requests:	0
Total Reimbursement:	\$250,000.00

**Grant Status**

**Prior activity:** Grant was closed for non-performance. \$25,000 of grant funds returned in July 2012, \$225,000 balance to be reimbursed in \$75,000 increments over the next three years net of a \$50,000 allowance/qualifying home, no recapture mechanism once funds are returned.

**Activity during month:** Construction on lot 2 complete.

**Projected activity for next month:** Bank approval for individual purchasing lot 2 home. Complete construction on lot 3.

**City of Washington  
Grant Update**

**Is project on schedule, if not what action is being taken:** Monthly status meetings with Metropolitan.

**Other notes/Council actions required (anticipated date of council action):**

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>General Fund:</b>								
IT	10-00-4132-7400	Wireless Bridge- sewer plant	1,204	(1,632)	0	2,836	Completed PY, TDA phone move CR	1
		Redundant PRI	6,917	6,709	0	208	Complete	1
		Redundant Cisco phone svr.	19,063	18,617	0	446	Complete	1
		IP addressing	1,520	0	1,520	0	In progress	1
		<b>Total IT</b>	<b>28,704</b>	<b>23,694</b>	<b>1,520</b>	<b>3,490</b>		
Police	10-10-4310-7400	Vehicles	134,000	53,859	51,599	28,542	#140 on order, 3 received	
Fire	10-10-4340-7400	Thermal imaging camera	8,105	8,094	0	11	Complete	1
		Support vehicle 1	29,914	425	28,628	861	On order	
		<b>Total Fire</b>	<b>38,019</b>	<b>8,519</b>	<b>28,628</b>	<b>873</b>		
Planning	10-10-4910-7400	Streetscape	25,000	0	0	25,000	Committee forming, met October 21	
	10-10-4910-0400	Havens Garden Master Plan	7,200	3,137	4,063	0	Complete by February	
Powell Bill	10-20-4511-4500	Street Paving	279,208	195,888	47,400	35,920	Original contract completed	2
Street Maintenance	10-20-4510-7400	Dump truck #454	64,000	63,816	0	184	Complete	
Library	10-40-6110-7400	PC virtualization	14,700	12,471	0	2,229	10 complete, including 6 additional	
Outside Agency	10-40-6170-9113	Veterans Park Sign	6,920	3,946	745	2,229	Complete	1,2
Rec. Maintenance	10-40-6130-7400	3rd St ball field RR	59,620	59,620	0	0	Complete	1
		Utility trucks # 807 & 810	63,783	40,440	24,051	(708)	807 delivered. 810 due by end of the month	
		<b>Total Rec. Maintenance</b>	<b>123,403</b>	<b>100,060</b>	<b>24,051</b>	<b>(708)</b>		
		<b>Total General Fund</b>	<b>721,154</b>	<b>465,390</b>	<b>158,005</b>	<b>97,759</b>		
<b>Water:</b>								
Water Meter Svc.	30-90-7250-7000	AMR meters	110,000	70,248	4,813	34,939	Complete March	1
Water Treatment	30-90-8100-7400	Van #552 & pickup #565	40,000	39,241	0	759	Complete	
Water Maintenance	30-90-8140-7400	Truck #414 body	7,393	8,399	0	(1,006)	Complete	1
Water Construction	30-90-8180-0400	16" WL engineering	61,653	980	60,673	0	Engineering completed	1
	30-90-8180-7400	Summit Ave. water line	168,806	76,380	0	92,426	Complete	1,2
		<b>Total Water Fund</b>	<b>387,851</b>	<b>195,248</b>	<b>65,486</b>	<b>127,118</b>		
<b>Sewer:</b>								
Wastewater Treatment	32-90-8220-7000	Blast & paint clarifiers 1&2	14,600	14,600	0	0	Complete	1
	32-90-8220-7400	Vehicle #548	25,000	24,911	0	89	Complete	
	32-90-8220-7400	Effluent control panel	24,000	7,844	12,682	3,474	Complete by March 1	
	32-90-8220-7400	Tractor equipment	17,000	15,816	0	1,184	Complete	
Lift Stations	32-90-8230-7400	Rebuild 5th&Respass pump c	40,000	11,932	27,840	228	Complete April 1	
	32-90-8230-7400	Fountain L.S. generator	8,663	913	7,784	(34)	Complete	1
		<b>Total Sewer Fund</b>	<b>129,263</b>	<b>76,015</b>	<b>48,306</b>	<b>4,942</b>		

Fund/Department	Account	Description	Budget \$	Spent	Open PO	Balance	Status	Notes
<b>Electric:</b>								
Electric Director	35-90-7220-0400	Peak Shaving Rate Study	8,962	8,176	786	0	Council presentation January	1
		<b>Total Electric Director</b>	<b>8,962</b>	<b>8,176</b>	<b>786</b>	<b>0</b>		
Electric Meter Service	35-90-7250-7400	Test Switches	1,740	1,740	0	0	Complete	1
		Meters & handhelds	70,000	0	14,505	55,495	In progress	
		<b>Total Electric Meter Svc.</b>	<b>71,740</b>	<b>1,740</b>	<b>14,505</b>	<b>55,495</b>		
Substation Maint.	35-90-8370-7400	Eastern substation breaker	46,512				Completed	1
		VOA recloser	20,000				Not started.	
		Distribution reclosers	20,000				On order	
		Capacitors	8,000				Not started.	
		E. substation security system	2,500				Using Tropos. Started.	
		FRHL & Whar St. bus metering	5,500				Complete	
		Chocowinity breaker rebuild	100,000				Complete	
		Main substation rebuild	250,000	0	0		Acquiring materials	
		<b>Total Substation</b>	<b>452,512</b>	<b>82,729</b>	<b>138,476</b>	<b>231,307</b>		
Load Management	35-90-8375-7400	Load management switches	70,000	0	65,600	4,400	On order	
Power Line Construction	35-90-8390-7400	2nd St./5th St Rebuild Engineer	71,538				Complete	2
		High School Feeder relocation	114,332				Complete	1,2
		Grimesland Feeder Engineerin	73,226				Complete	1,2
		NC 32 Feeder Engineering	32,299				Project ongoing	1,2
		White Post/Slatestone Feeder	100,000				Delayed to FY 15. Not started	2
		NC 32 Feeder rebuild	325,000				Under construction	
		2nd St./5th St Rebuild	300,000				Acquiring materials	
		Line truck #617	230,000				On order	
		Dually F350 #613	50,000				On order	
		Portable air compressor	20,000				Compiling specs	
		<b>Total Power Line Construct</b>	<b>1,316,395</b>	<b>179,669</b>	<b>406,613</b>	<b>730,113</b>		
		<b>Total Electric Fund</b>	<b>1,919,609</b>	<b>272,314</b>	<b>625,980</b>	<b>1,021,315</b>		
<b>Solid Waste Collection:</b>	38-90-4710-7400	Two leaf machines	60,000	51,042	0	8,958	Complete	
		<b>Total Solid Waste</b>	<b>60,000</b>	<b>51,042</b>	<b>0</b>	<b>8,958</b>		
<b>Cemetery:</b>								
Cemetery Fund	39-90-4740-5600	Storm drain repairs	7,223	7,223	0	0	Complete	2
	39-90-4740-7400	Two equipment sheds	30,000	3,000	27,000	0	On order, complete Feb. 1	
		<b>Total Cemetery</b>	<b>37,223</b>	<b>10,223</b>	<b>27,000</b>	<b>0</b>		
<b>Grand Total</b>		<b>Grand Total</b>	<b>3,255,100</b>	<b>1,070,232</b>	<b>924,777</b>	<b>1,260,091</b>		

Notes:

- 1 PO carryforward
- 2 Project carryforward

City of Washington Accident Statistics Report					4th Quarter 2014		
					12/31/2014		
				2014 Calendar Year Total			
Department	October	November	December	#OSHA Recordable	Non Recordable	Total	
Public Works				5	0	5	
Electric	1 - Slip/Trip/Fall			2	2	4	
Fire				1	2	3	
Police				5	0	5	
Administrative Services				1	0	1	
Comm & Cultural Svcs.				0	0	0	
				14	4	18	
*Denotes an OSHA Recordable Accident							
1904.7(a)							
Recordable - Basic requirement. An injury or illness meets the general recording criteria, and therefore is deemed recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first-aid, or loss of consciousness. A case will also meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.							
Non - recordable . An injury or illness that requires treatment that is defined as first aid with first aid being defined in 1904.7(b)(5)(ii).							



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** John Rodman, Community & Cultural Services  
**Date:** January 20, 2015  
**Subject:** Adopt resolution to consider a zoning change consisting of 6.49 acres of vacant property located on Slatestone Road.  
**Applicant Presentation:** Robert M. Leggett  
**Staff Presentation:** John Rodman, Community & Cultural Services

### RECOMMENDATION:

I move that the City Council accept the recommendation of the Planning Board and adopt the resolution to approve the rezoning of the property located on Slatestone Road containing 6.49 acres, from R9-S (Residential) to O&I (Office & Institutional).

### BACKGROUND AND FINDINGS:

A request has been made by Robert & Belinda Leggett to rezone 6.49 acres of property located on Slatestone Road and adjacent to Washington High School and Slatestone Drive. The property is currently zoned R9-S (Residential) and the request is to rezone the property to O&I (Office & Institutional). O&I is often considered a buffer zone between residential and commercial or other intensive uses. The rezoning is consistent with the Comprehensive Plan and the Future Land Use Map. The Planning Board voted unanimously to recommend to City Council to approve the rezoning.

### PREVIOUS LEGISLATIVE ACTION

Planning Board meeting – December 16, 2014  
City Council – Public Hearing – 1<sup>st</sup> Reading – January 12, 2015

### FISCAL IMPACT

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

### SUPPORTING DOCUMENTS

Application for the rezoning	Planning Board report	Resolution
Map of the subject property	Permitted Uses	

<b>City Attorney Review:</b>	_____	Date By: _____	(if applicable)
<b>Finance Dept Review:</b>	_____	Date By: _____	(if applicable)
<b>City Manager Review:</b>	<u>Concur</u>	Recommend Denial _____	No
Recommendation		<u>1/20/15</u>	Date

COPY

City of Washington  
Department of Planning and Development  
Rezoning Request Application

Page 1: Ownership, Property and Zoning Request Information

Date: 12-03-2014

Fee: \$125.00

**OWNERSHIP INFORMATION**

Applicant Name: Robert M. Leggett and Belinda Gail Leggett

Address: 2525 Jay Circle, Greenville, NC 27858

Phone No.: 252-347-3560

Applicant's Legal Interest in the Property:

Owner: Fortescue Investment Group, LLC

Address: 444 Stewart Parkway, Washington, NC 27889

Phone No.:

Date Property Acquired: 07-08-1996

Deed Reference: Book 1051, Page 709

**PROPERTY INFORMATION**

Tax Map: 569600 / 87493

Parcel Number: 5696-03-4089

Area (square feet or acres): 6.49 Acres

Current Land Use: Residential / Agricultural / Wooded (Partially)

Location of Property: SR 1507 / Slatestone Rd, Washington, NC 27889

**ZONING REQUEST INFORMATION**

Existing Zone: ~~R95~~ R95

Requested Zone: O-I

Reason for zoning change and a statement regarding the changing conditions, in the area and in the City, that makes the proposed amendment reasonably necessary to the promotion of the public health, safety and general welfare.

Applicant wishes to request re-zoning for a purpose of child care facility construction

Continue to Page 2 of the Rezoning Request Application

**City of Washington**  
**Department of Planning and Development**  
**Rezoning Request Application**

Page 2: Property Owners Within 100 Feet

List the adjoining property owners within 100 feet of the property in question. (Note: where the property is bound by a street, alley, stream, or similar boundary, the land owner across such a boundary shall also be considered an adjoining land owner.)

TO FIND LISTINGS OF ADJOINING PROPERTY OWNERS, FOLLOW THESE STEPS:

1. Locate the subject property on the map in the City Planning Office and write down the entire parcel number. Be sure to write down the map number, section number, and individual parcel number, in that order (example: 5675-06-3291).
2. Go to the Beaufort County Land Records Office at 220 N. Market Street, Show the attendant the parcel number, and ask the attendant to run off a map of the property that shows the adjacent property for at least 100 feet on all sides. The lots within 100 feet of the subject property, or show you how to find the information on the land records computer.  
 Note: In the Beaufort County records, the parcel number is called the "alternate parcel number".
3. Write down the name(s) of the owners of each of the adjacent lots within 100 feet, the parcel number of the lot, and the owner's entire address below. If no address is listed, make a note to the effect.

PLEASE NOTE: ACCURACY IS VERY IMPORTANT BECAUSE IF SOMEONE WITHIN 100 FEET OF THE PROPERTY IN QUESTION FAILS TO GET NOTIFIED, THE REQUEST MAY BE VOIDED EVEN IF THE BOARD VOTES IN YOUR FAVOR.

<u>NAME</u>	<u>PARCEL NUMBER</u>	<u>ADDRESS</u>
1. Fortescue Investment Group, LLC	5696-03-4089	444 Stewart Parkway Washington, NC 27889
2. Life, Inc.	5696-02-5984	2609 Royall Ave Goldsboro, NC 27534
3. Jacob A. Rascoe, Jr.	5696-02-4844	226 Slatestone Rd Washington, NC 27889
4. Eduardo Martinez	5696-02-3778	101 Slatestone Drive Washington, NC 27889
5. Otha E. Whitney	5696-02-2899	103 Slatestone Drive Washington, NC 27889
6. Judy Dunning Beacham	5696-02-1992	105 Slatestone Drive Washington, NC 27889
7. Rhylon C. Rhodes	5696-03-1163	330 Slatestone Road Washington, NC 27889
8. Stacey Lewis Kifer	5696-02-1916	107 Slatestone Drive Washington, NC 27889

**City of Washington**  
**Department of Planning and Development**  
**Rezoning Request Application**

Continue From Page 2: Property Owners Within 100 Feet

List the adjoining property owners within 100 feet of the property in question. (Note: where the property is bound by a street, alley, stream, or similar boundary, the land owner across such a boundary shall also be considered an adjoining land owner.)

9. Kristin Linnen	5696-03-0031	208 Clayton Street Washington, NC 27889
10. Harold S. Sebesta	5686-93-9025	111 Slatestone Drive Washington, NC 27889
11. Larue C. Rogers	5686-93-8038	113 Slatestone Drive Washington, NC 27889
12. Richard D. Peed, Jr.	5686-93-7143	108 Spruce Street Washington, NC 27889
13. Louis W. Martin, Jr.	5686-93-6148	117 Slatestone Drive Washington, NC 27889
14. Washington City School Administration	5696-03-8747	102 East 2 <sup>nd</sup> Street Washington, NC 27889
15. Morris Ray Smith, Jr.	5696-02-8801	333 Slatestone Road Washington, NC 27889
16. Elsie P. Mizelle	5696-12-0959	507 Alexis Drive New Bern, NC 28562
17. John Christopher Barfield	5696-23-0040	1200 Shore Line Drive Gulf Breeze, FL 32561

City of Washington  
Department of Planning and Development  
Rezoning Request Application  
Page 3: Legal Description and Owner/Agent Statement

**LEGAL DESCRIPTION** (Metes and Bounds Description):

To Wit: 6.49 Acres Elsie P. Mizell - SR 1507

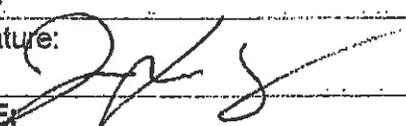
Location: SR 1507 - Statestone Road - south side Washington High School

**OWNER/AGENT STATEMENT** James Fontaine Sr.

I, James Fontaine Sr., being the Owner or Agent acting on behalf of the owner request that the attached rezoning request of \_\_\_\_\_ be placed on the agenda of the Planning Board meeting scheduled for 12/3/14.

I certify that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief. I authorize the City of Washington to place a sign on the property in question for the purpose of alerting the general public of my request, no less than seven (7) days prior to the meeting.

I understand that failure to address any item in these requirements may result in the rezoning not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Signature: 

Date: 12/3/14

**NOTE:**

Agents acting on behalf of property owners must submit a notarized letter from the property owner which gives them authority to act on their behalf.



Beaufort  
Printed December 03, 2014  
See Below for Disclaimer



- Parcels
- Property Land Owners
- GPIN
- Interior Tract Lines
- Centerlines
- County Line
- County Line (Solid)
- State

<b><u>OBJECTID</u></b> 17723	<b><u>PIN</u></b> 15007224	<b><u>GPIN</u></b> 5696-03-4089
<b><u>GPIN Long</u></b> 5696-03-4089	<b><u>OWNER NAME</u></b> FORTESCUE INVESTMENTS GROUP LLC	<b><u>OWNER NAME2</u></b>
<b><u>MAILING ADDRESS 2</u></b>	<b><u>CITY</u></b> WASHINGTON	<b><u>MAILING ADDRESS</u></b> 444 STEWART PARKWAY
<b><u>STATE</u></b> NC	<b><u>PROPERTY ADDRESS</u></b> SR 1507	<b><u>ACRES</u></b> 6.49
<b><u>ZIP</u></b> 27889	<b><u>MAP SHEET</u></b> 569600	<b><u>NBR BLDG</u></b> 0
<b><u>ACCT NBR</u></b> 87493	<b><u>DEED BOOK and PAGE</u></b> 1051/0709	<b><u>LAND VAL</u></b> 22510
<b><u>DATE</u></b> 07/08/1996	<b><u>DEFR VAL</u></b> 0	<b><u>TOT VAL</u></b> 22510
<b><u>BLDG VAL</u></b> 0	<b><u>NBHD DESC</u></b> ZONE1 AVERAGE	<b><u>SUB CDE</u></b>
<b><u>NBHD CDE</u></b> A1	<b><u>STAMPS</u></b> 32	<b><u>SALE PRICE</u></b> 16000
<b><u>SUB DESC</u></b>	<b><u>LAND USE</u></b>	<b><u>DISTRICT</u></b> 5
<b><u>ZONE</u></b>	<b><u>MBL</u></b> 56960036	<b><u>EXEMPT AMT</u></b>
<b><u>PROP DESC</u></b> 6.49 AC ELSIE P MIZELLE	<b><u>YR BUILT</u></b>	<b><u>SQ FT</u></b>
<b><u>ROAD TYPE</u></b> P	<b><u>NBR BATHS</u></b>	<b><u>EFF YR</u></b>
<b><u>NBR BED</u></b>		
<b><u>PREV ASSESS</u></b> 22510		
<p>Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data.</p>		

# Attachment "A"



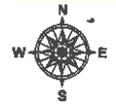
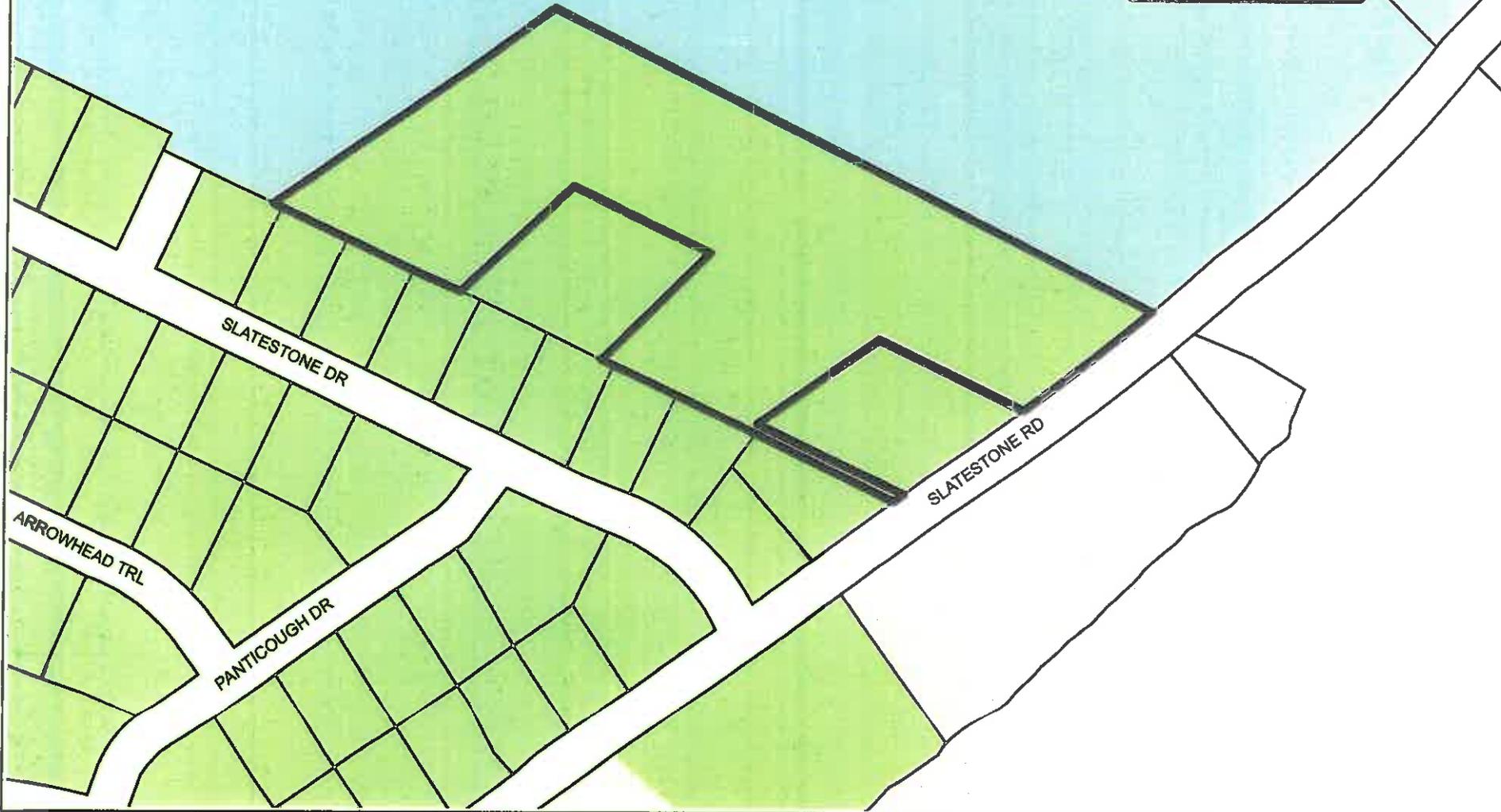
## Zoning Map

### Rezoning Request – Slatestone Road, Robert Leggett



**Legend**

- Property for Rezoning
- parcels
- O&I
- R9S
- RA20





# City of Washington Comprehensive Plan

## Future Land Use



**WORKSHEET FOR REZONING REQUESTS**

Applicant: Robert M. Leggett  
 Property Location: Slatestone Road  
 Parcel ID: 5696-03-4089  
 Lot Size: 6.49 acres  
 Existing Zoning Designation: R9-S (Residential)  
 Proposed Zoning Designation: O & I (Office & Institutional)  
 Meeting Date: December 16, 2014

**REASONABLE FINDINGS OF FACT**

<b>A. Size of the tract-</b> The overall size of the tract of land proposed for rezoning is reasonable when compared to the size of the zoning district in which the subject property is located.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>B. Compatibility with a comprehensive plan-</b> The proposed rezoning is consistent with any comprehensive plan, area plan or elements thereof.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>C. Impact-</b> The impact to the adjacent property owners and the surrounding community is reasonable, and the benefits of the rezoning outweigh any potential inconvenience or harm to the community.	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>D. Comparison of uses-</b> The allowed uses within the proposed zoning district are similar or compatible to the surrounding area and zoning district.	<input checked="" type="radio"/> Yes	<input type="radio"/> No

**GRANTING THE REZONING REQUEST**

Motion to grant the rezoning request upon finding that the rezoning is reasonable considering one or more of the above findings of fact A-D being found in the affirmative and that the rezoning advances the public interest.

**DENYING THE REZONING REQUEST**

Motion to deny the rezoning upon finding that the proposed rezoning does not advance the public interest and is unreasonable due to the following:

- A. The size of the tract.
- B. Incompatibility with the comprehensive plan or other adopted plan.
- C. Impact to surrounding community and immediate neighbors
- D. Permitted or special uses are not consistent with surrounding uses.

PLANNING BOARD REPORT – Rezoning – Robert M. Leggett

Per NCGS 160A-387, all proposed amendments to the zoning ordinance or zoning map shall have a written report provided from the Planning Board to the City Council within thirty (30) days of referral of the amendment to the Planning Board, or the City Council may proceed in its consideration of the amendment without the Planning Board report. Furthermore, in no case is the City Council bound by the recommendations, if any, of the Planning Board.

Per NCGS 160A-383, the Planning Board shall advise and comment on whether the proposed zoning amendment is consistent with all applicable officially adopted plans, and provide a written recommendation to the City Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the City Council.

PLANNING BOARD RECOMMENDATIONS

  X   **Approval** – the application is consistent with all of the objectives and policies for growth and development contained in the City of Washington Land Use Plan and Comprehensive Plan.

           **Approval with conditions** – the application is not fully consistent with all the objectives and policies for growth and development of the City of Washington Land Use Plan and Comprehensive Plan, so the following conditions are recommended in order to make it fully consistent:

           **Denial** – this project or application is not consistent with all the objectives and policies for growth and development of the City of Washington Land Use Plan and Comprehensive Plan.

           **Continued** – the application as presented requires additional information to be determined by the staff in order for the Planning Board to determine if the project is consistent with all the objectives for growth and development contained in the Washington Land Use Plan and Comprehensive Plan.

This report reflects the recommendation of the Planning Board, this the   16th   day of   December  , 2014.

Attest:

  
Planning Board Chair

  
Director, Planning & Development



RESOLUTION OF THE CITY OF WASHINGTON ADOPTING THE PLAN  
CONSISTENCY REVIEW STATEMENT FOR A PROPOSED ZONING MAP  
AMENDMENT

---

**WHEREAS**, the City of Washington received a request to rezone property from R9-S (Residential) to O&I (Office and Institutional) specifically identified as Beaufort County Parcel Identification Number 5696-03-4089 (see *Attachment A*);

**WHEREAS**, effective January 1, 2006, North Carolina General Statute 160A-383 requires that "prior to adopting or rejecting any zoning amendment" each local governing board "shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest";

**WHEREAS**, this zoning request was duly advertised and was the subject of a public hearing by the Council of the City of Washington on January 12, 2015;

**WHEREAS**, the Council for the City of Washington has considered the application to amend the Zoning Map and finds that the amendment is warranted, in order to achieve the purposes of the Comprehensive Plan and the Future Land Use Map;

**NOW, THEREFORE, BE IT RESOLVED BY THE WASHINGTON CITY COUNCIL THAT**, the Plan Consistency Review Statement presented by the Planning Board be adopted and as a result, the adoption of the proposed rezoning of the subject parcel be approved.

Adopted this 26<sup>th</sup> day of January 2015.

---

Jay MacDonald Hodges, Mayor

ATTEST:

---

Cynthia S. Bennett, City Clerk



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Allen Lewis, Public Works Director *AL*  
**Date:** January 20, 2015  
**Subject:** Adopt a resolution to accept a grant in the amount of \$89,109 from the North Carolina Department of Transportation to help fund the Runway 5-23 Lighting Rehab Project.

**Applicant Presentation:** N/A  
**Staff Presentation:** Allen Lewis

### RECOMMENDATION:

I move that Council adopt the resolution as shown on page four (4) of the attached Grant Agreement.

### BACKGROUND AND FINDINGS:

The attached agreement is for State Aid to Airports in the amount of \$89,109. The City's matching contribution for these funds is \$9,901, or 10% of the total \$99,010. This grant will be combined with another grant previously approved by council on June 9, 2014, to fund this project. In addition to the grant agreement, also attached is a copy of the project budget including expenditures and revenues.

### PREVIOUS LEGISLATIVE ACTION

Most recently 01-12-15 – budget ordinance and grant project amendment.

### FISCAL IMPACT

Currently Budgeted (Account )  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

Attached Block Grant Agreement and project budget.

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** *Concur* \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation *1/20/15* Date

**Warren Field**  
**City of Washington, NC**  
**Runway 5-23 Lighting Rehabilitation**  
**November 2014**

<b>Construction Costs</b>		
Base Bid - Runway 5-23 Lighting System Rehabilitation	\$	273,256.00
Bid Alternate 1 - Runway 5 PAPI	\$	14,070.00
Bid Alternate 2 - Runway 5 REIL	\$	13,950.00
Bid Alternate 3 - Lighted Wind Cone	\$	18,640.00
Bid Alternate 4 - Guidance Signs	\$	25,655.10
Grand Administration	\$	2,530.00
Construction Administration	\$	24,515.00
Electrical Engineering CA Services	\$	4,470.00
Fixed Fee - Subconsultand Services	\$	447.00
Resident Project Representative Services	\$	37,125.00
PAPI Flight Check Allowance (FAA Cost)	\$	5,082.70
<b>Total Construction, Grand Administration, Construction Administration, Resident Project Representative Phase Costs</b>	<b>\$</b>	<b>419,740.80</b>

<b>Funding Summary for Lighting Rehabilitation</b>		
NCDOA State Grant 36244.51.10.1 Funds	\$	288,657.90
Vision 100 Funds	\$	89,109.00
10% Local Match	\$	41,974.10
<b>Total Project Funds Available</b>	<b>\$</b>	<b>419,741.00</b>

**BLOCK GRANT AGREEMENT**  
**NON PRIMARY ENTITLEMENT FUNDING**

STATE AID TO AIRPORTS BLOCK GRANT  
BETWEEN  
THE N. C. DEPARTMENT OF TRANSPORTATION,  
AN AGENCY OF THE STATE OF NORTH CAROLINA  
AND  
**CITY OF WASHINGTON**

AIRPORT: **WARREN FIELD**

PROJECT NO: **36237.38.14.1**

THIS AGREEMENT made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (hereinafter referred to as "Department") and the **CITY OF WASHINGTON**, the owners of **WARREN FIELD** (hereinafter referred to as "Sponsor").

**WITNESSETH**

WHEREAS, Chapter 63 of the North Carolina General Statutes authorizes the Department to administer a program of State Aid to Airports, subject to the limitations stated in that Chapter; and

WHEREAS, the Department has received the approval of the Federal Aviation Administration to administer certain Airport Improvement Program Funds in North Carolina under the provisions of the *FAA Modernization and Reform Act of 2012*; and

WHEREAS, the Department has approved a grant of funds to the Sponsor under the State Block Grant Program Non Primary Entitlement funds.

NOW THEREFORE, the Department and the Sponsor do hereby mutually agree as follows:

- 1) That the approved scope of this project shall consist of:

**RUNWAY 5-23 LIGHTING REHABILITATION**  
**(construction/CA)**

- 2) That the Grant of funds shall include maximum funding obligations for federal funds which shall be:

**State Block Grant NPE Program: \$89,109 (not to exceed 90% of the final total costs)**

- 3) That the funding obligations referenced in (2) above shall be the maximum obligations based on the final cost of eligible work items in the approved project, as certified by the Sponsor

- 4) That the Sponsor shall promptly undertake the Project and complete all work on the Project no later than **JULY 1, 2018**, unless a written extension of time is granted by the Department.

DOA FORM (12/10)

- 5) That all work performed on the Project shall conform to the approved scope of work referenced in this Agreement. Any amendments or modifications to the approved scope of work, approved grant amounts, or this Agreement shall not be authorized by the Department unless they are contained in a written modification to this Agreement and fully executed by both the Sponsor and the Department.
- 6) Debarment and Suspension: The Grantee agrees to comply, and assures the compliance by each of its third party contractors and subrecipients at any tier, with the provisions of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations on Debarment and Suspension at 49 C.F.R. Part 29.
- 7) The Sponsor certifies that it has adhered to all applicable laws, regulations, and procedures in the application for and Sponsor's approval of this Grant.
- 8) For a material breach of this Agreement or the Sponsor's Assurances, the Sponsor shall be liable to the Department for the return of all grant monies received.
- 9) The Sponsor agrees to adhere to the standards and procedures contained in the State Aid to Airports Program Guidance Handbook (third edition, dated January 1997), unless the Department issues a written waiver to the contrary.
- 10) The Sponsor agrees to adhere to and be bound by the Grant Assurances of the Federal Aviation Administration, said Grant Assurances contained in Appendix I of this Grant Agreement. Further, the Sponsor agrees that it shall be responsible to the Federal Aviation Administration, or its designated agent, for enforcement of such Grant Assurances including any penalties, sanctions, or other actions which may be legally enforceable for lack of compliance with said Grant Assurances.
- 11) The Sponsor agrees to comply with the "Sponsor Assurances" contained as part of this Agreement.
- 12) N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this grant agreement, you attest, for your entire organization and its employees or agents that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, THE PARTIES HERETO EXECUTED THIS GRANT AGREEMENT THE DAY AND YEAR FIRST WRITTEN ABOVE:

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION:**

**NCDOT SEAL**

BY: \_\_\_\_\_  
Deputy Secretary for Transit

ATTEST: \_\_\_\_\_

**SPONSOR:**

SIGNED: \_\_\_\_\_

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

**SPONSOR SEAL**

ATTEST: \_\_\_\_\_

STATE OF NORTH CAROLINA, COUNTY OF \_\_\_\_\_

I \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Sponsor)

(hereinafter referred to as "Sponsor" and by authority duly given and as an act of said Sponsor, the foregoing instrument was signed by him, attested by \_\_\_\_\_ of the Sponsor, and the  
(Name and Title)

Seal of the Sponsor affixed hereto.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Signature)

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

**SEAL**

DOA FORM (12/10)

**RESOLUTION**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
(Name and Title)

\_\_\_\_\_ for the adoption of the following resolution, and upon \_\_\_\_\_  
(Name and Title)

being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of **\$89,109** has been approved by the Department based on total estimated cost of **\$99,010**; and

WHEREAS, an amount equal to or greater than **ten percent (10%)** of the total estimated project cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE \_\_\_\_\_  
(Title)

of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

---

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name and Title) \_\_\_\_\_ do hereby certify that  
(Sponsor) \_\_\_\_\_  
the above is a true and correct copy of an excerpt from the minutes of the \_\_\_\_\_ of a meeting  
(Sponsor) \_\_\_\_\_

duly and regularly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

This, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SPONSOR SEAL**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Of The: \_\_\_\_\_

DOA FORM (12/10)

**SECTION A: SPONSOR'S ASSURANCES: GENERAL CONDITIONS**

A-1. The Sponsor certifies that it holds fee simple title to the property on which this project is to be constructed. In the event any work is proposed on property which has an easement or lease in the Sponsor's name, the Sponsor agrees that it will comply with the Department's conditions and receive written approval prior to any construction on such lease or easements. This condition does not apply to planning projects.

A-2. The Sponsor agrees to operate the Airport for the use and benefit of the general public and shall not deny reasonable access to public facilities by the general public.

A-3. The Sponsor agrees to operate, maintain, and control the Airport in a safe and serviceable condition for a minimum of twenty (20) years following the date of this Agreement and shall immediately undertake, or cause to be undertaken, such action to correct safety deficiencies as may be brought to its attention by the Department.

A-4. The Sponsor agrees that any land purchased, facilities constructed, or equipment acquired under this Agreement shall not be sold, swapped, leased or otherwise transferred from the control of the Sponsor without written concurrence of the Department.

A-5. The Sponsor agrees that the state share of any land purchased, facilities constructed, or equipment acquired under this Agreement shall be credited to the Department in a manner acceptable to the Department in the event such land, facilities or equipment are subsequently disposed of through sale or lease.

A-6. Insofar as it is within its power and reasonable, the Sponsor shall, either by the acquisition and retention of property interest, in fee or easement, or by appropriate local zoning action, prevent the construction of any object which may constitute an obstruction to air navigation under the appropriate category of Federal Air Regulation Part 77, 14 CFR 77.

A-7. Insofar as it is within its power and reasonable, the Sponsor shall, restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and taking off of aircraft and the noise produced by such operations by adoption of zoning laws, by acquisition and the retention of property interest, in fee or easement.

A-8. Terminal building spaces constructed under this Grant Agreement shall be for the use of the general public. The Sponsor agrees that it will not use any space so constructed for private use, or charge fees for the use of such space, without the written approval of the Department.

**SECTION B: SPONSOR'S ASSURANCES: PROJECT ADMINISTRATION**

B-1. The Airport shall comply with all requirements of the State Aid to Airports Program Guidance Handbook (third edition, January 1997).

B-2. It is the policy of this State, to encourage and promote participation by disadvantaged minority owned and women owned businesses (MBE and WBE) in contracts let by the Department pursuant to GS 136-28.4 for the planning, design, preconstruction, construction, alteration, or maintenance of State transportation infrastructure construction, and in the procurement of materials for these projects. All State agencies, institutions, and political subdivisions shall cooperate with the Department of Transportation and among themselves in all efforts to conduct outreach and to encourage and promote the use of disadvantaged minority owned and women owned businesses in these contracts. This is designed to ensure minority MBEs and WBEs have maximum opportunity to participate in performance of NCDOT contracts let using state funding. The sponsor assures and certifies with respect to this grant that they will pursue these requirements as stipulated by the Department in the advertising, award and administration of all contracts, and require the same for all contractors, sub recipient or subcontractors.

MBE\WBE program is governed by G.S. 136-28.4 and administered in accordance with Title 19A Chapter 02 SubChapter D Section .1101 - .1112 of North Carolina Administrative Code (19A NCAC 02D.1101).

B-3. The Sponsor shall submit draft plans and specifications, or approved alternate, for the project for review by the Department prior to advertising for bids on the Project. Should bids not be required on the project, the Sponsor shall submit a detailed scope of work and estimated costs prior to requesting "Project Concurrence and Notice to Proceed" form (AV-CONCUR/AV-503) for undertaking the project. All plans (and alternate) shall be supported by engineer's report. A list of deliverable(s) from the Sponsor to the Department is as follows:

Planning Projects

1. Interim Planning Submittals – All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copy: PDF format. Paper copy, if requested: bond copy – true half-size.
2. Final Submittal - All Airport Layout Plan Sheets, Reports, Projections, Construction Cost Estimate, drawings, sketches and all other pertinent information – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond– true half-size for plan sheets / sketches
  - a. All reports, projections – PDF Format. Any element of the documents shall be delivered in its original electronic format (i.e. MSWord, Excel, AutoCAD...) if requested by the Department
  - b. Sketches and drawings – electronic copies: PDF format and AutoCAD or MicroStation format - Paper copy: bond – true half-size for plan sheets / sketches.

## Construction Projects

1. Interim Design Submittals (i.e. 30%, 60%, 90%....) – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate and Engineers Report – electronic copy: PDF format. Paper copy, if requested: bond true half-size for plan sheets.
2. 100% Design and Issue for Bid Submittals – Plan Sheets, Technical Specifications, Itemized Construction Cost Estimate, Engineer's Report, and Bid Tab – Any element of the documents shall be delivered in electronic format (i.e. MS Excel and PDF format) and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
3. As-built / Record Drawings
  - a. Contract Documents (Plan and Detail Sheets, Technical Specifications) – electronic copies: PDF format and AutoCAD or MicroStation format and Paper copy: bond– true half-size for plan sheets.
  - b. Technical Specifications – electronic copies: MS Word File and PDF format
  - c. Final Engineers Report – electronic copies: PDF format unless otherwise requested.

B-4. Bids will be taken in accordance with N. C. General Statute 143-129. Following bid opening or final contract negotiations, the Sponsor shall submit the "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) request along with the bid tabulations to the Department for review. The Department will take action on the request including the approval or disapproval of the Sponsor's Employment of specific contractors within ten (10) days of receipt. Approval will be communicated via a Contract Goal Requirements Letter sent directly to the Sponsor.

B-5. All contractor(s) who bid or submit proposals for contracts in connection with this project must submit a statement of non-collusion to the Sponsor.

B-6. The Sponsor shall not commence construction or award construction contracts on the project until a written "Project Concurrence and Notice to Proceed" (AV-CONCUR/AV-503) is co-signed by the Sponsor's Representative and the Department or alternate written approval is provided by the Department.

B-7. The Sponsor shall submit quarterly status reports (AV-STATUS/AV-502) to the Department, unless otherwise instructed, and will immediately notify the Department of any significant problems which are encountered in the completion of the project.

B-8. The Sponsor shall notify the Department of any significant meetings or inspections involving the Sponsor, his contractor(s), consultant(s), and/or federal funding agencies concerning Project.

B-9. The Sponsor shall notify the Department within thirty (30) days of completion of all work performed under this agreement for the purpose of final acceptance inspection and completion of audit requirements by the Department.

B-10. The Sponsor has full responsibility for assuring the completed Project meets the requirements of the Department and appropriate federal funding agencies. The Sponsor further certifies that all local, state, and federal requirements for the conduct of this Project shall be met.

B-11. It is the policy of the Department not to award contracts to contractors who have been removed from the Department's list of pre-qualified bidders without subsequent reinstatement. Therefore, no State funds will be provided for any work performed by the contractor(s), or sub-contractor(s) which had been removed from the Department's list of pre-qualified bidders without subsequent reinstatement as of the date of the signing of the construction contract. It shall be the responsibility of Sponsor to insure that only properly qualified contractors are given construction contracts for work.

### **SECTION C: SPONSOR'S ASSURANCES: PROJECT ACCOUNTING AND PAYMENT**

C-1. The Sponsor shall record all funds received under this Agreement and shall keep the same in an identifiable Project account. The Sponsor, and his contractor(s) and/or consultant(s), shall maintain adequate records and documentation to support all Project costs incurred under this Grant. All records and documentation in support of the Project costs must be identifiable as relating to the Project and must be acceptable costs only. Acceptable costs are defined as those costs which are acceptable under "Federal Acquisition Regulations 1-31.6, 48 CFR (OMC Circular A-87)". Acceptable items of work are those referenced in the State Aid to Airports Program Guidance Handbook and North Carolina General Statutes. The Sponsor's accounting procedures which were established for work as set out in this Agreement must be reviewed and accepted by the Department prior to the final execution of this Agreement and payment of State funds, except for Sponsor reporting under OMB Circular A-133.

C-2. The Sponsor and his contractor(s) and/or consultant(s) shall permit free access to its accounts and records by official representatives of the State of North Carolina. Furthermore, the Sponsor and contractor(s) and/or consultant(s) shall maintain all pertinent records and documentation for a period of not less than five (5) years from the date of final payment.

C-3. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" ([www.whitehouse.gov/wh/eop/omb](http://www.whitehouse.gov/wh/eop/omb)), the Airport shall arrange for an independent financial and compliance audit of its fiscal operations. The Airport shall furnish the Department with a copy of the independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Airports fiscal year ends.

The Airport shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Airport shall make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this agreement, for inspection and audit by the Department's Fiscal Section

C-4. Payment of the funds obligated under this Grant Agreement shall be made in accordance with the following schedule, unless otherwise authorized by the Department:

A. Payments from NCDOT to the Sponsor are made on a reimbursement basis. The Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.

B. Payments will be made on the basis of progress payments which may be requested by the Sponsor as costs are incurred, but not more frequently than monthly. Progress payments will be made provided the following requirements have been met.:

- (1) The Grant Agreement has been executed and a Project Concurrence (AV-CONCUR/AV-503) issued.
- (2) The Project has received an appropriate environmental finding.
- (3) The Sponsor has submitted a Proposed Project Budget (AV-BUDGET/AV-504) accurately reflecting costs to date. The initial and revised AV-BUDGET/AV-504 shall be approved by the Department. With each AV-BUDGET/AV-504, the Sponsor shall provide the following documentation:
  - a) Scope of Services for the project, Consultant Fee - Man-hours Breakdown by task with hourly rates, Breakdown of Sub-consultant and / or Vendor Cost, Schedule of Deliverables, Estimated Construction Cost, Plan Sheet List
  - b) Actual Bidding Cost (once a project is bid) – Bid Tabulation / Bid Schedule, Recommendation for Award.
- (4) Additional information shall be provided as requested.
- (5) The Sponsor has submitted an executed Interim Payment Request (AV-PAY/AV-505) accurately reflecting costs incurred to date.
- (6) The Sponsor has complied with all applicable conditions of the State Aid to Airports Program Guidance Handbook

C. The submission of progress payments is expected to parallel the value of work actually completed and costs incurred. At such point the Sponsor has requested payments equaling 100% of the State Grant, it is expected that the approved Project will be 100% complete.

D. Upon receipt of 100% of the State Grant, the Sponsor will promptly complete Project acceptance and submit the Project Completion and Final Payment Request (AV-FINAL/AV-506).

C-5. If after the acceptance of the Project by the Department, the final State share of approved eligible items is less than the amount of State funds actually disbursed for the Project, the Sponsor shall reimburse the Department in an amount equal to the difference between the amount of State funds actually disbursed and the final State share of the final, audited, approved eligible Project costs within thirty (30) days of notification by the Department of the amount due.

C-6. If after the acceptance of the Project by the Department, the final State share of approved eligible Project costs shall be more than the amount of State funds obligated for the Project, the Sponsor may make application to the Department for a corresponding increase which will be considered for funding in accordance with their relative priority versus other applications for available State funds.

C-7. Under certain conditions, projects originally involving only state and local funds may subsequently be eligible for reimbursement from federal funding agencies. In such cases, the Sponsor shall notify the Department of its intent to apply for federal reimbursement and shall keep the Department informed of the status of such application. In the event federal funds are obtained for all or a portion of the Project, the Sponsor shall refund to the Department an amount equal to the difference between State funds originally disbursed for the work item(s) subsequently receiving federal funds and the final State share of the costs of the affected item(s) of work. Reimbursement will be made within ninety (90) days of the date of the final execution of the FAA Grant Agreement affecting the work elements in the approved Project.

C-8. For the purpose of calculating the State share of the Project, federal funds are defined as funds provided by an agency of the federal government for the specific purpose of undertaking the Project, including Block Grant funds administered by the Department.

#### **SECTION D: SPONSOR'S ASSURANCES: REAL PROPERTY ACQUISITION**

D-1. The acquisition of land, buildings, and other real property involving the use of State Airport Aid funds shall be in compliance with the provisions of this Section.

D-2. The Sponsor shall depict each parcel to be acquired on an airport property map containing the identity of the parcel and its metes and bounds.

D-3. The acquisition cost of each parcel, building, or other real property acquired with State financial assistance shall be based on the fair market value of the property as determined by an appraisal process acceptable to the Department.

D-4. For each parcel or building with an estimated cost of \$100,000 or less, fair market value shall be established by a single original appraisal and a review appraisal. For complex acquisitions, fair market value shall be established by two original appraisals and one review appraisal.

D-5. All original and review appraisals shall be conducted by qualified appraisers who have no financial or other interest in the property to be acquired.

D-6. The fair market value of a parcel will be established by the review appraiser based upon the information contained in the original appraisal or appraisals.

D-7. No negotiation for property acquisition shall be commenced between the Sponsor and the property owner until the fair market value of the property has been established. Initial negotiations shall be based upon the fair market value.

D-8. Negotiated values above the fair market value shall not be eligible for State funds unless, prior to the final agreement for acquisition, the Sponsor has received the concurrence of the Department for paying such negotiated values in lieu of the appraised fair market value.

D-9. Sponsors who adhere to the federal "Uniform Guidelines for the Acquisition of Property" shall be deemed to have conformed to the Department's guidelines, except that Paragraph 8 above shall also be applicable under such acquisitions.

D-10. In the event the Project is a low value, non-complex acquisition, the Department, at its option, may accept the original appraisal without the review appraisal. In such cases, all other provisions of this Section shall apply.

D-11. Failure to follow the requirements of this Section shall disqualify the property from State participation for any parcel which has not been acquired in accordance with such standards.

**SECTION E: Sponsor's Acknowledgement of Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32**

E-1 Sponsor acknowledges and agrees that it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

**Revised 1/2/13**



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Hodges & Members of the City Council  
**From:** Kristi Roberson, Parks & Recreation Manager  
**Date:** January 26, 2015  
**Subject:** Adopt the Parks & Recreation Havens Gardens Master Plan  
**Applicant Presentation:** Susan Suggs  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council adopt the Havens Gardens Master Plan.

### BACKGROUND AND FINDINGS:

Susan Suggs completed a site specific Master Plan for Havens Gardens that was adopted by City Council on March 9, 2009.

During the January 2014 Recreation Advisory Committee meeting, RAC recommend to ask City Council to re-appropriate funds left over from the Festival Park project budget. The Recreation Advisory Committee requested this funding to update the plan on March 10, 2014. City Council voted not to adopt the budget ordinance amendment to fund a revised Havens Gardens Master Plan until the Recreation Advisory Committee had further reviewed the plan and established specific recommendations for changes.

The RAC has completed this work. An updated site specific Master Plan will be needed to apply for a Parks and Recreation Trust Fund Grant.

October 6, 2014, City Council accepted the recommendation from the Recreation Advisory Committee to contract with Susan Suggs to complete an updated site specific Master Plan for Havens Gardens. The contract will not exceed \$7200.

November 24, 2014 Council Meeting: *Councilman Mercer suggested that the project be split into multiple phases to get the project down to \$500,000 in order to receive the maximum grant amount of \$250,000 (50% match) and then reapply for grant funding for the remaining phase during the next grant cycle. This would reduce the City's total match. Mayor Pro tem Roberson inquired about including an additional pier and suggested that the Recreation Advisory Committee review this possibility. Mr. Alligood noted that the Recreation Advisory Committee did review the topic of an additional pier, but that project would come from another funding source. Mr. Alligood asked if the recommendation was to ask the Recreation Advisory Committee to pare this down to \$500,000; but is Council giving staff the authority to apply for the grant. The grant application is due February 2, 2015.*

*By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council returned the project back to the Recreation Advisory Committee to split the project into two phases (maximum of \$500,000 in phase 1), in order to apply for grants in two funding cycles and allowed staff to make the grant application for the first phase with a maximum project amount of \$500,000 and authorized staff to prepare the application for the remaining phase for the next grant funding cycle.*

Susan Suggs has completed the Havens Gardens Master Plan.

**PREVIOUS LEGISLATIVE ACTION**

October 6, 2014 City Council approved Susan Suggs to begin working on a site specific Mast Plan for Havens Gardens.

**FISCAL IMPACT**

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

**SUPPORTING DOCUMENTS**

**Havens Gardens Master Plan**

---

**City Attorney Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**Finance Dept Review:** \_\_\_\_\_ Date By: \_\_\_\_\_ (if applicable)  
**City Manager Review:** 1/26/15 Date Concur but Recommend Denial \_\_\_\_\_ No Recommendation \_\_\_\_\_

# Master Plan

## Havens Gardens Park

### City of Washington, NC



# Acknowledgements

## **Washington City Council**

Mayor Mac Hodges

Mayor Pro tem Bobby Roberson

Councilman Doug Mercer

Councilman Richard Brooks

Councilman William Pitt

Councilman Larry Beeman

## **Recreation Advisory Committee**

Joe Taylor, Chairperson

Deborah Carter

Dallis Tucker

Michele Oros

Leah Pyburn

Monica Ferrari

Carl W. Moore

## **Staff**

Brian Alligood, City Manager

Kristi Hardison Roberson, Manager Parks & Recreation Department

John Rodman, Director Planning and Development Department

## **Consultant**

Susan Suggs, Registered Landscape Architect  
Coastal Planning & Design PLLC

# Master Plan

## Havens Gardens Park

### Table of Contents

Background.....	1
Site Description .....	2
Havens Gardens Park Neighborhood .....	3
Havens Gardens Park Facilities.....	4
Recreation Plans that apply to Havens Gardens Park.....	6
Environmental Parameters .....	7
Environmental Input by DNER.....	7
Public Input .....	8
Master Plan Goals .....	10
Proposed Improvements.....	11
Master Plan Drawing.....	12
Phase One Drawing .....	13
Phasing Recommendations .....	14
Appendix Survey Results .....	15

## Havens Gardens Park Master Plan

### Background

A site specific Master Plan for Havens Gardens Park is a component of the implementation of the 2014 Parks and Recreation Master Plan for the City of Washington. The City plans to upgrade the Park and apply for a NC Parks and Recreation Trust Fund Grant to substantially fund construction. This Master Plan for Havens Gardens Park focuses on the side of the park south of NC 32.

Havens Gardens Park is located on the east side of Washington adjacent to the Pamlico River, Jack's Creek and Runyon Creek. The Park is valued for its natural setting. It is a popular location for pier fishing, viewing the river, and youth play.

In 2009, the City adopted a plan for redevelopment of the park in anticipation of the construction of a new bridge on NC 32 across Runyon Creek. The alignment of Main Street and the removal of several street fragments has been completed in accordance with the 2009 Plan recommendations thus adding usable area to the park. The new bridge construction is complete and a pedestrian boardwalk beneath the bridge connecting the boat ramp portion of the Park on Runyon Creek with the southern portion of the Park on the Pamlico River is planned.



1/11/15

## Site Description

Havens Gardens Park is located on the Pamlico River bordered on the west by Jack's Creek and on the east by Runyon Creek. East Main Street is the northern border of the park. The site has a bulkhead along the Pamlico River and has been filled creating a relatively level site. The property was once used as a landfill. A railroad track crosses the west end of the park. The bulkhead is in deteriorating condition and is in need of replacement or extensive repair.

There is a fishing pier adjacent to the parking area. It is narrow and also in deteriorating condition.



The setting on the Pamlico River is lovely. Visitors to the park can focus on the beauty of the Pamlico River and not be disturbed by traffic on the adjoining street.

### **Havens Gardens Park Neighborhood**

Havens Gardens Park is bordered on the west by Jack's Creek, the south by the Pamlico River and on the east by Runyon Creek. The residential municipality of Washington Park is located across Runyon Creek from Havens Gardens Park. There is a sidewalk on NC 32 connecting the Havens Gardens Park to the Town of Washington Park. NC 32 splits the Havens Gardens Park into 2 sections. A NC Wildlife boat ramp and associated parking occupies the northern side and provides access for boaters. A paddle boat vendor operates from the site adjacent to the boat ramp area. A pedestrian boardwalk is planned under the Runyon Creek bridge on NC 32. This boardwalk will provide a safe pedestrian connection between the north side and south side of Havens Gardens Park. The City has applied for a grant to substantially fund this boardwalk.

A residential area is east of Hudnell Street along Main Street. Land use to the west is residential. There are neighborhoods to the north also. In the vicinity of Havens Gardens Park, there are public parks including Bug House Park, the Dog Park, Veterans Park, the Fragrance and Texture Garden, Seventh Street Park and the PCM Skatepark. Jack's Creek Greenway connects these parks. From Havens Gardens Park, there are sidewalk connections through the historic neighborhoods to the downtown waterfront.

## Havens Gardens Park Facilities

The project area was developed some time ago as a self-sufficient park with parking, restrooms, fishing pier, two shelters and children's play equipment. The children's play equipment is located west of the parking area. The restrooms and the Junior Woman's Club picnic shelter are located convenient to the play area. The picnic shelter can be used by parents watching children play or for gatherings. The restrooms are in an attractive building and constructed to withstand public use. They are closed at night. West of the play area is open lawn with stately Live Oak trees. The open lawn area continues on the western side of the railroad track.

The two shelters are large. They have picnic tables that can be arranged to suit the users. There is water at the eastern shelter. The structures are old and in need of repairs.

The fishing pier is very popular. However, it is a narrow pier and in poor condition.

Playground equipment:

The playground equipment is located on wood chips contained by artificial timbers. The equipment is not accessible to persons with limited mobility and those in wheel chairs. The wood chips are difficult to maintain and keep clean. There are no walkways between the parking lot and play areas. A playground area is needed for younger children between two and five years old.



### List of equipment

- Swings for young children
- Swings for children or adults
- Climber with 2 tube slides and platforms for younger children
- Climber with 3 slides that is for larger children
- Tall tube slide
- Shorter slide

Wheel – There is a huge wheel that is an historic artifact and not play equipment. Many residents have a personal connection to the “wheel”.



1/11/15

**Recreation Plans that apply to Havens Gardens Park.**

*City of Washington Parks and Recreation Master Plan adopted March 2014*

**Parks and Recreation Mission Statement:** *“The mission of the Washington Parks and Recreation Department is to encourage active healthy living and environmental preservation through the provision of parks, facilities, open spaces, programs, and special events. The department is committed to safety and serving the diverse citizens and visitors of Washington with a dedicated professional staff.”*

Refer to the Public Input section of this plan for public input regarding Havens Gardens Park.

**Jack’s Creek Greenway Master Plan:** The adopted Master Plan for a greenway along Jack’s Creek is for a linear park with multi-use trails for bicycles and pedestrians. The trails connect neighborhoods, the Veterans Park, Seventh Street Recreation Center and PCM Skate Park to Havens Gardens Park.

**Master Plan for Waterfront Recreation Facilities and Connections**

Havens Gardens Park is the eastern location in this plan. The Plan explains the importance of waterfront recreation facilities to Washington. It demonstrates the connectivity between waterfront parks, neighborhoods and the downtown waterfront area.

## **Environmental Parameters**

### *100 Year Floodplain*

The entire site is located in the FEMA designated 100 year floodplain. Enclosed structures must meet FEMA requirements.

### *Water Quality Buffers*

The North Carolina Department of Environmental and Natural Resources (NCDENR) has designated two zones of water quality buffers along all waters adjacent to the park. They are measured perpendicular to normal high water. Development within the 30 foot buffer nearest the water is very limited allowing water dependent structures and boardwalks. Some development of walkways and playground equipment may occur in the buffer that is 30 to 50 feet from the water when there is no practical alternative. Structures and parking are not permitted within 50 feet of the water. Permits are required for any development in the water quality buffers.

### *Stormwater*

A Stormwater Permit is required from NCDENR whenever total impervious area exceeds 24 percent of site area. If impervious area exceeds 24 percent of site area, the project is designated high density. Best management practices must be implemented to store, treat and infiltrate or release the runoff generated by 1.5 inches of rainfall. These practices must be maintained in working order. It is advantageous to develop the park at low density. NCDENR encourages the use of sheet flow of stormwater across vegetated areas to maximize on site infiltration and protect water quality.

### *CAMA*

North Carolina Coastal Area Management Act regulations apply to Havens Gardens Park. Since development within the 75 foot AEC (Area of Environmental Concern) is proposed, a Major permit from CAMA will be required. Development in the AEC may not exceed 30 percent of the area.

### *Land Disturbing Permit*

If land disturbance during construction exceeds one acre, a Land Disturbance Permit is required from NCDENR.

## **Environmental Input by NCDENR**

The consultant and Parks and Recreation Department Manager met with officials from NCDENR to review the proposed site plan and discuss regulations and permit requirements.

Since development is proposed in the 75 foot Area of Environmental Concern designated by CAMA, a Major permit will be required. Review takes 75 days. The CAMA review will take the project through to the Division of Water Quality for review of stormwater parameters. A permit is effective for 3 years and may be renewed for 2 more years. The application should include all proposed development, even if the development is not currently planned or funded.

1/11/15

The existing curb inlet in the parking lot and its stormwater discharge to the Pamlico River can be utilized. Officials encouraged incorporating sheet flow of stormwater from impervious surfaces and infiltration of stormwater as feasible. Since the proposed impervious development is less than 24 percent of the site area, the project is low density. A high density stormwater permit is not required. However, a plan must be submitted to NCDENR under the low density option. This will be accomplished through the CAMA application and review.

### **Public Input**

The **City of Washington Parks and Recreation Master Plan** was adopted in March 2014.

This Parks and Recreation Master Plan incorporated several forms of public input including public meetings, random sample phone interviews, voluntary user response questionnaires and stakeholder interviews. The findings of these various techniques to gather input were consistent.

Havens Gardens Park is the most familiar and visited park in the City Park system.

Current facilities rated highly in the Master Plan include walking and jogging facilities, facilities for group gatherings and picnics and bike facilities.

Additional desired facilities rated highly include spray park, new playground equipment and sand volley ball.

Specific comments about Havens Gardens Park include a desire for picnic facilities, fitness circuit, sand volley ball and to renovate the park.

Comments about Washington's parks in general were to improve maintenance and have more activities for youth.

## Input by the City of Washington Recreation Advisory Committee



The City of Washington Recreation Advisory Committee used the input from the Parks and Recreation Master Plan to develop an updated site plan for Havens Gardens Park. This Plan was displayed at the popular Smoke on the Water festival on Saturday, October 18<sup>th</sup>, 2014. The consultant planner, Parks and Recreation Manager and members of the Recreation Advisory Committee were on hand to talk with the public about the plan, record their comments and distribute a survey. The public completed 59 surveys at the Smoke on the Water festival. The Recreation Advisory Committee members distributed additional surveys at Havens Gardens Park where another 35 were completed for a total of 94 surveys. The complete results of the surveys are in Appendix A. The Recreation Advisory Committee discussed the survey results and used this input to refine the site plan.

Survey Ratings High to Low – based on 94 surveys

Item	%
Walking circuit	74%
Splash play	73%
Picnics	73%
Viewing scenery	70%
Youth play	67%
Benches	65%
Pier fishing	63%
Swings	62%
More trees	62%
Play structures	59%
Tot play	58%
Climbing play	58%
Kayaking	58%
Beach volleyball	56%
Family Reunions	56%
Bicycle parking	56%
Safe play structure	56%
Wheel	53%
New shelters	51%
Birthday parties	50%
Visiting friends	49%
Fitness stations	48%
Weddings	44%
More parking	39%
Bocce	38%
Another pier	37%
Accessible Features	37%
Boating	35%
Dog park	35%
Gardening	29%



## **Park Assessment**

Havens Gardens Park occupies a scenic location on the Pamlico River and Runyon Creek with mature Live Oak trees. The Park is very popular with residents for fishing, children's play, viewing the scenery, picnics and gatherings. The facilities are older and in need of repair or out of date. The play equipment is minimally accessible. Pedestrian facilities are not accessible. There are concerns about the maintenance of the restrooms and other park features. The pier and bulkhead need major repairs or replacement. Non-organized play, passive recreation, fishing, enjoying the riverfront setting, picnics and gatherings should continue in the Park. Simply put, this popular park is *loved to death*. The park has great features but is in need of maintenance and an update.

## **Master Plan Goals**

The Recreation Advisory Committee reviewed the condition of the park, environmental parameters, safety considerations and the public input. The goals for the Master Plan for Havens Gardens Park are the following:

- Update Havens Gardens Park to provide facilities in keeping with the City Parks and Recreation Mission Statement to encourage active healthy living and environmental preservation.
- Update the Park to make parking, walkways and play equipment accessible to all.
- Updates to the Park shall require low maintenance.
- Utilize linkages of Havens Gardens Park to neighborhoods and other City parks for pedestrians and bicyclists.
- Take advantage of the attractive natural setting on the Pamlico River, Jack's Creek and Runyon Creek.
- Update play equipment to accessible standards including a safe resilient solid surface under equipment.
- Provide play equipment for 2-12 year olds that is accessible and meets current standards.
- Provide facilities for new recreation activities including a splash park, beach volley ball and bocce.
- Continue to provide shelters for caregivers watching children play, picnics and gatherings.
- Provide for phasing for a project that is eligible for a Parks and Recreation Trust Fund Grant.
- The Master Plan for Havens Gardens Park shall meet environmental regulations.

## **Proposed Improvements**

The west side of the park shall contain facilities for children's activities. Walkways between the parking lot, play areas and restrooms are accessible. There is a bike rack near the parking lot to encourage park users to bike to Havens Gardens Park.

New play equipment areas have a resilient solid play surface that is safe and easy to maintain and clean. The picnic shelter west of the parking lot is convenient to the play equipment. It is refurbished and continues to be used for birthday parties and adults watching children play. The play area for 2-12 year olds is near the picnic shelter and restrooms. New play equipment is accessible in design and meets current standards for fitness.

The walkway connects the parking lot to the play areas, restrooms and additional parking on Main Street. The "wheel" is located outside the play equipment area near NC 32/Main Street and the vehicular entrance to the park. It is fenced and there is educational signage explaining its history at Havens Gardens Park.

A concrete walking trail leaves the parking lot westward along the waterfront circling back to the north and then east along the railroad right of way and back to the parking lot. There is a gazebo near the river where the walking trail circles around to the north east.

A spray park is located west of the restrooms with sidewalk connections from the walking trail. There is a shelter nearby for spray park parties and where parents can watch children from a shaded structure.

Another new facility is a set of two beach volley ball courts west of the spray park. Two courts allow for tournaments.

A second pier is on the west side of the park. This pier is intended for pedestrian use. Canoes and kayaks can dock at this pier. A paddler could put in at another location, paddle to Havens Gardens Park, tie up at this pier, enjoy a picnic or use the facilities.

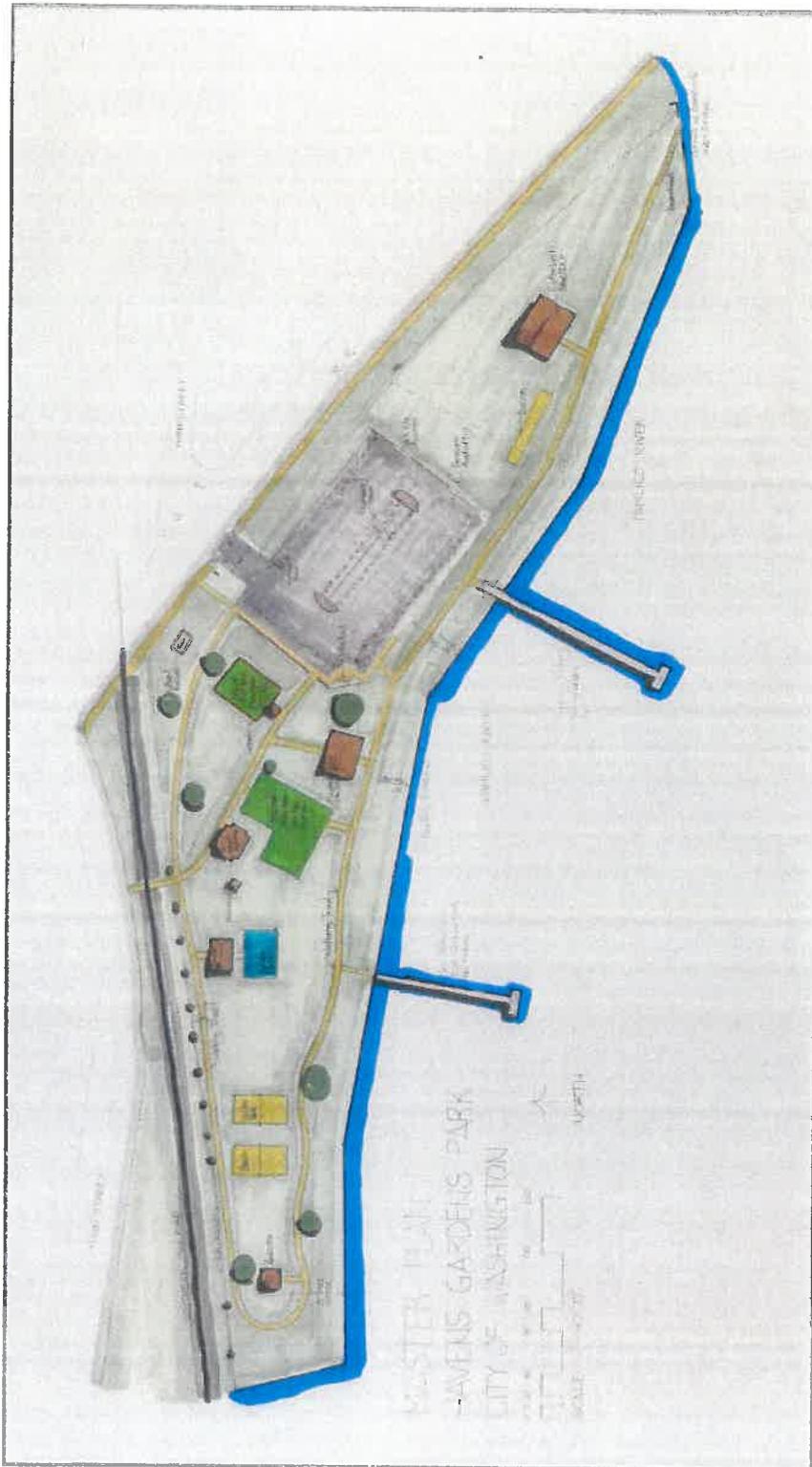
The central parking lot shall be shifted west to allow more green area around the existing picnic shelter on the east end of the park. The eastern shelter will be repaired. The driveway into the parking lot will be relocated opposite the Main Street entrance to the boat ramp area. The parking lot will have openings in the fencing on the east end to allow users of the shelter the ability to drive up with cookers and other equipment to the shelter. The intent is that the eastern shelter will be for larger gatherings such as reunions and the western shelter be used by persons watching children playing on equipment, birthday parties and smaller gatherings. A bocce court will be located near the shelter.

The walking trail along the Pamlico River will continue eastward to connect to the boardwalk that is being constructed under the NC 32 bridge thus providing a safe pedestrian route between the boat ramp area and the park area.

A new bulkhead will be constructed along the Pamlico River. The existing pier will be replaced with a wider pier that can accommodate more people fishing.

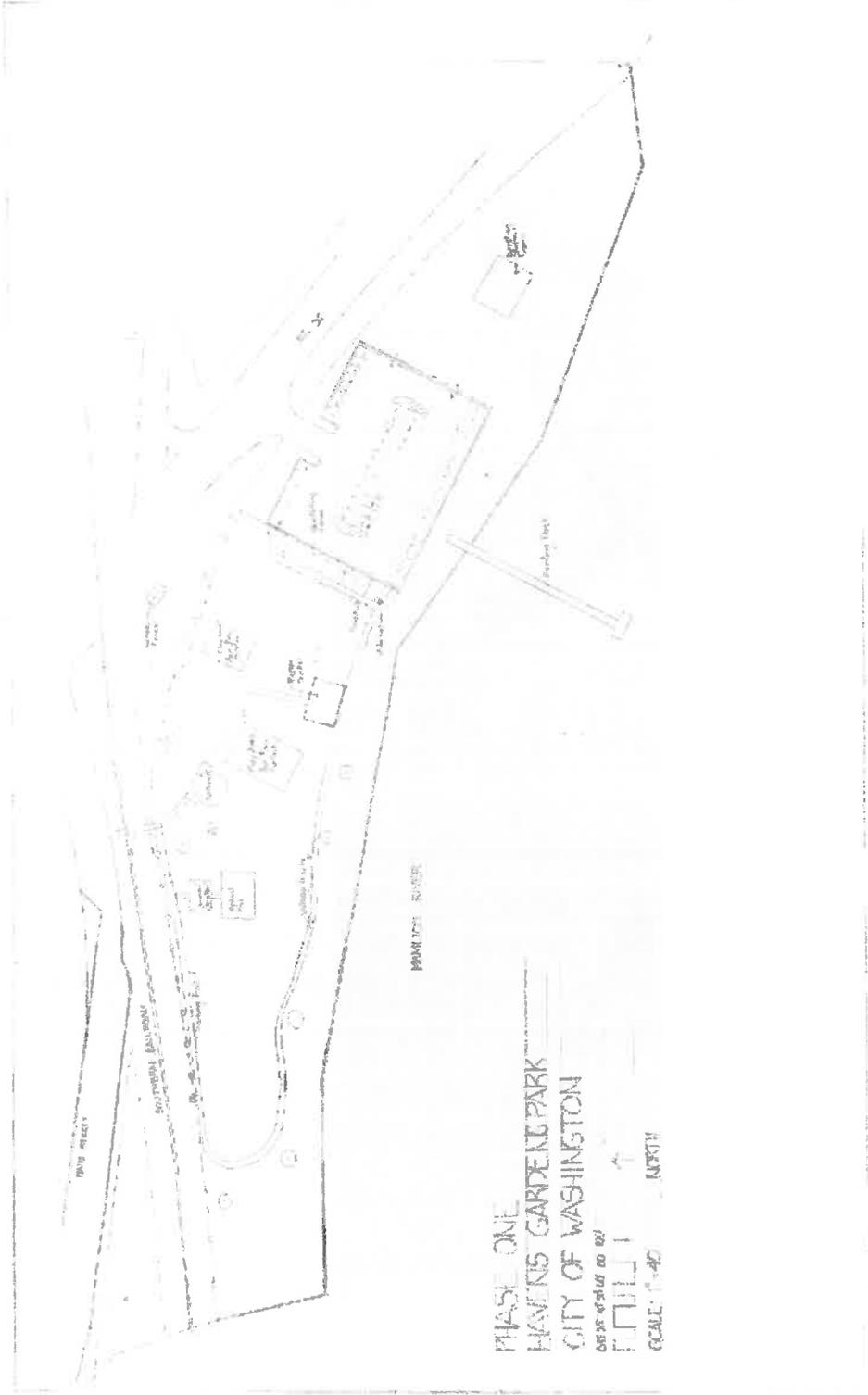
1/11/15

Master Plan Drawing



1/11/15

Phase One Drawing



1/11/15

**Phasing Recommendations:**

The desire of the Recreation Advisory Committee is to propose an initial phase that can be funded through the Parks and Recreation Trust Fund (PARTF) program. The PARTF program favors grant applications with a total budget that does not exceed \$500,000.

The recommendation is that the first phase address accessibility and immediate recreation needs. The initial phase will include new activities of walking trail, play equipment area for 2-12 year olds with safe resilient surface and spray park with shelter to enhance the PARTF Grant application.

A bay of parking on the west side of the existing parking lot will be added to provide accessible parking and a few additional parking spaces. The trail will connect the southwest corner of the parking lot, follow the riverfront and circle around the park to a walkway that connects to the parking lot. It will continue at grade with the new parking spaces. Tire stops will protect the sidewalk from vehicles in the parking lot and allow wheel chairs, strollers easy access between the parking lot and the sidewalk.

Both of the existing shelters will be repaired.

The western most gazebo, beach volley ball, bocce, additional walkways and pedestrian pier- day dock will be in future phases. The walking trail from the parking lot eastward to the bridge will be in a future phase after construction of the fishing pier and repair- reconstruction of the bulkhead.

**Appendix A: Survey Results**

**Havens Gardens Park Master Plan**

**Public Input Survey**

**October 2014**

*Results are based on total of 94 surveys.*

*59 of these were filled in at the Smoke on the Water festival on October 18<sup>th</sup> 2014. The rest were gathered by Recreation Advisory Commission members at Havens Gardens Park.*

Do you live in Washington? 65 (69%)

Have you been to Havens Garden Park? 80 (85%)

Please check all of the following that you support at Havens Gardens Park.

60 63%	Pier fishing	53 56%	Family reunions	37 39%	More parking
66 70%	Viewing scenery	63 67%	Youth play	58 62%	More trees
69 73%	Picnics	69 73%	Splash play	50 53%	Wheel
41 44%	Weddings	55 58%	Climbing play	53 56%	Bicycle parking
45 48%	Fitness stations	58 62%	Swings	33 35%	Boating
55 58%	Tot play	70 74%	Walking circuit	55 59%	Play structures
53 56%	Beach volleyball	33 35%	Dog park	53 56%	Safe play surface
36 38%	Bocce	46 49%	Visiting friends	47 50%	Birthday parties
55 58%	Kayaking	35 37%	Another pier	61 65%	Benches
27 29%	Gardening	35 37%	Accessible features	48 51%	New shelters

**Describe any concerns about Havens Gardens Park?**

Outdated facilities & playground equipment

Flooding

Access in & out because of traffic

Born Learning Trail (United Way)

Another pier for the scenery for couples with lights

Lights at night

Open bathrooms all the time

More areas for Fishing

Should be nonsmoking, Cigarette butts unsightly

1/11/15

The wheel needs to remain where kids can play on it.  
Not familiar enough to comment  
Riff raff  
New equipment for playground and kids  
Shelters and new places to cook food  
More swings  
Bathrooms  
Leave open space  
No volleyball courts  
Set up space for gift shops & eateries  
Bathrooms need more lights  
Needs new pier – old pier getting unsafe  
Proper allocation of space between parking & park  
Boardwalk completed under bridge  
Longer pier  
The park play area is open – would like it closed off so kids can't get to river  
Bathrooms  
Bathrooms are not clean & kept up  
Transients interrupting parties and family time  
Describe any changes that you would like in an upgrade to Havens Gardens Park?  
Pier for viewing – not fishing  
Safe equipment  
Need walking trail  
No boundary next to water to prevent falling in  
More parking, but not too much  
Keep the wheel in the park  
Safety/security  
Don't spend money that you don't have!  
Nice park, use it often  
Trees around the parking lot, shade for the cars

**Describe any changes that you would like in an upgrade to Havens Gardens Park?**

Walking/biking trail  
Larger pier for fishing & walking  
Better fishing area  
More green space  
New places for kids to play & new playground equipment  
Any changes that would benefit families would be great  
Replace bulkhead, fill in behind  
Need accessible play  
Children, play things are most important  
Upkeep!  
Walk trail

1/11/15

Fenced dog park  
Replace bulkhead  
Better restrooms  
Paddle boats  
Water play  
More diverse activities for all ages  
Would love to see more features. We come from Greenville  
Keep the iron wheel  
Save the wheel  
Keep it clean  
No need for another pier, fix the one that is there

**Verbal comments gathered at Smoke on the Water**

Concern about phasing, bulkhead construction, do not want to damage new items  
More trees east end  
Benches, picnic tables along waterfront.  
Add 2nd pier or make existing one larger. It is not big enough to fish & crab.  
Need seating on the pier  
Utilize existing parking better  
Do not want a 2nd pier  
Gazebo next to tot lot needs to be fenced as part of tot lot  
Need a 2nd play area for under 2 years  
Want to be able to play on the wheel, I played on the wheel as a child so...  
Want kayak launch (3 responses)